



**TASK ORDER  
CONTRACT NO. 2023-02A**

**DATE:** SEPTEMBER 16, 2024 **TASK ORDER#:** 23A-08

**TASK ORDER PROJECT TITLE:** RENTAL CAR COUNTER FACILITY AND PARKING EXPANSION -  
DESIGN

**OWNER:** PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

**CONSULTANT:** ARDURRA

**SUBCONSULTANT(S):** EXP, GORTEMOLLER ENGINEERING, POOLE, & UES

**TASK ORDER DESCRIPTION:**

This Scope of Work is for engineering & architectural consulting services for the Panama City-Bay County Airport and Industrial District (Owner) for the design of a Rental Car Counter Facility which will include an extension of the existing parking area.

**TASK ORDER BACKGROUND/JUSTIFICATION:**

The Northwest Florida Beaches International Airport (ECP) is proposing to develop a Rental Car Counter Facility and Parking Expansion to allow for the relocation of existing operations, facilitate proposed terminal modifications and improve parking capacity. The project is about 3 acres in size with a proposed one-story ten thousand square feet building located on the empty grassed area, at the northeast corner of the existing parking lot zone. The parking expansion design adds \$169,966 to the original budget of \$560,051 (rental car counter facility design only).

**SCOPE OF SERVICES:**

See Exhibit A (attached).

**SCHEDULE OF SERVICES:**

See Exhibit A (attached).

**COMPENSATION:** \$ 739,017.00 (T&M)

**IN WITNESS WHEREOF**, the parties hereto have caused this Task to be executed by their duly authorized representatives as of the date first shown above.

**ARDURRA**

Title: CLIENT EXECUTIVE

Date: 9/16/24

**PANAMA CITY-BAY COUNTY AIRPORT &  
INDUSTRIAL DISTRICT**

Title: CHAIR

Date: 9/25/24



## Task Order 23A-08

### Rental Car Counter Facility and Parking Expansion

#### Northwest Florida Beaches International Airport (ECP)

#### EXHIBIT A – Scope of Work

#### 1. Project Description

The Northwest Florida Beaches International Airport (ECP) is proposing to develop a Rental Car Counter Facility and Parking Expansion to allow for the relocation of existing operations, facilitate proposed terminal modifications and improve parking capacity. The project is about 3 acres in size with a proposed one-story ten thousand square feet building located on the empty grassed area, at the northwest corner of the existing parking lot zone.



Figure 1 Aerial View of Project Location

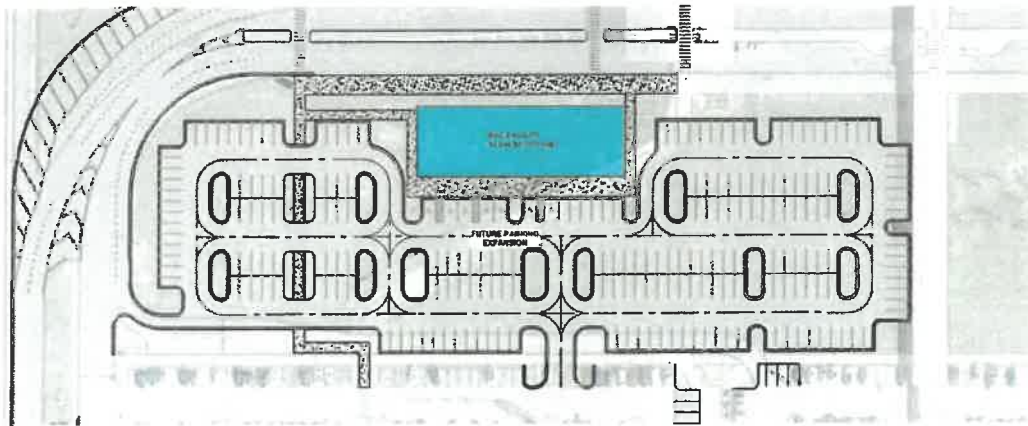


Figure 2 Rental Car Facility Preliminary Location \*

\* Final layout shall be provided after 30% submittal approval by ECP.



### 1.1. Project Team

Ardurra (Consultant) is the prime consultant for this task. Ardurra will provide contract / project management and civil design and landscape architecture. Construction management, and project closeout is not included in this task order and may come later as a separate task. The sole point of contact for this project will be Ardurra's Client Executive/Project Manager (PM). The PM will remain active throughout the project. Production staff will include at least one project engineers, designers, and support staff. Ardurra will subcontract a portion of the project to other specialized subconsultant firms as described below and will serve as the liaison between the ECP and subconsultants.

Ardurra services will include:

- Overall project management
- Existing site and utilities as-builts/records collection
- Lead design
- Utilities coordination
- Maintenance of Traffic
- Landscape Architecture
- Lighting
- IT & Communications

EXP services:

- Architecture
- Mechanical, Electrical & Plumbing
- Structures

Gortemoller Engineering services:

- Stormwater Management design
- Stormwater Pollution Prevention Plan
- Permitting

Pooler Engineering and Surveying services:

- Topographic Survey
- Sewer and drainage facilities data

UES services:

- Review of existing geotechnical data and reports
- Subsurface soil borings, test pits, laboratory testing, and reporting
- Recommendations for stormwater treatment and disposal



## 1.2. Project Schedule

The following table summarizes the estimated time of completion of significant project milestones:

ACTIVITY	DURATION
Contract Negotiation Complete	15 days
Contract Approval	30 days
Survey/Geotechnical Investigation	30 days
Initial Phase	60 days
30% Design Documents	30 days
60% Design Documents	30 days
90% Design Documents	60 days
100% Design Documents	30 days
Bidding & Award	60 days

Days are subject to change, based on review times and other elements beyond Consultant's control.

## 2. General Administrative Effort & Project Management

### 2.1. Administration

#### 2.1.1. Professional Services

ECP has requested ARDURRA to provide Professional Engineering Services associated with the tasks listed below, and as described under Section 1. Project Description:

- Design and construction of a Rental Car Counter Facility
- Design and construction of an extension of the existing parking area

ARDURRA will prepare Construction Documents (CDs) for design and construction services of the Project. The Rental Car Counter Facility and Extended Parking will be designed following ECP's standards, Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), and NWFWMMD requirements. The design criteria for the parking extension are outlined in the design standards of the American Association of State highway and Transportation Officials (AASHTO), Green Book, latest edition, to ensure compliance with the recommended speed, turning radius, marking and signage, grading and drainage, lighting, and security. Construction specifications will be CSI's standard 3-part section and page formats with full paragraph numbering, and applicable FDOT Standards Specifications.

#### 2.1.2. Project Meetings

A Pre-Design Phase Kick-Off meeting which will be scheduled by the ECP after the Notice to Proceed has been issued. ARDURRA will schedule and attend project review and coordination meetings with representatives of the ECP throughout the design process of the project. At each of these meetings, ARDURRA and ECP staff will review the project's budget, schedule, and scope along with ARDURRA's



development and progress to date on the respective phases of the project and any special problems related to the continuing progress of the project.

#### *2.1.3. ECP Standard Specifications*

ARDURRA's services will conform to ECP's specifications (as they may be made available to ARDURRA), including but not limited to, ECP's Design and Materials Standards Manuals, and ECP's Guidelines and Procedures Manual and Forms for capital projects, provided, however, that in the event of conflict the provisions of this agreement will govern and ARDURRA will remain, as the Architect or Engineer of Record, responsible for the content and accuracy of ARDURRA's documents generated for this project.

#### *2.1.4. Quality Control*

ARDURRA, as standard practice, will conduct a QA/QC session that will review the project deliverables in their entirety to ensure internal quality standards are met. Dedicated personnel from the design team will perform this task and outline revision inclusion for the upcoming stages of the project.

#### *2.1.5. Project Management*

Scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the team's efforts including assembly and coordination of all documentation and subconsultants.

#### *2.1.6. Architecture Mechanical, Electrical, Plumbing and Structural Services*

EXP will perform the Architecture, Mechanical, Electrical, Plumbing and Structural Services for this contract. Refer to Attachment A for scope of services and fee.

### 3. Initial Phase

#### 3.1. Kick-off Meeting

ARDURRA will prepare an agenda for the Project's Kick Off meeting. All key stakeholders will be invited to this meeting: ECP Staff, ARDURRA'S key staff, and Subconsultants. The Kick-Off meeting's discussion items will include stakeholder identifications, project limits, safety and operational impacts, permitting, design services, design standards, schedule, budget and construction constraints. The ARDURRA will prepare and distribute the meeting minutes which will highlight outstanding action items and meeting details. Immediately following the Kick-Off Meeting, field investigative services associated with the survey and geotechnical services will begin.

