



Contract Number
20-63

SAP Number

Department of Airports

Department Contract Representative	<u>James E. Jenkins</u>
Telephone Number	<u>(909) 358-8812</u>
Consultant	<u>Coffman Associates, Inc.</u>
Consultant Representative	<u>Matt Quick, 2nd Vice-President</u>
Telephone Number	<u>(602) 993-6999</u>
Contract Term	<u>2/11/2020 – 2/10/2021</u>
Original Contract Amount	<u>\$323,024.00</u>
Amendment Amount	<u>_____</u>
Total Contract Amount	<u>\$323,024.00</u>
Cost Center	<u>_____</u>

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County of San Bernardino (County) desires an update to the Chino Airport Master Plan in accordance with an agreed scope of services (Project); and

WHEREAS, the County desires that the Project be completed by Consultant and Consultant agrees to perform services to complete the Project, as set forth below;

NOW, THEREFORE, the County and Consultant mutually agree to the following terms and conditions in this Contract for the completion of the Project:

A. CONSULTANT RESPONSIBILITIES

A.1 Process all matters relating to this Project through a single point of contact, the County's Director of the Department of Airports (Airport Director).

A.2 Consult, as directed by the Airport Director, with authorized employees, agents, and representative of the County and other agencies having jurisdiction relative to the completion of the Project.

A.3 Cooperate with other Consultants.

A.4 Make field trips as required to review existing site conditions, and to properly prepare an update to the Chino Airport Master Plan, environmental documents, and any other associated documents as set forth in the Scope of Services (the Project Documents).

A.5 Attend meetings as scheduled by the Airport Director or designated airport staff for the purpose of obtaining data, preparing meeting minutes, and completing the Project.

A.6 Contract for sub-consultants, at Consultant's expense, to the extent necessary for preparation of the Project Documents, including but not limited to, mechanical, electrical, structural and civil engineers, architects and landscape consultants, all licensed or registered as such by the State of California

A.7 Submit sub-consultant's names for approval by County, for each professional element of service of the Project. Nothing in the foregoing procedure shall create any relation between County and any sub-consultant employed by the Consultant under terms of this Contract.

A.8 Designate a principal or member of his/her staff satisfactory to County as the Project Consultant who shall, as long as his/her performance continues to be acceptable to County, remain in charge of the required services of the Project through the completion of construction.

A.9 Upon written authorization by the Airport Director to proceed with the Project, Consultant shall in consultation with the Airport Director or designated airport staff, and complete all items in the Scope of Services for the Project as listed in Exhibit A.

B. GENERAL CONTRACT REQUIREMENTS

B.1 Recitals

The recitals set forth above are true and correct and incorporated herein by this reference.

B.2 Contract Amendments

Consultant agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Consultant and County.

B.3 Contract Exclusivity

This is not an exclusive Contract. The County reserves the right to enter into a contract with other consultants for the same or similar services. The County does not guarantee or represent that the Consultant will be permitted to perform any minimum amount of work, or receive a minimum amount of compensation, under the terms of this Contract.

B.4 Attorney's Fees and Costs

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a party hereto and payable under Indemnification and Insurance Requirements.

B.5 Background Checks for Consultant Personnel

Consultant shall ensure that its personnel (a) are authorized to work in the jurisdiction in which they are assigned to perform services; (b) do not use legal or illegal substances in any manner which will impact their ability to provide services to the County; and (c) are not otherwise disqualified from performing the services under applicable law. If requested by the County and not in violation of applicable law, Consultant shall conduct a background check, at Consultant's sole expense, on all its personnel providing services. If requested by the County, Contractor shall provide the results of the background check of each individual to verify that the individual meets Consultant's standards for employment. Such background check shall be in the form generally used by Consultant in its initial hiring of employees or contracting for contractors or, as applicable, during the employment-screening process but must, at a minimum, have been performed within the preceding 12-month period. Consultant personnel who do not meet the County's hiring criteria, in County's sole discretion, shall not be assigned to work on County

property or services, and County shall have the right, at its sole option, to refuse access to any of Consultant's personnel to any County facility.

B.6 Change of Address

Consultant shall notify the County in writing, of any change in mailing address within ten (10) business days of the change.

B.7 Choice of Law

This Contract shall be governed by and construed according to the laws of the State of California.

B.8 Compliance with County Policy

In performing the services and while at any County facilities, Consultant personnel (including subcontractors) shall (a) conduct themselves in a businesslike manner; (b) comply with the policies, procedures, and rules of the County regarding health and safety, and personal, professional and ethical conduct; (c) comply with the finance, accounting, banking, Internet, security, and/or other applicable standards, policies, practices, processes, procedures, and controls of the County; and (d) abide by all laws applicable to the County facilities and the provision of the services, and all amendments and modifications to each of the items addressed in subsections (b), (c), and (d) (collectively, "County Policies"). County Policies, and additions or modifications thereto, may be communicated orally or in writing to Consultant or Consultant personnel or may be made available to Consultant or Consultant personnel by conspicuous posting at a County facility, electronic posting, or other means generally used by County to disseminate such information to its employees or contractors. Consultant shall be responsible for the promulgation and distribution of County Policies to Consultant personnel to the extent necessary and appropriate.

County shall have the right to require Consultant's employees, agents, representatives and subcontractors to exhibit identification credentials issued by County in order to exercise any right of access under this Contract.

B.9 Confidentiality

Consultant shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this Contract, except for statistical information not identifying any participant. Consultant shall not use or disclose any identifying information for any other purpose other than carrying out the Consultant's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.

B.10 Primary Point of Contact

Consultant will designate an individual to serve as the primary point of contact for the Contract. Consultant or designee must respond to County inquiries within two (2) business days. Consultant shall not change the primary contact without written acknowledgement to the County. Consultant will also designate a back-up point of contact in the event the primary contact is not available.

B.12 County Representative

The *Airport Director* or his/her designee shall represent the County in all matters pertaining to the services to be rendered under this Contract, including termination and assignment of this Contract, and shall be the final authority in all matters pertaining to the Scope of Services by Consultant. If this Contract was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to this Contract, unless otherwise delegated.

B.13 Damage to County Property

Consultant shall repair, or cause to be repaired, at its own cost, all damages to County vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Consultant or its employees or agents. Such repairs shall be made immediately after Consultant becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Consultant fails to make timely repairs, the County may make any necessary repairs. The Consultant, as determined by the County, shall repay all costs incurred by the County for such repairs, by cash payment upon demand, or County may deduct such costs from any amounts due to the Consultant from the County, as determined at the County's sole discretion.

B. 14 Debarment and Suspension

Consultant certifies that neither it nor its principals or subcontractors is presently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (See the following United States General Services Administration's System for Award Management website <https://www.sam.gov>). Consultant further certifies that if it or any of its subcontractors are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

B.15 Drug and Alcohol Free Workplace

In recognition of individual rights to work in a safe, healthful and productive work place, as a material condition of this Contract, the Consultant agrees that the Consultant and the Consultant's employees, while performing service for the County, on County property, or while using County equipment:

- B.15.1** Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
- B.15.2** Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.
- B.15.3** Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Consultant or Consultant's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

Consultant shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Consultant has with the County, if the Consultant or Consultant's employees are determined by the County not to be in compliance with above.

B.16 Duration of Terms

This Contract, and all of its terms and conditions, shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties, provided no such assignment is in violation of the provisions of this Contract.

B.17 Employment Discrimination

During the term of the Contract, Consultant shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Consultant shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

B.18 Environmental Requirements

In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Consultant to use recycled

paper for any printed or photocopied material created as a result of this Contract. Consultant is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Consultant must be able to annually report the County's environmentally preferable purchases. Consultant must also be able to report on environmentally preferable goods and materials used in the provision of their service to the County, utilizing a County approved form.

B.19 Improper Influence

Consultant shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of the Contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of the Contract or shall have any relationship to the Consultant or officer or employee of the Consultant.

B.20 Improper Consideration

Consultant shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate this Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Consultant shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Consultant. The report shall be made to the supervisor or manager charged with supervision of the employee or the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

B.21 Informal Dispute Resolution

In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

B.22 Legality and Severability

The parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

B.23 Licenses, Permits and/or Certifications

Consultant shall ensure that it has all necessary licenses, permits and/or certifications required by Federal, State, County, and municipal laws, ordinances, rules and regulations. The Consultant shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Consultant will notify County immediately of loss or suspension of any such licenses, permits and/or certifications. Failure to maintain a required license, permit and/or certification may result in immediate termination of this Contract.

B.24 Material Misstatement/Misrepresentation

If during the course of the administration of this Contract, the County determines that Consultant has made a material misstatement or misrepresentation or that materially inaccurate information has been

provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

B.25 Mutual Covenants

The parties to this Contract mutually covenant to perform all of their obligations hereunder, to exercise all discretion and rights granted hereunder, and to give all consents in a reasonable manner consistent with the standards of "good faith" and "fair dealing".

B.26 Nondisclosure

Consultant shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential information that is either: (1) provided by the County to Consultant or an agent of Consultant or otherwise made available to Consultant or Consultant's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Consultant or an agent of Consultant in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialize and includes, but is not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.

B.27 Notice of Delays

Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.

B.28 Ownership of Documents

All documents, data, products, graphics, computer programs and reports prepared by Consultant pursuant to the Contract shall be considered property of the County upon payment for services (and products, if applicable). All such items shall be delivered to County at the completion of work under the Contract, subject to the requirements of Article C—Term of the Contract. Unless otherwise directed by County, Consultant may retain copies of such items.

B.29 *Reserved*

B.30 Air, Water Pollution Control, Safety and Health

Consultant shall comply with all air pollution control, water pollution, safety and health ordinances and statutes, which apply to the work performed pursuant to this Contract.

B.31 Records

Consultant shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records shall be considered grounds for withholding of payments for invoices submitted and/or termination of the Contract.

All records relating to the Consultant's personnel, consultants, subcontractors, Scope of Services and expenses pertaining to this Contract shall be kept in a generally acceptable accounting format. Records should include primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must comply with the appropriate Office of Management and Budget (OMB) Circulars, which state the administrative requirements, cost principles and other standards for accountancy.

B.32 Relationship of the Parties

Nothing contained in this Contract shall be construed as creating a joint venture, partnership, or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto. In the

performance of this Contract, Consultant, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino. Any provision of this Contract that may appear to give the County any right to direct the Consultant concerning the details of performing the Scope of Services, or to exercise any control over such performance, shall mean only that the Consultant shall follow the direction of the County concerning the end results of the performance.

B.33 Release of Information

No news releases, advertisements, public announcements or photographs arising out of the Contract or Consultant's relationship with County may be made or used without prior written approval of the County.

B.34 Strict Performance

Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.

B.35 Subcontracting

Consultant shall obtain County's written consent, which County may withhold in its sole discretion, before entering into Contracts with or otherwise engaging any subcontractors who may supply any part of the services to County. At County's request, Consultant shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Consultant shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Article G. All approved subcontractors shall be subject to the provisions of this Contract applicable to Consultant Personnel.

For any subcontractor, Consultant shall:

B.35.1 Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions; and

B.35.2 Ensure that the subcontractor follows County's reporting formats and procedures as specified by County.

B.35.3 Include in the subcontractor's subcontract substantially similar terms as are provided in Articles A. Consultant Responsibilities and B. General Contract Requirements.

Upon expiration or termination of this Contract for any reason, County will have the right to enter into direct Contracts with any of the subcontractors. Consultant agrees that its arrangements with subcontractors will not prohibit or restrict such subcontractors from entering into direct contracts with County.

B. 36 Subpoena

In the event that a subpoena or other legal process commenced by a third party in any way concerning the Services provided under this Contract is served upon Consultant or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Consultant and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise provided herein in connection with defense obligations by Consultant for County.

