

February 27, 2018
TASK ORDER NO 2018-1

CPH PROJECT NO. S12014 CLIENT P.O. NO.:

PROJECT DESCRIPTION: Terminal Expansion Post Design Services

CLIENT: SANFORD AIRPORT AUTHORITY

1200 Red Cleveland Blvd., Suite 1200 Sanford, FL 32773

The vendor, CPH, Inc. is a Corporation authorized to do business in the state of Florida with offices located at the address listed above. As part of this Task Order CPH, Inc will furnish the following:

Non-RPR Services -

Included in the post design services is assistance during construction as well as coordination by the disciplines with the contractor and owner.

RPR Services -

Included in the post design services is the full time RPR assistance of two inspectors as well as a part time Sr. Construction Manager, Sr Project Manager, and Administrative Assistant for the 32 month construction contract schedule.

The LUMP SUM COST of this Task Order No. 2018-1 is Four Million Five Hundred Fifty One Thousand Eleven Dollars and No Cents (\$4,551,011.00). The Client agrees to pay CPH for its services based on approved monthly invoices.

This task order shall be governed by the Continuing Consulting Contract for General Engineering Service's agreement dated August 12, 2014.

Attachment "A" Fee Summary Attachment "C" JSM and Associates Proposal Attachment "B" Scope of Services Attachment "D" Avcon Proposal

Vendor Signature:

CPH, INC.

Client Signature:

SANFORD AIRPORT AUTHORITY

By: Aliane H. Crews
Authorized Signature

Diane H. Crew

Dresident & CEC

Date

& CEU

Jeremiah Owens, P.E. Vice President/ Associate

Authorized Signature

Terminal Expansion Construction Phase Breakdown of Lump Sum Fee

 Construction Phase Services, Non RPR 	Hours	Avg Rate	Total
Civil Engineering Assistance	1151	122.5	\$140.998
Landscape Architech Assistance	252	112	\$28.224
Structural Engineering Assistance	1348	125.5	\$169.174
Architectural Assistance	4406	128	\$563 968
Mechanical/Plumbing Assistance	2247	125.5	\$281,999
Electrical Engineering Assistance	1798	125.5	\$225,649

11202 123.17 \$1,410,011

Task 2 - RPR Estimate

Administrative Assistant \$170,400 20 20 20 \$60 per hour Hours 2840 Hours 0 0 \$1,300,000 \$240,000 Const. Field Rep. \$100 per hour 20 80 13000 2400 \$62,400 Sr Const. Manager \$120 per hour 20 20 520 \$482,800 Project Manager \$170 per hour 20 \$0 20 Hours 2840 0 0 Construction Inspection: 1 Inspectors (based on 800hrs/phase night and weekend) Construction Inspection: 2 Inspectors (based on 130 weeks work days @ 50 hrs/week) General Admin of Contract (20hr/week for 142 weeks) Sr Const. Manager (4hr/week for 130 weeks)

\$653,200

5,680 520

Hours

Total

\$1,300,000

13,000

\$2,255,600

21,600

\$170,400

2840

\$1,540,000

15400

\$62,400

520

\$482,800

2840

Task 4 - Out of Pocket Expenses Close out document and Records Telephone/Copies Travel (Milesge)

ubtotal CM/RPR Services

5,000.00 12,000.00 5,000.00 22,000.00 Sub-Total

> Construction Materials Testing (Allowance) AVCON (Airfield Lighting/Apron/PBBs/LV) JSM (Baggage)

Subcontractor

2,400



SCOPE OF SERVICES

Orlando Sanford International Airport Terminal Expansion

Construction Phase Services February 2018

BASIC SERVICES OF THE CONSULTANT

- 1.1 The CONSULTANT agrees to perform professional engineering services in connection with the project as hereinafter stated.
- The CONSULTANT shall serve as the Sanford Airport Authority (SAA) professional engineering representative in those phases of the project to which this Scope of Services applies, and shall give consultation and advice to the SAA during the performance of these services. The CONSULTANT shall not be responsible for the acts or omissions of the Contractor or of any the Contractor's, Sub-Contractors, Agents, Employees, or other persons performing any of the work under the construction contract, or of others.
- 1.3 This Scope of Services provides for post design services for the terminal expansion project, which consists of 1,400+ construction plan sheets, the project manual, and other project documents.

