

Exhibit "A" – Scope of Services
INFIELD STORMWATER IMPROVEMENTS
FDOT NO. 425623-6-94-01
Tri-County Airport
October 10, 2023

SECTION A: PURPOSE

The purpose of this task order is to perform design, bidding, and construction phase services for the Infield Stormwater Improvements project at the Tri-County Airport.

Stormwater has been observed to collect and stage in the infield areas between Runway 01-19 and the parallel taxiway. The staged water rises into the RSA in multiple areas during significant storm events, contrary to FAA standards for RSAs. In addition, the turf grade within the RSA around and in the vicinity of an existing stormwater inlet adjacent to the RSA edge has softened due to the perpetual presence of water.

The standing water appears to be a factor of fine soils with limited percolation properties. This project will utilize sand-filter and/or underdrain systems to facilitate draw-down of the existing water such that the pond is considered a "dry" facility. This will be accomplished by ensuring the stormwater stored in the pond is completely recovered within 48 hours of a design storm event as recommended in FAA Advisory Circular 5200-33C *Hazardous Wildlife Attractants on or Near Airports*. The expedited draw-down rate will minimize the existing wildlife attractant qualities evident in the infield.

The project is anticipated to design and construct stormwater management facilities compliant with FAA, FDOT, and FDEP standards. The design phase shall include site investigations and public/airport involvement. Due to the limited construction funding available, the project will be designed and broken up into phases/bid-alternates for a multi-year construction timeline.

SECTION B: PROJECT DESCRIPTION

The improvements to be included in the design generally consist of converting the wet pond between Taxiway A2 and A3 to a dry pond, adding a sand filter/underdrain system, grading, and other miscellaneous improvements.

The project will include, but is not limited to, field evaluations, final design, details and specifications, grant coordination, and bidding and construction phase services for stormwater management improvements. The Airport will comply with FAA and FDOT Aviation Program Assurances during the execution of this project.

SECTION C: SCOPE OF SERVICES

The following tasks identify the scope of professional services to be performed by AVCON (Consultant):

Task C-1: Design Phase Services (Lump Sum):

- 1. Attend Project Kick-Off Meeting:** Consultant shall attend a kick-off meeting with representatives of the Airport Authority, airport staff, FAA and FDOT to finalize requirements and identify any final features to be incorporated into the project.
- 2. Collect Existing Conditions and Record Documents:** Consultant shall investigate existing conditions

through a site visit and through available record documents supplied by the airport. The task shall include collecting information to verify conditions and configurations of existing pavements, topography, and drainage facilities.

- 3. Perform Topographic Survey:** Consultant shall subcontract with a qualified surveying firm to perform a topographic survey of the project limits to allow completion of the design. The surveyor will also provide data control monumentation.
- 4. Perform Geotechnical Investigations:** Consultant shall subcontract with a qualified geotechnical testing firm to perform geotechnical investigations of the project limits to facilitate design of the proposed stormwater management facilities.
- 5. Develop Conceptual Layout:** Consultant shall prepare and identify preliminary geometry for all construction activities and limits of work, and the interface with the existing stormwater management system.
- 6. Develop Safety and Security Plans:** Consultant shall develop safety and security plans, contractor access plans, bid schedules, quantities, and project survey sheets based on topographic survey.
- 7. Develop 60% Design Documents:** After receipt of the airport's review comments of the conceptual design documents, Consultant shall develop design drawings and technical specifications to an intermediate 60% design level.
- 8. Prepare Opinion of Probable Construction Costs:** Consultant shall prepare the probable construction costs by project element based on the 60% design documents.
- 9. Provide QA/QC Review of 60% Design Documents:** Consultant shall complete a Quality Assurance/Quality Control review of the 60% design documents before submitting to the Airport Authority and permitting agencies for review.
- 10. Participate in 60% Design Review with Regulatory Agencies:** Consultant shall participate in a virtual meeting with appropriate funding and regulatory agencies for approval of the overall project criteria.
- 11. Participate in 60% Design Review with Airport Authority:** Consultant shall conduct a review meeting at the 60% design completion with airport personnel to solicit comments on the design. Consultant shall provide handouts for the meeting along with a meeting agenda. It is assumed that two consultant staff members will attend the meeting. Consultant shall prepare and distribute meeting minutes.
- 12. Prepare Responses to Comments Received:** Consultant shall prepare written responses to questions and comments received from airport staff, FAA, and FDOT based on review of the 60% Design Drawings.
- 13. Develop 95% Design Documents:** After receipt of the airport's review comments of the 60% Design drawings and specifications, Consultant shall proceed with the performance of the services in the Final Design Phase. These services shall include further development of the drawings to a 95% completion,

which is intended to be a complete set pending final review and approval by the airport, FAA, and FDOT. The 95% design drawings are anticipated to include the following:

- Cover Sheet and Index of Drawings
- Summary of Quantities with recommended phasing
- General Notes
- Safety & Security Notes
- Project Layout Key Map
- Project Haul Route and Staging Areas
- Construction Safety and Phasing Plan
- Barricade and Security Plan
- Existing Conditions & Demolition Plan
- Site Plan
- Grading and Drainage Plan
- Sand Filter/Underdrain Plan
- Miscellaneous Details
- Sand Filter/Underdrain Details

14. Perform Confirmation of Local Stormwater Improvement Requirements and Submit Permit Modification Application: Consultant shall confirm the requirements for attenuation and treatment of stormwater in accordance with FDEP standards to account for improvements within the project limits. Consultant shall submit FDEP permit modification application in accordance with the Airport Stormwater Master Plan.