B.37 Termination for Convenience

The County reserves the right to terminate the Contract, for any reason, with a thirty (30) day written notice of termination to the Consultant. Such termination may include all or part of the services described herein. Upon such termination, payment will be made to the Consultant for services rendered and expenses reasonably incurred prior to the effective date of termination. Upon receipt of termination notice Consultant shall promptly discontinue services unless the notice directs otherwise. Consultant shall deliver promptly to County and transfer title (if necessary) to all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

B.38 Time of the Essence

Time is of the essence in performance of this Contract and of each of its provisions.

B.39 Venue

The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, County of San Bernardino, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third-party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, County of San Bernardino, San Bernardino District.

B.40 Conflict of Interest

Consultant shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or subcontractors and the County. Consultant shall make a reasonable effort to prevent officers, employees, subcontractors, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family business, or other ties. Officers, employees, and agents of cities, counties, districts, and other local agencies are subject to applicable conflict of interest codes and state law. In the event the County determines a conflict of interest situation exists, any increase in costs, associated with the conflict of interest situation, may be disallowed by the County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Consultant's officers, employees, or agents have family, business, or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant. Consultant shall further comply with the requirements in Exhibit C.

Consultant acknowledges and agrees that it will not submit a bid, or enter into an agreement with a third party, for the construction of the Project or any future phases of a Project on which it has previously performed work that was assigned to it under this Contract. Consultant agrees not to affiliate with, or receive financial consideration from, any third party in connection with this Project, except as specifically authorized under this Contract.

B.41 Former County Administrative Officials

Consultant agrees to provide, or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Consultant. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Consultant. For purposes of this provision, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Executive Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

B.42 Disclosure of Criminal and Civil Procedures

County reserves the right to request the information described herein from Consultant. Failure to provide the information may result in a termination of the Contract. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Consultant also may be requested to provide information to clarify initial responses. Negative information discovered may result in Contract termination.

Consultant is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or

indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Consultant will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Consultant is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Consultant will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

B.43 Copyright

County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this Contract shall acknowledge the County of San Bernardino as the funding agency and Consultant as the creator of the publication. No such materials, or properties produced in whole or in part under this Contract shall be subject to private use, copyright or patent right by Consultant in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printer material, and periodicals, assembled pursuant to this Contract must be filed with the County prior to publication.

B44 Artwork, Proofs and Negatives

All artwork, proofs, and/or negatives in either print or digital format for anything produced under the terms of this Contract are the property of the County. These items must be returned to the County within ten (10) days, upon written notification to the Consultant. In the event of a failure to return the documents, the County is entitled to pursue any available legal remedies. In addition, Consultant will be barred from all future solicitations, for a period of at least six (6) months.

B.45 *Reserved*

B. 47 Errors, Omissions and/or Conflicts

Consultant shall be responsible for the integrity of all design and research studies prepared or approved by the Consultant and should County suffer damages due to errors, omissions, and/or conflicts within such documents, the Consultant shall be responsible to County for costs of all such damages.

B. 48. *Reserved*

B. 49 Regulatory Agencies

Except for emergencies, or except for situations where contact is required by law or relevant professional canons of ethics (in which case Consultant will use its professional efforts to notify and confer with the County before such contact, the parties recognizing that there may not be time for such in an emergency), Consultant shall not contact the Local Enforcement Agency, South Coast Air Quality Management District or other regulatory agencies concerning any site that is the subject of this Contract without Department's prior approval.

C. TERM OF CONTRACT

This Contract is effective as of February 11, 2020, and unless this Contract is earlier terminated in accordance with the provisions of this Contract, the Contractor shall complete the Scope of Services on or before the dates set forth in this paragraph. The Consultant shall complete the following portions of the Scope of Services for the Project on or before April 30, 2020 - (i) Part I, Element 2, Update the Forecasts Chapter (Chapter Two) - Task 2.1, Task 2.2, and Task 2.3; and (ii) Part I, Element 3 – Update the Facility Requirements Chapter (Chapter Three) – Task 3.3 and Task 3.4 (collectively, the “Priority Scope”) so long as County has provided Consultant with a current list of existing aircraft reported to the County as based at Chino Airport, which includes the aircraft make, model, and N-Number, on or before February 14, 2020. The completion date of April 30, 2020 for the Priority Scope shall be delayed for each day beyond February 14, 2020 that County does not provide the Consultant with said list. The Consultant shall complete the remainder of the Scope of Services for the Project on or before August 10, 2021.

D. COUNTY RESPONSIBILITIES

- D.1** Reserved
- D.2** Provide all known and available site drawings, building locations within the site,
- D.3** Adhere to Fiscal provisions as set forth in contract.
- D.4** Adhere to Net 60 payment terms for undisputed invoices.

E. FISCAL PROVISIONS

E.1 The maximum amount of payment under this Contract shall not exceed \$323,024.00, (comprising an amount not to exceed \$22,840.00 for the Priority Scope and an amount not to exceed \$300,184.00 for the remainder of the Scope of Services), which may be federally funded, and shall be subject to availability of other funds to the County. The consideration to be paid to Consultant, as provided herein, shall be in full payment for all Consultant’s services and expenses incurred in the performance hereof, including travel and per diem.

Consultant bears the risk that it may not be able to generate its anticipated (or any) profit in completing its performance of all required items of work for the specified level of compensation. In no event shall Consultant be entitled to receive compensation for any item of work required of Consultant under the terms of the Contract, which item of work is not performed by Consultant (including Consultant’s agents and approved subcontractors).

E.2 Consultant’s Cost Summary, attached as Exhibit B, hereto, sets out the Consultant’s fixed cost (including wages) of completing the Scope of Services. The Cost Summary was used by the County to determine the reasonableness of the cost of Consultant’s Scope of Services. Consultant is not entitled to any additional compensation by virtue of its costs (including wages) for any item of work exceeding the cost set forth in its Cost Summary, including excess costs related to delays in completion of the Project. Payment shall be made on a percentage of each task completed to the County’s satisfaction.

E.3 Consultant shall provide County itemized invoices along with any supporting documentation, monthly in arrears, and in a format acceptable to the County that sets forth the percentage of each task within the Scope of Services that Consultant has completed for the prior month along with the amount invoiced for each task, which invoiced amount shall not exceed the task total set forth in Exhibit B for said task. The County shall make payment to Consultant within sixty (60) working days after receipt of invoice and County’s verification of the completion of the tasks on the subject invoice or the resolution of any billing dispute. The County shall have the right to request additional documentation from Consultant to verify completion of invoiced tasks.

E.4 Consultant shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Consultant’s designated checking or other bank account. Consultant shall

promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

- E.5 County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Consultant or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.
- E.6 Costs for services under the terms of this Contract shall be incurred during the contract period except as approved by County. Consultant shall not use current year funds to pay prior or future year obligations.
- E.7 Funds made available under this Contract shall not supplant any federal, state or any governmental funds intended for services of the same nature as this Contract. Consultant shall not claim reimbursement or payment from County for, or apply sums received from County with respect to that portion of its obligations that have been paid by another source of revenue. Consultant agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the County.
- E.8 Consultant shall adhere to the County's Travel Management Policy (8-02 and 08-02SP1) when travel is pursuant to this Contract and for which reimbursement is sought from the County. In addition, Consultant is encouraged to utilize local transportation services, including but not limited to, the Ontario International Airport.

F. INDEMNIFICATION AND INSURANCE REQUIREMENTS

F.1 Indemnification

Consultant shall defend and indemnify County for claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. This Agreement incorporates by reference the provisions of Civil Code section 2782.8, including, but not limited to, the provisions that concern the duty and cost to defend the County.

F.2 Additional Insured

All policies, except for Worker's Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

F.3 Waiver of Subrogation Rights

Consultant shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit Consultant and Consultant's employees or agents from waiving the right of subrogation prior to a loss or claim. Consultant hereby waives all rights of subrogation against the County.

F.4 Policies Primary and Non-Contributory

All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

F.5 Severability of Interests

Consultant agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage

for suits between Consultant and County or between County and any other insured or additional insured under the policy.

F.6 Proof of Coverage

Consultant shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Consultant shall maintain such insurance from the time Consultant commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract, Consultant shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

F.7 Acceptability of Insurance Carrier

Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

F.8 Deductibles and Self-Insured Retention

Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

F.9 Failure to Procure Coverage

In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, County has the right but not the obligation or duty to cancel this Contract or obtain insurance if it deems necessary and any premiums paid by County will be promptly reimbursed by Consultant or County payments to the Consultant will be reduced to pay for County purchased insurance.

F.10 Insurance Review

Insurance requirements are subject to periodic review by County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against County, inflation, or any other item reasonably related to the County's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Consultant agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of County.

F.11 Consultant agrees to provide insurance set forth in accordance with the requirements herein. If Consultant uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, Consultant agrees to amend, supplement or endorse the existing coverage to do so.

Without in anyway affecting the indemnity herein provided and in addition thereto, Consultant shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

F.11.1 Workers' Compensation/Employer's Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Consultant and all risks to such persons under this contract.

If Consultant has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Consultants that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

F.11.2 Commercial/General Liability Insurance –Consultant shall carry General Liability Insurance covering all operations performed by or on behalf of Consultant providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- a. Premises operations and mobile equipment.
- b. Products and completed operations.
- c. Broad form property damage (including completed operations).
- d. Explosion, collapse and underground hazards.
- e. Personal injury.
- f. Contractual liability.
- g. \$2,000,000 general aggregate limit.

F.11.3 Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If Consultant is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If Consultant owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

F.11.4 Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

F.11.5 Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance – Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the state of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

F.11.6 Reserved

F.11.7 Reserved

G. SUCCESSORS AND ASSIGNS

G.1 This Contract shall be binding upon County and Consultant and their respective successors and assigns.

G.2 Neither the performance of this Contract, nor any part thereof, nor any monies due or to become due thereunder may be assigned by Consultant without the prior written consent and approval of County.

G.3 **Death or Incapacity:** If the Consultant transacts business as an individual, his/her death or incapacity shall automatically terminate this Contract as of the date of such event, and neither he/she nor his/her estate shall have any further right to perform hereunder, and County shall pay him/her or his/her estate the compensation payable under Article E, Fiscal Provisions, for any services rendered prior to such termination not heretofore paid, reduced by the amount of additional costs which will be incurred by County by reason of such termination. If there be more than one Consultant and any one of them die or become incapacitated and the others continue to render the services covered herein, County will make payment to those continuing as though there had been no such death or incapacity and County will not be obliged to take any account of the person who died or became incapacitated or to make any payments to such person or his estate. The provision shall apply in the event of progressive or simultaneous occasions of death or incapacity among any group of persons named as Consultant herein, and if death or incapacity befalls the last one of such group before this Contract is fully performed, then the rights shall be as if there had been only one Consultant.

H. RIGHT TO MONITOR AND AUDIT

H.1 The County, State and Federal government shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Consultant in the delivery of services provided under this Contract. Consultant shall give full cooperation, in any auditing or monitoring conducted. Consultant shall cooperate with the County in the implementation, monitoring, and evaluation of this Contract and comply with any and all reporting requirements established by the County.

H.2 All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under the Contract or until all pending County, State and Federal audits are completed, whichever is later.

I. CORRECTION OF PERFORMANCE DEFICIENCIES

- I.1 Failure by Consultant to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.
- I.2 In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
 - a. Afford Consultant thereafter a time period within which to cure the breach, which period shall be established at the sole discretion of County; and/or
 - b. Discontinue reimbursement to Consultant for and during the period in which Consultant is in breach, which reimbursement shall not be entitled to later recovery; and/or
 - c. Withhold funds pending duration of the breach; and/or
 - d. Offset against any monies billed by Consultant but yet unpaid by County those monies disallowed pursuant to Item "b" of this paragraph; and/or
 - e. Terminate this Contract immediately and be relieved of the payment of any consideration to Consultant. In the event of such termination, County may proceed with the work in any manner deemed proper by County. The cost to County shall be deducted from any sum due to Consultant under this Contract and the balance, if any, shall be paid by Consultant upon demand.
- I.3 Unless a remedy is specifically designated as exclusive, no remedy conferred by any of the specific provision of the Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies by either Party shall not constitute a waiver of the right to pursue other available remedies.

