

BOARD OF COUNTY COMMISSIONERS

DATE: July 21, 2015
AGENDA ITEM NO. 12

Consent Agenda ☐

Regular Agenda ☒

Public Hearing ☐

 **County Administrator's Signature:**

Subject:

First Amendment - Consultant Services Airport Improvement Projects - Phase 2 - St. Pete-Clearwater International Airport
Contract No. 112-0413-CN (RW)

Department:

Airport / Purchasing

Staff Member Responsible:

Tom Jewsbury, Director / Joe Lauro, Director

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE FIRST AMENDMENT TO THE AGREEMENT WITH AVCON, INC. (AVCON), ORLANDO, FLORIDA, FOR AIRPORT IMPROVEMENT PROJECT CONSULTANT SERVICES - PHASE 2 - ST. PETE-CLEARWATER INTERNATIONAL AIRPORT (AIRPORT).

IT IS FURTHER RECOMMENDED THE CHAIRMAN SIGN AND THE CLERK ATTEST THE AGREEMENT.

Summary Explanation/Background:

The First Amendment to the agreement for Airport Improvement Project Consultant Services is to add construction administration services during the construction of Phase 2 of the Terminal Area Hardstand Expansion for a cost of \$121,560.00.

AVCON, as engineer of record, will address responses to requests for additional information, shop drawing review, interpretations of detail drawings and participation in weekly coordination meetings.

A negotiated agreement with AVCON for professional engineering services was approved by the Board on November 18, 2014 for a twelve (12) month term with provision for one (1) twelve (12) month term extension.

Fiscal Impact/Cost/Revenue Summary:

Total approved expenditure:	\$ 456,000.00
Estimated expenditure for the first amendment:	\$ 121,560.00
Revised estimated total expenditure:	\$ 577,560.00

Ninety percent (90%) of funding for this project is derived from the Federal Aviation Administration grant and ten percent (10%) is derived from Passenger Facility Charges.

Exhibits/Attachments:

First Amendment
Scope of Work

FIRST AMENDMENT

This Amendment made and entered into this _____ day of _____, 2015, by and between PINELLAS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "County," and AVCON, Inc., Orlando, FL hereinafter referred to as "Contractor,"

WITNESSETH:

WHEREAS, the County and the Contractor entered into an agreement on June 24, 2014, pursuant to Pinellas County Contract No. 112-0413-CN (hereinafter "Agreement") pursuant to which the Contractor agreed to provide Professional Consulting Services for County; and

WHEREAS, Section 25 of the Agreement permits modification by mutual written agreement of the parties, and Section 3.9 of the Agreement provides that the Board of County Commissioners may authorize and fund additional services related to the construction of the improvements; and

WHEREAS, the County and the Contractor now wish to modify the Agreement in order to authorize and fund additional services as outlined in the attached scope of work;

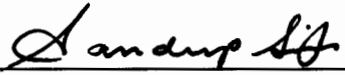
NOW THEREFORE, the parties agree that the Agreement is amended as follows:

1. Additional Services are hereby authorized as set out in Exhibit A, Scope of Work, attached hereto and incorporated herein by reference and additional funding is authorized as compensation for performance of the Additional Services in the not-to-exceed amount of one hundred twenty one thousand five hundred sixty dollars (\$121,560.00).
2. Except as changed or modified herein, all provisions and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties herein have executed this First Amendment to the Agreement
as of the day and year first written above.

Contractor:

PINELLAS COUNTY, FLORIDA
by and through its
Board of County Commissioners



President (signature)

Sandeep Singh

President (printed name)

Chairman

ATTEST:

By: 

(Attesting Witness' name/title)

JAMES A. KRISS

SECRETARY


ATTEST:

KEN BURKE

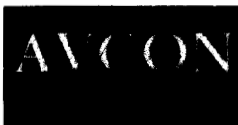
By: _____

Deputy Clerk

APPROVED AS TO FORM:



Office of the County Attorney



May 22, 2015

AVCON, INC.
ENGINEERS & PLANNERS

5555 E. Michigan Street, Suite 200
Orlando, FL 32822
Phone: (407) 599-1122
Fax: (407) 599-1133
www.avconinc.com
2014.151.03