2.1 TASK 1 NON-RESIDENT CONSTRUCTION PHASE SERVICES

- 2.1.1 Assist the AUTHORITY in preparation of the contract with the successful bidders; SAA shall make copies of contract documents for execution by the parties and coordinate review with the AUTHORITY'S legal counsel. Notices of Intent to Award, Procure and Proceed shall be prepared by the AUTHORITY.
- **2.1.2** Evaluate the contractors' schedules and coordinate activities with the AUTHORITY, and the contractors.
- 2.1.3 Review the Contractor's Phasing and Paving plan, Standby equipment list, and project communications, experience record of the superintendent, and site clean-up procedures.
- 2.1.4 Review and approve shop drawings or other submissions as to conformance with design concept and construction documents. Determine the acceptability, subject to the AUTHORITY and/or FAA/FDOT approval, of substitute materials and equipment proposed by the contractor and receive and review (for general content as required by the specifications) maintenance and operation instruction, schedules, guarantees, and certificates of inspection which are to be assembled by the contractor in accordance with the contract documents. Incorporate the AUTHORITY'S comments with respect to the same.

- 2.1.5 Provide availability for the initial 60-day period to facilitate procurement of any long lead items. Provide coordination between the SAA and the design team through these early stages.
- 2.1.6 Make semi-weekly visits to the site to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the Contract Documents; CONSULTANT will not be required to make exhaustive and continuous on-site inspections to check the quality or quantity of work and 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 providing assurance for the AUTHORITY that the completed project will generally conform to the Contract Documents. During such visits and on the basis of on-site observations, CONSULTANT shall keep the AUTHORITY informed of the progress of the work, shall endeavor to guard the 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. Attend the weekly JCM conducted by the RPR in conjunction with these weekly visits.

- 2.1.7 Issue necessary interpretations and clarifications to the contract documents as may be required. Perform those design support tasks set forth in the general conditions of the construction contract required to be performed by the Design Engineer and otherwise consult with and advise the AUTHORITY as provided for in the construction contract documents; Review the contractor's schedule of values, process contractor's applications for payment, and recommend to the AUTHORITY construction payments based upon properly completed construction.
- 2.1.8 Participate in the preparation of the punchlist for substantial and final acceptance inspection;
- 2.1.9 Receive and review written guarantees and other documents assembled by the contractor(s) and issue a final certificate for payment;
- 2.1.10 Perform the necessary inspections to ensure the water management aspects of the project have been completed in substantial conformance with the plans and that any changes are documented accordingly. Submit SJRWMD permit or other requirements to successfully complete surface water management requirements once the signed and sealed record drawings have been received from the Consultant; and
- **2.1.11** Prepare reproducible "Record Drawings" and AutoCAD discs based upon information supplied by the RPR and construction contractor(s).
- 2.1.12 See attached proposals/scopes for Avcon, Inc. and JSM and Associates.
- 2.2 TASK 2 RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES

Resident Project Representative Services during the Construction Phase are included in this agreement. These services will be performed to support the requirements of observing the actual construction of the final construction project. These services shall last for the duration of the construction of the Project, including lead and lag time for Project start-up and closeout purposes.