J. NOTICES

All written notices provided for in this Contract or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by reputable overnight courier, or deposited in the United States mail, postage prepaid, certified or registered with return receipt requested and addressed to the other party as follows:

*County of San Bernardino
 Department of Airports
 777 East Rialto Avenue
 San Bernardino, CA 92415*

*Coffman Associates Inc.
 4835 E. Cactus Road, Suite#235
 Scottsdale, AZ 85254*

Notice shall be deemed delivered on the date of receipt by the addressee or the date the addressee refuses delivery of such notice.

K. ENTIRE AGREEMENT

This Contract, including all Exhibits, which are attached hereto and incorporated by reference, and other documents incorporated herein, represents the final, complete and exclusive agreement between the parties hereto. Any prior agreement, promises, negotiations or representations relating to the subject matter of this Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Contract and signs the same of its own free will.

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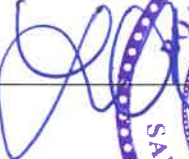
IN WITNESS WHEREOF, the County of San Bernardino and Consultant have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

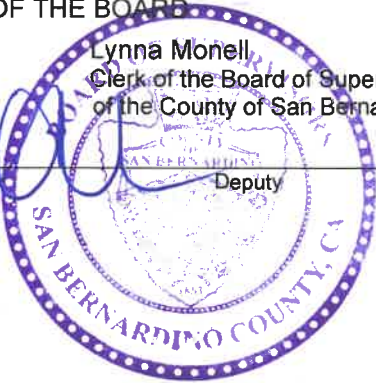
COUNTY OF SAN BERNARDINO

► 

 Curt Hagman, Chairman, Board of Supervisors

Dated: FEB 11 2020
 SIGNED AND CERTIFIED THAT A COPY OF THIS
 DOCUMENT HAS BEEN DELIVERED TO THE
 CHAIRMAN OF THE BOARD

By  _____
 Lynna Monell
 Clerk of the Board of Supervisors
 of the County of San Bernardino
 Deputy



Coffman Associates, Inc.

(Print or type name of corporation, company, contractor, etc.)

By ► 

 (Authorized signature – sign in blue ink)
 Matt Quick

Name _____
 (Print or type name of person signing contract)

Title 2nd Vice-President

 (Print or Type)

Dated: January 31, 2020

Address 4835 E. Cactus Road, Suite #235

Scottsdale, AZ 85254

FOR COUNTY USE ONLY

Approved as to Legal Form
►  _____ County Counsel
Date <u>2/5/2020</u>

Reviewed for Contract Compliance
► _____
Date _____

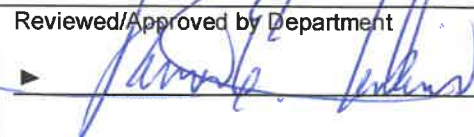
Reviewed/Approved by Department
►  _____
Date <u>2-5-2020</u>

EXHIBIT A
SCOPE OF SERVICES
CHINO AIRPORT
AIRPORT MASTER PLAN UPDATE
COUNTY OF SAN BERNARDINO, CALIFORNIA

INTRODUCTION

The “Draft” Chino Airport Master Plan was originally prepared in November 2011 and was “accepted” by the County of San Bernardino Board of Supervisors on December 6, 2011. However, due to several reasons, the Airport Master Plan was not finalized and fully adopted by the Board of Supervisors. Since that time, existing conditions are different, FAA guidelines and regulations have changed, aviation forecasts need to be revised, and airport development priorities have changed. As a result, the original “Draft” Chino Airport Master Plan must be revised and updated, and then presented to the Board of Supervisors for formal adoption.

Throughout this Scope of Services, “Sponsor” shall refer to the County of San Bernardino, Department of Airports (AIRPORTS); “Consultant” shall refer to Coffman Associates, Inc.

The Consultant will update the “Draft” Airport Master Plan Update, including the ALP update, in accordance with Federal Aviation Administration (FAA) requirements, including Advisory Circular (AC) 150/5070-6B, *Airport Master Plans* (as amended), AC 150/5300-13A, *Airport Design* (as amended), and guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans* (October 1, 2013).

The point of contact for AIRPORTS is:

James E Jenkins, Director of Airports
County of San Bernardino
Department of Airports
777 East Rialto Avenue
San Bernardino, CA 92415
909/387-8816
FAX 909/387-8815
jjenkins@airports.sbcounty.gov

All meetings, progress reports, etc., will be coordinated with the Point of Contact or designated alternate. Public meetings will be scheduled at key points in the Airport Master Plan Update process. The Airport Master Plan Update flow and schedule, prepared as part of the proposal and/or appended to the contract, will be the management document for determining the presentation of draft reports and final documents.

PART I – AIRPORT MASTER PLAN UPDATE

ELEMENT 1 – UPDATE THE INVENTORY CHAPTER (CHAPTER ONE)

The purpose of this Study Element is to assemble and organize new relevant information and data to be used throughout the study in support of the Master Plan analysis. In addition, this element will maximize the use of existing information and will prepare new data and documentation only when existing information is unavailable, incomplete, or outdated.

Task 1.1 - Evaluate Existing Documents

Description: Evaluate in detail new documents and planning efforts since the “Draft” Airport Master Plan was prepared, for their adaptability or use in the Airport Master Plan Update process. These documents will include area development plans, comprehensive land use plans, and such other documentation as available.

Responsibilities:

Consultant: Review and evaluation of new planning documents.

Sponsor: The County staff shall assist the Consultant in the procurement of new documents.

Product: Compilation of new study efforts and documents for input to future tasks.

Task 1.2 – Update Airport Physical Facilities

Description: Perform complete inventory of physical facilities and uses which presently exist within the boundaries of the airport. The inventory will include an examination of plans and documents, as well as a thorough on-site inspection of the physical facility to update/validate its type and size, condition and use. Specific attention will be paid to airport development that has occurred since the completion of the “Draft” Airport Master Plan in 2011, including any land acquisitions. All grant funded projects that have been completed since the “Draft” Airport Master Plan will be identified and documented, including year completed, FAA/CALTRANS grant number, and grant amount. The work effort will take maximum use of existing information available at the Airport/County offices. These inventories will identify and describe existing facilities, noting type (i.e., T-hangar, conventional hangar, etc.), size (i.e., approximate dimensions and square-footage), condition (i.e., newly constructed facility or facility in need of repair or replacement), and use (i.e., current tenant, or the description of how the facility is being utilized). The Inventory will include the following items, at a minimum:

Airfield

→ Runways

- Taxiways
- Marking, Lighting and Signage
- Navaids

Landside Facilities

- Airport Terminal/Administration Building
- Aprons
- Fixed Base Operators and Specialty Shops
- Hangars and Other Buildings
- Other Airport Tenants
- Automobile Parking Areas

Support

- Maintenance
- Utilities (water, sanitary sewer, sanitary waste (garbage), electric, natural gas, and telecommunications provider/supplier)
- Fueling Facilities
- Fencing/Security
- Washracks
- Access/Roadways (internal/external)

In addition, all available plans, specifications, maps, photographs, drawings, and other data, including FAA Forms 5010-1, and NOAA Obstruction Charts will be collected, as available. New data and information pertaining to climate will be obtained including, as available, annual rainfall, annual IFR vs. VFR days, etc.

Responsibilities:

Consultant: Update the inventory of the airport's facilities to accumulate pertinent new data.

Sponsor: Provide the Consultant access to airport property and airport records and files as necessary.

Product: Updated airport facilities inventory for input to later tasks.

Task 1.3 – Update Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Updated air traffic activity data for the airport will be assembled and organized from various sources. Relevant data on general aviation (private and corporate), air taxi, and military activity will be updated. Data will be obtained from the County, the FAA Regional Office, CALTRANS, and Fixed Base Operators. The updated data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.

- b) Based aircraft by type, as available.
- c) Estimated use (by percentage) of each runway.

Review and perform updated inventories of airspace and air traffic procedures at Chino Airport. Conduct interviews with airport officials, FAA representatives, pilots, and others as necessary or appropriate to develop a complete updated description of aircraft operations and airspace at the airport. Basic updated inventory items will include:

- a) Airways and air traffic patterns.
- b) Noise abatement procedures.
- c) Approach and departure procedures.
- d) Airspace conflicts and obstructions.
- e) Military airspace.
- f) National Parks/Wilderness Areas.

Identify and describe existing public airport facilities within a 30-nautical mile radius of Chino Airport. Basic updated inventory items will include at a minimum:

- a) Runway lengths and widths.
- b) Instrument approach procedures.
- c) Airline service.
- d) General aviation services.
- e) Total based aircraft, annual operations, annual enplaned passengers.

Responsibilities:

Consultant: Update and validate data.

Sponsor: Assist Consultant in obtaining updated airport records. Assist in arranging interviews as necessary.

Product: Input to subsequent tasks.

Task 1.4 - Update Socioeconomic Data

Description: Obtain updated statistical data on historical and forecast socioeconomic factors for the Chino Airport area. These factors will include, at a minimum, employment, income, and population, with emphasis placed upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation.

Responsibilities:

Consultant: Update data based on latest available information. Identify data source in master plan documents.

Sponsor Assist in collection of data.

Product: Input to later analysis.

Task 1.5 – Update Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for Chino Airport, from the National Oceanic and Atmospheric Administration, National Climatic Center for use in preparing an updated wind rose for the airport layout plan.

Responsibilities:

Consultant: Obtain updated tabulated wind data.

Sponsor: Coordinate with the Consultant as necessary.

Product: Updated tabulated wind data for use in preparing updated wind rose.

Task 1.6 – Update Vicinity Land Use and Controls

Description: Review new updated local, regional, and state planning and land use regulations, including the existing local comprehensive land use plans, in order to (1) ensure that the resultant Airport Master Plan will be compatible with local, regional, and state long-range planning goals, objectives, and policies; and (2) determine the strengths and weaknesses of local and state regulatory controls with regards to ensuring compatibility of the surrounding area with the airport.

Responsibilities:

Consultant: Updated data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 1.7 – Update Inventory Chapter (Chapter One)

Description: Prepare an updated Inventory Chapter (Chapter One) which will provide up-to-date information in tabular, narrative, and graphic format. This will include information on the airport facilities, applicable air traffic activity, present planning efforts, an overview of airspace, air traffic characteristics, and an operations data summary describing aircraft activity for use in subsequent analyses. This task involves the use of both new and existing data for the airport.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Inventory Chapter (Chapter One). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and Comment.

Product: Draft updated Inventory Chapter covering the items outlined in the Inventory element.

ELEMENT 2 – UPDATE THE FORECASTS CHAPTER (CHAPTER TWO)

This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that is anticipated at Chino Airport and by the surrounding airport environs area. When this element is completed, the new updated aviation forecasts will be submitted to the FAA for approval. The work tasks to be carried out as part of the element include the following:

Task 2.1 - Review Regional Aviation and Socioeconomic Forecasts

Description: Review and analyze new local and regional socioeconomic forecasts obtained in the inventory element. Similarly review the forecasts and assumptions of the aviation forecasts prepared by the California Department of Transportation – Division of Aeronautics, for the *California Aviation System Plan (CASP)*, by the Southern California Association of Governments (SCAG), and by FAA for its *Terminal Area Forecasts*. The forecasts prepared for the 2011 Draft Airport Master Plan will also be reviewed and analyzed.

Responsibilities:

Consultant: Review all new socioeconomic material pertaining to the study and the region.

