

ATTACHMENT A
SCOPE OF SERVICES
CONSTRUCTION ADMINISTRATION/CLOSEOUT (CA/CO) SERVICES
FOR
TERMINAL CHECKPOINT MODERNIZATION
AUGUSTA REGIONAL AIRPORT (AGS)
AUGUSTA, GA

This document includes the scope of services to be completed by Mead & Hunt, Inc. ('CONSULTANT') for the proposed Terminal Checkpoint Modernization Project ('PROJECT') at the Augusta Regional Airport ('OWNER/AIRPORT').

Project Description:

The Project is to expand the existing terminal passenger screening area and provide for the future installation of an expanded four-lane passenger security screening checkpoint (SSCP) in accordance with Transportation Security Administration (TSA) standards. The Project is intended to bring the checkpoint into compliance with TSA standards for space and equipment. The contract documents serving as the basis of this proposal are:

1. Contract between Augusta, Georgia (Owner) and Contract Management, Inc. (Contractor) based upon Contractor bid submitted December 6, 2024, with a total contract price of \$5,706,278.00.
2. Checkpoint Modernization Issued for Construction set dated 01/10/2025, as prepared by Mead & Hunt, Inc.

This Scope of Services includes administration of the contract for construction between the Owner and the general contractor (Contractor) for construction of the Project. The Consultant will provide observation of construction for conformance with the construction documents, as outlined below, and in accordance with Paragraph 2.3 of the Master Contract, dated October 17, 2023. Consultant team is not responsible for means, methods, construction site safety, and techniques employed by the Contractor.

Task 1. Project Management

1. Monthly review and accounting for subconsultant invoicing.
2. Review of project time, labor, and expense costs against progress of the Project.
3. Monthly Project invoicing and accounting and invoicing to Owner.
4. Organize Project information.
5. Manage and coordinate staff assignments.

Task 2. Construction Administration Phase Services:

1. General communication with the Owner, Contractor, and other stakeholders, during construction of the Project.
 - a. Contractor communication – assume 4 hours per week.
 - b. Owner/TSA communication – assume 4 hours per week.
 - c. TSA communication – assume 1 hour per week.
2. Prepare a conformed set of Issued for Construction Documents based upon the Bid Documents, Addenda and AHJ required changes.
3. Attend and lead one pre-construction conference on-site.

- a. Prepare meeting summary and distribute.
 - b. Attendance by:
 - i. Project Manager
 - ii. Project Architect
 - iii. Mechanical Engineer
 - iv. Electrical Engineer
 - v. Civil Engineer
 - vi. Resident Project Representative (RPR).
 - c. Assumption is City of Augusta required pre-construction meeting will occur at the same time.
4. Review Contractor provided construction schedule and review contractor provided monthly updates to their construction schedule.
 5. Review Contractor provided submittal schedule and review contractor provided monthly updates to submittal status. Maintain internal log indicating status of submittals.
 6. Review Contractor provided schedule of values and provide comment. Review final schedule of values acceptable to all parties for use with monthly Applications for Payment.
 7. Review submittals and shop drawings for conformance with the intent of the construction documents. Submittals are to conform to the number of specification sections (approximately 120 technical specification sections) and Consultant will limit reviews to 1 initial review and 1 re-submittal for each submittal. Consultant reserves the right to request additional time and/or fee in the event of additional or excessive submittals by Contractor.
 8. Review and respond to Contractor questions and coordination of the work of the Project.
 - a. Review, process, and respond to Requests for Information (RFI's). Assume 25 RFI's.
 - b. Review, process, and respond to Substitution Requests. Assume 2 requests.
 - c. Issue Supplemental Information and Requests for Change Proposals. Assume 5 RFCP's.
 - d. Review, process, and respond to Contractor provided Proposed Change Orders (PCO's). Assume 5 PCO's.
 - e. Review, process and respond to Change Orders (CO's) for incorporation into the contract for construction. Assume multiple requests are combined into no more than 3 CO's.
 - f. Maintain a log of these items.
 - g. Consultant reserves the right to request additional time and/or fee in the event of additional or excessive submittals by Contractor.
 9. Review contractor monthly applications for payment and make recommend to Owner on payment.
 - a. Assume 12 monthly pay apps.
 10. Attend once-monthly Contractor led on-site construction progress review (OAC) meetings, in conjunction with review of Contractor's Application for Payment.
 - a. Contractor to prepare and distribute meeting summary.
 - b. Make recommendation to Owner on progress of work complete and ready for payment.
 - c. Observe progress of construction and prepare field reports documenting observations.
 - d. Assume a total 10 once-monthly visits. Attendance by:
 - i. Project Manager
 - ii. Project Architect
 - iii. Civil Engineer
 - iv. RPR
 11. Building engineering discipline leads will make periodic site visits at intervals appropriate to the progress of the work of their systems and components.

