Attachment A
Southeast Drainage Ditch Enclosure Phase II
Aviation Services Construction Administration / Construction Observation (CA/CO) Work Scope *(Revised)*
Augusta Regional Airport (AGS)
GDOT PID T008670
Augusta, GA
July 14, 2025

The scope of this Project is to enclose the existing east-west drainage ditch just south of the end of Runway 17-35. The project is a continuation, Phase II, of a project completed in 2020 which enclosed the previously existing north-south ditch just east of Runway 17-35 that fed into the existing east-west ditch. The Phase II Ditch is approximately 30 feet deep and extends across the Runway 17-35 Southern End, East to West and perpendicular to Runway 17-35, for approximately 1,000 linear feet.

Because of the location of the east-west ditch, there are major concerns to the condition of the Runway 17-35 Safety Area (RSA) and Object Free Area (ROFA). The headwalls on either side of Runway 17-35 are continuing to erode encroaching upon the RSA causing major concern for the Airport's operations. Additionally, Operations has had difficulty securing the Airfield, with the ditch providing an easy access for wildlife to enter the active operations area. The purpose of this Project is to enclose approximately 300' of ditch west of Runway 17-35's south end and 700' east of Runway 17-35's south end within a storm sewer system, thus allowing Airport operations to secure the airfield. This ditch also causes difficulty in accessing portions of the Airfield, as operations staff must drive several thousand feet to the south to access the east or west side of the airfield. Enclosure of this Ditch will also improve the Runway Protection Zone (RPZ) for Aircraft.

The base bid of the project includes but is not limited to, Mobilization, Airfield Safety and Traffic Control, Erosion Control, the removal of approximately 570 linear feet of storm pipe, the construction of approximately 1,600 linear feet of new storm pipe and associated structures (inlets, headwalls, etc.), along with excavation, topsoiling, and seeding. The majority of this project exists to the west of the phase I ditch enclosure project.

The bid alternate includes but is not limited to, Mobilization, Airfield Safety and Traffic Control, Erosion Control, the removal of approximately 75 linear feet of storm pipe, the construction of approximately 900 linear feet of new storm pipe and associated structures (inlets, headwalls, etc.), along with excavation, topsoiling, and seeding.

This phase of the work scope includes all basic services rendered after the award of a construction contract. The scope of services to be performed by Mead & Hunt, Inc. (Consultant) includes all work, services, materials, equipment and supplies necessary to provide Construction Administration, Construction Observation and Testing Services for the Construction of the Project. The Consultant shall complete the scope of services in accordance with generally accepted standards of practice and shall include all work necessary to complete the tasks outlined in this Work Authorization.

The construction phase services contract is based on a 185-calendar day construction period (145 calendar days for base bid, 40 additional calendar days for the bid alternate). It is anticipated that the Contractor will

mobilize for 60 days and work in the field for 125-calendar days, five (5) to six (6) days / week. The Cost of Construction is $5,285,229.60 (Base Bid & Bid Alt Construction) + $280,606.71(CA/CO) = **$5,565,836.31.**

PHASE I. Pre-Construction

1.0 Pre-Construction Activities

The Consultant will schedule, prepare for, and conduct a Pre-Construction Conference. The project manager and the Resident Project Representative (RPR) will establish this meeting to review FAA, GDOT and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Owner, the Contractor, his/her Subcontractors, the FAA-ADO (if necessary), GDOT, FAA-ATCT, the FBO, airport tenants affected by construction, utility companies, and any other interested parties. The purpose of this meeting will be to review the Contractor's proposed schedule, discuss safety and security issues, shop drawing submittals, contract requirements and to coordinate surveying and testing. Minutes shall be prepared and distributed after the conference. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference. The Owner should be provided with copies of all the construction schedules.
- Prior to the pre-construction conference, furnish the Owner with the name of the project engineer and qualifications for Owner approval. Project engineer means 'engineer' as defined in Section 10 (Section 10-18) of the General Provisions.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Preside at the pre-construction conference, prepare a detailed record of the conference, submit record to the Owner for review and comment, and distribute the final record.

2.0 Initial Construction Layout

The Contractor's survey crew will establish and identify horizontal and vertical field control, per the construction documents. The Consultant will be available to answer Contractor questions with regards to Control.