Sponsor: Assist in identifying potential sources of new information and assist Consultant in obtaining new identified socioeconomic material.

Product: New forecasts of expected socioeconomic factors and aviation activity at Chino Airport and other regional airports.

Task 2.2 – Update the Aviation Demand Forecasts

Description: Develop new aviation demand forecasts using both simple and more complex methodologies, taking into consideration forecasts from other sources such as the FAA. Historical aviation activity statistics for the airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will

involve a variety of techniques that will factor in national transportation statistics, local socioeconomic factors, as well as the independent airport data. Correlation analysis techniques will include relatively simple graphical comparisons, as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology and will result in estimates of aviation demand for the 5, 10, 15, and 20-year periods, which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual operations (local and itinerant) by classification (general aviation, air taxi, military).
- c) Peaking characteristics.
- d) Annual Instrument Approaches (AIA's).

A letter will be prepared by the Consultant and forwarded to FAA requesting approval of the forecasts.

Responsibilities:

Consultant: Prepare new aviation demand forecasts for the airport.

Sponsor: Assist Consultant in obtaining available local airport records.

Product: Prepare new aviation forecasts for the Chino Airport for the 5, 10, 15, and 20 year periods. These forecasts will be coordinated with the County, FAA, Caltrans, and other interests at this point to ensure that the study proceeds based on generally supported assumptions.

Task 2.3 – Update the Forecasts Chapter (Chapter Two)

Description: Prepare an updated Forecasts Chapter (Chapter Two) detailing the results of the new aviation demand forecasts. Since this data will become an important parameter for input into the remaining elements of the study, it will be submitted to representatives of the airport, the FAA, and the State for review and approval before dependent tasks will be finalized.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Forecasts Chapter (Chapter Two). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and Comment.

Product: Draft updated Forecast Chapter (Chapter Two) covering the items outlined in the Forecasts element.

ELEMENT 3 – UPDATE THE FACILITY REQUIREMENTS CHAPTER (CHAPTER THREE)

The purpose of this study element is to convert basic capacity needs into types and quantities of actual physical facilities required to meet long term forecast demands in aviation activity, and to identify short-term corrective strategies for problems that demand immediate attention.

Task 3.1 - Define Planning Horizon Activity Levels

Description: Utilizing the aviation demand forecasts prepared in the previous element, identify activity levels which define the Short Term, Intermediate Term, and Long-Term Planning Horizons. These planning horizons will be utilized throughout the remainder of the report to link future development needs to activity levels rather than points in time.

Responsibilities:

Consultant: Identify planning horizon activity levels.

Sponsor: Review and comment.

Product: Input to later analysis.

Task 3.2 – Update the Airfield Capacity and Delay

Description: Using the FAA's airfield capacity/delay model, update the current and future estimated levels of airfield capacity and delay for the Chino Airport. These analyses will be based on the existing airfield configuration and the new aviation demand forecasts. Emphasis will be placed on changes which have occurred since the 2011 Draft Airport Master Plan that will affect capacity and delay.

Responsibilities:

Consultant: Calculate existing and future Airfield Capacity and Delay.

Sponsor: Review.

Product: Estimate of both existing and future airfield capacity as well as delays to be expected.

Task 3.3 – Revalidate/Update Airport Physical Planning Criteria

Description: Revalidate/Update the physical facility planning criteria for use in assessing the adequacy of various airport facilities to meet forecast demands. These criteria shall be based upon the latest FAA requirements and standards as they apply to the level of activity identified, new technology, and role of the airport. These criteria shall include dimensional

standards for safety including runway length, runway separation, height restrictions, etc. In addition, these criteria shall include requirements to maintain airspace/air traffic control including approach and runway protection zones, safety areas, and other general physical area requirements such as apron, terminal/operations, access circulation and parking, hangar and services, administrative, ARFF, and other airport service and support facilities.

Responsibilities:

Consultant: Revalidate/Update the physical planning criteria to meet forecast demands.

Sponsor: Review.

Product: Detailed criteria for airport physical planning.

Task 3.4 – Update Airside and Landside Facility Requirements

Description: Using relevant information from other tasks, determine and prepare a preliminary update list of facility requirements needed to meet projected demands for the airport for the Short Term, Intermediate Term, and Long-Term planning horizons. These updated facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Updated facility requirements to meet aviation demand for the airfield will include (but not be limited to) airfield capacity, runways, taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), helicopter landing areas and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function, and operations of the airport. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria. Because facility requirements are a function of airport concept possibilities (particularly in staging), these later analyses will be performed in coordination with other factors and may undergo several modifications.

Using current FAA and industry planning criteria, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as general aviation terminal facilities, FBO areas, apron areas, airport access, auto parking, hangars, and revenue support facilities will be developed under this task. Requirements will also be developed for support facilities such as fuel storage, airport maintenance, security requirements (TSA), and utilities.

Responsibilities:

Consultant: Update the specific airside and landside facility needs for the airport.

Sponsor: Review and comment.

Product: Detailed description of all airside and landside facilities required to meet aviation demands at the airport.

Task 3.5 – Update the Facility Requirements Chapter (Chapter Three)

Description: Organize background information, analysis, and findings of the facility requirements work effort and prepare an updated Chapter Three in narrative and graphical format.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Facility Requirements Chapter (Chapter Three). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Facility Requirements Chapter (Chapter Three) covering the items outlined in the Facility Requirements element.

ELEMENT 4 – UPDATE THE AIRPORT ALTERNATIVES CHAPTER (CHAPTER FOUR)

Using the updated Facility Requirements determined under the previous element, alternative development scenarios for the Chino Airport will be revalidated/updated. These scenarios must consider the development needs of the airport to meet projected aviation demand levels as determined in the updated forecasting element and meet airfield, general aviation area, revenue support area, and support area capacity needs established under the demand/capacity element. Upon revalidation/updating of alternative development scenarios, a meeting will be held with the Sponsor to determine the most feasible development concepts for airport development. Throughout the analyses of alternatives, the highest and best use of various parcels of land will be considered when two or more functional areas may be well-applied to a specific piece of property.

Task 4.1 – Revalidate the Alternative Development Issues

Description: Based on the results of the demand/capacity relationships and the facility requirements necessary to meet those demands, revalidate and/or update the various issues which will impact the development of alternatives for the various functional areas of the airport. This task will provide insights into the potentials for and policies constraining the development of specific land uses within the existing or future airport boundaries.

Responsibilities:

Consultant: Revalidate and/or update the issues relating to airport development.

Sponsor: Provide input as to any airport policies and issues affecting airport development.

Product: An updated listing of the various policies and guidelines impacting the development and placement of various airport alternatives.

Task 4.2 – Revalidate/Update Airfield Alternatives

Description: Based on the updated airport facility requirements established in preceding elements, revalidate/update the airfield development alternatives identified in the 2011 “Draft” Airport Master Plan. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of revalidated and/or updated overall development options for the airport.

Responsibilities:

Consultant: Revalidate and/or update the original airfield development options presented in the “Draft” Airport Master Plan.

Sponsor: Review.

Product: A series of revalidated and/or updated development options, each of which meets the forecast airfield facility demands.

Task 4.3 – Revalidate/Update Landside/General Aviation Development Alternatives

Description: Based on the updated facility requirements determined under the previous element, revalidate and/or update the development alternatives identified in the 2011 “Draft” Airport Master Plan. These revalidated and/or updated alternatives will be based on concepts for development within or beyond existing airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with other tasks in this Element and result in a series of updated overall development options for the airport.

Responsibilities:

Consultant: Revalidate and/or update the original Landside/General Aviation development options presented in the “Draft” Airport Master Plan.

Sponsor: Review.

Product: A series of revalidated and/or updated Landside/General Aviation alternatives which fulfill the updated facility requirements to meet forecast demand levels.

Task 4.4 – Update the Alternatives Chapter (Chapter Four)

Description: An updated Alternatives Chapter will be prepared describing the various revalidated and/or updated airfield and landside development alternatives. The updated Alternatives Chapter will detail the analysis involved in the assessment of the alternatives and outline the advantages and disadvantages of each to enable the logical and systematic evaluation of each alternative concept.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Alternatives Chapter (Chapter Four). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Alternatives Chapter (Chapter Four) covering the items outlined in the Alternatives element.

ELEMENT 5 – UPDATE THE MASTER PLAN CONCEPT CHAPTER (CHAPTER FIVE)

The purpose of this study element is to update the recommended direction for the future use and development of Chino Airport which will meet aviation activity demands and other airport needs during the three (3) planning periods (5 years, 10 years, and 20 years) for the airport.

Task 5.1 – Update the Recommended Master Plan Concept

Description: Following input from the County staff on the updated airport development alternatives prepared in the previous element, prepare an updated comparative evaluation and the supporting rationale to sufficiently describe the single recommended program for development and use of airport facilities. The updated recommendation for the most prudent and feasible Master Plan concept will become the basis for the final refinement of development costs and scheduling of capital improvements.

Responsibilities:

Consultant: Develop an updated recommended master plan concept.

Sponsor: Review and comment.

Product: Updated master plan concept for the airport.

Task 5.2 – Update the Master Plan Concept Chapter (Chapter Five)

Description: An updated Master Plan Concept Chapter will be prepared which outlines the recommended airport master plan concept. Organize narrative and graphical presentations of the information in this Chapter to allow for a final review and adjustment of the overall master plan concept.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Master Plan Concept Chapter (Chapter Five). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Master Plan Concept Chapter (Chapter Five) covering the items outlined in the Recommended Master Plan Concept element.

ELEMENT 6 – UPDATE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM CHAPTER (CHAPTER SIX)

Task 6.1 – Update the Airport Development Schedules and Cost Estimates

Description: Based upon the previous updated evaluations, update the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport master plan concept. Update the airport development cost estimates to reflect the revised requirements and schedule of development associated with the recommended airport master plan concept for the airport.

Responsibilities:

Consultant: Prepare an updated airport development schedule for the airport as well as updated cost estimates for the recommended master plan concept.

Sponsor: Review and comment.

Product: Updated development schedules and cost estimates for the improvements proposed as a part of the selected master plan concept.

Task 6.2- Update the Capital Improvement/Financial Program

Description: Update the recommended airport capital improvement program for the airport which includes updated estimates of the amount of funds available from federal grant-in-aid programs to determine the net amount of capital funds required by the County to accomplish each proposed stage of improvements for the airport. Analyze alternative

financing strategies that may be available for implementing the proposed development program. Analyze the sources and uses of all airport funds that will be required to finance designated improvements and estimate the magnitude and timing of any financing that may be required.

Responsibilities:

Consultant: Update the detailed capital improvement/financial program for the airport.

Sponsor: Provide review and input.

Product: Capital Improvement/Financial Program for the selected master plan concepts.

Task 6.3 - Update the Airport Capital Improvement Program Chapter (Chapter Six)

Description: Prepare an updated Chapter which outlines the updated airport capital improvement program for the updated airport master plan concept. Organize narrative and graphical presentations of the information in this Chapter to allow for a final review and adjustment of the airport capital improvement program, if necessary.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Airport Capital Improvement Program Chapter (Chapter Six). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Airport Capital Improvement Program Chapter (Chapter Six) covering the items outlined in the Airport Capital Improvement Program element.

ELEMENT 7 – UPDATE THE AIRPORT LAYOUT PLAN DRAWING SET

Description: The purpose of this study element is to update the set of Airport Plans for the Chino Airport. All plans will be prepared in a format which complies with the content contained within FAA's current guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*, and which is readily acceptable to the FAA and can be utilized by the County staff in carrying out implementation. All plans will be produced utilizing AutoCAD software. The AutoCAD drawings, in a version acceptable to the Sponsor, will be a deliverable item to the County at the completion of this project. The Airport Plans will be included as an appendix in the Airport Master Plan Report document. A narrative will also be included in the appendix to better describe the intended functions of the proposed development items.