- a. Assume visits correspond approximately with below slab, rough-in and above-ceiling. Schedule for visits will be determined as appropriate to installation of systems. Visits will be staggered at appropriate times per discipline.
 - b. Observe progress of construction and prepare field reports documenting observations.
 - c. Structural Engineer – 2 site visits
 - d. Interior Designer – 1 site visits
 - e. Technology Engineer – 2 site visits
 - f. Mechanical Engineer – 3 site visits
 - g. Plumbing/Fire Protection Engineer – 1 site visits
 - h. Electrical Engineer – 3 site visits.
12. Participate in weekly Contractor led teleconference progress review (OAC) meeting.
- a. Calls are expected to occur every week for the duration of the Project.
 - b. Call shall be 1 hour in duration. Contractor to prepare and distribute meeting summary. Assume 40 calls.
 - c. Attendance by Project Manager, Project Architect, Civil Engineer, RPR as well as engineer(s) for structural, interiors, technology, mechanical, plumbing/fire protection, and electrical.
13. Attend (1) substantial completion inspection, upon notice by Contractor that the work is substantially complete and ready for inspection.
- a. Annotate Contractor-provided punch list of work found not substantially complete.
 - b. Attendance by:
 - i. Project Architect
 - ii. Civil Engineer
 - iii. Interior Designer
 - iv. Technology Engineer
 - v. Mechanical/Plumbing Engineer
 - vi. Electrical Engineer
 - c. Consultant reserves the right to request additional time and/or fee in the event the work is determined not to be substantially complete and additional substantial completion inspections required.
14. Provide Certificate of Project Substantial Completion.

Task 3. Project Closeout/Post Construction Phase Services:

- 1. Approximately 30 days following substantial completion, attend (1) final completion inspection, upon notice by Contractor that the work is final complete and ready for inspection.
 - a. Review completion of work identified on the substantial punch list and provide final listing of incomplete or deficient work.
 - a. Attendance by:
 - i. Project Architect
 - ii. Civil Engineer
 - iii. Technology Engineer
 - iv. Electrical Engineer
- 2. Coordinate Project close-out. Consultant will:
 - a. Provide updated electronic CAD as-built record drawings in PDF format to the Owner. Drawings will be based upon approved Contractor supplied redlined as-builts and change

orders incorporated into the Project. Consultant will NOT perform an on-site verification survey of as-built conditions.

- b. Provide scanned PDF copy of all approved applications for payment, shop drawings, submittals, O&M manuals, and warranty documents, as provided by the Contractor during construction.
- c. Once Contractor has completed work to the satisfaction of the Owner, prepare and provide a Certificate of Project Final Completion.
- d. Provide final Project closeout report indicating summary of Project work, punchlist and final completion list, Project costs and change orders, Certifications, etc. and assist Owner with grant closeout.

Task 4. Special Services Include:

1. Provide additional on-site Resident Project Representation (RPR) services to assist Architect and Owner in Project oversight. Assist general contractor with notification to special inspection and testing company.
 - a. Basis of proposal is two full days per week, total 12 hours per week.
 - b. Includes travel and expenses.
2. Provide code required special inspection and material testing services during construction of the Project. These services are passed through our contract and separate from obligation to the Project's contractor for construction.