As part of the Resident Project Representative (RPR) services, to be accomplished by the Construction Manager, Resident Inspector, with applicable support staff, will perform the following:

- 2.2.1 Conduct pre-construction conference and all utility pre-construction coordination meetings Prepare for, attend and conduct one pre-construction conference with contractor, consultant, and airport users to discuss in detail the requirements and responsibilities for items such as the contractor's responsibility for shop drawing submittal and safety, etc. The RPR will prepare the minutes of the pre-construction conference and distribute to the list of attendees;
- 2.2.2 Provide office support during construction. Set up files, prepare correspondence, prepare change orders, review daily construction reports, review material test reports, and coordinate efforts with the selected contractor. Maintain record copies of all contract correspondence for the project, particularly documentation that approve or modify elements of the contract documents;
- 2.2.3 Receive, catalog and process all project submittals and maintain a complete file of approved shop drawings and catalog cuts for the project;
- Provide full-time inspection on the site to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the Contract Documents, Although Resident will be required to make continuous on-site inspections to check the quality or quantity of work, the Resident will not be responsible for the means, methods, techniques, sequences or procedures of the construction selected by the Contractor(s). Specifically, the Resident will not be responsible for the safety precautions and programs incidental to the work of the Contractor(s). The Resident's efforts will be directed toward providing assurance to the AUTHORITY that the completed project will generally conform to the Contract Documents.

On the basis of on-site observations, Resident shall keep all parties informed of the progress of the work, shall endeavor to guard the 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.

2.2.5 The RPR shall review the Contract Drawings and Technical Specifications to the extent necessary to become familiar with the project requirements and to understand the design intent. Specific RPR duties shall include:

- 1. Review and become familiar with contractor's approved quality control plan, and testing requirements;
- 2. Review and become familiar with the acceptance testing requirements for various phases of work;
- 3. Monitor performance of the Contractor and make formal demands on the Contractor to require correction of work that does not meet the requirements of the plans and specifications;
- 4. Determine test locations, and coordinate and monitor testing;
- Resolve minor field issues;
- Conduct day-to-day construction observations and Maintain a project log on a daily basis;
- 7. Prepare monthly construction progress reports and submit to applicable parties;
- Maintain up-to-date records on quantities of work performed and quantities of materials in place;
- 9. Review payrolls and, through interviews with work force, determine if correct wages are being paid.
- 2.2.6 Conduct and provide minutes for the weekly Job Coordination Meetings in conjunction with the work, as well as other meetings that take place affecting the construction project (i.e., utilities, NAVAIDS, etc.);
- 2.2.7 Make daily field measurements of work in progress and the completed work, and provide complete record keeping of all quantities on the project, including modifications to final measurements to reflect the as-built construction;
- 2.2.8 Review and ensure that Contractor provides all required material and installation Quality Control (QC) testing and documentation required by the project specifications (Contractor to provide all necessary QC Testing);
- 2.2.9 Arrange and administer material Quality Assurance (QA) testing required by the specifications;
- 2.2.10 Perform required verification measurements or surveys to validate contractor layouts on the project site;
- 2.2.11 Review the contractor(s) applications for payment and accompanying data and schedules. Based on on-site observations as a professional, experienced and qualified in construction observation, RPR shall determine the amount owing to the contractor and recommend in writing to the AUTHORITY, payments to the Contractor in such amounts; such recommendations of payment will constitute a representation to the AUTHORITY based on such observations and review, that the work has progressed to the point indicated

and that, to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents. CONSULTANT will review requests for payment for materials stored and monthly submittals of releases of liens, but will not be deemed to have represented that he has made examination to determine how or for what purposes the contractor has used the monies on account of the Contract Price, or that title to any of the contractor's work, materials or equipment has passed to the AUTHORITY free and clear of any lien, claims, security interests and encumbrances;

Validate periodic updates of Contractors' "Record Drawings" prior to processing of pay requests, and coordinate final production of "as-built" record documents by the Contractor to the Design Engineer. Review record information prepared by the Contractor and compare this information to the RPR's records kept in the field.

