

Exhibit "A" – Scope of Services
PAPI REPLACEMENT – DESIGN AND BID
FDOT NO. 446644-2-94-01
FAA AIG NO. TBD
Tri-County Airport
June 16, 2025

SECTION A: PURPOSE AND DESCRIPTION

The purpose of this task order is to perform design and bidding phase services for the PAPI Replacement project at the Tri-County Airport.

The Tri-County Airport's existing precision approach path indicator (PAPI) system, consisting of units on each end of RW 01-19, is no longer operational. According to a study performed by AVCON in 2019 (funded by FDOT; FIN 425623-5) the PAPI system has needed to have its grounding improved and modified to comply with FAA Engineering Brief 79. It also appears that the system was struck by lightning. Due to their age, replacement parts are expensive and difficult to find.

This project will provide design and associated engineering and bid phase services for the PAPI Replacement project at the Tri-County Airport. The project is anticipated to include two new PAPI units, circuits, regulator, and other ancillary items compliant with FAA and FDOT standards. The design phase shall include survey, site investigations, and FAA flight checks.

The future anticipated construction efforts (not part of this scope) will encompass:

- Replace the existing 2-box L-880 incandescent PAPI unit with a new 2-box L-880(L) LED PAPI unit for Runway 1. This work shall include the replacement of PAPI light fixtures with new LED constant current light fixtures on new concrete foundations with new base cans.
- Replace the existing 2-box L-880 incandescent PAPI unit with a new 2-box L-880(L) LED PAPI unit for Runway 19. This work shall include the replacement of PAPI light fixtures with new LED constant current light fixtures on new concrete foundations with new base cans.
- Install new conduit, counterpoise, junction cans, conductor, connectors, and lightning arrestors from the PAPI field units to the Airfield Lighting Vault for both PAPI systems.
- Install a new Constant Current Regulator (CCR) with 240-volt input, 6.6-amp output, 5 step unit for the PAPI lighting circuit. New CCR shall be Ferro resonant, type L-829. New CCR shall have KW ratings to correspond to the calculated load of the new circuit.
- FAA flight checks for commissioning of each PAPI unit installation.

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

SECTION B: SCOPE OF SERVICES

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

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

1. **Attend Project Kick-Off Meeting:** Consultant shall attend a kick-off meeting with representatives of the Airport Authority, airport staff, FAA and FDOT to finalize requirements and identify any final features to be incorporated into the project.
2. **Complete a Review of Record Drawings and Historical Data:** The data from record drawings of previous related projects shall be collected, reviewed, compiled and summarized for inclusion in the project.
3. **Perform Site Visit and Field Analysis:** Consultant shall perform a site visit to confirm existing conditions and assist in determining location of new PAPI units.
4. **Perform PAPI Survey Analysis:** Consultant shall subcontract with a qualified firm to perform topographic survey, Obstacle Clearance Surveys, and Light Signal Clearance Surface Surveys.
5. **Develop Safety and Security Plans:** Consultant shall develop safety and security plans, contractor access plans, bid schedules, quantities, and project survey sheets based on topographic survey.
6. **Develop 30% Design Documents:** Consultant shall develop design drawings and technical specifications to a 30% design level.
7. **Prepare Opinion of Probable Construction Costs:** Consultant shall prepare the probable construction costs by project element based on the 30% design documents.
8. **Provide QA/QC Review of 30% Design Documents:** Consultant shall complete a Quality Assurance/Quality Control review of the 30% design documents before submitting to the Airport Authority for review.
9. **Participate in 30% Design Review with Airport Authority:** Consultant shall conduct a review meeting at the 30% design completion with airport personnel to solicit comments on the design. Consultant shall provide handouts for the meeting along with a meeting agenda. Consultant shall incorporate comments from this meeting into the 90% Design Documents.