#### 3.2. Data Collection

##### *3.2.1. Utility Investigation*

Coordinate with the Airport to obtain applicable as-built information. Develop a list of potential utility conflicts. Resolve any conflicts with the Airport. It is not anticipated that any potholing or other efforts to verify line depths will be necessary for this project.

##### *3.2.2. Field Survey and Utility Locates*

Tasks under this item will be provided by Poole Engineering and Surveying in accordance with the agreement stipulated in this contract.



### 3.2.3. *Geotechnical Investigation*

Tasks under this item will be provided by UES in accordance with the agreement stipulated in this contract.

### 3.2.4. *Preliminary Site Visit & Photographic Site Documentation*

ARDURRA will conduct an in-person walkthrough with ECP staff to identify all visible and readily accessible areas included as part of the project to ensure a comprehensive walkthrough. ARDURRA will perform a visual inspection of the data received from ECP. Walkthroughs and observations will be limited to accessible areas only.

## 4. Design Development Phase

### 4.1. 30% Construction Documents

Following the Initial Phase documents approval ARDURRA will develop 30% Complete Contract Documents from the Airport Plan Layout (APL) and Planning Concept Plans. These 30% documents will consist of the information contained in the documents, as well as any incorporated comments provided by ECP or other authorized reviewers, as directed by ECP.

In addition to these documents, a project schedule, an opinion of probable construction cost, and technical specifications will be provided.

#### 4.1.1. *List of Civil & Landscape Plans*

- Cover Sheet (30%)
- Drawings Index (30%)
- General Notes (30%)
- Existing Conditions Plan (30%)
- Survey Control Plan (30%)
- Soils Investigation Plan (30%)
- Demolition Plan (30%)
- Site Plans (30%)
- Staging and Haul Route Plans (30%)
- Overall Phasing Plans (30%)
- Maintenance of Traffic (30%)
- Utilities Plans and Details (30%)
- Drainage Plans and Details (30%)
- Grading Plans (30%)
- Pavement Plans and Details (30%)
- Typical Sections Plan (30%)
- Landscape Plans (30%)
- Miscellaneous Details (30%)



#### 4.1.2. *Outline Specifications*

Organized according to the Specification Section numbering system specified in the Construction Specifications Institute's current edition of MasterFormat documenting project decisions and giving general description of all finishes, materials, and systems including civil, structural, HVAC, electrical, plumbing, and specialty items, including fire sprinklers, alarm systems, electronic controls, and computer networking components.

#### 4.1.3. *Statement of Probable Construction Cost*

A Statement of Probable Construction Cost as indicated by time factor, changes in requirements, or general market conditions.

#### 4.1.4. *Design Comment Review Meeting*

Within two (2) weeks of the 30% Construction Documents submittal, ARDURRA will hold (1) design comment review meeting. This meeting will be used to collect input from the ECP and stakeholders that will further refine our design in future phases.

#### 4.1.5. *Deliverables*

ARDURRA will deliver the following major Deliverables (pdf):

- Meeting Minutes from all applicable meetings of this Phase
- Regulatory permitting agencies documentation
- 30% Contract Drawings
- 30% Technical Specifications
- 30% Project Cost Estimates

### 4.2. 60% Construction Document Submittal

Following the 30% documents approval ARDURRA will develop 60% Complete Contract Documents from the approved 30% Documents. These 60% Documents will consist of the information contained in the 30% Documents, as well as any incorporated comments provided by ECP or other authorized reviewers, as directed by ECP.

In addition to these documents, a project schedule, an opinion of probable construction cost, dewatering documents, pavement design, technical specifications, project manual and a draft of the Engineer's Report will be provided.

#### 4.2.1. *List of Civil & Landscape Plans*

- Cover Sheet (60%)
- Drawings Index (60%)
- General Notes (60%)
- Existing Conditions Plan (60%)
- Survey Control Plan (60%)
- Soils Investigation Plan (60%)
- Demolition Plan (60%)
- Site Plans (60%)



- Staging and Haul Route Plans (60%)
- Overall Phasing Plans (60%)
- Maintenance of Traffic (60%)
- Stormwater Pollution Prevention Plans (60%)
- Stormwater Pollution Prevention Notes and Details (60%)
- Utilities Plans and Details (60%)
- Utilities Profiles (60%)
- Drainage Plans and Details (60%)
- Drainage Profiles (60%)
- Pavement & Grading Plans and Details (60%)
- Typical Sections Plan (60%)
- Marking Plans (60%)
- Marking Details (60%)
- Landscape Plans (60%)
- Miscellaneous Details (60%)

#### *4.2.2. Progress Construction Specifications*

Organized according to the Specification Section numbering system specified in the Construction Specifications Institute's current edition of MasterFormat. An updated progress set of specifications with each section developed to include CSI's standard 3-part section and page formats with full paragraph numbering.

#### *4.2.3. Statement of Probable Construction Cost*

An Updated Statement of Probable Construction Cost as indicated by time factor, changes in requirements, or general market conditions.

#### *4.2.4. Design Comment Review Meeting*

Following two (2) weeks after the 60% Construction Documents submittal, ARDURRA will hold (1) design comment review meeting. This meeting will be used to collect input from the ECP and stakeholders that will further refine our design in future phases.

#### *4.2.5. Deliverables*

ARDURRA will deliver the following major Deliverables (pdf):

- Meeting Minutes from all applicable meetings of this Phase
- Response to ECP 30% Design review comments
- Regulatory permitting agencies documentation
- 60% Contract Drawings
- 60% Pavement Design
- 60% Project Schedule
- 60% Technical Specifications





- 60% Project Cost Estimates
- 60% Project Manual
- Draft Engineer's Report
- Dewatering Documents

#### 4.3. 90% Construction Document Submittal

After ECP approval of the 60% Construction Documents and any adjustments in the scope or quality of the project by the ECP, ARDURRA will prepare and submit Construction Documents setting forth in detail the requirements for the construction of the project. ARDURRA will make a 90% Construction Document Submittal, for approval by the ECP, which will include the following:

##### 4.3.1 *List of Civil & Landscape Plans*

- Cover Sheet (90%)
- Drawings Index (90%)
- General Notes (90%)
- Existing Conditions Plan (90%)
- Survey Control Plan (90%)
- Soils Investigation Plan (90%)
- Demolition Plan (90%)
- Site Plans (90%)
- Staging and Haul Route Plans (90%)
- Safety and Security Plan (90%)
- Overall Phasing Plans (90%)
- Maintenance of Traffic (90%)
- Stormwater Pollution Prevention Plans (90%)
- Stormwater Pollution Prevention Notes and Details (90%)
- Utilities Plans and Details (90%)
- Utilities Profiles (90%)
- Drainage Plans and Details (90%)
- Drainage Profiles (90%)
- Pavement & Grading Plans and Details (90%)
- Typical Sections Plan (90%)
- Marking Plans (90%)
- Marking Details (90%)
- Landscape Plans (90%)
- Miscellaneous Details (90%)

##### 4.3.2 *Project Manual*

ARDURRA will review and coordinate with the ECP regarding the inclusion of the following documents into the Construction Documents:

- The necessary bidding information, the bidding forms, the conditions of the contract and



Division 1 with respect to the foregoing documents and regarding any other agreements necessary for construction of the project, including documents made necessary by the Bidding Method chosen by the ECP.

- A project specific set of Division 1 specifications provided by the ECP, including all schedules, lists and inventories including Contractor's submittal schedules, warranty schedules, salvage schedules, etc.
- Final specification sections for Divisions 2 through 16 organized and formatted as required for the set of 90% progress specifications.
- Approved alternate bid items, if required and authorized by the ECP, to bring the project within budget which would permit ECP in its sole discretion to accept or reject portions of the construction of the project.

#### *4.3.3 Statement of Probable Construction Cost*

An Updated Statement of Probable Construction Cost as indicated by time factor, changes in requirements, or general market conditions.

#### *4.3.4 Design Comment Review Meeting*

Following two (2) weeks after the 90% Construction Documents submittal, ARDURRA will hold (1) design comment review meeting. This meeting will be used to collect input from the ECP and stakeholders that will further refine our design in future phases.

### 4.4. 100% Construction Document Submittal

The ARDURRA Team will prepare the 100% Construction Documents from the approved 90% Construction Document. Deliverable will include architectural, structural, MEP, civil and Landscape discipline drawings as required to define the size and character of the project components. Specifications in Construction Specifications Institute's current edition of MasterFormat will be included with 100% Construction Documents.