This will be done on a monthly basis and at the completion of the project. The CONSULTANT will deliver the set of "PROJECT RECORD" documents prepared by the contractors to the AUTHORITY upon satisfactory delivery of documents by the Contractor;

- 2.2.13 Prepare and coordinate the approval of necessary change order documentation to accomplish modifications to the project to accommodate changes in field conditions or other modifications required of the project and/or by the Owner;
- 2.2.14 Arrange and participate in substantial completion inspections of completed work, and prepare punchlists for the acceptance inspection. It is possible that more than one inspection may be required to facilitate partial opening of certain Project areas. CONSULTANT will track and ensure that the prerequisites to Substantial Completion are met;
- 2.2.15 Receive and review written guarantees and other documents assembled by the Contractor and endorse a final certificate for payment;
- 2.2.16 The Consultant shall attend and develop a comprehensive punchlist during the final inspection. Ensure that the contractors have met all obligations prior to final payment (retainage release, etc). Also, ensure that closeout procedures are followed by the contractors in strict accordance with the contract documents;
- 2.2.17 The RPR will assist the Authority in tracking the budget and update estimates to complete the project on a monthly basis; and
- 2.2.18 The RPR will prepare the project Closeout Report for the purposes of closing out the grant with the FAA. The report shall include: Certificate of substantial Completion, Construction Contract Time summary, Construction Cost Summary and Construction Materials testing Summary.
- 2.3 TASK 3 QUALITY ASSURANCE TESTING AND FIELD VERIFICATIONS

In addition to the above services provided by the Consultant and the Sanford Airport Authority, the project will also entail specific quality assurance testing and field verifications of all constructed elements of the project. These services will be performed to support the requirements of observing the actual construction of the final construction project. The detailed requirements of these service tasks are defined below:

2.3.1 CONSTRUCTION MANAGEMENT PLAN

Prepare and submit the Construction Management Plan as required for projects with paving items valued in excess of \$250,000. Assist the Resident Project Representative in the determination of test frequency and site locations in accordance with the specifications. Review and evaluate the contractor's quality control reports, and make recommendations of any adjustments necessary.

2.3.2 QUALITY ASSURANCE TESTING

The elements of work such as the Excavation and Embankment, Aggregate Base Course, Plant Mix Bituminous Pavement, Portland Cement Concrete Pavement, drainage, electrical and other items subject to Quality Assurance testing in accordance with FAA guidelines. The Consultant shall utilize a certified Materials Testing firm to meet the testing requirements. The RPR shall utilize the pre-established budget and coordinate directly with the testing firm when testing is required.

2.4 TASK 4 ADDITIONAL SERVICES

When required by the AUTHORITY or the Contract Documents in circumstances beyond CONSULTANT's control, CONSULTANT shall furnish or obtain from others, as circumstances require during construction, additional services of the types listed above. These services are not included as part of Basic Services. CONSULTANT shall advise the AUTHORITY promptly prior to starting any such Additional Services. The following outline the types of services anticipated in connection with this project:

- 2.4.1 Services in connection with work directive changes and change orders to reflect changes requested by AUTHORITY if the resulting change in compensation for Basic Services is not commensurate with the additional service rendered;
- 2.4.2 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;
- 2.4.3 Services resulting from significant delays, changes or price increases occurring as direct or indirect result of material, equipment or energy shortages;

- 2.4.4 Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction (2) a significant amount of defective or neglected work of any contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, and (4) default by any contractor;
- 2.4.5 Evaluating an unreasonable or extensive number of claims submitted by contractor(s) or others in connection with the work;
- 2.4.6 Services resulting from the contractor's failure to complete his work in the number of days allowed in the contract between the AUTHORITY and the selected contractor(s)
- 2.4.7 Preparation of modifications to the PROJECT requested by permitting agencies;
- 2.4.8 Permit or other PROJECT related fees.

2.5 TASK 5 REIMBURSABLE EXPENSES

All job related travel, job related reprographic costs and supplies, interim review document printing, telefax and long distance charges, mail and express mail services and printing and plotting costs associated with preparation of contract documents are included in the Lump Sum Fee for this task order as indicated in the accompanying fee derivation spreadsheet.