Task 7.1 – Update the Airport Layout Drawing and Data Sheet

Description: Following the updated Recommended Airport Master Plan Concept developed under the preceding element, and FAA AC 150/5070.6A, "Airport Master Plan", an Airport Layout Plan (ALP) for the airport will be prepared utilizing AutoCAD Software. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, nav aids), and existing landside development. Development of recommended landside and airfield facilities, including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* will be followed.

Task 7.2 – Update the Terminal Area Drawings

Description: Update the Terminal Area Drawings reflecting recommended development on the landside development areas as resulting from the recommendations of this study.

Task 7.3 – Update the Part 77 Airspace Drawing(s)

Description: Update the existing and ultimate Airport Airspace Drawing(s) in conformance with 14 CFR Part 77. The set will include an identification of obstructions and an obstruction data table. Obstruction information will be obtained from existing approach plans, obstruction surveys, new aerial surveys, and the current Airport Obstruction (OC) chart (as available). U.S.G.S. base maps will be superimposed on the airspace drawing. A plan for the disposition of the obstructions, as identified, will also be included as part of the obstruction data table.

Task 7.4 – Update the Inner Approach Surface Drawing(s)

Description: Update the existing inner portion of the approach surface drawing in accordance with Appendix F of FAA AC 150/5070-6B, *Airport Master Plans*. Obstruction information will be obtained from existing approach plans, obstruction surveys, aerial surveys, and the current Airport Obstruction (OC) chart (as available).

Task 7.5 – Update the On-Airport Land Use Drawing

Description: Update the on-airport land use plan for the area within the boundaries of the airport, based on the identified overall development concept. This will include airfield development areas, general aviation areas, ground access and vehicular circulation system service areas, and distinctions between aeronautical and non-aeronautical uses.

Task 7.6 – Update the Departure Surface Drawings

Description: Update the departure surface drawings in accordance with FAA AC 150/5070-6B, *Airport Master Plans*. Obstruction information will be obtained from existing

approach plans, obstruction surveys, aerial surveys, and the current Airport Obstruction (OC) chart (as available).

Task 7.7 – Airport Property Map – Exhibit A

Description: Update the Exhibit A - Airport Property Map, including the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. The drawing will provide an inventory all of the parcels which currently make up the airport, or are proposed for acquisition by the airport. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The Property Map will be updated in conformance with the guidelines outlined in FAA Airports ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013)*. The County will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, if needed.

Task 7.8 - Preparation of Draft ALP Drawing Set

Description: Preparation of up to twelve (12) copies of the full drawing sets for submission to the County, and subsequent comprehensive agency review by FAA and CALTRANS. Drawings will be a minimum size of 24" x 36". The County will provide up to ten (10) unsigned copies of the full ALP drawing set for review. The County will also provide one (1) full set of drawings to CALTRANS for review.

Task 7.9 - Preparation of Final ALP Drawing Set

Description: Revise the Draft Airport Layout Plan Drawings prepared in Task 7.8 to reflect comments received from the FAA and CALTRANS review. Upon approval from the County, provide up to eight (8) copies of the revised ALP Drawing Set to the County for their signature. The County will forward the signed drawings to the FAA for final approval.

ELEMENT 8 – UPDATE THE ENVIRONMENTAL EVALUATION

Description: The objective of the Environmental Evaluation is to provide the Sponsor, community, and public officials with proper guidance regarding NEPA environmental documentation for the future development as outlined in the Airport Master Plan.

Task 8.1 – Update the Environmental Inventory (NEPA)

Description: The purpose of this inventory is to (1) update the existing conditions in order to provide baseline data for future NEPA analysis of the master plan and to facilitate FAA review of any NEPA issues, and (2) identify potential environmental issues that may require consideration in developing Master Plan alternatives, including mitigation measures proposed as part of the Master Plan. Concurrent with the preparation of the updated Airport Master Plan Inventory Chapter, known existing environmental conditions at the Chino Airport and its immediate vicinity will be inventoried. The purpose of this task is to update information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. The inventory update for the Environmental Overview will address all of the resource categories contained within FAA Orders 1050.1F and 5050.4B.

Examples of information to be gathered include wetlands, riparian areas, threatened or endangered species and/or their habitat, sensitive biological species, floodplains, air quality, and parks and natural resource areas. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. This task will identify environmental resources prior to the alternatives evaluation process in order to lessen or eliminate environmental requirements for potential project development. Results of this environmental inventory will be included as an appendix to the Master Plan Report.

Responsibilities:

Consultant: Update the narrative and graphics to outline the results of the environmental reconnaissance inventory to be included within the alternative analysis as well as an appendix of the Master Plan Report.

Sponsor: Provide and/or assist in collection of data.

Product: Input to Master Plan Environmental Overview.

Task 8.2 – Update the Environmental Overview (NEPA)

Description: Using data collected in previous tasks, the preliminary environmental overview will be updated to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 5050.4B, *Airport Environmental Handbook*. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified at this time. The Environmental Overview is not intended to serve as a formal Environmental Assessment under the National Environmental Policy Act (NEPA).

Responsibilities:

Consultant: Evaluate potential for environmental effect, update the environmental overview.

Sponsor: Provide review and input.

Product: Updated environmental overview of the proposed improvements identified in the Airport Master Plan.

Task 8.3 - Determine Environmental Documentation (NEPA) for Short Term Projects

Description: Based on the information and data developed in Task 8.1 and Task 8.2, the Sponsor and the Consultant, in consultation with the FAA, will determine the type of NEPA documentation that will be required for the proposed short term (1-5 years) projects identified in the Master Plan. Some projects may only require Categorical Exclusion (Cat-Ex) documentation. However, if there is substantial evidence that some or all of the short term projects in the Master Plan may have significant environmental effects, or that it is unclear whether the short term Master Plan projects would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, than an Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be considered the more appropriate environmental documentation.

Responsibilities:

Consultant: Consult with the Sponsor and FAA to determine which projects will require an EA, EIS, or Categorical Exclusion documentation.

Sponsor: Decide which short term projects will be included in either an EA, EIS, or will require Categorical Exclusion documentation.

Product: List of projects that will require either an EA, EIS, or will require Categorical Exclusion documentation.

ELEMENT 9 - PUBLIC COORDINATION AND COMMUNICATION

Task 9.1 - Coordination Meetings

Description: Meet with and give presentations to the Sponsor, County Officials, FAA or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the study and presentations of final recommendations. Three (3) local coordination meetings have been budgeted over the course of the update process.

Responsibilities:

Consultant: Attend meetings and/or provide presentations and necessary graphics at the meetings. Prepare summary minutes as appropriate.

Sponsor: Coordinate jointly with Consultant.

Product: Three (3) local coordination meetings.

Task 9.2 - Public Workshops

Description: Two (2) Public Workshops will be conducted during the project. The first will be a Kick-Off Public Workshop to provide information to the community about the Airport Master Plan Update, as well as to solicit public input. The updated “Draft” Airport Master Plan will be presented to the general public in a second Public Workshop. Advertising for the workshops will be accomplished by the County using press releases, newspaper advertising, and direct mailings to airport tenants and neighborhood associations. Two (2) workshops have been budgeted for the Airport Master Plan Update.

Responsibilities:

Consultant: Provide background, technical presentation and necessary graphics for the Public Workshops. Prepare a mock-up for the newspaper ads.

Sponsor: Advertise and arrange for workshop locations. Coordinate jointly with Consultant.

Product: Two (2) public information workshops.

Task 9.3 - Prepare Master Plan Summary Brochure

Description: Prepare a summary brochure that provides a brief overview of the Master Plan report. The brochure will be prepared in color with graphics intended to summarize the study process and its findings and recommendations. It will be designed to be printed on two-sided 11 x 17 brochure stock with either a bi-fold or tri-fold. Provide a mock-up brochure for client review and incorporate comments before final printing. Up to 500 copies of the summary report will be submitted to the County for their distribution.

Responsibilities:

Consultant: Prepare 500 copies of the summary brochure.

Sponsor: Review and comment prior to distribution.

Product: Master Plan Summary Brochure (500 copies)

ELEMENT 10 - FINAL REPORTS AND APPROVALS

Description: The purpose of this element is to provide documents which depict all the findings of the study effort and to present the study and its recommendations to appropriate local organizations.

Task 10.1 – Update the “Draft” Final Master Plan Report

Description: Upon completion of a review of all the updated Chapters and the incorporation of appropriate revisions, an updated “Draft” Final Airport Master Plan Report will be printed. Forty (40) copies of the draft final plan will be submitted.

Responsibilities:

Consultant: Prepare and print 40 copies of the updated “Draft” Final Airport Master Plan report.

Sponsor: Review.

Product: “Draft” Final Airport Master Plan Report (40 copies).

Task 10.2 - Final Airport Master Plan Report

Description: Review comments received during the study process and incorporate them, as appropriate, into a final Airport Master Plan document. This document shall incorporate the revisions to “Draft” Master Plan Report. Fifty (50) copies of the Master Plan will be provided. If the “FAA approved” ALP is available within 90 calendar days following County approval of the “draft” Master Plan, the “approved” ALP and FAA’s ALP approval letter will be included in the “final” Master Plan document. If the “FAA approved” ALP is not available, the “draft” ALP will be included in the “final” Master Plan documents. In this case a disclosure statement will be placed on the ALP drawing which states the following: “This ALP was not subject to an FAA airspace review. Land use and other changes may result.” Twenty (20) copies of the final Master Plan Report will be provided to the Sponsor, FAA, and CALTRANS on CDs in PDF file format.

Responsibilities:

Consultant: Prepare and print fifty (50) copies of the final Airport Master Plan document.

Sponsor: Review and Comment.

Product: Fifty (50) Airport Master Plan Reports and Twenty (20) CD’s with PDF files of the final Airport Master Plan Report will also be provided.

Task 10.3 - Obtain Airport Master Plan Approvals

Description: The Airport Master Plan will be presented to the County for approval. This task includes attendance at up to two (2) County meetings.

Responsibilities:

Consultant: Attend and present the Airport Master Plan at up to two (2) County Meetings.

Sponsor: Approve the Airport Master Plan.

Product: Approved Airport Master Plan.

Task 10.4 – Study Documentation

Description: Any and all documentation created during this study, including electronic files are to be turned over to the County at the conclusion of the study. All electronic files shall be submitted in their original, root file form (Word, WordPerfect, AutoCAD, etc.) as well as .PDF format. Said files shall be submitted on CD or other type of removable media acceptable to the County and be submitted without restrictions on the ability of the County to distribute the information as deemed necessary by the County.

Responsibilities:

Consultant: Submit any and all documentation created during the study, including electronic files, to the County upon completion of the study.

Sponsor: Ensure documentation is submitted.

Product: Electronic files on CD or other type of removable media.

PART II – CEQA DOCUMENTATION FOR THE AIRPORT MASTER PLAN UPDATE

ELEMENT 11 – CEQA DOCUMENTATION FOR MASTER PLAN APPROVAL

Description: The Chino Airport Master Plan CEQA Documentation Element has been prepared to provide a detailed element and task description of the environmental study efforts required to comply with CEQA. The objective of the Environmental Review and Documentation is to provide the Sponsor, community, and public officials with proper guidance regarding CEQA environmental documentation for the future development as outlined in the Airport Master Plan. Coordination between the Sponsor, State of California, Federal Aviation Administration, and the Consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding the extent of the required CEQA environmental documentation.

