

SCOPE OF SERVICES
MERRITT ISLAND AIRPORT
TITUSVILLE-COCOA AIRPORT AUTHORITY (TCAA)
PORT-A-PORT HANGAR REPLACEMENT (DESIGN AND BIDDING)
FM 441448-1-94-01

PROJECT DESCRIPTION

The project consists of the replacement of old Port-A-Port hangars with new Box Hangars. The work includes the following items:

- Demolition of existing Port-A-Port Hangars
- Rehab of existing asphalt concrete aprons in front of the existing Port-A-Port hangars
- Construct new Box Hangars
- Re-alignment of approximately 100LF of existing security fencing

The design and other Professional Services will be performed by Michael Baker and will include design, permitting and bidding. The cost for these services is \$131,100. The Department agrees to reimburse 80 percent of the eligible costs incurred based on this scope of service and only up to the amount in the grant. Additional funds may be added based on availability and upon approval by the Department.

TASKS AND DELIVERABLES

The Design and other Professional Services will include:

Phase 1 – Initial Investigation and 60% Design Documents

- 1) General project coordination and formulation.
- 2) Coordination of Site Plan Development with Authorities Having Jurisdiction (AHJs)
- 3) Coordination meetings with Airport Staff and Sub-Consultants.
- 4) Code review and pre-development meetings
- 5) Review of existing conditions and drawing records
- 6) Prepare 60% Design Documents (Architectural and Engineering Plans, Basis of Design, Construction Estimate)

Phase 2 –Final Design Documents

- 1) Based on the approved 60% Design Documents, Final Design Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project will be developed.
- 2) Submit design documents for development permitting.
- 3) Assist the OWNER in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the OWNER and the Contractor.
- 4) Advise the OWNER of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.
- 5) Assist the OWNER in connection with the City's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

Upon receiving comments on the Final Documents Package, MICHAEL BAKER will complete revisions and prepare documents for bidding. Final Signed and Sealed Contract Documents will be delivered to the OWNER for Bidding.

Phase 3 – Project Management

A. Contract Management: This task involves the internal management of the contract including general project bookkeeping, cost tracking, billing, filing, record keeping and contract coordination with project sub-consultants. The Project Manager (PM) will maintain and monitor project schedules to ensure critical milestones are met by the design team.

B. Meetings: The PM will attend all submittal review meetings; meetings where critical items are discussed and coordinated; be present or conduct meetings with government agencies, utilities, permitting agencies, tenants, operations, and other affected parties. Minutes to all meetings conducted shall be prepared.

C. Coordination: The PM will be readily available to the design team, coordinate review and regulatory agency approvals, and schedule/conduct design team meetings. The PM will keep the airport apprised of the work progress, schedule, and anticipated review dates by means of phone calls, emails or review meeting minutes. The PM will be the point person for interfacing with the Airport Staff, Airport/Authority Departments, Tenants, and Contractor.

D. Production: A key component independent of the Quality Control process is to ensure the overall design is consistent with the airports desired objectives. The PM will review all plans, reports, minutes, schematics, and calculations to ensure these objectives are met.

Phase 4 – Bidding Phase

- 1) Develop Bid Advertisement
- 2) Conduct Pre-Bid Conference
- 3) Respond to Questions and Issue Addenda as Necessary
- 4) Receive, Open and Certify Qualification of Bids
- 5) Develop Bid Tabulation
- 6) Recommend Lowest Qualified Bidder

PERMITTING

Permitting services include meeting with agencies, application preparation & submission, preparation of exhibits, and addressing comments. The nature of this project will require partial approvals so that construction can begin prior to completion of all design items. This approach will require additional applications, plan modifications, and continuous coordination. The following permit approvals will be obtained:

- FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA)
- SJRWMD ERP
- Brevard County Development Review
- City of Cocoa Utility Review (Water)

DESIGN AND OTHER PROFESSIONAL SERVICES DELIVERABLES / MILESTONES:

- May be invoiced on a monthly basis, in proportion to the percentage of completion when accompanied by a progress report outlining work performed.
- Closeout documents to be uploaded into JACIP prior to payment of final invoice to include:
 - Final (100%) Plans, Project Manual, Engineers Report, and Probable Cost Estimate
 - Bid tabulation and recommendation of award letter
 - FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) Letter