December 21, 2017

To: Mr. Je

Mr. Jeremy Owens CPH Engineering Inc. 500 West Fulton Street Sanford, FL 32771

From: Brian Shomock

JSM & Associates 730 East Fifth Avenue Mt. Dora, FL 32757

Re:

Orlando Sanford International Airport Scope and Pricing for Baggage Handling System (BHS) Construction Administrative Services – Terminal Expansion Project (Inbound and Outbound)

JSM is pleased to provide the scope and pricing related to the OSIA Outbound Baggage Improvements Construction Administration (CA) Services refereeing to the tasks outlined below:

Construction Administrative Services for the Terminal Expansion Project (Outbound Including Ticket Counter, Curbside and Makeup and Inbound Claim Devices (3))

- Manage and approve BHS Contractors equipment, catalog cut sheets
- Manage BHS submittals per specification requirements
- Manage RFIs and changes to approved 100% engineered submittals
- Oversight of work to be performed by contractor during demolition of existing BHS
- Oversight of work to be performed by contractor during equipment installation
- Oversight and review of planned scheduling and coordination of baggage system installation and with general construction and baggage contractor
- Assistance in coordinating required building services with baggage systems
- Identification of right-of-way interferences
- Quality control of installation activities
- Specification/Contract Document compliance
- Coordination with Program Manager/Owner/Prime Contractor and BHS Contractor
- Attend regularly scheduled meeting(s) that affect the successful delivery of the BHS –
 planned an average of three (3) meetings per month (onsite) for 24 months.
- Review and approval/rejection/comments of updated RED LINE drawings



- Review and approval/rejection/comments of any changes to the base BHS contract with respect to the drawings, specifications and construction plan
- Review and approval/rejection/comments of all contingency plans for phasing
- Change order control
- Review/Comment/Approve BHS Contractors operational and maintenance training plan
- Coordinate operational and maintenance training
- Review/Comment/Acceptance of BHS Test Plan
- Inform terminal stakeholders of impending test impacts
- Participate in Owner's acceptance test
- Coordinate and schedule any required TSA activities
- Evaluate acceptance test results and witness necessary testing
- Review/Comment/Approve project closeout documentation including punchlist

Travel is estimated at \$2500 and will cover mileage only for onsite visits.

If you have any questions, please don't hesitate to call or email.

Price for Construction Services (labor): \$177,900.00

Estimated Travel: \$2,500.00

Total: \$180,400.00

Brian Shomock

JSM & Associates

730 East Fifth Avenue

Mount Dora, Florida 32757

Office 352.383.2600

Mobile 352.460.2972





December 11, 2017

Mr. Jeremiah Owens, P.E., CFM Vice President CPH Engineers, Inc. 500 West Fulton Street Sanford, FL 32771

5555 E. Michigan St., Suite 200 Orlando, Florida 32822 Phone: (407) 599-1122

Fax: (407) 599-1133 www.avconinc.com

Reference: Profe

Professional Engineering Construction Phase Services

Orlando Sanford International Airport

Information Technology and Communication (ITC) System Upgrades and

New Skywalk, Gates, and Apron Expansion

for the Terminal Expansion Project (ALPHA ONE)

Sanford Airport Authority

Dear Jeremiah:

Pursuant to your request, **AVCON, INC.** is pleased to provide our scope and fee proposal for the construction phase services for the above-referenced project at Orlando Sanford International Airport to CPH Engineers, Inc. (CPH). Within this letter, we have identified a detailed Scope of Services and Summary of Fees as documentation to assist in the formulation of the comprehensive proposal to the Sanford Airport Authority (Authority).

AVCON will be responsible for overseeing the Information Technology and Communication (ITC) systems that will be impacted by the Terminal Expansion and the implementation of a new Skywalk, four (4) new aircraft arrival/departure gates, and associated Terminal Apron Expansion. **AVCON** will be assisted by the JW Group, Inc. (JWG).