15. Provide QA/QC Review of 95% Design Documents: Consultant shall complete a Quality Assurance/Quality Control review of the 95% design documents before submitting to the Airport Authority for review.

16. Participate in 95% Design Review with Airport Authority: Consultant shall conduct a review meeting at the 95% design completion with airport personnel to solicit comments on the 95% design. Consultant shall provide handouts for the meeting along with a meeting agenda. It is assumed that two consultant staff members will attend the meeting. Consultant shall prepare and distribute meeting minutes.

17. Prepare Responses to Comments Received: Consultant shall prepare written responses to questions and comments received from airport staff, FAA, and FDOT based on review of the 95% Design Drawings.

18. Prepare Front-End Documents for Bidding: Consultant shall prepare contract documents. Consultant shall utilize standard conditions and provisions as applicable for Tri-County Airport projects funded by FDOT. Consultant shall modify as applicable for this project. Front-end documents are anticipated to include the following:

- Invitation for Bids
- Instruction to Bidders

- Proposal
- Bid Documents
- Notice of Award
- Standard Contract Agreement
- Performance and Payment Bonds
- Notice to Proceed
- Special Provisions
- General Provisions

- 19. Prepare Final Technical Specifications:** Consultant shall identify technical specifications for the identified items of work. Specifications to be used shall be consistent with FAA and FDOT Standards.
- 20. Update Opinion of Probable Construction Costs:** Consultant shall update Engineer's opinion of probable construction costs based on bidding documents. Quantities and costs shall be divided by schedule and phase.
- 21. Prepare FAA Form 7460-1:** Consultant shall prepare FAA Form 7460-1 and coordinate approval with FAA.

Task C-2: Bidding Phase Services (Lump Sum):

- 1. Develop Release for Bidding (100% Design) Documents:** After receipt of the airport's review comments of the 95% Design drawings and specifications, Consultant shall finalize the drawings for bidding. The Release for Bidding (100% Design) drawings shall incorporate comments addressed by regulatory agencies. AVCON shall complete the assembly of the 100% bid documents, including all comments, and issue documents to Airport Authority, FAA, FDOT, and approved plan rooms as part of the overall project advertisement.
- 2. Attend Pre-Bid Conference:** AVCON shall conduct a Pre-Bid Conference at Tri-County Airport Conference Room to discuss specific project issues, specific construction features, operational phasing, special airfield construction limitations, and other applicable requirements. AVCON shall prepare and distribute minutes of Pre-Bid Conference to conference attendees and funding agencies.
- 3. Respond to Questions:** AVCON shall prepare formal responses to questions submitted by potential contractors prior to awarding the contract.
- 4. Prepare and Distribute Addenda:** AVCON shall prepare and coordinate addenda to bid documents as required to address any revisions resulting from questions.
- 5. Attend Bid Opening:** AVCON shall attend the bid opening at a regularly scheduled Tri-County Airport Authority meeting and open the bid publicly. AVCON shall record the preliminary bid amounts and collect copies of the bids for further evaluation and recommendation.
- 6. Prepare Recommendation of Award and Bid Tabulation:** AVCON shall prepare a recommendation of award to the Airport Authority based on bids received by prospective contractors. The recommendation shall include a tabulation of bids received.

Task C-3: Construction Administration and Inspection Services (Lump Sum):

- 1. Prepare Conformed Construction Documents:** Following the project construction award, AVCON shall incorporate addenda items as applicable and shall prepare and submit two (2) sets of the "Release for Construction" documents, including plans, specifications, and front-end documents, for Airport records. In addition, Consultant shall prepare and submit one (1) additional set of "Release for Construction" documents for FDOT review prior to issuing the Notice-To-Proceed for construction work.
- 2. Coordinate with Owner and Contractor During Construction:** AVCON shall provide routine updates and coordination with the Airport Authority and Contractor throughout construction.
- 3. Participate in Pre-Construction Conference; Prepare Minutes:** AVCON shall coordinate and participate in a Pre-Construction Conference to present and discuss specific project issues, specific construction features, operational phasing, special airfield construction limitations, and other applicable requirements. The work shall include responding to questions and distributing meeting minutes from the meeting.
- 4. Participate in Up to Four (4) Airport Authority Meetings:** AVCON shall participate in up to four (4) Airport Authority meetings during the construction phase to provide an overview of the progress, project schedules, and other aspects of the construction.
- 5. Participate in Up to Four (4) On-Site Visits During Construction to Review Work:** AVCON shall participate in up to four (4) site visits during construction to observe progress of work. Visits shall be intended to enable observations of the progress to ensure that construction is generally consistent with the design objectives and with applicable safety and security requirements.
- 6. Review Contractor Shop Drawings:** AVCON shall review shop drawings as submitted by the Contractor and shall evaluate compliance with respect to contract requirements. An owner-specified review period (approximately two weeks) shall be specified in the project documents for shop drawing review and response from receipt of the respective shop drawing.
- 7. Review Contractor Pay Applications:** AVCON shall review pay requests as submitted by the Contractor on a monthly basis to review and evaluate the requested values versus the actual work completed and accepted for the payment period. The task shall include review of the work completed in conjunction with the Construction Inspector and certification by the Inspector and the Professional Engineer that the pay application reflects the work performed and stored materials accepted.
- 8. Coordinate RFIs with Contractor:** AVCON shall respond to Contractor Requests for Information (RFIs) as required to provide clear interpretation of the contract requirements. The work shall include preparation of Work Directives or other instruction during the construction phase as appropriate to ensure proper completion in accordance with the contract documents.
- 9. Participate in Substantial Completion Inspection:** AVCON shall attend a punch-list walk-through of