- 10. Develop 90% Design Documents:** After receipt of the airport's review comments of the 90% Design drawings and specifications, Consultant shall proceed with the performance of the services in the Final Design Phase. These services shall include further development of the drawings to a 90% completion, which is intended to be a complete set pending final review and approval by the airport, FAA, and FDOT.
- 11. Submit CSPP to FAA:** Consultant shall finalize and submit a Construction, Safety, and Phasing Plan (CSPP) to FAA.
- 12. Provide QA/QC Review of 90% Design Documents:** Consultant shall complete a Quality Assurance/Quality Control review of the 90% design documents before submitting to the Airport Authority for review.
- 13. Participate in 90% Design Review with Airport Authority:** Consultant shall conduct a review meeting at the 90% design completion with airport personnel to solicit comments on the 90% design. Consultant shall provide handouts for the meeting.
- 14. Prepare Responses to Comments Received:** Consultant shall prepare written responses to questions and comments received from airport staff, FAA, and FDOT based on review of the 90% Design Drawings.
- 15. Prepare Front-End Documents for Bidding:** Consultant shall prepare contract documents. Consultant shall utilize standard conditions and provisions as applicable for Tri-County Airport projects funded by FAA and FDOT. Consultant shall modify as applicable for this project.
- 16. Prepare Final Technical Specifications:** Consultant shall identify technical specifications for the identified items of work. Specifications to be used shall be consistent with FAA and FDOT Standards.
- 17. Prepare Engineers Report:** Consultant shall, in a narrative form, present findings of engineering studies. This report shall document existing conditions, data collection including the topographical survey, grading, utilities, operational considerations, cost analyses and comparisons, and construction phasing/scheduling recommendations. Consultant shall submit Report to FAA.
- 18. Update Opinion of Probable Construction Costs:** Consultant shall update Engineer's opinion of probable construction costs based on bidding documents. Quantities and costs shall be divided by schedule and phase.
- 19. Prepare FAA Form 7460-1:** Consultant shall prepare FAA Form 7460-1 and coordinate approval with FAA.

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

- 1. Develop Release for Bidding (100% Design) Documents:** After receipt of the airport's review comments of the 90% Design drawings and specifications, Consultant shall finalize the drawings for bidding. The Release for Bidding (100% Design) drawings shall incorporate comments addressed by regulatory agencies. AVCON shall complete the assembly of the 100% bid documents, including all comments, and issue documents to County, FAA, FDOT, and approved plan rooms as part of the overall project advertisement.
- 2. Attend Pre-Bid Conference:** AVCON shall conduct a Pre-Bid Conference at Tri-County Airport Conference Room to discuss specific project issues, specific construction features, operational phasing, special airfield construction limitations, and other applicable requirements. AVCON shall prepare and distribute minutes of Pre-Bid Conference to conference attendees and funding agencies.
- 3. Respond to Questions:** AVCON shall prepare formal responses to questions submitted by potential contractors prior to awarding the contract.
- 4. Prepare and Distribute Addenda:** AVCON shall prepare and coordinate addenda to bid documents as required to address any revisions resulting from questions.
- 5. Attend Bid Opening:** AVCON shall attend the bid opening at a regularly scheduled Tri-County Airport Authority meeting and open the bid publicly. AVCON shall record the preliminary bid amounts and collect copies of the bids for further evaluation and recommendation.
- 6. Prepare Recommendation of Award and Bid Tabulation:** AVCON shall prepare a recommendation of award to the Airport Authority based on bids received by prospective contractors. The recommendation shall include a tabulation of bids received.

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

SECTION C: DELIVERABLES

AVCON shall provide the following deliverables:

0-30% Design Phase

- 30% Design Drawings
- Opinion of Probable Construction Costs
- Preliminary Bid Schedule
- Preliminary Technical Specifications
- 30% Design Review Meeting Minutes

30-90% Design Phase

- 90% Design Drawings
- Opinion of Probable Construction Costs
- Engineer’s Report
- Front-End Documents
- Technical Specifications
- 90% Bid Schedule
- 90% Review Meeting Minutes
- 90% Design Drawings for FAA and FDOT

Bid Phase

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

SECTION D: COMPENSATION

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

Project Management and FAA/FDOT Coordination	\$ 10,073.00
Design Phase Services	\$ 69,298.70
Design Survey (sub).....	\$ 8,000.00
FAA Requirements per EB 79 (sub, includes Obstacle Clearance Surveys, Light Signal Clearance Surface Surveys, and FAA Flight Checks for each PAPI unit)	\$ 74,714.90
<u>Bidding Phase Services</u>	<u>\$ 10,604.00</u>
Total	\$ 172,690.60

SECTION E: SCHEDULE

The project schedule is anticipated to require approximately 11 months and is anticipated to progress from the project Notice-To-Proceed (NTP) as follows:

FAA Grant Coordination and Execution	120 days
Design Phase Services	120 days
Bidding Phase Services (and contracts)	60 days
Project Close-Out	<u>30 days</u>
Total:	330 days

SECTION F: EXCLUSIONS AND ASSUMPTIONS

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

- Scope of services does not include Construction Administration or Construction Phase Services.
- Scope of services assumes no permitting is required.

SECTION G: ADDITIONAL SERVICES

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

END OF SCOPE