#### *4.4.1 List of Civil & Landscape Plans*

- Cover Sheet
- Drawings Index
- General Notes
- Existing Conditions Plan
- Survey Control Plan
- Soils Investigation Plan
- Demolition Plan
- Site Plans
- Staging and Haul Route Plans
- Safety and Security Plan
- Overall Phasing Plans
- Individual Work Area Phasing Plans
- Maintenance of Traffic



- Stormwater Pollution Prevention Plans
- Stormwater Pollution Prevention Notes and Details
- Utilities Plans and Details
- Utilities Profiles
- Drainage Plans and Details
- Drainage Profiles
- Pavement & Grading Plans and Details
- Typical Sections Plan
- Marking Plans
- Marking Details
- Landscape Plans
- Miscellaneous Details

#### 4.4.2. Meetings

ARDURRA will attend the following meetings during this Phase:

- Team Coordination Meetings
- Regulatory permitting agencies meetings, as applicable; and
- One (1) MDAD Review Submittal Meeting

#### 4.4.3 Deliverables

ARDURRA will deliver the following major Deliverables (pdf):

- Meeting Minutes from all applicable meetings of this Phase
- Response to MDAD 100% Design review comments
- Regulatory permitting agencies documentation
- Backcheck Contract Drawings
- Final Pavement Design
- Final Project Schedule
- Final Technical Specifications
- Final Project Cost Estimates
- Final Project Manual
- Final Engineer's Report
- Dewatering Documents

## 5. Post Design Phase

### 5.1. Bid & Award

#### 5.1.1. ECP Comment Reconciliation

ARDURRA will provide responses to comments provided by ECP to the 100% Construction Documents within seven days of receipt of comments. The ARDURRA's responses will identify those comments that will be incorporated into the Contract Documents and those comments that are rejected and will not be incorporated into the Contract Documents for review by ECP.



### 5.1.2. *Electronic Bid Set*

ARDURRA will provide a consolidated Bid Set of documents including the 100% Complete Contract Documents, Specifications, and other contract documents prepared by the ECP (i.e. Agreement, Division 0, etc.).

### 5.1.3. *Pre-Bid Meeting, Bid Request for Information, and Addendum Preparation*

ARDURRA will attend the Pre-Bid meeting and site visit led by others. ARDURRA will respond to Request for Information during the bid process that are related to technical interpretation of the Plans; non-technical questions and those related to the terms and conditions will be responded to by the ECP. ARDURRA will prepare Bid Addendum for necessary modifications to the Plans and Specifications in response to Bid Request for Information. Upon closure of public procurement, ARDURRA will assist the ECP in evaluation of Bids and Bidders

## 6. Meetings

ARDURRA will attend meetings and prepare Minutes, as follows:

- Kickoff Meetings 1
- Design Comments Review Meetings 4
- Bid Meeting 2
- Additional Coordination Meetings 2

## 7. Professional Services Fee

Should scope items/activities/efforts/durations be modified at the request of ECP or need to be adjusted based on design/construction scheduling, ARDURRA will need to modify the fee to accommodate the changes. Effort, fee, and schedule adjustments resulting from a change in scope will be assessed and approved by ECP prior to the execution of the change.

The Do Not Exceed Fee of \$739,017 (Time & Materials) is based on the scope outlined in the Agreement and that encompasses Items 1 through 5. Please see the attached proposal fee spreadsheet Exhibit B.

- Architectural design of a Rental Car Counter Facility (includes minimal civil design): \$560,051
- Civil design of an extension of the existing parking area: \$169,966

## 8. Exclusions & Assumptions

Exclusions:

- Construction Administration
- Soil contaminants and subsurface remediation
- Lead and Asbestos Testing
- Hydraulic/Hydrologic Modeling



- Property/Boundary Survey
- Design of upgrades to resolve capacity issues beyond the limits of the Project
- Preparation of Contractor Agreement, Division 0, and/or Division 1 Documents
- Any services/work related in any way to PFAS chemicals or substances possibly containing PFAS

Assumptions:

- Once started, efforts for each phase will continue, without pauses directed by ECP, to completion.
- ECP will provide all record documents applicable to this task.
- ECP will pay for all permitting costs.
- In providing opinions of probable construction costs, ECP understands that ARDURRA has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein shall be based on ARDURRA's qualifications and experience. ARDURRA makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.



## 1. Project Description

The Northwest Florida Beaches International Airport (ECP) is proposing to develop a temporary Rental Car Counter facility to allow for the relocation of existing operations and facilitate proposed terminal modifications.

## 2. General Administrative Effort & Project Management

### 2.1 Basic Service by Project Phase

#### 2.1.1 Complete Professional Services

EXP agrees to: (A) Provide complete professional architectural, engineering and/or other professional design services set forth in the Phases enumerated hereinafter and all necessary personnel, equipment and materials to perform services; (B) Complete those design services in accordance with the project schedule established herein (Section 6), (C) Participate in the Airport's programs of Value Engineering and Constructability Reviews throughout Phases I (Schematic Design), Phase II (Design Development) and Phase III (Contract Documents).

#### 2.1.2 Project Meetings

EXP will schedule and attend bi-weekly project review and coordination meetings with representatives of the ECP throughout the Predesign Phase and Phases I through IV of the project. At each of these meetings, EXP and ECP staff will review the project's budget, schedule, and scope along with EXP's development and progress to date on the respective phases of the project and any special problems related to the continuing progress of the project. EXP will attend weekly meetings during Phase V (Construction).

#### 2.1.3 Design Kickoff and Debriefing Meeting

EXP will attend a Design Phase Kick-Off meeting and a Design Phase Debriefing meeting which will be scheduled by the ECP at the beginning and end of each of the project's phases. The Design Phase Kick-Off meeting will provide a forum for the entire project team to review project goals, continuing project issues, and review performance expectations for the respective phase of the project. The Design Phase Debriefing Meeting will provide a forum in which the entire project team can provide feedback concerning team performance, communications, procedures, quality control and other related issues for current and future projects.

#### 2.1.4 FF&E Coordination

EXP's interior designer and/or interior architect will coordinate with the ECP during periodic Predesign, Schematic, Design Development and Construction Documents Phase to establish furnishing and equipment requirements for the project. These meetings will serve to address layout, selection, specification, and documentation of furniture and equipment items for the project. Members of using agencies may also attend these meetings to coordinate and communicate their functional requirements and preferences.

#### 2.1.5 Airport Standard Specifications

EXP's services will conform to ECP's specifications (as they may be made available to EXP), including but not limited to, ECP's Design and Materials Standards Manuals, and ECP's Guidelines



and Procedures Manual and Forms for capital projects, provided, however, that in the event of conflict the provisions of this agreement will govern and EXP will remain, as the Architect or Engineer of Record, responsible for the content and accuracy of EXP's documents generated for this project.

#### **2.1.6 LEED Certification Assessment**

EXP will pursue design principles and guidelines established by the United States Green Building Council (USGBC) for achieving a "green" LEED Certified Building as part of Basic Services. Professional services required for the achievement of any level of LEED certification through the USGBC as may be elected by the ECP for the Project and will be provided under Basic Services.

#### **2.1.7 Quality Control**

EXP, as standard practice, will conduct a QA/QC session that will review the project deliverables in their entirety to ensure internal quality standards are met. Dedicated personnel from the design team will perform this task and outline revision inclusion for the upcoming stages of the project.

#### **2.1.8 Project Management**

Scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the team's efforts including assembly and coordination of all documentation.

### **3 Phase 1 Programing + Preliminary Design**

#### **3.1 Pre-design Phase**

##### **3.1.1 Stakeholder Register**

Establish a listing of ECP, Using Agency and other representatives who will be providing information or feedback to EXP during the programming process. Include in this listing the Representative's name, title, organization, address, phone, fax and e-mail address. EXP will periodically review, update and distribute this list throughout this and subsequent project phases.

##### **3.1.2 Decision Making Process**

Establishing and verifying a chain of responsibility or decision making in ECP's project and functional organizations for use in later decision making during the programming process and subsequent design phases.

##### **3.1.3 Using Agency Surveys & Interviews**

Develop and implement user surveys, personal and group interviews, focus groups and other information gathering techniques necessary to establish and verify functional and spatial relationships, workflow and other related criteria.

##### **3.1.4 Preliminary Functions & Adjacency Development**

Obtaining, verifying and further developing the ECP's preliminary list of building functions and spaces. Obtaining ECP's and/or using party's applicable space standards for use on subsequent programming tasks.

##### **3.1.5 BIM Execution Plan**



EXP will develop a project specific BIM execution plan. This BIM Execution Plan will serve as the modeling guideline for the project's base BIM and subsequent design phases.

### 3.2 Site Identification

#### 3.2.1 Utility Investigation

EXP will evaluate the utility information provided by ECP to determine the existing utilities that will be impacted by the proposed project elements. Subsequent design phases will include the calculation of additional utility loads imposed by the Project and a determination of the modifications needed to the existing utilities to ensure adequacy to accommodate demand.