Task 11.1 - Initial Study (CEQA)

Description: Prepare an Initial Study, per the Sponsor's guidance, as the basis for the Sponsor's determination whether the Master Plan qualifies for a Negative Declaration, a Mitigated Negative Declaration, or will require the preparation of an Environmental Impact Report (EIR). Utilizing the aviation forecasts developed under a previous task, identify potential operational issues associated with the alternatives. Prepare an assessment of biological, wetland, noise, traffic, and air quality impacts. The air quality emissions will be determined using the most current version of the EPA-approved Emissions Dispersion Modeling System. (Note: a dispersion analysis is specifically not proposed under this task; should a dispersion analysis be required, it will be prepared under Task 11.4, Special Studies. In addition, additional environmental studies may be required to support adoption of a Mitigated Negative Declaration, as well as preparation of an EIR. It is not possible to determine the scope or nature of such additional studies at this time.)

Responsibilities

Consultant: Develop narrative and graphics for Initial Study.

Sponsor: Provide Initial Study checklist and format. Review and comment on the Initial Study prior to submission.

Product: Initial Study.

Task 11.2 - Determine Environmental Documentation (CEQA)

Description: Based on the Initial Study, the Sponsor will determine the appropriate form of CEQA documentation for the proposed Master Plan. In the event that the completed Initial Study shows that there is no substantial evidence that the proposed Master Plan may have a significant impact on the environment, or that mitigation measures incorporated into the Master Plan or agreed to by the applicant would avoid any significant impacts, the Sponsor may adopt a Negative Declaration or Mitigated Negative Declaration. If the Sponsor determines on the basis of the completed Initial Study that there is substantial evidence the Master Plan may have significant environmental effects, or that it is unclear whether the Master Plan would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, a Notice of Preparation will be distributed indicating that an EIR will be prepared for the project.

Responsibilities:

Consultant: Assist Sponsor in determining and distributing the Initial Study and any Notice of Determination (for Negative Declaration or Mitigated Negative Declaration) or Notice of Preparation (for Environmental Impact Report). Prepare 50 copies of the combined Initial Study and Notice of Determination or Notice of Preparation.

Sponsor: Decide whether to adopt a Negative Declaration or Mitigated Negative Declaration, or to prepare an Environmental Impact Report.

Product: Fifty (50) copies of the Initial Study and Notice of Determination or Notice of Preparation.

Task 11.3 - Additional Environmental Documentation (CEQA)

Description: This task allows for the preparation of an EIR for the Master Plan as determined under Task 11.2. The EIR document may be focused to address a limited number of potentially significant impacts, as may have been identified in the Initial Study. The final scope of services and cost for this task will be based on negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Prepare an EIR as appropriate.

Sponsor: Negotiate the final scope of services and cost for the preparation of the additional environmental documentation.

Product: An Environmental Impact Report.

Task 11.4 - Special Studies

Description: During the course of the preparation of the Initial Study, consideration of the required CEQA documentation, or preparation of an EIR (should either prove necessary), the need for special studies may be identified. These may potentially include a biological assessment, air emissions dispersion analysis, aesthetics analysis, socioeconomic (demographics) analysis, and traffic analysis. This section of the Scope is intended to accommodate the preparation of these special studies, should they be required. Prior to initiation of any of these studies, the Consultant will notify the Sponsor, providing justification for work to be performed and a statement of reasonable cost to allow the Sponsor to evaluate the need for the special study and its necessity. Subsequent to this determination, the Consultant will obtain the written authorization of the Sponsor prior to proceeding with each study. The final scope of services and cost for each special study prepared under this task will be based on negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Identify the need and scope of each special study. Contract with a qualified individual or firm for the preparation of each special study. Coordinate the preparation of the special study.

Sponsor: Suggest/recommend qualified individual or firms. Negotiate the final scope of services and cost for the preparation of each special study. Authorize the preparation of each special study.

Product: Special studies, as required.

**EXHIBIT B
COST SUMMARY
AIRPORT MASTER PLAN UPDATE - CHINO /
PREPARED BY: COFFMAN ASSOCIATES
JANUARY 16, 2020**

ELEMENT/TASK	ESTIMATED COSTS		TASK/ELEMENT TOTAL	
	FEE/FEES	SUBCONSULTANT		
I. AIRPORT MASTER PLAN UPDATE				
ELEMENT 1 - UPDATE THE INVENTORY CHAPTER (C)				
1.1	Evaluate Existing Documents	\$0	\$0	\$1,592
1.2	Update Airport Physical Facilities	\$1,500	\$0	\$8,772
1.3	Update Air Traffic Activity, Airspace, and Air Traf	\$0	\$0	\$1,592
1.4	Update Socioeconomic Data	\$100	\$0	\$896
1.5	Update Tabulated Wind Data	\$500	\$0	\$1,024
1.6	Update Vicinity Land Use and Controls	\$0	\$0	\$1,592
1.7	Update Inventory Chapter (Chapter One)	\$0	\$0	\$9,904
SUBTOTAL - ELEMENT 1		\$2,100	\$0	\$25,372
ELEMENT 2 - UPDATE THE FORECASTS CHAPTER (C)				
2.1	Review Regional Aviation and Airport Area Socio	\$0	\$0	\$1,592
2.2	Update the Aviation Demand Forecasts	\$0	\$0	\$4,320
2.3	Update the Forecasts Chapter (Chapter Two)	\$0	\$0	\$8,856
SUBTOTAL - ELEMENT 2		\$0	\$0	\$14,768
ELEMENT 3 - UPDATE THE FACILITY REQUIREMENT				
3.1	Define Planning Horizon Activity Levels	\$0	\$0	\$1,080
3.2	Update the Airfield Capacity and Delay	\$0	\$0	\$1,592
3.3	Revalidate/Update Airport Physical Planning Crit	\$0	\$0	\$2,160
3.4	Update Airside and Landside Facility Requireme	\$0	\$0	\$5,912
3.5	Update the Facility Requirements Chapter (Chap	\$0	\$0	\$8,856
SUBTOTAL - ELEMENT 3		\$0	\$0	\$19,600
ELEMENT 4 - UPDATE THE AIRPORT ALTERNATIVES				
4.1	Revalidate the Alternative Development Issues	\$0	\$0	\$1,080
4.2	Revalidate/Update Airfield Alternatives	\$0	\$0	\$4,832
4.3	Revalidate/Update Landside/General Aviation Alt	\$0	\$0	\$4,832
4.4	Update the Alternatives Chapter (Chapter Four)	\$0	\$0	\$9,904
SUBTOTAL - ELEMENT 4		\$0	\$0	\$20,648
ELEMENT 5 - UPDATE THE MASTER PLAN CONCEPT				
5.1	Update the Recommended Master Plan Concept	\$0	\$0	\$6,760
5.2	Update the Airport Master Plan Concept Chapter	\$0	\$0	\$8,856
SUBTOTAL - ELEMENT 5		\$0	\$0	\$15,616
ELEMENT 6 - UPDATE THE AIRPORT CAPITAL IMPROV				
6.1	Update the Airport Development Schedules and	\$0	\$0	\$2,160
6.2	Update the Capital Improvement/Financial Progr	\$0	\$0	\$5,912
6.3	Update the Airport Capital Improvement Program	\$0	\$0	\$9,904
SUBTOTAL - ELEMENT 6		\$0	\$0	\$17,976



EXHIBIT B**COST SUMMARY****AIRPORT MASTER PLAN UPDATE - CHINO**PREPARED BY: **COFFMAN ASSOCIATES**

JANUARY 16, 2020

ELEMENT/TASK	CATEGORIES			TASK/ELEMENT TOTAL
	FEESES	SUBCONSULTANT		
ELEMENT 7 - UPDATE THE AIRPORT LAYOUT PLAN				
7.1	Update the Airport Layout Drawing and Data Sheet	\$0	\$0	\$11,340
7.2	Update the Terminal Area Drawing(s)	\$0	\$0	\$3,688
7.3	Update the Part 77 Airspace Drawing(s)	\$0	\$0	\$3,688
7.4	Update the Inner Approach Surface Drawing(s)	\$0	\$0	\$3,688
7.5	Update the On-Airport Land Use Plan	\$0	\$0	\$2,640
7.6	Update the Departure Surface Drawings	\$0	\$0	\$2,640
7.7	Update the Airport Property Map - Exhibit A	\$0	\$0	\$3,688
7.8	Preparation of Draft ALP Drawing Set	\$3,000	\$0	\$8,848
7.9	Preparation of Final ALP Drawing Set	\$2,000	\$0	\$7,848
SUBTOTAL - ELEMENT 7		\$5,000	\$0	\$48,068
ELEMENT 8 - UPDATE THE ENVIRONMENTAL EVALUATION				
8.1	Update the Environmental Inventory (NEPA)	\$0	\$0	\$7,440
8.2	Update the Environmental Overview (NEPA)	\$0	\$0	\$9,880
8.3	Determine Environmental Documentation (NEPA)	\$0	\$0	\$2,640
SUBTOTAL - ELEMENT 8		\$0	\$0	\$19,960
ELEMENT 9 - PUBLIC COORDINATION AND COMMUNICATIONS				
9.1	Coordination Meetings (3)	\$3,000	\$0	\$16,800
9.2	Public Workshops (2)	\$3,000	\$0	\$25,592
9.3	Prepare Master Plan Summary Brochure (500)	\$2,500	\$0	\$8,348
SUBTOTAL - ELEMENT 9		\$8,500	\$0	\$50,740
ELEMENT 10 - FINAL REPORTS AND APPROVALS				
10.1	Update the "Draft" Final Master Plan Report (20)	\$2,000	\$0	\$8,372
10.2	Final Master Plan Report (20 and 5 CDs)	\$2,000	\$0	\$7,324
10.3	Obtain Master Plan Approvals (2 Meetings)	\$2,000	\$0	\$13,840
10.4	Study Documentation	\$0	\$0	\$3,480
SUBTOTAL - ELEMENT 10		\$6,000	\$0	\$33,016
PART II - CEQA DOCUMENTATION FOR THE PROJECT				
ELEMENT 11 - CEQA DOCUMENTATION FOR MASTER PLAN				
11.1	Initial Study (CEQA)	\$1,500	\$0	\$41,180
11.2	Determine Environmental Documentation (CEQA)	\$0	\$0	\$16,080
11.3	Additional Environmental Documentation (CEQA)	*	*	*
11.4	Special Studies *	*	*	*
SUBTOTAL - ELEMENT 11		\$1,500	\$0	\$57,260
PROJECT TOTAL		\$23,100	\$0	\$323,024

*If Tasks 11.3 or 11.4 are required, the scope and fees will increase.



EXHIBIT C
CONFLICT OF INTEREST AND POLITICAL REFORM ACT OBLIGATIONS

Consultant shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of the Contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of the Contract or shall have any relationship to the Consultant or officer or employee of the Consultant.

During the term of this Contract Consultant shall not act a Consultant or perform services of any kind for any person or entity whose interests conflict in any way with those of the County. Consultant shall at all times comply with the terms of the Political Reform Act and the local conflict of interest code. Consultant shall immediately disqualify itself and shall not use its official position to influence in any way, any matter coming before the County in which the Consultant has a financial interest as defined in Government Code section 87103. Consultant represents that it has no knowledge of any financial interests which would require it to disqualify itself from any matter on which it might perform services for the County.

“Consultant” means an individual who, pursuant to a contract with a state or local agency:

(A) Makes a governmental decision whether to:

1. Approve a rate, rule or regulation;
2. Adopt or enforce a law;
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
4. Authorize the County to enter into, modify, or renew a contract provided it is the type of contract that requires County approval;
5. Grant County approval to a contract that requires County approval and to which the County is a party, or to the specifications for such a contract;
6. Grant County approval to a plan, design, report, study, or similar item;
7. Adopt, or grant County approval of, policies, standards, or guidelines for the County, or for any subdivision thereof; or

(B) Serves in a staff capacity with the County and in that capacity participates in making a governmental decision as defined in Regulation 18702.2 or performs the same or substantially all the same duties for the County that would otherwise be performed by an individual holding a position specified in the County's Conflict of Interest Code.