Mr. Scott Yarley, P.E.
Airport Engineer
St. Pete-Clearwater International Airport
14700 Terminal Boulevard, Suite 221
Clearwater, FL 33762

Reference: **Construction Administration Services Proposal – Revision 1**
Terminal Apron Hardstand Expansion Phase 2
St. Pete-Clearwater International Airport
FAA AIP #3-12-0075-041-2015 145-0193-CP (PF)

Dear Mr. Yarley:

Based on my understanding of your separate discussions with Mr. Sandeep Singh of our office, please find attached a revised Construction Administration phase scope of services for the above referenced project. The scope includes the following major engineering support task items based on the FAA categories for Basic and Special services, as defined in AC 150/5100-14:

1. Construction administration – 225 calendar days
2. Project and Cost administration
3. Record Drawings

The total proposal for all work for the 225 calendar day construction period is **\$121,560.00**. This includes time for the Terminal Interface portion of the project by our sub-consultant (Baker), as requested by the Airport. The total apparent low bid for this project is \$5,788,488.00 for all bid schedules. The detailed man-hour breakdowns for AVCON's and Baker's services by task and role are attached to the scope of services.

Should you have any questions or require additional information, please do not hesitate to call.

Sincerely,

Russell D. Holliday, P.E.
Senior Project Manager - Airports

Enclosures as noted

rte:\\ss, bsh, sf, file

1415103135-CoverLetter2_AVCON_CPS_Scope REV1.doc



ATTACHMENT 1

SCOPE OF SERVICES PROFESSIONAL ENGINEERING SERVICES TERMINAL APRON HARDSTAND EXPANSION – PHASE 2 CONSTRUCTION ADMINISTRATION ST. PETERSBURG-CLEARWATER INTERNATIONAL AIRPORT CLEARWATER, FLORIDA MAY 2015

I. PROJECT DESCRIPTION

For this scope of services, the following acronyms are used: PIE – St. Petersburg-Clearwater International Airport (Sponsor); FAA – Federal Aviation Administration; FDOT – Florida Department of Transportation, AVCON – AVCON, Inc. (CONSULTANT) and Resident Project Representative (RPR).

The PROJECT can be generally described as the Construction Administration phase services to support the construction of the Terminal Area Hardstand Expansion project, recently designed by CONSULTANT.

II. OVERVIEW OF PROFESSIONAL SERVICES

In general, professional services to be performed under this assignment are consistent with FAA criteria and include:

Basic Services

A. Construction Administration – **225** calendar days

Special Services

- A. Project and Cost Administration
- B. Record Drawings

III. BASIC SERVICES

The services to be rendered by the CONSULTANT included under this Article are defined as Basic Services in accordance with FAA AC 150/5100-14D include:

A. Construction Administration

- 1. Conduct one Pre-construction conference. The engineer will coordinate the time, date, and location of the preconstruction conference. The engineer will notify the owner, the FAA, the state, the consultant, the resident engineer, and other interested parties of the preconstruction conference and will invite their representatives to attend. The engineer will conduct the preconstruction conference in accordance with FAA AC 150/5300-9 *Predesign, Prebid, and Preconstruction Conferences for Airport Grant Projects* to ensure that the attendees are aware of the design, construction, and safety requirements of the project and are informed of their individual responsibilities.