#### 3.2.2 Survey and Geotechnical Investigation

EXP will review geotechnical and survey information provided by the ECP and make recommendations for any survey information that is required for completion of the Project. During this phase, the EXP Team may perform 3D scans of Project areas to allow for the creation of a BIM Model of the Project areas.

#### 3.2.3 Preliminary Site Visit & Photographic Site Documentation

EXP will conduct an in-person walkthrough with ECP staff to identify all visible and readily accessible areas included as part of the project to ensure a comprehensive walkthrough. EXP will perform a visual inspection of the data received from ECP. Walkthroughs and observations will be limited to accessible areas only.

### 3.3 Programming- Develop New Program

#### 3.3.1 Programming Objectives

EXP will develop and submit space requirements and program to establish the following detailed requirements for the project: design objectives, limitations and criteria; spatial and functional relationships; functional responsibilities of personnel; flexibility and expandability; and special equipment and systems.

#### 3.3.2 Flow Diagrams

EXP will develop and submit space and flow diagrams consisting of diagrammatic studies and pertinent descriptive text for: internal functions; human, vehicular and material flow patterns; site requirements; general space allocations; adjacency and material handling.

#### 3.3.3 Preliminary Code Review

EXP will research and document all codes, laws, rules, regulations and ordinances pertaining to the property, building type and probable building design established by other programming tasks.

#### 3.3.4 Development Criteria

EXP will develop and submit the program's description of site development criteria, building configuration, construction, and material standards by:

3.3.4.1 Listing required or optional provisions for phased construction and future additions.

3.3.4.2 Identifying property building line limitations to estimate ground level building areas.

3.3.4.3 Verifying and documenting site restrictions such as building heights, setbacks, etc.

3.3.4.4 Identifying orientation considerations for solar, views, street access, etc.





- 3.3.4.5 Identifying options of numbers of building stories and total height based on estimated floor plan areas and overall occupancy.
  - 3.3.4.6 Estimating size(s) of core area(s) required for:
    - 3.3.4.6.1 Mechanical services.
    - 3.3.4.6.2 Electrical services.
    - 3.3.4.6.3 Vertical transportation.
    - 3.3.4.6.4 Egress Stair.
  - 3.3.4.7 Estimating and documenting structural spans required to suit room spatial needs.
  - 3.3.4.8 Identifying options of building configuration based on functions, occupancies, site limitations, orientation, height, spans and structural system.
  - 3.3.4.9 Identifying and documenting building cladding and fenestration suited to construction, structural, functional, and cost considerations.
  - 3.3.4.10 Identifying and documenting interior partitioning, flooring, and ceiling systems suited to construction, structural, functional, and cost considerations.
  - 3.3.4.11 Identifying and documenting any "ECP Preferences" for interior and exterior construction types, space planning, site planning, space functionalities, building systems and assemblies, room types, building envelopes, and maintenance and operational considerations.
  - 3.3.4.12 Identifying and documenting goals for integrating public art into the project.
- 3.3.5 Design Concept Development
- EXP will prepare, submit and present for approval by the ECP a Design Concept, comprised of the documents listed below including an identification of any special requirement(s) affecting the project:
- 3.3.5.1 "Space Chart Form" formatted to list all spaces within the project by room number, room title and net square foot area. The Space Chart Form must also include a listing of the project's total net square foot area, total gross square foot area, and an efficiency percentage derived from the ratio of total net to total gross square foot areas.
  - 3.3.5.2 A copy of a site survey with the following information: the legal description of the site, acreage, points of the compass, topographic contours, overall dimensions, vegetation, trees, hardscape elements, relevant adjacent roadways including administrative office parking access road, locations of on- and off-site utility connections, utility service point entry locations, parking areas, service areas, existing buildings with height, mechanical cooling towers and chillers, floor elevations, apron joints, drainage pipe inverts and size, structure rim elevations, etc.
  - 3.3.5.3 Concept Drawings. These documents will be drawings responding to the predesign documentation and architectural program requirements illustrating the general scope, scale, and relationship of project components. Documents will include, as a minimum, the following in addition to other graphic or descriptive materials EXP may deem necessary to adequately communicate the project:
    - 3.3.5.3.1 A site plan including information provided in the site survey, scale, flood plain elevation and velocity zone, over-all dimensions, adjacent roads, off-site improvements, emergency access, fire hydrants, power transmission lines, walks and paths, vehicle parking areas, preliminary mechanical and electrical infrastructure locations, loading docks, bus and car loading zones, existing buildings and use, location of proposed building(s) and future additions, relocatable or temporary structures, preliminary soil

- borings.
- 3.3.5.3.2 Floor plans showing points of the compass, over-all dimensions, identity of each space, proposed door locations, accessibility for the disabled, room numbers, occupant load of each space, proposed passive design and low energy usage features, possible community service/use areas, mechanical and electrical rooms, any existing buildings and use, future additions, and phased construction.
    - 3.5.2.2.1.1 Provide life-safety plan(s) delineating the necessity for and initial decisions concerning exits, provisions for accessibility for the physically challenged, fire walls, protected corridors, smoke partitions, fire alarm systems, fire sprinkler systems, room names and numbers, and any other life-safety features relevant to the facility. Indicate those facilities which have been designed to incorporate special emergency preparedness features or equipment including a brief notation of those design features and/or equipment.
    - 3.5.2.2.1.2 Provide ADA plan(s) delineating the necessity for and initial decisions concerning compliance with the Accessibility Code for Building Construction. Include graphics and notations delineating accessible routes, parking, elevators/ramps/lifts, toilet facilities, tactile warnings, signage, telephones, assistive listening systems, and other building equipment and features that will provide accessibility.
  - 3.3.5.3.3 Provide elevations and sections of the building to fully illustrate and indicate the mass and character of the facility including fenestration, openings, walkways, vertical transportation (elevators, escalators, lifts, ramps and stairs), preliminary material selections, and other building features and spatial relationships.
  - 3.3.5.3.4 Landscape Concept Drawings indicating preliminary locations and character of proposed landscaped areas that will conform to required zoning and development codes and other jurisdictional requirements of project's location.
  - 3.3.5.3.5 Preliminary graphics, concept sketches and other supplementary materials suggesting proposed locations for integrated public art.
  - 3.3.5.3.6 A Preliminary project Description comprised of a narrative discussion of preliminary material selections, components, assemblies, and systems (including proposed landscape, civil, structural, mechanical, and electrical design elements, components and systems) to be used in the project. The Preliminary project Description will incorporate and address Value Engineering and Constructability issues raised during this project phase.
  - 3.3.5.3.7 Mechanical Requirements Specific to Remodeling and Addition Interfaces with Existing Facility: Provide a listing of capacities for existing HVAC equipment and the available tonnage for the new connected load. Provide a survey of the condition of the existing mechanical equipment.
  - 3.3.5.3.8 Electrical Requirements Specific to Remodeling and Addition projects: Provide an electrical load analysis for the existing facility for existing and new loads. Provide a survey of the condition of the existing electrical



equipment.

### 3.3.6 Delivery Method Analysis

EXP will confer with the ECP and develop recommendations concerning the construction delivery methods (design-bid-build, construction management (CM), CM at Risk, fast-track, phased project, etc.) and the related bidding and/or selection processes necessary to select the construction delivery agent (Contractor, Construction Manager, etc.). These recommendations may include a discussion of how the future design documentation (including design development, construction document and bidding documents) must be developed to accurately and thoroughly communicate the construction process related to each of the optional construction delivery methods. Discussion will also include an analysis of project cost and schedule implications of selecting the respective alternative construction delivery methods.

### 3.3.7 Program Report

EXP will prepare a Program Verification Architecture/Engineering Report summarizing the results of Programming efforts for ECP review. The Report is anticipated to include documentation of visual examination of existing conditions, summary of discrepancies and deficiencies noted between documentation provided by ECP and existing conditions, EXP review and comments to project Budget, preliminary outline of utilities that may be impacted during implementation of project elements, and summary of surveying and geotechnical engineering performed during this Phase.

### 3.3.8 Design Charrette

EXP will present the ECP Terminal Connector and illustrate optional creative responses to the architectural program. The ECP will convene a design charrette/review conference at which EXP will review with the ECP (and using agency and other concerned parties) the program. EXP presentation during the review conference will address both design and construction of the project; preliminary phasing options, site use and improvements; selections of materials, building systems and equipment; potential construction methods and methods of project delivery; and EXP's recommendations.

