

MOLZENCORBIN

January 27th, 2026

Ms. Bobbi Thompson
Roswell Air Center Director
1 Jerry Smith Circle
Roswell, NM 88203

**RE: Task Order for Professional Services
National Championship Air Races (NCAR) Drainage Improvements**

Dear Ms. Thompson:

Thank you for the opportunity to present this task order proposal for Professional Design Services as requested for the Roswell International Air Center NCAR Drainage Improvements. This task order proposal also includes our services for developing FAA airspace and construction phasing and safety plan submittals.

Background:

The National Air Races, a program that previously took place in Reno, Nevada has relocated to the Roswell International Air Center (RIAC). After a successful first year of the races, it was determined that drainage improvements are needed within the Air Race site, specifically improvements that mitigate drainage issues occurring within or around the aircraft pit area and in the “middle swale” area.

Our understanding of your current needs includes the following:

Scope of Work:

- Pre-Design/Study/Programming – Initial project coordination items such as:
 - Kick off meeting and Initial Site Visits
 - Review of As-Builts of the Existing NCAR Site
 - Development of preliminary Drainage Concepts and Alternatives
 - Development of Preliminary Cost Estimates
- Design Development – Prepare 90% Design Documents to be reviewed and approved by City. This development will include the following:
 - Evaluation of Drainage Alternatives
 - Hydrologic and Hydraulic calculations
 - General Civil and Demolition Sheets
 - Grading Plan and Drainage Sheets
 - Plan and Profile Sheets as needed
 - Specifications and Contract Documents
 - Cost Estimates
 - FAA Coordination as needed
 - City and NCAR Coordination
- Final Design – Prepare 100% Design Documents for the City. This final design will include the following:
 - Final Hydrology and Hydraulic Calculations
 - Finalize General Civil and Demolition Sheets
 - Finalize Grading Plan and Drainage Sheets
 - Finalize Plan and Profile Sheets

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- Produce Final Specifications and Contract Documents
 - Adjust CSPP as needed
 - Final Cost Estimate
- Bidding and Award Services Including:
 - Procurement Coordination
 - Bid Opening and Evaluation
 - Preparation of Final Contract Documents

Fee:

We propose to accomplish this work under the terms and conditions of the RFP-24-012 Engineering Services Agreement – Roswell Air Center. Our proposed fee for the work described is \$82,190.00 excluding gross receipts tax. Services will be billed on a Lump Sum basis with invoices submitted monthly:

Thank you for the opportunity to continue working with the Roswell Air Center. If you agree with the proposed Scope of Professional Services, please countersign this letter and return an executed copy for our records.

If you have any questions or require additional information, please contact me at 505.242.5700.

Sincerely,

MOLZEN CORBIN



Kevin W. Eades, P.E.
Chief Executive Officer

Accepted By:

City of Roswell

Signature

Date

Printed Name

Title

CIVIL MANHOUR ESTIMATE
NCAR Drainage Improvements
City of Roswell
Mike Provine

MOLZENCORBIN

		CIVIL				ADMINISTRATION		
No.	Project Task	Senior Engineer	Professional Engineer	Senior Design Specialist	Departmental Totals	ADMIN - Support	ADMIN. Totals	Grand Totals
I. Pre-Design/Study/Programming								
1	Kickoff Meeting/Site Visits - 1	10.00	10.00		20.00		0.00	20.00
2	As-built Review	1.00	2.00	4.00	7.00		0.00	7.00
3	Preliminary Drainage Concepts & Alternatives	1.00	10.00	1.00	12.00		0.00	12.00
4	Cost Estimates	1.00	6.00		7.00		0.00	7.00
6					0.00		0.00	0.00
7	CADD Management				0.00		0.00	0.00
8	Project Management				0.00		0.00	0.00
9	Quality Assurance				0.00		0.00	0.00
Subtotal Hours Pre-Design/Study/Programming		13.00	28.00	5.00	46.00	0.00	0.00	46.00
Subtotal Fees Pre-Design/Study/Programming		\$3,055.00	\$4,620.00	\$875.00	\$8,550.00	\$0.00	\$0.00	\$8,550.00
IV. Construction Documents (90%)								
1	Evaluation of Drainage Alternatives		6.00	4.00	10.00		0.00	10.00
2	Hydrology Calculations	2.00	12.00		14.00		0.00	14.00
3	Hydraulic Calculations	2.00	20.00		22.00		0.00	22.00
4	General Sheets	1.00	2.00	10.00	13.00		0.00	13.00
5	Demolition Sheets			10.00	10.00		0.00	10.00
6	Grading Plan	1.00	2.00	20.00	23.00		0.00	23.00
7	Drainage Sheets	1.00	4.00	20.00	25.00		0.00	25.00
8	Plan and Profile	1.00	4.00	20.00	25.00		0.00	25.00
9	Specifications and Contract Documents	2.00	8.00		10.00	4.00	4.00	14.00
10	Grant Coordination				0.00		0.00	0.00
11	CSPP Prepare and Submit to FAA		2.00	8.00	10.00		0.00	10.00
12	Cost Estimates	1.00	4.00	2.00	7.00		0.00	7.00
13	Internal Coordination	2.00	2.00	2.00	6.00		0.00	6.00
14	FAA Environmental Clearance		2.00		2.00		0.00	2.00
15	Site Visits - 2	20.00	20.00	9.00	49.00		0.00	49.00
16	City and NCAR Coordination	10.00	10.00	2.00	22.00		0.00	22.00
17					0.00		0.00	0.00
18	CADD Management			1.00	1.00		0.00	1.00
19	Project Management	2.00	2.00		4.00		0.00	4.00
20	Quality Assurance	3.00			3.00		0.00	3.00
Subtotal Hours Construction Documents (90%)		48.00	100.00	108.00	256.00	4.00	4.00	260.00
Subtotal Fees Construction Documents (90%)		\$11,280.00	\$16,500.00	\$18,900.00	\$46,680.00	\$480.00	\$480.00	\$47,160.00
V. Final Design (100%)								
1	Hydrology	2.00	2.00		4.00		0.00	4.00
2	Hydraulic Calculations	2.00	6.00		8.00		0.00	8.00
3	General Sheets		1.00	2.00	3.00		0.00	3.00
4	Demolition Sheets		1.00	2.00	3.00		0.00	3.00
5	Grading Plan	1.00	4.00	10.00	15.00		0.00	15.00
6	Drainage Sheets	1.00	2.00	20.00	23.00		0.00	23.00
7	Plan and Profile		2.00	10.00	12.00		0.00	12.00
8	Specifications and Contract Documents	1.00	2.00	2.00	5.00	8.00	8.00	13.00
9	CSPP			1.00	1.00		0.00	1.00
10	Cost Estimates	1.00	1.00		2.00		0.00	2.00
11	Internal Coordination	1.00	1.00		2.00		0.00	2.00
12	City and NCAR Coordination	4.00	1.00	2.00	7.00		0.00	7.00
13	FAA Compliance Coordination	1.00	1.00		2.00		0.00	2.00
14					0.00		0.00	0.00
15	CADD Management				0.00		0.00	0.00
16	Project Management				0.00		0.00	0.00
17	Quality Assurance	4.00			4.00		0.00	4.00
Subtotal Hours Final Design (100%)		18.00	24.00	49.00	91.00	8.00	8.00	99.00
Subtotal Fees Final Design (100%)		\$4,230.00	\$3,960.00	\$8,575.00	\$16,765.00	\$960.00	\$960.00	\$17,725.00
VI. Bidding/Award								
1	Procurement Coordination	4.00	6.00		10.00		0.00	10.00
2	RFI Reviews	4.00	4.00		8.00		0.00	8.00
3	Bid Opening	1.00	2.00		3.00		0.00	3.00
4	Bid Evaluation		1.00		1.00	4.00		
5	Preparation of Contract Documents	1.00	2.00					
6					0.00		0.00	0.00
7	Project Management	1.00			1.00		0.00	1.00
8	Quality Assurance	2.00			2.00		0.00	2.00
Subtotal Hours Bidding/Award		13.00	15.00	0.00	28.00	4.00	4.00	24.00
Subtotal Fees Bidding/Award		\$3,055.00	\$2,475.00	\$0.00	\$5,530.00	\$480.00	\$480.00	\$6,010.00
VII. Construction Admin. Services								
1	Pre-Construction Conference				0.00		0.00	0.00
2	Site Visits				0.00		0.00	0.00
3	RFI Reviews				0.00		0.00	0.00
4	Submittal Reviews				0.00		0.00	0.00
5	Test Report Reviews				0.00		0.00	0.00
6					0.00		0.00	0.00
7					0.00		0.00	0.00