2. General Administration - Consultation and advice to the SPONSOR during construction. The engineer will provide general consultation and advice to the owner during the construction phase of the project. The engineer will provide general coordination between the owner, the state, and the FAA during the construction phase of the project. The engineer will assist the owner with the preparation and issuance of change orders, recommend construction specification waivers, and advise the owner as to the consultant's performance. The engineer will review daily progress reports, monthly construction progress reports, wage survey records, and certified payrolls. The engineer will distribute copies of the monthly construction progress reports to the owner, the FAA, and the state. The engineer will provide general supervision and support to the resident engineer including, but not limited to, coordinating field survey personnel, processing the resident engineer's weekly time sheets and expense sheets, providing technical documentation, providing field office supplies and materials, performing construction contract interpretation, analyzing unusual or unique developments or complications during construction, and communicating and corresponding with the contractor regarding contract administration, project changes, bonding and insurance issues, and other construction related matters. The engineer will communicate and coordinate with the contractor, Owner, FAA, state, and resident engineer on a regular basis throughout the construction phase of the project in the form of teleconferences, letters, memos, faxes, and email.
3. Preparation of field sketches required to resolve actual field conditions encountered. Preparation of the Construction Management Plan.
4. Reviewing detailed construction, shop, materials certifications, and erection drawings submitted by contractor for compliance with design concepts. The engineer will review the shop drawings and materials submittals that are furnished by the contractor as required by the construction contract documents. The engineer will fully approve, conditionally approve, or reject the shop drawings and materials. The engineer will return conditionally approved and rejected shop drawings and materials submittals to the contractor for changes or revisions prior to the use of the materials on the project. The engineer will review only one resubmission of a conditionally approved or rejected shop drawing or submittal. The engineer will prepare and maintain a submittal register identifying the submittal number, description, specification section, specification paragraph, received date, action date, and action taken. The engineer will distribute copies of the submittals and the updated submittal register to the owner and the contractor. The following is a list of shop drawings anticipated for the PROJECT, to include but not limited to:
 - a. **Civil:**
 - 1) General:
 - a) Safety Plan Compliance Document
 - b) Quality Control Plan
 - c) Maintenance of Traffic Plan and equipment
 - d) Batch Plant
 - e) Emergency Contact List
 - f) Sub-contractors and Equipment List
 - g) M105 construction surveys
 - h) M105 Dewatering Plan and equipment
 - 2) P156 Temporary Erosion Control Measures
 - 3) P501 Concrete Pavement
 - 4) P501 Curing Compound
 - 5) P501 Dowel Bars and Reinforcing Steel Tie Bars

- 6) P501 Slip and Side Forms
- 7) P501 Dowel Grease
- 8) P501 Dowel Paint
- 9) P605 Joint Sealing Filler
- 10) P219 Recycled Concrete Base Course – Materials
- 11) P219 LBR, Moisture, Density Testing
- 12) P606 Adhesive Compounds
- 13) P620 Taxiway Marking Paint
- 14) F162 SIDA Fences and Gates
- 15) P152 Density Testing
- 16) D701 RCP
- 17) D701 PVC
- 18) D751 Inlets
- 19) MC100 - Barricades
- 20) E100 Duct Banks

b. Electrical:

1) General:

- a) Cable
- b) Conduit
- c) Fittings
- d) Grounding/Bonding
- e) Hand Holes

2) Lighting:

- a) High Mast Lights
- b) Obstruction Lights
- c) Photometrics
- d) Poles
- e) Brackets
- f) Lightning Protection

3) SIDA Auto Roll Gate:

- a) Gate Drivers
- b) Key Pad Stands

4) Control:

- a) Traffic Control Loops
- b) Fiber Optic Cable
- c) Lighting Controller
- d) Lighting Contactors
- e) Photocells

5) Power Distribution:

- a) Electrical Panels
- b) Circuit Breakers
- c) Equipment Racks

6) Arc Flash Analysis:

- a) Incident Energy Calculations
- b) Labels

c. Structural:

- 1) Structural Concrete – High mast foundations
- 2) Structural Steel Reinforcement – High Mast foundations