## 4 Design Development Phase

### 4.1 Phase 2 Design Development / 30% Construction Documents

After ECP approval of the Program and any adjustments authorized by the ECP in the project Scope or project Budget, EXP will prepare and submit Design Development Phase documents, comprised of the following:

#### 4.1.1 Civil Plans

Civil site plan(s) showing, in addition to Phase I site survey requirements, landscaping, drainage, water retention ponds, sewage disposal and water supply system, water supply and return piping and such physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.

#### 4.1.2 Floor Plans

4.1.2.1 A floor plan drawn at an architectural scale that will allow the entire facility to be shown on one sheet, without breaklines and which indicates project phasing as



applicable to the project.

- 4.1.2.2 Floor plans drawn at 1/8 inch or larger scale showing occupied spaces or special rooms with dimensions, equipment and furnishing layouts, sanitary facilities, stairs, elevators, and identification of accessible areas for the disabled.
  - 4.1.2.3 A furniture and equipment plan at an architectural scale that will allow the entire facility (or respective floor of a multi-story building) on a single drawing sheet.
  - 4.1.2.4 Floor plans for additions to an existing facility: Indicate the connections and tie-ins to the existing facilities, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Distinguish between new and existing areas for renovation, remodeling, or an addition.
  - 4.1.2.5 Large scale plans (at a minimum of ¼ inch scale) for restrooms, kitchens, stairs, and other spaces that require detailed delineation of furniture, fixture and equipment. Provide detailed plans (at a minimum of ½ inch scale) for mechanical rooms, electrical rooms, PBX rooms, and elevator machine rooms.
  - 4.1.2.6 Reflected ceiling plan(s) (corresponding to scale, orientation and layout of building floor plans) indicating light fixture layout, air diffusers and return grilles, other ceiling mounted mechanical/plumbing system components, ceiling mounted electrical system components, proposed soffits, ceiling height changes, ceiling material changes, access panels, and other principal ceiling design features.
- 4.1.3 Preliminary Room Finish Schedule
- 4.1.4 Preliminary Door Schedule
- 4.1.5 Life-safety Plans
- 4.1.5.1 Life-safety plans to show exit strategy, rated doors, rated walls and partitions, emergency wall openings, ramps, vertical lifts and other life safety equipment applicable to the project such as working stage protection, range and fume hoods, eye wash, emergency showers, etc.
  - 4.1.5.2 Indicate and provide information concerning occupancy type, construction type, building area(s) (in square feet), total building occupancy, fire zone, maximum travel distances allowed/provided, maximum dead end corridor allowed/provided, minimum exit corridor width allowed/provided, UL and/or other classification(s) of proposed finishes, determination that building has fire sprinklers, notations concerning installation of life safety equipment by certified specialty sub-contractors pursuant to relevant Administrative Code, Statutes, and other applicable rules and regulations.
  - 4.1.5.3 By symbol, indicate exits (required/provided), fire extinguishers, fire alarm equipment, annunciator panels, smoke vents, master valves and emergency disconnects, emergency exit lighting, emergency power equipment, fire sprinklers, fire valve cabinets, exit signs, smoke and fire dampers, generator(s) and other life-safety equipment relevant to the facility.
- 4.1.6 ADA Plans
- Provide updated ADA Plan(s) indicating the further development of the facility's accessible features indicating the methods used to permanently define the means of egress, such as surface finish or color for open office and administrative spaces.



- 4.1.7 Plumbing**  
Plumbing fixture locations, fixture schedule and fixture unit calculations.
- 4.1.8 Exterior Elevations**  
All exterior building elevations and sufficient building sections as necessary to fully illustrate and indicate the scale, massing, and spatial relationships of the facility.
- 4.1.9 Building Sections**  
Typical building sections to show vertical dimensions, proposed construction materials, and relationship of finished floor to finished grades.
- 4.1.10 Structural Drawings**  
Preliminary Structural Drawings including plans and sections indicating systems, connections, and foundations. These drawings may be structural roughs.
- 4.1.11 Mechanical Drawings**  
Mechanical Drawings including floor plans, reflected ceiling plans and diagrams of the facility's air conditioning (HVAC), plumbing, fire sprinkler and other mechanical building systems required for distribution and disposal of solids, fluids, and gases within the facility. Include duct layout, air handling equipment, return air systems, fresh air intakes, air handling equipment, plumbing lines, equipment and fixtures, location of grease trap(s), LP gas tank location, natural gas pipe lay out, and any tie in or connection to existing utilities. Enhance systems description to include a description of proposed HVAC system equipment including the chiller, pumps, AHU's, cooling tower, electric duct heaters, etc. Ductwork may be presented as single line diagrams except for those areas in which ductwork or other air handling equipment is large, within tightly confined or unusually configured spaces, or within close proximity to other duct runs and/or equipment.
- 4.1.12 Electrical Drawings**  
Electrical Drawings including reflected ceiling plans, lighting layouts for the outdoors and interior spaces, and a one line diagram of the electrical distribution showing electrical outlets for all systems in all spaces. Indicate location of all the main components of the electrical system such as transformers, panels, and main switch board, and emergency generator, location of communications consoles, cable or closed circuit television head- ins, radio antennas, and satellite and short wave dish antennas and equipment, master clock, fire alarm panel. Include principal equipment and rack locations for computer networking, telecommunications and other communications/computer systems. Show locations of all primary building mechanical equipment such as chillers, air handler units, etc. and their respective electrical connections. Provide plans which indicate preliminary locations of telephone, power and computer networking connections necessary for each space within the facility. Delineate preliminary cable tray or floor duct distribution systems after consulting with ECP to determine their preference.
- 4.1.13 Landscape & Irrigation Drawings**  
Landscape and Irrigation Drawings including preliminary designs for a code conforming landscape layout and supporting irrigation system. Landscape drawings should indicate preliminary locations



of major planting areas (trees and planting beds), existing plant materials designated to remain and requiring protection, preliminary plant species selections, and any “special” landscape features. Irrigation system drawings should indicate preliminary system selections, water sources and schematic distribution concept.

#### 4.1.14 Equipment and Furnishings

4.1.14.1 Equipment and Furnishing Schedules: Indicating equipment and furnishing items that will be provided by the Contractor and those that will be provided by the ECP or others. Provide documents in hardcopy or electronic media as developed on either spreadsheet or database software. Format schedule on a “by room” basis to include the room numbers and room names established for each space. Assign a unique identifying number to each piece of furniture and/or equipment scheduled.

4.1.14.2 Equipment and Furnishing Drawings: Provide floor plans indicating the locations, scale and proposed arrangement of all furniture and equipment items including those that will be provided by the Contractor and those that will be provided by the ECP or others

#### 4.1.15 Outline Specifications

Organized according to the Specification Section numbering system specified in the Construction Specifications Institute’s current edition of MasterFormat documenting project decisions and giving general description of all finishes, materials, and systems including civil, structural, HVAC, electrical, plumbing, and specialty items, including fire sprinklers, alarm systems, electronic controls and computer networking components.

#### 4.1.16 Color Boards

Preliminary color boards to communicate preliminary material types and color selections for all basic building finish materials with the ECP.

#### 4.1.17 Statement of Probable Construction Cost

A Statement of Probable Construction Cost as indicated by time factor, changes in requirements, or general market conditions.

#### 4.1.18 Presentation Meeting

Following the submission of this phase’s submission, EXP will hold a presentation meeting with the ECP and stakeholders outlining the submission’s design choices, layout, content, and any other relevant information. Initial comments will be discussed with the ECP and stakeholders.

#### 4.1.19 Design Comment Review Meeting

Within two (2) weeks of the Presentation Meeting, EXP will hold a design comment review meeting. This meeting will be used to collect input from the ECP and stakeholders that will further refine our design in future phases.