CIVIL MANHOUR ESTIMATE
NCAR Drainage Improvements
City of Roswell
Mike Provine

MOLZENCORBIN

		CIVIL				ADMINISTRATION		
No.	Project Task	Senior Engineer	Professional Engineer	Senior Design Specialist	Departmental Totals	ADMIN - Support	ADMIN. Totals	Grand Totals
8	Project Management				0.00		0.00	0.00
9	Quality Assurance				0.00		0.00	0.00
Subtotal Hours Construction Admin. Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Fees Construction Admin. Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Labor Hours		92.00	167.00	162.00	421.00	16.00	16.00	429.00
Standard Billing Rate or Fee		\$235.00	\$165.00	\$175.00		\$120.00		
Fee Dollars		\$21,620.00	\$27,555.00	\$28,350.00	\$77,525.00	\$1,920.00	\$1,920.00	\$79,445.00

CONTRACT AMOUNT
NCAR Drainage Improvements
City of Roswell

MOLZENCORBIN

Mike Provine

COST

**CALCULATED
CONTRACT AMOUNT**

BASIC FEE (Labor)				
SUBTOTAL LABOR				\$79,445.00
OTHER DIRECT SUBCONSULTANTS	Sub Type	Phase		
SUBTOTAL OTHER DIRECT SUBCONSULTANTS				\$0.00
Reimbursable Markup (if any)				\$0.00
SUBTOTAL OTHER DIRECT SUBCONSULTANTS				\$0.00
OTHER DIRECT EXPENSES (ODE'S)				\$0.00
		Quantity		
In-House Copies			\$0.00	
In-House Color Copies (8 1/2 x 11)	\$1.00		\$0.00	
In-House Color Copies (11 x 17)	\$2.00		\$0.00	
In-House Large Format Plots	\$3.00		\$0.00	
Commercial Copies	\$0.06		\$0.00	
Commercial Prints	\$1.02		\$0.00	
Commercial Color Copies	\$1.50		\$0.00	
In-House or Commercial Mylars	\$10.50		\$0.00	
Mileage	\$0.700		\$0.00	
Commercial Travel				
Lodging-Per Diem (Verify With Accounting)	\$110.00		\$0.00	
Meals - Per Diem (per person /day) (Verify With Accounting)	\$68.00		\$0.00	
Photo				
Postage				
Supplies				
SUBTOTAL OTHER DIRECT EXPENSES				\$0.00
TOTAL BASIC FEE				\$79,445.00
REIMBURSABLE SUBCONSULTANTS		Phase		
Subconsultant Subtotal			\$0.00	\$0.00
				\$0.00
				\$0.00
In House Survey From Survey Contract Amount (Excluding GRT)				\$0.00
SUBTOTAL ADDITIONAL SERVICES				\$0.00
REIMBURSABLES				
		Quantity		
In-House Copies	\$0.11	500.00	\$55.00	
In-House Color Copies (8 1/2 x 11)	\$1.00	100.00	\$100.00	
In-House Color Copies (11 x 17)	\$2.00	50.00	\$100.00	
In-House Large Format Prints	\$3.00	100.00	\$300.00	
In-House Large Format Plots	\$3.00		\$0.00	
Commercial Copies	\$0.06		\$0.00	
Commercial Prints	\$1.02		\$0.00	
Commercial Color Copies	\$1.50		\$0.00	
In-House or Commercial Mylars	\$10.50		\$0.00	
Mileage	\$0.700	1,260.00	\$882.00	
Bidding Documents (Specs & Plans)				
Commercial Travel				
Lodging-Per Diem (per person/per day)	\$110.00	2.00	\$220.00	
Meals - Per Diem (per person /per day)	\$68.00	16.00	\$1,088.00	
Photo				
Postage				
Supplies/Misc.				
SUBTOTAL REIMBURSABLES				\$2,745.00
SUBTOTAL BASIC FEE, ADD. SERVICES, REIMBURSABLES				\$82,190.00
NMGRT				\$6,797.77
TOTAL				\$88,987.77

Use Appropriate GRT Rate From
GRT Tab.

8.2708%