5. Reviewing and analyzing laboratory and field soils test reports, and delivery certificates for materials and equipment, as necessary and required by the PROJECT scope.
6. Observation of initial operation performance tests and test strips required by specifications.
7. Review and approval of periodic estimates submitted by the Resident Project Representative for partial and final payments to the contractor.
8. Final review of contractor monthly pay applications, including any adjustments necessary, and preparation of the recommendation to pay (as appropriate) letter, with one or more copies of the certified approved version of the application.
9. Preparation and negotiation of change orders and supplemental agreements, Requests for Information (RFI), or review and approval of field directive change orders.
10. Supervisory Site Visits - The engineer will make supervisory visits to the construction site to observe the progress, safety, and quality of the construction. The engineer will coordinate the site visits with the owner and representatives of the contractor. The engineer's representatives will meet with the representatives of the owner and the contractor to discuss the project's progress and to identify areas of concern to facilitate the construction.
11. Final Inspection - The engineer will conduct a site walk and final inspection of the project to confirm the completeness and quality of the construction. The engineer will coordinate the date and time of the final inspection via teleconferences, letters, faxes and email to the owner, the FAA, the state, the resident engineer, and the contractor. The engineer will prepare a summary report of the final inspection, including a punch list of work items that the consultant must accomplish to complete the project. The engineer will distribute the summary report to the owner, the FAA, the state, the resident engineer, and the consultant. Attendance at final inspection of the completed construction and preparation of a punch-list report on any deficiencies, corrective actions required, etc., as determined at said inspection.

NOTE: In the performance of construction phase services, the CONSULTANT shall not be responsible for the acts or omissions of any contractor, any subcontractor, or any of the contractor's or subcontractor's agents or employees, or any other persons (except his own employees and agents) on the PROJECT or otherwise performing any of the work of the PROJECT, including the contractor's means, methods, or procedures of construction, or issue directions or be responsible for the safety procedures and programs in connection with the contractor's work.

Deliverables: (3) full size and (3) half size sets of Approved for Construction plans. Preconstruction conference agenda / minutes, shop drawings, lien waivers, Davis Bacon payrolls, change orders, RFI's, and job coordination meeting agenda / minutes – unlimited copies via pdf, (one) paper copy of each if requested by Airport to save paper due to CONSULTANT's Green initiatives.

IV. SPECIAL SERVICES

The services to be rendered by the CONSULTANT included under this Article are defined as Special Services in accordance with FAA AC 150/5100-14D include:

A. Project and Cost Administration

1. **Scope of Services and Contract** - The CONSULTANT shall communicate and coordinate with the owner via telephone, letters, fax and email requesting the authority to proceed with the preliminary phases of the proposed project pending the execution of the CONSULTANT services agreement. The CONSULTANT will prepare a CONSULTANT services agreement including a detailed work scope narrative and itemized fee schedule for submission to the owner and the FAA for review and approval. The CONSULTANT will coordinate the preparation of the contract with the owner's staff. The CONSULTANT will make changes to the work scope narrative and the fee schedules of the selected proposal. The CONSULTANT will make changes to the contract document standard provisions at the request of the owner's legal counsel and with the approval of the CONSULTANT's executive management. The CONSULTANT will prepare letters of transmittal and will distribute (3) copies of the final contract to the owner and the CONSULTANT's executive management for original authorized signatures. The CONSULTANT will prepare letters of transmittal and will distribute one (1) signed original copy of the fully executed contract to the owner, one (1) signed original copy to the CONSULTANT's executive management, one (1) signed photocopy to the state, and one (1) signed photocopy to the FAA.
2. **In-House Administration** – The CONSULTANT will provide general project administration and coordination including in-house staff review of the project's progress, in-house staff communication, and dissemination of project data and information to in-house staff in the form of internal memos, discussions, meetings, and updates to apprise the project team, owner, and funding agencies of new developments throughout the construction phase of the project.
3. **Cost and Schedule Administration** – The CONSULTANT will prepare a brief work-plan for distribution to the Owner and interested parties to inform them of the goals and objectives of the construction phase of the project including sub-consultants and their assignments and duties, project budget, project schedule, and project contacts. The CONSULTANT will make periodic adjustments to the construction costs and schedules as modified by actual construction and conditions in the field, subject to any change orders, requests for information (RFI's), or field directive changes, as necessary and applicable. The CONSULTANT will notify the owner and FAA immediately of any impacts to the budget.
4. **Accounting Administration** – The CONSULTANT will provide general project administration and coordination with staff of their accounting department. The CONSULTANT will prepare any internal close-out forms. The CONSULTANT will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The CONSULTANT will process and approve invoices received from sub-consultants and vendors providing services to the CONSULTANT through-out the construction phases of the project. The CONSULTANT will prepare and submit monthly invoices to the owner for services provided to the owner and for costs incurred by the CONSULTANT and its sub-consultants.
5. **Other General, Outside, and Miscellaneous Administration** – The CONSULTANT will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the owner, the state, the FAA, and other interested parties; disseminating interim project information to the owner, the state, the FAA,

and other interested parties; and organizing, maintaining, and archiving the project records for a period of three (3) years.