## 4.2 Phase 3 60% Construction Document Submittal

After ECP approval of the Design Development Phase documents and any adjustments in the scope or quality of the project by the ECP, EXP will prepare and submit Final Construction Documents setting forth in detail the requirements for the construction of the project. EXP will make a 60%



Construction Document Submittal, for approval by the ECP, which will include the following:

#### 4.2.1 Civil Plans

Site Plan(s) and detailing which, in addition to the Phase II requirements, indicate:

- 4.2.1.1 Legal description, property lines, location of applicable easement lines, setback lines, other restrictive lines or limits, existing site features or amenities to remain, limits of Work area, locations of temporary structures, and staging areas and related Contractor facilities for use during execution of the Work.
- 4.2.1.2 Site Demolition plans.
- 4.2.1.3 Spot elevations, based on the civil grading plan, for the perimeter of the new additions, sidewalk, or any other areas pertinent to the drainage of rainwater.
- 4.2.1.4 Location of storm water and roof drainage systems, including catch basins, retention areas, piping, culverts, control devices and other system components.
- 4.2.1.5 Apron lighting location and type.
- 4.2.1.6 Final location for manholes, handholes, pull boxes.
- 4.2.1.7 Layout of underground distribution systems (normal power emergency power, fire alarm, master clock, intercommunication, computer networking, television, telephone, radio (or other communications systems, antennas, etc.), security, control and spares).
- 4.2.1.8 Pavement demolition plans.
- 4.2.1.9 Pavement layout and grading plans (including profiles).
- 4.2.1.10 Pavement section details and geometry plans, as applicable.
- 4.2.1.11 Pavement marking plans including apron, taxiway edge, taxiway centerlines, lead-in lines, aircraft stop bars, aircraft envelopes and ingestions zones, etc.
- 4.2.1.12 Stormwater Pollution Preventions plans.
- 4.2.1.13 Plans and details of new site equipment or furnishings including site improvements and equipment, pavements, shelters, accessory structures, signage and kiosks, planters, seating areas, vehicular and parking equipment, landscape accessories, site and security lighting, art work (and associated footings, supports, lighting and other accessories), security and pedestrian safety devices, traffic control devices, loading dock equipment, dumpster and recycling areas, and other equipment or improvements appropriate and necessary for the project as determined by the Airport.
- 4.2.1.14 Development of a Construction Phasing and Safety Plan (CSPP) in accordance with FAA Advisory Circulars.

#### 4.2.2 Phasing Plans

A phasing plan to delineate the order of the construction and delineating staging and storage areas, temporary buildings or structures, temporary utilities, other temporary constructions, construction access (including parking and delivery locations), haul routes, site barriers, traffic control devices, and other area designations and protective measures to control and separate staff and the public from construction activities and traffic.

#### 4.2.3 Landscape and Irrigation Drawings

Landscape plans and detailing including: a plant list clearly referenced and targeted, details for shrub and tree plantings, identification of plants and trees to remain (with associated plans and details of their protection, maintenance and care during the project), identification of plants to



be removed or relocated (including details and specifications for their preparation, replanting, maintenance or disposal), and other necessary documentation to ensure healthy and vigorous plant growth. Irrigation plans and details delineating the entire area of the project, and addressing necessary connections, alteration, repair or replacement of any existing irrigation systems and irrigation requirements for plant materials provided or retained on site during the project.

#### 4.2.4 Floor Plans

Floor Plans including:

- 4.2.4.1 All dimensions and any target notes explaining the extent of Work, wall types, or other component, assembly or direction regarding the Construction.
- 4.2.4.2 Note all chases and delineate all rainwater leaders.
- 4.2.4.3 Show structural tie columns and coordinate with the floor plan.
- 4.2.4.4 Target interior elevations.
- 4.2.4.5 Delineate and note all built-in cabinetry or equipment.
- 4.2.4.6 Identify room and door numbers with all spaces and doors having individual numbers.

#### 4.2.5 Demolition Plans

Indicate required demolition activities:

- 4.2.5.1 Provide separate demolition plan(s) and other drawings (elevations, sections, etc.) if the scope of work includes demolition which is too excessive to indicate drawings depicting new construction.
- 4.2.5.2 Indicate notes on the extent of the demolition: address dimensions at locations where partial walls are being removed or altered, existing room names and numbers, existing partitions, equipment, plumbing, HVAC or electrical elements.
- 4.2.5.3 Include notes dealing with repair of existing areas as a result of demolition.
- 4.2.5.4 Delineate any modifications to existing buildings involving structural elements within the structural documents rather than on the architectural.
- 4.2.5.5 Provide detailing for protective barriers and safeguards (indoor and outdoor) to provide separation of construction activities and protection of ECP's existing facilities.

#### 4.2.6 Building Elevations

Building elevations developed further than at the Design Development Phase and including delineation of building joints (including dimensionally located stucco control joints), expansion joints, material locations, elevation heights, color scheme, special finishes, and other building features.

#### 4.2.7 Building & Wall Sections

Building and wall sections to establish vertical controls and construction types for the project. Include clear graphics, and notes on construction assemblies and systems to be used, dimensions, heights. Provide associated detailing to further delineate solutions for connections.

#### 4.2.8 Reflected Ceiling Plans

Reflected ceiling plans indicating ceiling types, heights, light fixture types, speakers, outlets, alarms, mechanical diffuser locations, sprinkler heads (if area includes sprinklers) and any other ceiling mounted device, equipment, fixture and/or finish. Delineate and detail any dropped soffits or joint conditions between different materials. Ensure coordination with architectural,





electrical, mechanical and plumbing disciplines and work of any applicable Subconsultants.

#### 4.2.9 Roof Plans

Indicating all roof penetrations, including drains, scupper, mechanical exhaust fans, any other equipment on the roof, slopes of roof with elevations shown, type of roofing system to be used, expansion joints, curbs, and other roof accessories. Provide dimensions to locate the items noted previously and show detail targets where necessary to reference detailed drawings elsewhere in the drawings.

#### 4.2.10 Interior Elevations

Interior elevations of all room designs (where those rooms house casework, built-in furniture, variations in material finishes, wall mounted equipment or specialty items, graphics, artworks, plumbing, mechanical or electrical fittings, fixtures or equipment, or other improvement that cannot be shown as a standard detail for several similar rooms) including detail targets referencing cabinetry details, dimensions and heights, notes indicating type of equipment (and whether equipment is in or out of contract), wall materials, finishes, and accessories. the drawings.

#### 4.2.11 Casework Plans

Details of casework as necessary to appropriately delineate custom or pre-manufactured casework. Provide appropriate schedules referencing manufacturer's numbers or catalogs, finishes, hardware and other construction characteristics.

#### 4.2.12 Detail Plans

Detail drawings including:

- 4.2.12.1 Door jamb, head and sill conditions including delineation of required fire ratings for assemblies and components, electrical power requirements and connections to fire alarm, security and other building automation systems within the project or the existing facility.
- 4.2.12.2 Wall and partition types including identification of rated assemblies and product limitations and tolerances relative to those ratings.
- 4.2.12.3 Window head, sill and jamb conditions, and anchorage methods shown, in lieu of referencing to manufacturer's standards.
- 4.2.12.4 Interior signage to include room and building identification, directional signage, directories, emergency exiting and equipment signs, occupancy and other code mandated signage, and any other items pertinent to the identification of the project. Coordinate and delineate electrical connections and power requirements.

#### 4.2.13 Room Finishes, Door & Window Schedules

Room finish, door and window schedules coordinated with the floor plans developed beyond the Design Development Phase.

#### 4.2.14 Structural Plans

Structural foundation and framing plans, with associated diagrams, schedules, notes, detailing and section drawings completed sufficiently to communicate the design intent and coordination with other disciplines.



#### 4.2.15 Mechanical Plans

Mechanical drawings including:

- 4.2.15.1 Provide double line duct work layout and HVAC equipment layout drawings with related diagrams, schedules, notes, detailing and section drawings completed sufficiently to communicate the design intent and coordination with other disciplines.
- 4.2.15.2 Provide plumbing equipment and fixture layout drawings with related diagrams, schedules, fixture schedules, notes, detailing and section drawings completed sufficiently to communicate the design intent and coordination with other disciplines.
- 4.2.15.3 Provide 1/2 inch scale plans, elevations and sections of the mechanical rooms showing service clearance, room openings, nominal equipment size, ceiling height, duct clearance between bottom of joist and top of ceiling and any ceiling mounted lighting fixtures, electrical equipment or other building assembly or component, etc..

#### 4.2.16 Electrical Plans

Electrical drawings including:

- 4.2.16.1 Lighting including circuiting and luminaire identification and switching. Also provide illuminance computer printout for all indoor typical indoor spaces and parking lots.
- 4.2.16.2 Convenience outlets and circuiting, special outlets and circuiting, television outlets, and power systems and equipment. Provide riser diagrams for all electrical systems including master clock, intercom, fire alarm, cable television, computer networking/telephone. Also, provide for emergency and normal power distribution. Provide luminaire schedule.
- 4.2.16.3 Panel schedule may be in preliminary form but circuitry must be included.
- 4.2.16.4 Applicable installation details.
- 4.2.16.5 General legend and list of abbreviations.
- 4.2.16.6 Voltage drop computation for all main feeders.
- 4.2.16.7 Short circuit analysis.
- 4.2.16.8 Provide 1/2" scale floor plan and wall elevations for all electrical rooms.
- 4.2.16.9 Indicate surge protector for main switchboard and electrical panels.

#### 4.2.17 Furniture & Equipment Plans

Updated Furniture and Equipment Plans and Furniture and Equipment Schedules indicating "In Contract" and "Not In Contract" furniture and equipment items, loose furniture and systems furniture and their location within facility.