DISCLOSURE DETERMINATION:

1. Consultant will not be “making a government decision” or “serving in a staff capacity” as defined in Sections A and B above. No disclosure required.
2. Consultant will be “making a government decision” or “serving in a staff capacity” as defined in either Section A or B above. As a result, Consultant shall be required to file a Statement of Economic Interest with the Clerk of the Board of Supervisors in a timely manner as required by law.

EXHIBIT A
SCOPE OF SERVICES
CHINO AIRPORT
AIRPORT MASTER PLAN UPDATE
COUNTY OF SAN BERNARDINO, CALIFORNIA

INTRODUCTION

The “Draft” Chino Airport Master Plan was originally prepared in November 2011 and was “accepted” by the County of San Bernardino Board of Supervisors on December 6, 2011. However, due to several reasons, the Airport Master Plan was not finalized and fully adopted by the Board of Supervisors. Since that time, existing conditions are different, FAA guidelines and regulations have changed, aviation forecasts need to be revised, and airport development priorities have changed. As a result, the original “Draft” Chino Airport Master Plan must be revised and updated, and then presented to the Board of Supervisors for formal adoption.

Throughout this Scope of Services, “Sponsor” shall refer to the County of San Bernardino, Department of Airports (AIRPORTS); “Consultant” shall refer to Coffman Associates, Inc.

The Consultant will update the “Draft” Airport Master Plan Update, including the ALP update, in accordance with Federal Aviation Administration (FAA) requirements, including Advisory Circular (AC) 150/5070-6B, *Airport Master Plans* (as amended), AC 150/5300-13A, *Airport Design* (as amended), and guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*.

The point of contact for AIRPORTS is:

James E Jenkins, Director of Airports
County of San Bernardino
Department of Airports
777 East Rialto Avenue
San Bernardino, CA 92415
909/387-8816
FAX 909/387-8815
jjenkins@airports.sbcounty.gov

All meetings, progress reports, etc., will be coordinated with the Point of Contact or designated alternate. Public meetings will be scheduled at key points in the Airport Master Plan Update process. The Airport Master Plan Update flow and schedule, prepared as part of the proposal and/or appended to the contract, will be the management document for determining the presentation of draft reports and final documents.

- Taxiways
- Marking, Lighting and Signage
- Nav aids

Landside Facilities

- Airport Terminal/Administration Building
- Aprons
- Fixed Base Operators and Specialty Shops
- Hangars and Other Buildings
- Other Airport Tenants
- Automobile Parking Areas

Support

- Maintenance
- Utilities (water, sanitary sewer, sanitary waste (garbage), electric, natural gas, and telecommunications provider/supplier)
- Fueling Facilities
- Fencing/Security
- Washracks
- Access/Roadways (internal/external)

In addition, all available plans, specifications, maps, photographs, drawings, and other data, including FAA Forms 5010-1, and NOAA Obstruction Charts will be collected, as available. New data and information pertaining to climate will be obtained including, as available, annual rainfall, annual IFR vs. VFR days, etc.

Responsibilities:

Consultant: Update the inventory of the airport's facilities to accumulate pertinent new data.

Sponsor: Provide the Consultant access to airport property and airport records and files as necessary.

Product: Updated airport facilities inventory for input to later tasks.

Task 1.3 – Update Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Updated air traffic activity data for the airport will be assembled and organized from various sources. Relevant data on general aviation (private and corporate), air taxi, and military activity will be updated. Data will be obtained from the County, the FAA Regional Office, CALTRANS, and Fixed Base Operators. The updated data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.

Product: Input to later analysis.

Task 1.5 – Update Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for Chino Airport, from the National Oceanic and Atmospheric Administration, National Climatic Center for use in preparing an updated wind rose for the airport layout plan.

Responsibilities:

Consultant: Obtain updated tabulated wind data.

Sponsor: Coordinate with the Consultant as necessary.

Product: Updated tabulated wind data for use in preparing updated wind rose.

Task 1.6 – Update Vicinity Land Use and Controls

Description: Review new updated local, regional, and state planning and land use regulations, including the existing local comprehensive land use plans, in order to (1) ensure that the resultant Airport Master Plan will be compatible with local, regional, and state long-range planning goals, objectives, and policies; and (2) determine the strengths and weaknesses of local and state regulatory controls with regards to ensuring compatibility of the surrounding area with the airport.

Responsibilities:

Consultant: Updated data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 1.7 – Update Inventory Chapter (Chapter One)

Description: Prepare an updated Inventory Chapter (Chapter One) which will provide up-to-date information in tabular, narrative, and graphic format. This will include information on the airport facilities, applicable air traffic activity, present planning efforts, an overview of airspace, air traffic characteristics, and an operations data summary describing aircraft activity for use in subsequent analyses. This task involves the use of both new and existing data for the airport.

involve a variety of techniques that will factor in national transportation statistics, local socioeconomic factors, as well as the independent airport data. Correlation analysis techniques will include relatively simple graphical comparisons, as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology and will result in estimates of aviation demand for the 5, 10, 15, and 20-year periods, which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual operations (local and itinerant) by classification (general aviation, air taxi, military).
- c) Peaking characteristics.
- d) Annual Instrument Approaches (AIA's).

A letter will be prepared by the Consultant and forwarded to FAA requesting approval of the forecasts.

Responsibilities:

Consultant: Prepare new aviation demand forecasts for the airport.

Sponsor: Assist Consultant in obtaining available local airport records.

Product: Prepare new aviation forecasts for the Chino Airport for the 5, 10, 15, and 20 year periods. These forecasts will be coordinated with the County, FAA, Caltrans, and other interests at this point to ensure that the study proceeds based on generally supported assumptions.

Task 2.3 – Update the Forecasts Chapter (Chapter Two)

Description: Prepare an updated Forecasts Chapter (Chapter Two) detailing the results of the new aviation demand forecasts. Since this data will become an important parameter for input into the remaining elements of the study, it will be submitted to representatives of the airport, the FAA, and the State for review and approval before dependent tasks will be finalized.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Forecasts Chapter (Chapter Two). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and Comment.

Product: Draft updated Forecast Chapter (Chapter Two) covering the items outlined in the Forecasts element.

standards for safety including runway length, runway separation, height restrictions, etc. In addition, these criteria shall include requirements to maintain airspace/air traffic control including approach and runway protection zones, safety areas, and other general physical area requirements such as apron, terminal/operations, access circulation and parking, hangar and services, administrative, ARFF, and other airport service and support facilities.

Responsibilities:

Consultant: Revalidate/Update the physical planning criteria to meet forecast demands.

Sponsor: Review.

Product: Detailed criteria for airport physical planning.

Task 3.4 – Update Airside and Landside Facility Requirements

Description: Using relevant information from other tasks, determine and prepare a preliminary update list of facility requirements needed to meet projected demands for the airport for the Short Term, Intermediate Term, and Long-Term planning horizons. These updated facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Updated facility requirements to meet aviation demand for the airfield will include (but not be limited to) airfield capacity, runways, taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), helicopter landing areas and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function, and operations of the airport. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria. Because facility requirements are a function of airport concept possibilities (particularly in staging), these later analyses will be performed in coordination with other factors and may undergo several modifications.

Using current FAA and industry planning criteria, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as general aviation terminal facilities, FBO areas, apron areas, airport access, auto parking, hangars, and revenue support facilities will be developed under this task. Requirements will also be developed for support facilities such as fuel storage, airport maintenance, security requirements (TSA), and utilities.

Responsibilities:

Consultant: Update the specific airside and landside facility needs for the airport.

Sponsor: Review and comment.

Sponsor: Provide input as to any airport policies and issues affecting airport development.

Product: An updated listing of the various policies and guidelines impacting the development and placement of various airport alternatives.

Task 4.2 – Revalidate/Update Airfield Alternatives

Description: Based on the updated airport facility requirements established in preceding elements, revalidate/update the airfield development alternatives identified in the 2011 “Draft” Airport Master Plan. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of revalidated and/or updated overall development options for the airport.

Responsibilities:

Consultant: Revalidate and/or update the original airfield development options presented in the “Draft” Airport Master Plan.

Sponsor: Review.

Product: A series of revalidated and/or updated development options, each of which meets the forecast airfield facility demands.

Task 4.3 – Revalidate/Update Landside/General Aviation Development Alternatives

Description: Based on the updated facility requirements determined under the previous element, revalidate and/or update the development alternatives identified in the 2011 “Draft” Airport Master Plan. These revalidated and/or updated alternatives will be based on concepts for development within or beyond existing airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with other tasks in this Element and result in a series of updated overall development options for the airport.

Responsibilities:

Consultant: Revalidate and/or update the original Landside/General Aviation development options presented in the “Draft” Airport Master Plan.

Sponsor: Review.

Product: Updated master plan concept for the airport.

Task 5.2 – Update the Master Plan Concept Chapter (Chapter Five)

Description: An updated Master Plan Concept Chapter will be prepared which outlines the recommended airport master plan concept. Organize narrative and graphical presentations of the information in this Chapter to allow for a final review and adjustment of the overall master plan concept.

Responsibilities:

Consultant: Develop complete updated narrative and graphics for the updated Master Plan Concept Chapter (Chapter Five). Provide an electronic PDF copy to the Sponsor for review and comment.

Sponsor: Review and comment.

Product: Draft updated Master Plan Concept Chapter (Chapter Five) covering the items outlined in the Recommended Master Plan Concept element.

ELEMENT 6 – UPDATE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM CHAPTER (CHAPTER SIX)

Task 6.1 – Update the Airport Development Schedules and Cost Estimates

Description: Based upon the previous updated evaluations, update the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport master plan concept. Update the airport development cost estimates to reflect the revised requirements and schedule of development associated with the recommended airport master plan concept for the airport.

Responsibilities:

Consultant: Prepare an updated airport development schedule for the airport as well as updated cost estimates for the recommended master plan concept.

Sponsor: Review and comment.

Product: Updated development schedules and cost estimates for the improvements proposed as a part of the selected master plan concept.

Task 6.2- Update the Capital Improvement/Financial Program

Description: Update the recommended airport capital improvement program for the airport which includes updated estimates of the amount of funds available from federal grant-in-aid programs to determine the net amount of capital funds required by the County to accomplish each proposed stage of improvements for the airport. Analyze alternative

Task 7.1 – Update the Airport Layout Drawing and Data Sheet

Description: Following the updated Recommended Airport Master Plan Concept developed under the preceding element, and FAA AC 150/5070.6A, "Airport Master Plan", an Airport Layout Plan (ALP) for the airport will be prepared utilizing AutoCAD Software. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, nav aids), and existing landside development. Development of recommended landside and airfield facilities, including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* will be followed.

Task 7.2 – Update the Terminal Area Drawings

Description: Update the Terminal Area Drawings reflecting recommended development on the landside development areas as resulting from the recommendations of this study.

Task 7.3 – Update the Part 77 Airspace Drawing(s)

Description: Update the existing and ultimate Airport Airspace Drawing(s) in conformance with 14 CFR Part 77. The set will include an identification of obstructions and an obstruction data table. Obstruction information will be obtained from existing approach plans, obstruction surveys, new aerial surveys, and the current Airport Obstruction (OC) chart (as available). U.S.G.S. base maps will be superimposed on the airspace drawing. A plan for the disposition of the obstructions, as identified, will also be included as part of the obstruction data table.

Task 7.4 – Update the Inner Approach Surface Drawing(s)

Description: Update the existing inner portion of the approach surface drawing in accordance with Appendix F of FAA AC 150/5070-6B, *Airport Master Plans*. Obstruction information will be obtained from existing approach plans, obstruction surveys, aerial surveys, and the current Airport Obstruction (OC) chart (as available).