Deliverables: Scope of services, cost estimates, invoices, project cost distributions, transmittal letters, etc. – unlimited copies via pdf, (one) paper copy of each if requested by Airport to save paper due to CONSULTANT's Green initiatives.

A. Record Drawings

Prepare record drawings based upon record information submitted by the contractor and RPR, and provide one set of hard-copy black-line drawings on bond paper to the SPONSOR. An updated hard-copy paper black-line bond paper Airport Layout Plan will be delivered to the SPONSOR, FAA, and FDOT at this time as well. This phase includes the FAA project close-out report and DBE accomplishments percentages calculations.

1. Record Drawings - The engineer will prepare four (4) sets of paper copies of the record drawings and final quantities representing the completed project and reflecting the actual work accomplished during construction. The engineer will prepare and distribute one (1) set of bond copies of the record drawings to the owner after the record drawings have been signed by all parties. The engineer will provide the owner with electronic files of the record drawings in PDF format on CD-ROM. All AutoCAD files, and any other changeable electronic media will remain the property of the engineer, but will be made available to the Airport under a separate written electronic disclaimer.

Deliverables: Record drawings – unlimited copies via pdf, (4) paper copies of each if requested by Airport to save paper due to CONSULTANT's Green initiatives.

V. ADDITIONAL SERVICES

When required by the Construction Manager or the Airport, AVCON shall furnish or obtain from others, as circumstances may require, additional services of the types listed above. These services are not included as part of Basic or Special Services. CONSULTANT shall advise the Construction Manager promptly prior to starting any such Additional Services which will be paid for in accordance with the Task Order or Supplement thereto.

- A. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitutions proposed by contractor(s); and services after the award of the construction contract(s) in evaluating and determining the acceptability of an unreasonable or excessive number of substitutions proposed by contractor.
- B. Additional or extended services during construction made necessary by (1) work damaged by unforeseen cause during construction (2) a significant amount of defective or negligent work of any contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, and (4) default by any contractor.
- C. Services resulting from revisions and re-bidding, should the Airport reject bids.
- D. Evaluating an unreasonable or extensive number of claims submitted by contractor(s) or others in connection with the work.

- E. Services resulting from the contractor's failure to complete his work in the number of days allowed in the contract between the Airport and the selected contractor.
- F. Threatened or Endangered Species (T&E) permitting/investigations, Environmental Assessments (EA), Development of Regional Impacts (DRI), or Environmental Impact Statements (EIS).
- G. SWFWMD or County storm-water permitting.
- H. Construction Surveying and staking.
- I. Full Time or Resident Project Representation, Observation, or Inspection. Periodic Inspections limited to those in the preceding scope will be provided.
- J. Project Close-Out Reports or ALP updates.
- K. Control and Testing of Construction Materials

VI. BASIC ASSUMPTIONS

The following is a list of assumptions, which forms the basis of this cost proposal for providing the services for the PROJECT.

- A. In the absence of other known standards identified herein, all contract documents (front end, technical specifications and construction drawings) will be developed utilizing AVCON's selected format.
- B. All construction drawings will be 11" x 17" or 22" x 34" and will be created in AutoCAD.
- C. Specifications, reports and other word processing letters/memorandums/reports, etc. shall be created in Microsoft Word.
- D. All data collection efforts (survey, geotechnical, etc.) requiring AVCON or its subconsultant's personnel to be within the safety area of runways will be performed during daylight hours with the appropriate pavement closed unless otherwise directed by the Airport.
- E. Historic data, record drawings, master plans, etc. necessary for the development of the Preliminary Design and Final Design Phases for the PROJECT will be compiled and provided by the Airport.
- F. The work shall be completed in accordance with the schedule developed and agreed upon during the plans development.
- G. No design permits are anticipated on this project. Any construction permits will be obtained by the successful bidder awarded the contract.
- H. At this time, it is understood that an EA, DRI, or EIS is not required for the PROJECT.
- I. At this time, it is understood that permitting for T&E Species review is not required for the PROJECT.