#### 4.2.18 Progress Construction Specifications

Organized according to the Specification Section numbering system specified in the Construction Specifications Institute's current edition of MasterFormat. An updated progress set of specifications with each section developed to include CSI's standard 3-part section and page formats with full paragraph numbering.

#### 4.2.19 Statement of Probable Construction Cost

An Updated Statement of Probable Construction Cost as indicated by time factor, changes in requirements, or general market conditions.

#### 4.2.20 Presentation Meeting



Following the submission of this phase's submission, EXP will hold a presentation meeting with the ECP and stakeholders outlining the submission's design choices, layout, content, and any other relevant information. Initial comments will be discussed with the ECP and stakeholders.

#### 4.2.21 Design Comment Review Meeting

Following two (2) weeks after the Presentation Meeting, EXP will hold a design comment review meeting. This meeting will be used to collect input from the ECP and stakeholders that will further refine our design in future phases.

### 4.3 Phase 4 90% Construction Document Submittal

After ECP approval of the 60% Construction Documents and any adjustments in the scope or quality of the project by the ECP, EXP will prepare and submit Final Construction Documents setting forth in detail the requirements for the construction of the project. EXP will make a 90% Construction Document Submittal, for approval by the ECP, which will include the following:

#### 4.3.1 Civil Plans

Site plans including, but not limited to, area location map, legal description of property, demolition, excavation, utilities, finish grading, landscaping, mechanical, electrical, civil/structural, and site plans.

#### 4.3.2 Plans and Details

Drawings including:

- 4.3.2.1 Title sheet utilizing ECP's standard cover sheet format including a table of contents and statement of compliance by the architect and engineer(s) of record.
- 4.3.2.2 Abbreviations and Symbols: Each discipline shall have a list of abbreviations, schedule of material indications, and schedule of notations and symbols at the beginning of their section of the plans.
- 4.3.2.3 Information Available to Bidders: Drawing sheets such as surveys, "as-built" drawings, and other graphic material provided and clearly marked as "Information Available to Bidders" shall be provided within the drawing set after coordination with ECP.
- 4.3.2.4 Architectural sheets including floor plans, door, window and finish schedules, roof plans, elevations, sections, and details
- 4.3.2.5 Structural sheets including foundation plans; floor plans; roof plans; structural plans; sections; details; and, beam and column schedules.
- 4.3.2.6 Mechanical sheets including floor plans; elevations, sections; details; riser and other diagrams; kitchen exhaust hoods; and, equipment, fan, fixture and other necessary schedules and drawing information with an indication that the mechanical/electrical systems from the Phase II FEEC/LCCA analysis have been incorporated into the documents.
- 4.3.2.7 Electrical sheets including floor plans; sections; elevations; details; riser and other diagrams; fixture, panel and other schedules; and other drawing information with an indication that the mechanical/electrical systems from the Phase II FEEC/LCCA analysis have been incorporated into the documents.
- 4.3.2.8 Landscape Architecture, Irrigation, Interior Design, and other Subconsultant prepared sheets including plans, sections, elevations, details, diagram, schedules and other



drawing information necessary to communicate the complete and integrated scope of work related to that discipline.

#### 4.3.3 Project Manual

EXP will review and coordinate with the ECP regarding the inclusion of the following documents into the Construction Documents:

- 4.3.3.1 The necessary bidding information, the bidding forms, the conditions of the contract and Division 1 with respect to the foregoing documents and regarding any other agreements necessary for construction of the project, including documents made necessary by the Bidding Method chosen by the ECP.
- 4.3.3.2 A project specific set of Division 1 specifications provided by the ECP, including all schedules, lists and inventories including Contractor's submittal schedules, warranty schedules, salvage schedules, etc.
- 4.3.3.3 Final specification sections for Divisions 2 through 16 organized and formatted as required for the set of Phase III 90% progress specifications.
- 4.3.3.4 Approved alternate bid items, if required and authorized by the ECP, to bring the project within budget which would permit ECP in its sole discretion to accept or reject portions of the construction of the project.

#### 4.3.4 Statement of Probable Construction Cost

An Updated Statement of Probable Construction Cost as indicated by time factor, changes in requirements, or general market conditions.

#### 4.3.5 Presentation Meeting

Following the submission of this phase's submission, EXP will hold a presentation meeting with the ECP and stakeholders outlining the submission's design choices, layout, content, and any other relevant information. Initial comments will be discussed with the ECP and stakeholders.

#### 4.3.6 Design Comment Review Meeting

Following two (2) weeks after the Presentation Meeting, EXP will hold a design comment review meeting. This meeting will be used to collect input from the ECP and stakeholders that will further refine our design in future phases.

### 4.4 Phase 5 100% Construction Document Submittal

The EXP Team will prepare the 100% Construction Documents from the approved 90% Construction Document. Deliverable will include architectural, structural, MEP, civil discipline drawings as required to define the size and character of the project components. Specifications in Construction Specifications Institute's current edition of MasterFormat will be included with 100% Construction Documents.

## 5 Post Design Phase

### 5.1 Phase 6 Bid & Award

#### 5.1.1 ECP Comment Reconciliation

EXP will provide responses to comments provided by ECP to the 100% Construction Documents within seven days of receipt of comments. The EXP's responses will identify those comments



that will be incorporated into the Contract Documents and those comments that are rejected and will not be incorporated into the Contract Documents for review by ECP.

#### 5.1.2 Electronic Bid Set

EXP will provide a consolidated Bid Set of documents including the 100% Complete Contract Documents, Specifications, and other contract documents prepared by the ECP (i.e. Agreement, Division 0, etc.).

#### 5.1.3 Pre-Bid Meeting, Bid Request for Information, and Addendum Preparation

EXP will attend the Pre-Bid meeting and site visit led by others. EXP will respond to Request for Information during the bid process that are related to technical interpretation of the Plans; non-technical questions and those related to the terms and conditions will be responded to by the ECP. EXP will prepare Bid Addendum for necessary modifications to the Plans and Specifications in response to Bid Request for Information. Upon closure of public procurement, EXP will assist the ECP in evaluation of Bids and Bidders

## 6 Exclusions & Assumptions

- Post Design Phase Service (Bid & Award, Construction Administration)
- Soil contaminants and subsurface remediation
- Lead and Asbestos Testing
- Hydraulic/Hydrologic Modeling
- Property/Boundary Survey
- Destructive testing
- Design of upgrades to resolve capacity issues beyond the limits of the Project
- Preparation of Contractor Agreement, Division 0, and/or Division 1 Documents
- Any services/work related in any way to PFAS chemicals or substances possibly containing PFAS

#### Assumptions:

- Once started, efforts for each phase will continue, without pauses directed by ECP, to completion.

### 1. Project Delays

1.1. No Additional Compensation for Delays: Except as provided by Section 3 below, no delay in the Project shall entitle the CONSULTANT shall to receive additional compensation for services set forth in this Scope of Work.

1.2. Owner Not Liable for Consultant or Contractor Delays: The Airport shall not be liable for any increased costs, expenses, or damages resulting from delays caused solely by the actions or omissions of the Consultant or the Contractor.

1.3. Exceptions. The CONSULTANT may request an equitable adjustment in compensation exclusively under the following circumstances:

- i. a. Airport-Caused Delays: The delay is caused by the actions or omissions of the Airport.
  - ii. b. Force Majeure Events: If the delay results from a force majeure event—including but not limited to acts of God, natural disasters, war, terrorism, or other events beyond the reasonable control of the CONSULTANT.
  - iii. c. Unforeseen Conditions: The delay is due to the discovery of unforeseen conditions that could not have been identified through reasonable diligence during the design phase.
- 1.4. Duty to Mitigate: The Consultant shall use reasonable efforts to mitigate the effects of any delays

Rental Car Counter Facility - Full Design (architectural/extension of the existing parking area)

Exhibit B

Bidding Note \$ 300,00 \$ 330,00 \$ 247,00 \$ 225,00 \$ 163,00 \$ 136,00 \$ 127,00

Task Number	Task Description	Labor Estimate (Hours)							Fee Estimate (\$)			
		Principal-In-Charge	QA/QC Manager	Sr. Project Manager	Project Manager/Sr. Engineer	Project Engineer	Landscape Architect	Admin / Support	Total	Labor	Expenses	Total
	<b>Total</b>	2		8	80			8	94	\$ 20,124.00	\$ 500.00	\$ 20,624.00
2.1	Administration	1		6	8			40	25	\$ 5,360.00	\$ 500.00	\$ 5,860.00
3.1	Kick-off Meeting			10	12		4		62	\$ 11,206.00	-	\$ 11,206.00
3.2	Data Collection	2	8	10	48		20	80	172	\$ 32,338.00	-	\$ 32,338.00
4.1	30% Design	2	16	20	60		40	120	262	\$ 48,948.00	-	\$ 48,948.00
4.2	60% Design	2	16	20	80		40	120	282	\$ 53,448.00	-	\$ 53,448.00
4.3	90% Design	2	8	10	40		20	80	164	\$ 30,538.00	\$ 500.00	\$ 31,038.00
4.4	100% Design	2	5	10	20		6	24	65	\$ 13,138.00	\$ 500.00	\$ 13,638.00
5.1	Bld & Award	10	53	76	340		130	464	1101	\$ 209,740.00	\$ 1,500.00	\$ 211,240.00
<b>TOTAL ARDURRA</b>												