Meetings/Travel (as noted above):

1. Numbers of visits as indicated in the scope above.
2. Expenses to include travel costs, per diem, food and lodging as appropriate.

Owner Responsibilities:

The Owner 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 to review all documents and make decisions.
- Provide coordination regarding construction safety and phasing plan reviews and Project scheduling with airport tenants and FAA.
- Perform any wage rate interviews and receive certified payroll.

Services Excluded from the Scope of this Project:

The following items and tasks are excluded from this agreement. These services may be provided, if requested by the Owner, under an amendment or other contract and additional compensation may be requested.

1. Design phases services.
2. Re-Design services, in the event of lack of funding, contractor pricing, bids and change costs exceeding Project budget, changes in Owner or Tenant direction, or proposed changes by the contractor or other issues.
3. Value Engineering, and Contractor negotiations after bidding.
4. Design of terminal building areas and systems beyond the identified area of work.
5. Re-design, seismic, or major modifications to existing structural system outside of the area of work. It is assumed that the existing structural systems will be verified to be compliant with current building codes. Any structural deficiencies that may be discovered are NOT included.
6. Furniture procurement and installation services.
7. Printing and distribution of documents for bidding or for construction use by the Contractor, other than as noted in the scope. Work product provided will be electronic, typically PDF or Revit.
8. Fees and services related to AHJ review, planning department, other agency, or utility review beyond those completed during prior phases.
9. Permitting services or fees other than those specifically noted.
10. Submittals or presentations to local groups, agencies, stake holders.
11. Utility company fees for service(s), impact fees, use fees, etc.
12. Review and coordination of tenant or Owner provided fixtures, furnishings, or equipment.
13. Tenant-owned or operated technology systems beyond data connectivity using Airport-owned infrastructure.
14. Design of new head-end security, fire alarm, or other Technology systems equipment.
15. Design of new head-end fire protection equipment.
16. Services for LEED certification, Green Globes, other similar programs, commissioning, detailed energy modeling or detailed life-cycle cost analysis.
17. Wetland mitigation.
18. NPDES and stormwater reporting.
19. Hazardous materials investigation or mitigation efforts. If hazardous materials are found in the work, the Owner shall contract separately to mitigate and/or have them removed.
20. Part 77 Analysis, ALP/AGIS updates, ATCT line-of-sight studies, or other similar updates and submittals.
21. Attendance for a one-year post-construction inspection, following completion of the work.
22. Agreement to assignment of rights and duties to a third party without consent. For example, M&H will not agree to sign a document from the Owner's lender that could assign the rights and duties of M&H to the Owner's lender.

Project Schedule

Services in this phase of the work are based upon the anticipated construction schedule of 365 consecutive calendar days, beginning from receipt of Contractor's Notice to Proceed (NTP) through to final completion. With exception of a one-year warranty follow-up inspection, services under this work authorization shall extend no more than 30 days following the original schedule for completion of the Project. Additional services requested outside of this proposal may require additional time and/or compensation.

- Assumed Contractor Notice to Proceed February 03, 2025
- Construction Substantial Completion 335 calendar days – January 04, 2026
- Final Completion/Closeout 30 calendar days – February 03, 2026

Compensation

The work described in this proposal of services will be performed on a lump-sum basis, including Consultants. Additional services requested outside of this proposal may require additional time and/or compensation. Consultant will be compensated as follows.

- Lump sum cost to provide construction administration and close-out phase services is **\$414,438.00** including subconsultants and expenses.
- Lump sum cost to provide additional and special services including RPR, special inspections and material testing is **\$135,000.00** including subconsultants and expenses.

Mead & Hunt will utilize the following team for the work of this Project:

- Mead & Hunt (Project Management, Civil, Interior Design, Electrical, Technology)
- MBJ (Structural)
- PFA Engineering (Mechanical, Plumbing/Fire Protection)
- To be determined (Special Inspections)
- Aulick Engineering (RPR) – certified DBE firm

END OF ATTACHMENT A

ATTACHMENT B
FEE DETAIL
CONSTRUCTION ADMINISTRATION/CLOSEOUT (CA/CO) SERVICES
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