VII. SUMMARY OF DELIVERABLES:

- A. **Construction Administration Deliverables:** (3) full size and (3) half size sets of Approved for Construction plans. Preconstruction conference agenda / minutes, shop drawings, lien waivers, Davis Bacon payrolls, change orders, RFI's, and job coordination meeting agenda / minutes – unlimited copies via pdf, (one) paper copy of each if requested by Airport to save paper due to CONSULTANT's Green initiatives.
- B. **Project/Cost Admin Deliverables:** Scope of services, cost estimates, invoices, project cost distributions, transmittal letters, etc. – unlimited copies via pdf, (one) paper copy of each if requested by Airport to save paper due to CONSULTANT's Green initiatives.
- C. **Record Drawing Deliverables:** Record drawings – (4) paper full size copies and (4) half size copies if requested by Airport, and unlimited copies via pdf, to save paper due to CONSULTANT's Green initiatives.

VIII. ATTACHMENTS

The following exhibits are referenced and made a part of this attachment:

**ATTACHMENTS 2A AND 2B – PROFESSIONAL SERVICES COMPENSATION MAN-HOUR
BREAKDOWN**

ATTACHMENT 3 – SUB-CONSULTANT SCOPE OF SERVICES

END OF SCOPE OF SERVICES



ATTACHMENT 2A
St. Petersburg-Clearwater International Airport
Terminal Apron Hardstand Expansion - Phase 2 - Construction Administration
Summary of Professional Services Fees

2014.151.03

Salary Costs

Title	AVCON TASK					Line Totals
	1	2	3			
	Construction Administration	Project and Cost Administration	Record Drawings	Total Hours	Billing Rate Per Hour	Extended Costs (\$)
PRINCIPAL	24	0	0	24	\$199.00	\$4,776
SR PROJECT MANAGER	200	64	2	266	\$156.00	\$41,496
SENIOR ENGINEER	0	0	0	0	\$121.00	\$0
PROJECT ENGINEER	476	0	0	476	\$98.00	\$46,648
SR CADD DESIGNER	0	0	40	40	\$91.00	\$3,640
PROJECT PLANNER I	0	0	0	0	\$70.00	\$0
ADMINISTRATIVE ASSISTANT	78	0	20	98	\$60.00	\$5,880
Total Hours	778	64	62	904		
SubTotal Labor	\$87,304.00	\$9,984.00	\$5,152.00			\$102,440
Printing	\$703.02		\$929.03			\$1,632
Mileage, Tolls						\$0
Flight Travel, Hotel, RAC						\$0
Subconsultants	\$17,491.00					\$17,491
Other, Misc., Postage, Photos, Fees						\$0
SubTotal Fee, Subconsultants and Expenses	\$18,194.02	\$0.00	\$929.03			\$19,123
	\$105,498.02	\$9,984.00	\$6,081.03			
Grand Total (Rounded to nearest \$10)						\$121,500

05/21/15



ATTACHMENT 2B
St. Petersburg-Clearwater International Airport
Terminal Apron Hardstand Expansion - Phase 2 - Construction Administration
Summary of Professional Services Fees