3.0 Prepare Construction Management Plan (CMP)

The Project Engineer and/or RPR will obtain and review the contractor's Quality Control (QC) Plan and will then prepare the Construction Management Plan (CMP). The CMP combines data from the QC Plan with information of project responsibilities from the Owner and Engineer. A preliminary copy of the CMP will be submitted to the Owner and GDOT for approval. After review, the CMP may be revised or issued to the contractor for use.

The Consultant will prepare a Construction Management Plan (CMP) that outlines the materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10H. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing.

4.0 Prepare Project Files

The Consultant will verify that the construction Contracts are in order, the contractor has provided proof of insurance and the bonds have been completed, and the contractor has been provided with adequate copies of the construction plans.

"Issued for Construction" plans will be prepared and distributed. The construction plans will be updated to include all addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared. Any plan changes will be completed as part of a separate work authorization.

5.0 Grant Administration Assistance

The Grant for this Project is proposed to be an FY 25 GDOT State Grant. This task will include assisting the Owner with necessary project tracking documentation in order to make periodic draws on the grant and will include the following:

- Calculate cost summary included in the grant draw request
- Assemble supporting documentation, such as invoices, estimates, etc.

PHASE II. Construction Management

6.0 Construction Management

The Engineer agrees to provide the management engineering services required for the execution of the contracted work. A Project Manager (PM) will be assigned to the Project and will be responsible for the overall administration and review of construction progress, as well as pay requests. The PM will review and provide comment on Project compliance issues for quality control testing performed by the Contractor.

The PM will review the Project on a weekly basis and will make site visits (bi-weekly) to monitor construction activities. These services shall include, but are not limited to, the following:

- Check construction activities to obtain compliance with plans and specifications.
- Attend construction meetings biweekly.
- Provide interpretation of plans and specifications.
- Supervise and coordinate sub-consultant contracts for construction observation and testing.
- Review shop drawings and submitted certificates for compliance with design concepts. Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor.

- Evaluate the contractor's suggestions on drawing or specification modification and report those suggestions to the Owner.
- Review all final pay estimates and explanation of variation between the contract and final quantities.
- Review weekly progress reports.
- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. Project Manager shall submit copies to Owner for approval and signature before proceeding with the work. Any additional design would not be considered in the scope of this W/A.
- Meet with the Owner for consultation and advice during construction.
- Assist Owner with the preparation of reimbursement requests from Grant projects. Determine the amount owed to the contractor and recommend those payment amounts in writing to the contractor. The Project Manager will submit periodic payment recommendations to the Owner for concurrence and payment. Payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the Project Engineer's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The Project Engineer, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field.
- Verify that all testing required by the specifications is performed, and review all materials reports prepared in accordance with the Construction Management Plan.
- Update record drawings during construction from redline or working drawings.

PHASE III. Resident Engineering

7.0 Resident Engineering

This task will include resident engineering, construction observation and construction administration for the duration of the Project. A dedicated RPR will be assigned to this Project, as will personnel for construction observation. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the RPR will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to Owner, and record as-built changes.

The RPR shall maintain a construction diary to record the construction history of the Project. The diary will be made available to the Owner upon request for review during site visits. The Project diary should include, but not be limited to, the following information - weather conditions, job site conditions, work in progress, general location of work, equipment in use, contractors work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to contractors, record of visitors to Project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary should be in a bound book of good quality that is easy to handle and carry.

Resident engineering services shall include, but are not limited to, the following:

- Check construction activities for compliance with plans and specifications.
- Make necessary acceptance tests in accordance with the cited requirements and standard methods of GDOT, the FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; and record all deviating tests. Consultant shall conduct materials inspections and acceptance tests required and observe and evaluate all such tests made by the contractor in the field and laboratory as necessary in accordance with plans and specifications. Consultant shall furnish copies of all test reports to the Owner. Monitor contractor's performance of the required quality control tests. The RPR shall immediately bring any non-compliance issues to the contractor and the Owner.
- The RPR shall notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming materials and will notify the contractor to suspend any work in question, until such issues can be referred to the Owner for a final decision.
- Maintain daily records of the contractor's progress and activities during the course of construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.
- RPR shall furnish the Owner with periodic construction progress and inspection reports.
- RPR shall review contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
- RPR shall receive from contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, certificates, tests, approvals, etc.
- RPR shall prepare and submit periodic estimates, including the final estimate, during the construction project.
- RPR shall determine if the work is completed and ready for final acceptance. After consultation with the Owner, the Project Manager shall furnish the contractor with a list of items that were observed and require completion or correction.
- When the Project is complete and ready for final acceptance, the RPR shall arrange for review of the finished work by the Owner and the contractor. After the final inspection and acceptance, the Project Manager shall prepare and submit the Final Pay Application to the Owner for consideration.
- RPR shall observe the progress of the Project in order to monitor the contractor's compliance to the Project plans and specifications.
- RPR shall monitor the contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the contractor.
- RPR shall establish and conduct weekly construction progress meetings with the contractor to discuss pertinent construction issues such as schedules, taxiway/runway closures, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.