the construction upon completion to verify completeness of work. The work shall include an evaluation to determine whether the work items satisfy substantial completion requirements. The task shall include a review of project close-out requirements for the Contractor.

10. Administer Punch-List: AVCON shall prepare and monitor a project punch-list to verify final completion in accordance with contract documents as part of this task. The task shall include a review of the list with the Contractor to clarify remaining contract requirements.

11. Participate in Final Completion Walk-Thru: AVCON shall attend a final inspection walk-through of the construction upon completion of the identified punch-list items in order to verify completeness of work and to determine acceptance of the constructed work. The work shall include an evaluation to determine whether the work items satisfy substantial completion requirements and certification of the completion.

12. Provide Project Certifications: Consultant shall review certified "as-built" record drawings of the constructed improvements provided by the Contractor. Based on the certified as-built drawings, Consultant shall prepare a certification that the final construction work has been completed in accordance with the contract documents, subject to any identified deviations, and the systems function as intended. Otherwise, the Consultant shall identify corrections required to facilitate project certifications.

All job-related travel, job-related reprographic costs and supplies, interim review document printing, telefax and long-distance charges, mail and express mail services, and printing and plotting costs associated with the construction administration services shall be included in the lump sum fee.

SECTION D: DELIVERABLES

AVCON shall provide the following deliverables:

0-60% Design Phase

- 60% Design Drawings (10 copies)
- Opinion of Probable Construction Costs
- Preliminary Bid Schedule
- 60% Review Meeting Minutes
- 60% Design Drawings for FDOT

60-95% Design Phase

- Written Responses to 60% Design Drawing Comments
- 95% Design Drawings (10 copies)
- Opinion of Probable Construction Costs
- Holmes County Permitting documents
- Front-End Documents
- Technical Specifications
- 95% Bid Schedule
- 95% Review Meeting Minutes

Exhibit “A”: Scope of Services
Infield Stormwater Improvements
October 10, 2023
Page 7 of 8

- 95% Design Drawings for FAA and FDOT
- Written Responses to 95% Design Drawing Comments

Bid Phase

- Release for Bid 100% Design Release for Bid Drawings (10 copies)
- Release for Bid Front-End Documents
- Release for Bid Technical Specifications
- 100% Opinion of Probable Construction Costs
- 100% Design Drawings for FAA and FDOT
- Recommendation of Award

Construction Phase

- Conformed “Release for Construction” Documents
- Project Certifications

SECTION E: COMPENSATION

AVCON will be compensated for these services with a lump sum fee. AVCON will issue monthly invoices based on the percentage of work completed. The lump sum fee is based on the estimated level of effort to complete this scope of services as follows:

Design Phase Services	\$ 43,110.00
Design Survey (sub)	\$ 10,000.00
Design Geotechnical Investigation (sub)	\$ 3,650.00
Bidding Phase Services	\$ 10,830.00
<u>Construction Phase Services</u>	<u>\$ 31,290.00</u>
Total	\$ 98,880.00

SECTION F: SCHEDULE

The project schedule is anticipated to require approximately 14 months and is anticipated to progress from the project Notice-To-Proceed (NTP) as follows:

Design Phase Services	90 days
Bidding Phase Services (and contracts)	60 days
Construction & Construction Administration Services	240 days
Project Close-Out	<u>30 days</u>
Total:	420 days

SECTION G: EXCLUSIONS AND ASSUMPTIONS

The following exclusions and assumptions shall apply to this scope of services:

- Scope of services does not include replacement of airfield lighting circuits or cables.
- Scope of services assumes primary power infrastructure does not need to be upgraded.
- Scope of services assumes no stormwater permitting or wetland impacts.

- The awarded contractor shall be responsible for performing all construction activities, including but not limited to – implementing specified erosion control measures, NPDES permitting, and any local permitting required for construction.

SECTION H: ADDITIONAL SERVICES

Additional services may be separately added to this contract during the course of work based upon agreed fees. No additional services shall be undertaken without the written authorization of the Airport Authority and FDOT.

END OF SCOPE