Position: AVCON	PRINCIPAL		SR PROJECT MANAGER		SENIOR ENGINEER		PROJECT ENGINEER		SR CADD DESIGNER		ADMINISTRATIVE ASSISTANT		TOTAL		
Rate (\$/Hour):	\$199		\$156		\$121		\$98		\$91		\$60				
	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Avg. Hourly Rate
Construction Administration															
1. Review and advise the Airport on Contractor's schedule	0	\$0	4	\$624	0	\$0	8	\$784	0	\$0	0	\$0	12	\$ 1,408.00	\$117
2. Prepare Construction Management Plan for Acceptance Testing	2	\$398	8	\$1,248	0	\$0	36	\$3,528	0	\$0	8	\$480	54	\$ 5,654.00	\$105
3. Prepare for and Attend the Pre-Construction Conference and act as the Airport's Consultant at the Conference.	0	\$0	8	\$1,248	0	\$0	12	\$1,176	0	\$0	4	\$240	24	\$ 2,664.00	\$111
4. Attend the Pre-Paving Conferences (2) and provide additional clarification at the Conference.	0	\$0	4	\$624	0	\$0	24	\$2,352	0	\$0	4	\$240	32	\$ 3,216.00	\$101
5. Catalog, review and approve shop drawings, samples and other submissions as to conformance with design concept, permitting conditions and construction documents. Incorporate Airports comments with respect to the same. These include Civil (Paving, Grading, Drainage, Fencing), Electrical, Access-Control, Structural etc.	0	\$0	8	\$1,248	0	\$0	64	\$6,272	0	\$0	16	\$960	88	\$ 8,480.00	\$96
6. Provide weekly review (approximately 5 - 6 hours per week split between electrical and civil) of the progress, quality and quantities of the executed work and to determine, in general, if the work is proceeding in accordance with the Contract Documents, including project and cost administration. The Consultant will not be responsible for the means, methods, techniques, sequences or procedures of the construction selected by the Contractor(s) or the safety precautions and programs incidental to the work of the Contractor(s). The Consultant's efforts will be directed toward determining whether the completed project will generally conform to the Contract Documents. During such visits and on the basis of on-site observations, the Consultant shall keep Authority informed of the progress of the work, shall endeavor to guard Authority against defects and deficiencies on the work of Contractor(s), and may disapprove or reject work as failing to conform to the Contract Documents.	10	\$1,990	64	\$9,984	0	\$0	100	\$9,800	0	\$0	10	\$600	184	\$ 22,374.00	\$122
7. Provide additional consultation and advice to the Airport during all phases of the construction.	4	\$796	24	\$3,744	0	\$0	64	\$6,272	0	\$0	16	\$960	108	\$ 11,772.00	\$109
8. Attend 16 Bi-Weekly Job Coordination Meetings;	0	\$0	96	\$14,976	0	\$0	0	\$0	0	\$0	4	\$240	100	\$ 15,216.00	\$152
9. Respond to RFIs;	0	\$0	8	\$1,248	0	\$0	80	\$7,840	0	\$0	4	\$240	92	\$ 9,328.00	\$101
10. Review C.O.s	0	\$0	8	\$1,248	0	\$0	40	\$3,920	0	\$0	4	\$240	52	\$ 5,408.00	\$104
11. Substantial Completion and Final Inspections (2)	8	\$1,592	16	\$2,496	0	\$0	16	\$1,568	0	\$0	4	\$240	44	\$ 5,896.00	\$134
12. Review Contractor's Invoices	0	\$0	16	\$2,496	0	\$0	32	\$3,136	0	\$0	4	\$240	52	\$ 5,872.00	\$113
Sub-Total Construction Administration	24	\$4,776	264	\$41,184	0	\$0	476	\$46,648	0	\$0	78	\$4,680	842	\$ 97,288.00	\$116
Closeout															
13. Prepare record drawings and AutoCAD discs based upon information supplied by RPR and construction Contractor; and	0	\$0	1	\$156	0	\$0	0	\$0	40	\$3,640	16	\$960	57	\$ 4,756.00	\$83

Position:	PRINCIPAL		SR PROJECT MANAGER		SENIOR ENGINEER		PROJECT ENGINEER		SR CADD DESIGNER		ADMINISTRATIVE ASSISTANT		TOTAL		
AVCON	\$199		\$156		\$121		\$98		\$91		\$60				
Rate (\$/Hour):															
	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Avg. Hourly Rate
14. Review written guarantees and other closeout documents assembled by the Contractor(s) and the RPR.	0	\$0	1	\$156	0	\$0	0	\$0	0	\$0	4	\$240	5	\$ 396.00	\$79
Sub-Total Closeout	0	\$0	2	\$312	0	\$0	0	\$0	40	\$3,640	20	\$1,200	62	\$ 5,152.00	\$83
TOTAL FEE:	24	\$ 4,776	266	\$ 41,496	0	\$ -	476	\$ 46,648	40	\$ 3,640	98	\$ 5,880	904	\$ 102,440	\$113