PHASE IV. Post Construction Services

8.0 Final Inspection and Documentation

8.1 Final Inspection

Consultant will schedule and conduct a final inspection with the Owner, contractor, and State representatives to determine whether the Project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient and will provide the contractor a listing of those items.

8.2 Final Punch List

Consultant will prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. It will state the items in need of correction and will request a schedule for completion. The Consultant will send a copy to the Owner and include a copy in the Grant Closeout Report.

8.3 Final Construction Certifications

Once all the punch list items have been completed to the satisfaction of the Owner, the Consultant will prepare a Certification of Construction Acceptance for the Project. This certification will also be included in the closeout report.

9.0 Record Drawings, Equipment Manuals, Materials Book

9.1 Record Drawings

The Project team will collaboratively assemble the Project record drawings. The as-built plans will specify field constructed conditions included as part of this Project, such as any field surveying required to compute final quantities. Any drawings will become record information. The Consultant shall provide the Owner with two (2) sets of reproducible “Record Drawings” in both digital and hardcopy format.

9.2 Equipment Manuals

Not included within the scope of this project.

9.3 Materials Book

The project team will collaboratively assemble the materials book for the project. The materials book will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken in order to achieve satisfactory results. The Owner will receive two (2) copies of these documents.

10.0 State (GDOT) Grant Closeout Report

Once the project is complete, a project closeout report will be prepared and assembled. Components of the report will include a summarization of the project description, periodic draws on the grant, change orders and amendments, project certifications, documentation of final project acceptance, and Outlay and Request for Reimbursement for Construction Programs. As part of this task, the project closeout will be coordinated with the Owner and FAA.

Deliverables to GDOT as a part of the Closeout Report shall include:

- Electronic (PDF) As-Built Plans – Record Drawings
- Contractor invoices including Final Approved Pay Application
- Consultant Invoices
- Contractor Closeout
- Final Inspection Report

PHASE V. Additional Services

11.0 Update Airfield Signage Plan

Not included within the scope of this project.

12.0 Update Airport Layout Plan to Reflect As-built Changes

Project Engineer will update the Airport Layout Plan (ALP) to show new airfield configuration to the south of Runway 17-35. The Consultant shall provide the Owner with two (2) sets of reproducible ALP in both digital and hardcopy format.

13.0 Airports GIS Compliance

Not included within the scope of this project.

SPONSOR Responsibilities

The SPONSOR shall be responsible to provide the following information and activities:

- Provide access to the project site and assist with locating any known utilities.
- Provide a single point of contact with the Sponsor to review all documents and make decisions.
- Provide any known record drawing information to the Consultant.
- Provide coordination regarding construction safety and phasing plan reviews and project scheduling with airport tenants.
- Required permits will be managed and administered by OWNER or other parties unless specifically identified in CONSULTANT scope of services. These permits may include, but are not limited to, Federal and State environmental clearances (ex: Clean Water Act 404 permit, NEPA, NPDES, Clean Air Act); public utility connection permits and review fees; construction/contractor permits (ex: hauling, erosion control, storm water, air quality, fugitive dust).
- Protection of digital information or data supplied by CONSULTANT from contamination, misuse, or changes.

SERVICES TO BE EXCLUDED

The OWNER and CONSULTANT agree that the following items will be excluded from this scope. If these or any additional items are added to the CONSULTANT's scope of services, they will be considered extra services and require a negotiated fee and an amendment to the contract.

- Expert witness testimony.
- Landscaping architecture services.
- Ornamental fence design.
- Architectural services for signs and structures.
- Floodplain modifications (ex: LOMR).
- Right-of-way engineering (ex: establishing/dissolving easements).
- Update of Airfield Pavement Management System (APMS) with surveyed PCI data.
- Update to Airport Land Use Compatibility Plan (ALUCP).