The work is anticipated to be performed over a total of **nine hundred seventy (970) calendar days** to achieve substantial completion, including sixty (60) days to accomplish submittals and other startup activities, followed by a sixty (60) day period to achieve final completion and closeout. If the construction duration extends beyond this period, additional fees may be required.

This proposal provides for the Construction Phase Services, excluding Resident Project Representative (RPR) services, during the startup cycle, the actual construction of the project to verify fulfillment of contract requirements, and closeout documentation. The project is generally divided into four phases, the first three of which are primary construction phases:

PHASE 1: LOADING DOCK/CONSOLIDATED PASSENGER SCREENING

PHASE 2: TICKET COUNTER EXPANSION

PHASE 3: GATE AND BAGGAGE CLAIM ADDITION

PHASE 4: CLOSE OUT

Jeremiah Owens, P.E., CFM
CPH Engineers
Terminal Expansion Project (ALPHA ONE)
Construction Phase Services
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For each of the three primary construction phases, the overall scope of work for Construction Administration Services is enumerated in Items 1-12 below. The fourth phase, Closeout Phase Services, comprise Scope Items 13 and 14 also as set forth below:

- 1. Review and advise the CPH and Authority on Contractor's schedule;
- 2. Attend the Pre-Construction Conference and act as CPH's subconsultant at the Conference;
- Attend a Pre-Paving Conference for virgin mix P-401 gyratory compacted asphalt, as well as P-501 Portland Cement Concrete (PCC) and provide substantial input to the review and approval process of the proposed paving operations of the Contractor;
- 4. Catalog, review and approve shop drawings, samples and other submissions as to conformance with design concept, permitting conditions and construction documents. Incorporate CPH and Authority comments with respect to the same;
- 5. Provide weekly on-site project observation (16 hours per week) 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. 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 the 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:
- 6. Provide additional consultation and advice to the Authority during all phases of the construction;
- 7. Attend fifty-two (52) bi-weekly Job Coordination Meetings (JCMs);
- 8. Respond to various Requests for Information (RFIs), Job Memoranda (JM), and other field prepared inquiries;
- 9. Review Change Orders (COs) as prepared by the CPH/Authority staff;
- Attend and document substantial completion inspections for each of the three (3) primary construction phases;
- 11. Attend and document final completion inspections for each of the three (3) primary construction phases;

Jeremiah Owens, P.E., CFM
CPH Engineers
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- 12. Review Contractor Applications for Payment;
- 13. Prepare Record Documents and AutoCAD discs based upon information supplied by Authority's RPR and construction Contractor; and
- 14. Receive and review written guarantees and other documents assembled by the Contractor(s) and the RPR for sufficiency.

As listed in our attached **Table C-1**, our proposed Lump Sum Fee for this project is \$675,000.00, which also includes construction phase services for our subconsultant, JWG. It is our understanding that the construction budget for this portion of work is approximately \$12,000,000. A breakdown of all labor and estimated expenses will be provided upon request.

We look forward to continuing a successful working relationship with CPH in serving the Airport.

Sincerely,

AVCON, INC.

Hilary W. Maull, P.E.

Sr. Project Manager - Airports

CC: Sandeep Singh, P.E., President

EXHIBIT C - DESIGNER'S COMPENSATION SFB PROJECT ALPHA ONE (TERMINAL EXPANSION) TABLE C - 1

AVCON

SUMMARY OF FEES AND EXPENSES

CONSTRUCTION PHASE SERVICES (NON-RPR) 30-Nov-17

SFB TERMINAL EXPANSION	PROJECT FEES	?
FIRM	Manhours	Cost
AVCON		
Fee	3640	\$546,000.00
Expenses		\$9,410.00
Sub-Total AVCON		\$555,410.00
IT/Communications - JWG		
Fee	770	\$ 99,995.00
Expenses		\$ 19,570.00
Sub-Total JWG		\$ 119,565.00
Total Fee Amount:	4410	\$674,975.00
	Total Fee Amount*	\$675,000.00

*Rounded to nearest \$1,000