NOTES:

EXHIBIT A
SCOPE OF SERVICES FOR
EXPANSION OF TERMINAL APRON HARDSTANDS – PH 2

Construction Administration Services

Baker will perform general coordination with the Airport and Prime Consultant to ensure contractor's compliance with Plans and Specifications as it relates to the **Terminal Expansion Interface** and will:

- Prepare for and attend the Pre-Construction Conference;
- Review shop drawings;
- Review pay applications;
- Review test results;
- Attend progress meetings (4 total)
- Make site visits (3 total);
- Review and respond to Requests for Information (RFIs);
- Issue drawing revisions and clarifications;
- Review change orders, if necessary;
- Perform final inspection;
- Review record drawings prepared by the Contractor; and
- Prepare Engineer's certifications

Construction Inspection

No full time Construction Inspection is included.

Quality Assurance Testing

Quality Assurance testing subconsultant services shall be provided by the Prime Consultant.

END OF EXHIBIT "A"

Exhibit B : Man-hour and Fee Estimate

Construction Administration Services

EXPANSION OF TERMINAL APRON HARDSTANDS- PH 2

Michael Baker
INTERNATIONAL

St. Pete/Clearwater International Airport , Florida

Item/Task Description	Principal	Program Manager	Project Manager	Senior (Engineer / Arch / Planner / Scientist)	Engineer / Arch / Planner / Scientist	Designer	Technician / Cad Support	Clerical	Total
2010 Rates (Contract Rates)	\$195.00	\$195.00	\$166.00	\$166.00	\$140.00	\$105.00	\$80.00	\$74.00	
General Coordination with the Airport			4.0		4.0			4.0	12.0
General Coordination with the Prime			3.0		12.0			4.0	19.0
Prepare for and attend Pre-Construction Conference			2.0		3.0				5.0
Attend Progress meetings (4 total)			4.0		8.0				12.0
Review Submittals			2.0		10.0			3.0	15.0
Review Pay Applications					2.0			0.5	2.5
Issue Drawing Revisions/ Clarifications			2.0		8.0			2.0	12.0
Periodic Site Visits (3 total)			6.0		10.0				16.0
Review and Respond to RFI's			4.0		8.0				12.0
Review Change Orders			1.0		2.0				3.0
Final Inspection/ Punch List items			2.0		6.0			2.0	10.0
Review As-built drawings			1.0		4.0			2.0	7.0
Hours	0.0	0.0	31.0	0.0	77.0	0.0	0.0	17.5	125.5
Fee	\$0	\$0	\$5,146	\$0	\$10,780	\$0	\$0	\$1,295	\$17,221.00

Total Estimated Hours	0.0	0.0	31.0	0.0	77.0	0.0	0.0	17.5	125.5
Total Estimated Labor Costs	\$0	\$0	\$5,146	\$0	\$10,780	\$0	\$0	\$1,295	\$17,221.00

Sub consultants									\$0.00
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Exhibit B : Man-hour and Fee Estimate

Construction Administration Services

EXPANSION OF TERMINAL APRON HARDSTANDS- PH 2

St. Pete/Clearwater International Airport , Florida

Michael Baker
INTERNATIONAL

Item/Task Description										Total
		Principal	Program Manager	Project Manager	Senior (Engineer / Arch / Planner / Scientist)	Engineer / Arch / Planner / Scientist	Designer	Technician / Cad Support	Clerical	
2010 Rates (Contract Rates)		\$195.00	\$195.00	\$166.00	\$166.00	\$140.00	\$105.00	\$80.00	\$74.00	
Sub Total Professional Fees										\$17,221.00
Expenses										
Plotting, Printing & Copying	\$100.00									
Travel Expenses-Allowance (Mileage Not Allowed Under This Contract)	\$120.00									
Shipping Expenses-Allowance	\$50.00									
Total Expenses										\$270.00
TOTAL LUMP SUM AMOUNT:										