Task 7.5 – Update the On-Airport Land Use Drawing

Description: Update the on-airport land use plan for the area within the boundaries of the airport, based on the identified overall development concept. This will include airfield development areas, general aviation areas, ground access and vehicular circulation system service areas, and distinctions between aeronautical and non-aeronautical uses.

Task 7.6 – Update the Departure Surface Drawings

Description: Update the departure surface drawings in accordance with FAA AC 150/5070-6B, *Airport Master Plans*. Obstruction information will be obtained from existing

Task 8.1 – Update the Environmental Inventory (NEPA)

Description: The purpose of this inventory is to (1) update the existing conditions in order to provide baseline data for future NEPA analysis of the master plan and to facilitate FAA review of any NEPA issues, and (2) identify potential environmental issues that may require consideration in developing Master Plan alternatives, including mitigation measures proposed as part of the Master Plan. Concurrent with the preparation of the updated Airport Master Plan Inventory Chapter, known existing environmental conditions at the Chino Airport and its immediate vicinity will be inventoried. The purpose of this task is to update information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. The inventory update for the Environmental Overview will address all of the resource categories contained within FAA Orders 1050.1F and 5050.4B.

Examples of information to be gathered include wetlands, riparian areas, threatened or endangered species and/or their habitat, sensitive biological species, floodplains, air quality, and parks and natural resource areas. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. This task will identify environmental resources prior to the alternatives evaluation process in order to lessen or eliminate environmental requirements for potential project development. Results of this environmental inventory will be included as an appendix to the Master Plan Report.

Responsibilities:

Consultant: Update the narrative and graphics to outline the results of the environmental reconnaissance inventory to be included within the alternative analysis as well as an appendix of the Master Plan Report.

Sponsor: Provide and/or assist in collection of data.

Product: Input to Master Plan Environmental Overview.

Task 8.2 – Update the Environmental Overview (NEPA)

Description: Using data collected in previous tasks, the preliminary environmental overview will be updated to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 5050.4B, *Airport Environmental Handbook*. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified at this time. The Environmental Overview is not intended to serve as a formal Environmental Assessment under the National Environmental Policy Act (NEPA).

Responsibilities:

Consultant: Attend meetings and/or provide presentations and necessary graphics at the meetings. Prepare summary minutes as appropriate.

Sponsor: Coordinate jointly with Consultant.

Product: Three (3) local coordination meetings.

Task 9.2 - Public Workshops

Description: Two (2) Public Workshops will be conducted during the project. The first will be a Kick-Off Public Workshop to provide information to the community about the Airport Master Plan Update, as well as to solicit public input. The updated "Draft" Airport Master Plan will be presented to the general public in a second Public Workshop. Advertising for the workshops will be accomplished by the County using press releases, newspaper advertising, and direct mailings to airport tenants and neighborhood associations. Two (2) workshops have been budgeted for the Airport Master Plan Update.

Responsibilities:

Consultant: Provide background, technical presentation and necessary graphics for the Public Workshops. Prepare a mock-up for the newspaper ads.

Sponsor: Advertise and arrange for workshop locations. Coordinate jointly with Consultant.

Product: Two (2) public information workshops.

Task 9.3 - Prepare Master Plan Summary Brochure

Description: Prepare a summary brochure that provides a brief overview of the Master Plan report. The brochure will be prepared in color with graphics intended to summarize the study process and its findings and recommendations. It will be designed to be printed on two-sided 11 x 17 brochure stock with either a bi-fold or tri-fold. Provide a mock-up brochure for client review and incorporate comments before final printing. Up to 500 copies of the summary report will be submitted to the County for their distribution.

Responsibilities:

Consultant: Prepare 500 copies of the summary brochure.

Sponsor: Review and comment prior to distribution.

Product: Master Plan Summary Brochure (500 copies)

Task 10.3 - Obtain Airport Master Plan Approvals

Description: The Airport Master Plan will be presented to the County for approval. This task includes attendance at up to two (2) County meetings.

Responsibilities:

Consultant: Attend and present the Airport Master Plan at up to two (2) County Meetings.

Sponsor: Approve the Airport Master Plan.

Product: Approved Airport Master Plan.

Task 10.4 – Study Documentation

Description: Any and all documentation created during this study, including electronic files are to be turned over to the County at the conclusion of the study. All electronic files shall be submitted in their original, root file form (Word, WordPerfect, AutoCAD, etc.) as well as .PDF format. Said files shall be submitted on CD or other type of removable media acceptable to the County and be submitted without restrictions on the ability of the County to distribute the information as deemed necessary by the County.

Responsibilities:

Consultant: Submit any and all documentation created during the study, including electronic files, to the County upon completion of the study.

Sponsor: Ensure documentation is submitted.

Product: Electronic files on CD or other type of removable media.

PART II – CEQA DOCUMENTATION FOR THE AIRPORT MASTER PLAN UPDATE

ELEMENT 11 – CEQA DOCUMENTATION FOR MASTER PLAN APPROVAL

Description: The Chino Airport Master Plan CEQA Documentation Element has been prepared to provide a detailed element and task description of the environmental study efforts required to comply with CEQA. The objective of the Environmental Review and Documentation is to provide the Sponsor, community, and public officials with proper guidance regarding CEQA environmental documentation for the future development as outlined in the Airport Master Plan. Coordination between the Sponsor, State of California, Federal Aviation Administration, and the Consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding the extent of the required CEQA environmental documentation.

Sponsor: Decide whether to adopt a Negative Declaration or Mitigated Negative Declaration, or to prepare an Environmental Impact Report.

Product: Fifty (50) copies of the Initial Study and Notice of Determination or Notice of Preparation.

Task 11.3 - Additional Environmental Documentation (CEQA)

Description: This task allows for the preparation of an EIR for the Master Plan as determined under Task 11.2. The EIR document may be focused to address a limited number of potentially significant impacts, as may have been identified in the Initial Study. The final scope of services and cost for this task will be based on negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Prepare an EIR as appropriate.

Sponsor: Negotiate the final scope of services and cost for the preparation of the additional environmental documentation.

Product: An Environmental Impact Report.

Task 11.4 - Special Studies

Description: During the course of the preparation of the Initial Study, consideration of the required CEQA documentation, or preparation of an EIR (should either prove necessary), the need for special studies may be identified. These may potentially include a biological assessment, air emissions dispersion analysis, aesthetics analysis, socioeconomic (demographics) analysis, and traffic analysis. This section of the Scope is intended to accommodate the preparation of these special studies, should they be required. Prior to initiation of any of these studies, the Consultant will notify the Sponsor, providing justification for work to be performed and a statement of reasonable cost to allow the Sponsor to evaluate the need for the special study and its necessity. Subsequent to this determination, the Consultant will obtain the written authorization of the Sponsor prior to proceeding with each study. The final scope of services and cost for each special study prepared under this task will be based on negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Identify the need and scope of each special study. Contract with a qualified individual or firm for the preparation of each special study. Coordinate the preparation of the special study.

**EXHIBIT B
COST SUMMARY
AIRPORT MASTER PLAN UPDATE - CHINO AIRPORT
PREPARED BY: COFFMAN ASSOCIATES
JANUARY 16, 2020**

ELEMENT/TASK	PERSON HOURS (COFFMAN ASSOCIATES)				COFFMAN ASSOCIATES			TASK/ELEMENT TOTAL
	PRINCIPAL \$305	SR. PROFESSIONAL \$270	PROFESSIONAL \$189	TECHNICAL \$131	LABOR	EXPENSES	SUBCONSULTANT	
I. AIRPORT MASTER PLAN UPDATE								
ELEMENT 1 - UPDATE THE INVENTORY CHAPTER (CHAPTER ONE)								
1.1 Evaluate Existing Documents	0	0	8	0	\$1,592	\$0	\$0	\$1,592
1.2 Update Airport Physical Facilities	8	12	8	0	\$7,272	\$1,500	\$0	\$8,772
1.3 Update Air Traffic Activity, Airspace, and Air Traffic Control	0	0	8	0	\$1,592	\$0	\$0	\$1,592
1.4 Update Socioeconomic Data	0	0	4	0	\$796	\$100	\$0	\$896
1.5 Update Tabulated Wind Data	0	0	0	4	\$524	\$500	\$0	\$1,024
1.6 Update Vicinity Land Use and Controls	0	0	8	0	\$1,592	\$0	\$0	\$1,592
1.7 Update Inventory Chapter (Chapter One)	8	16	0	24	\$9,904	\$0	\$0	\$9,904
SUBTOTAL - ELEMENT 1	16	28	36	28	\$23,272	\$2,100	\$0	\$25,372
ELEMENT 2 - UPDATE THE FORECASTS CHAPTER (CHAPTER TWO)								
2.1 Review Regional Aviation and Airport Area Socioeconomic Forecasts	0	0	8	0	\$1,592	\$0	\$0	\$1,592
2.2 Update the Aviation Demand Forecasts	0	16	0	0	\$4,320	\$0	\$0	\$4,320
2.3 Update the Forecasts Chapter (Chapter Two)	8	16	0	16	\$8,856	\$0	\$0	\$8,856
SUBTOTAL - ELEMENT 2	8	32	8	16	\$14,768	\$0	\$0	\$14,768
ELEMENT 3 - UPDATE THE FACILITY REQUIREMENTS CHAPTER (CHAPTER THREE)								
3.1 Define Planning Horizon Activity Levels	0	4	0	0	\$1,080	\$0	\$0	\$1,080
3.2 Update the Airfield Capacity and Delay	0	0	8	0	\$1,592	\$0	\$0	\$1,592
3.3 Revalidate/Update Airport Physical Planning Criteria	0	8	0	0	\$2,160	\$0	\$0	\$2,160
3.4 Update Airside and Landside Facility Requirements	0	16	8	0	\$5,912	\$0	\$0	\$5,912
3.5 Update the Facility Requirements Chapter (Chapter Three)	8	16	0	16	\$8,856	\$0	\$0	\$8,856
SUBTOTAL - ELEMENT 3	8	44	16	16	\$19,800	\$0	\$0	\$19,800
ELEMENT 4 - UPDATE THE AIRPORT ALTERNATIVES CHAPTER (CHAPTER FOUR)								
4.1 Revalidate the Alternative Development Issues	0	4	0	0	\$1,080	\$0	\$0	\$1,080
4.2 Revalidate/Update Airfield Alternatives	0	12	8	0	\$4,832	\$0	\$0	\$4,832
4.3 Revalidate/Update Landside/General Aviation Alternatives	0	12	8	0	\$4,832	\$0	\$0	\$4,832
4.4 Update the Alternatives Chapter (Chapter Four)	8	16	0	24	\$9,904	\$0	\$0	\$9,904
SUBTOTAL - ELEMENT 4	8	44	16	24	\$20,648	\$0	\$0	\$20,648
ELEMENT 5 - UPDATE THE MASTER PLAN CONCEPT CHAPTER (CHAPTER FIVE)								
5.1 Update the Recommended Master Plan Concept	8	16	0	0	\$6,760	\$0	\$0	\$6,760
5.2 Update the Airport Master Plan Concept Chapter (Chapter Five)	8	16	0	16	\$8,856	\$0	\$0	\$8,856
SUBTOTAL - ELEMENT 5	16	32	0	16	\$15,616	\$0	\$0	\$15,616
ELEMENT 6 - UPDATE THE AIRPORT CAPITAL IMPROVEMENT PROGRAM CHAPTER (CHAPTER SIX)								
6.1 Update the Airport Development Schedules and Cost Estimates	0	8	0	0	\$2,160	\$0	\$0	\$2,160
6.2 Update the Capital Improvement/Financial Program	0	16	8	0	\$5,912	\$0	\$0	\$5,912
6.3 Update the Airport Capital Improvement Program Chapter (Chapter Six)	8	16	0	24	\$9,904	\$0	\$0	\$9,904
SUBTOTAL - ELEMENT 6	8	40	8	24	\$17,976	\$0	\$0	\$17,976