Total Subconsultant:	EXP	\$ 389,276.00
Total Subconsultant:	Gortemoller	\$ 124,791.00
Total Subconsultant:	Pooler	\$ 5,800.00
Total Subconsultant:	UES	\$ 7,910.00
<b>Total Subconsultants Fee:</b>		<b>\$ 527,777.00</b>

Total Expenses: \$ 1,500.00

**GRAND TOTAL FEE: \$ 739,017.00**

Rental Car Counter Facility - Architectural Only (minimal civil design)

Exhibit B

Billing Rate \$ 300.00 \$ 300.00 \$ 247.00 \$ 225.00 \$ 163.00 \$ 126.00 \$ 127.00

Task Number	Task Description	Labor Estimate (Hours)										Fee Estimate (\$)		
		Principal-in-Charge	QA/QC Manager	Sr. Project Manager	Project Manager / Sr. Engineer	Project Engineer	Project Architect	Admin / Support	Total	Labor	Expenses	Total		
	<b>Total</b>	2	2	2	2	20	4	162	38	6	14	\$ 2,124.00	\$ 500.00	\$ 2,624.00
2.1	Administration	2		2	2						12	\$ 3,600.00		\$ 3,600.00
3.1	Kick-off Meeting	2		2	12	20	4					\$ 1,544.00	\$ 500.00	\$ 2,044.00
3.2	Data Collection	2		4	48	80	20				4	\$ 6,958.00		\$ 6,958.00
4.1	30% Design	2	4	4	60	100	40	214			4	\$ 38,136.00		\$ 38,136.00
4.2	60% Design	2	4	8	60	100	40	218			4	\$ 39,124.00		\$ 39,124.00
4.3	90% Design	2	8	8	40	80	20	160			4	\$ 29,444.00	\$ 500.00	\$ 29,944.00
4.4	100% Design	1		5	20	24	6	56			4	\$ 10,703.00	\$ 500.00	\$ 11,203.00
5.1	Bid & Award	9	20	33	242	404	130	854			16	\$ 155,565.00	\$ 1,500.00	\$ 157,065.00
<b>TOTAL ARDURRA</b>														

Total Subconsultant: EXP	\$ 389,276.00
Total Subconsultant: Poole	\$ 5,800.00
Total Subconsultant: JES	\$ 7,910.00
<b>Total Subconsultants Fee:</b>	<b>\$ 402,986.00</b>

Total Expenses: \$ 1,500.00

**GRAND TOTAL FEE: \$ 560,051.00**



GENERAL CONSULTANT SERVICES (2024 RATES)



Exhibit 2  
Revised Compensation

Company	Role	Rate	Company	Role	Rate
ARDURRA	Senior Aviation Project Manager	\$ 320.00	INTROBA	Project Manager	\$ 195.00
ARDURRA	Principal	\$ 300.00	INTROBA	BHS Designer	\$ 170.00
ARDURRA	QA/QC Manager	\$ 300.00	GORTEMOLLER	Landslide/General Civil Engineer Project Manager	\$ 259.00
ARDURRA	Transportation Practice Director (SE)	\$ 295.00	GORTEMOLLER	Landslide/General Civil Engineer	\$ 215.00
ARDURRA	Sr. Aviation Electrical Engineer	\$ 271.00	GORTEMOLLER	Civil Construction Manager	\$ 162.00
ARDURRA	Sr. Structural Project Manager/Engineer	\$ 261.00	GORTEMOLLER	Civil Construction Inspector	\$ 106.00
ARDURRA	Sr. Aviation Planner	\$ 249.00	GORTEMOLLER	Civil Construction Inspector	\$ 103.00
ARDURRA	Emergency Management Sr Project Manager	\$ 247.00	UES	Senior Principal Engineer	\$ 225.00
ARDURRA	Environmental Services Manager	\$ 239.00	UES	Professional Engineer	\$ 160.00
ARDURRA	Client Executive/Project Manager	\$ 225.00	UES	Project Engineer	\$ 115.00
ARDURRA	Transportation Planning Services Manager	\$ 217.00	UES	Staff Engineer	\$ 95.00
ARDURRA	Emergency Management Project Manager	\$ 211.00	UES	CADD Tech	\$ 65.00
ARDURRA	Land Use Planner	\$ 194.00	UES	Engineering Technician	\$ 65.00
ARDURRA	Project Manager/Senior Ecologist	\$ 192.00	UES	Admin/Clerical	\$ 60.00
ARDURRA	Geospatial Manager	\$ 190.00	POOLE	SUR Principal Surveyor	\$ 145.00
ARDURRA	Aviation Project Engineer	\$ 163.00	POOLE	Sur Survey/GIS/SUE Analyst 1	\$ 129.00
ARDURRA	Aviation Planner	\$ 157.00	POOLE	Survey Crew Chief	\$ 88.00
ARDURRA	Funding Specialist	\$ 151.00	POOLE	Survey Tech 1	\$ 55.00
ARDURRA	Aviation Staff Engineer	\$ 142.00	POOLE	Survey Crew Rate (2-person)	\$ 143.00
ARDURRA	Construction Manager	\$ 140.00	NEWHOUSE	Principal	\$ 345.00
ARDURRA	Transportation Staff Engineer	\$ 133.00	NEWHOUSE	Project Manager	\$ 295.00
ARDURRA	Admin/Support	\$ 127.00	NEWHOUSE	Managing Consultant/Manager	\$ 285.00
ARDURRA	Landscape Architect	\$ 126.00	NEWHOUSE	Senior Consultant	\$ 230.00
ARDURRA	GIS Operator	\$ 122.00	NEWHOUSE	Consultant	\$ 210.00
ARDURRA	CADD Designer	\$ 114.00	NEWHOUSE	Associate	\$ 185.00
EXP	Sr. Architect Design Manager	\$ 348.00	NEWHOUSE	Admin/Support	\$ 155.00
EXP	Principal	\$ 305.00	LEADING EDGE	Principal	\$ 180.00
EXP	MEP Engineering Manager	\$ 290.00	ATLAS	Structural Construction Manager	\$ 175.00
EXP	Sr. Airfield Engineer	\$ 290.00			
EXP	Senior Sustainability Manager	\$ 261.00			
EXP	Sr. Project Manager	\$ 230.00			
EXP	Stakeholder Coordination	\$ 225.00			
EXP	Sr. Structural Engineer	\$ 221.00			
EXP	Permit Expeditor	\$ 218.00			
EXP	Sr. Plumb. / FP Engineer	\$ 218.00			
EXP	Threshold Inspector	\$ 218.00			
EXP	Sr. Civil Engineer	\$ 209.00			
EXP	QA/QC Manager	\$ 203.00			
EXP	Sr. Architectural Designer	\$ 203.00			
EXP	Sr. Mechanical Engineer	\$ 203.00			
EXP	Civil Engineer	\$ 189.00			
EXP	Construction Manager	\$ 189.00			
EXP	Sr. Electrical Engineer	\$ 189.00			
EXP	Energy Modeler	\$ 186.00			
EXP	Mechanical Engineer	\$ 174.00			
EXP	Project Manager	\$ 174.00			
EXP	Electrical Engineer	\$ 160.00			
EXP	Environmental Project Manager	\$ 160.00			
EXP	MEP Inspector	\$ 160.00			
EXP	Structural Engineer	\$ 151.00			
EXP	GIS Technician	\$ 145.00			
EXP	Sr. Construction Inspector	\$ 145.00			
EXP	Architectural Designer	\$ 131.00			
EXP	Jr Structural Engineer	\$ 131.00			
EXP	Sustainability Planner	\$ 131.00			
EXP	Construction Inspector	\$ 116.00			
EXP	Sr. CADD Technician	\$ 116.00			
EXP	Administrative Assistant	\$ 102.00			
EXP	Architectural Intern	\$ 102.00			
EXP	Jr. Mechanical Engineer	\$ 102.00			
EXP	Jr. Plumb. / FP Engineer	\$ 102.00			
EXP	Plumb. / FP Engineer	\$ 102.00			
EXP	Jr. Electrical Engineer	\$ 87.00			