

ATTACHMENT A.

DETAILED SCOPE OF SERVICES FOR FORCE ACCOUNT WORK

PROJECT SCOPE:

Identify the project location and Airport Improvement Program (AIP) number. Identify milestones for completion of land acquisition, predesign, design, bidding, construction, etc. Describe the proposed scope of work including dimensional information and types of materials, estimated costs, and construction time requirements. Identify any consultants to be used. Identify any existing facilities being relocated or modified as a result of the project. Identify any design services, geotechnical, provided during the planning phase of the project. Identify work items to be accomplished under each major work item.

A. LAND ACQUISITION:

1. Conduct preacquisition conference with FAA to identify requirements and establish a schedule for a timely completion of land acquisition activities.
2. Conduct preliminary title search.
3. Conduct boundary survey.
4. Conduct Phase I – Environmental Due Diligence Audit.
5. Conduct Appraisal.
6. Conduct Review Appraisal.
7. Conduct Negotiations.
8. Submit sponsor certifications:
 - a. Certificate of Title
 - b. Sponsor Certification for Real Property Acquisition.
9. Prepare deeds.
10. Update Exhibit “A” Property Map.
11. Prepare final project report for submittal to FAA.

B. PREDESIGN:

1. Conduct predesign conference with FAA to discuss various items relating to design parameters, design alternatives, airport safety, routing of aircraft and equipment, sequencing of construction operations, environmental considerations, and civil rights requirements (see AC 150/5300-9A).
2. Prepare and submit a project schedule to FAA.

The schedule should identify tentative dates for the following items:

- Consultant Selection (if applicable)
- DBE Plan approval
- Environmental approval
- Land acquisition documentation (if applicable)
- ALP Revision or Update
- Exhibit "A" Update
- CIP data sheet submittal
- Design Report and Preliminary Plans and Specification submittal
- Advertise for Bids
- Grant Application submittal
- Construction Start
- Construction End
- Project Closeout submittal

3. Prepare Capital Improvement Program (CIP) Data sheet and submit to FAA per current guidance.
4. Prepare Disadvantaged Business Enterprise (DBE) plan and establish professional service and construction goals.
5. Perform environmental scoping to solicit views of agencies, organizations, and the public and to inform these groups of the proposed project and the project development schedule. (If an environmental assessment is required, a detailed scope of services and cost breakdown will be required in order to make a reasonableness of cost determination).
6. Prepare EA or documentation for CATEX in accordance with FAA Order 5050.4A. Define requirements for permit applications.
7. Review and update the Airport Layout Plan (ALP) in accordance with current FAA guidance.
8. Review and update Exhibit "A" Property Map in accordance with current FAA guidance.
9. Review and update Sign Plan (for Part 139 airports).

C. DESIGN:

1. Conduct geotechnical investigations. (drilling holes to various depths to determine gradation, moisture, frozen layers, overburden, quality, density, and organics, etc.).
2. Conduct laboratory testing. (standard proctor, CBR, atterberg limit determinations, sieve analysis, unit weight and water content determinations, and determine Unified Soil classifications for all samples.)
3. Conduct necessary topography, aerial photography, and site surveying, including establishment of project control points.
4. Develop specifications using Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports. Design all improvements in accordance with FAA standards and guidelines and in accordance with the FAR Part 139 Airport Certification Manual and the Airport Operations Manual (if applicable).
5. Prepare preliminary plans and specifications for proposed development items identified in the project scope.
6. Prepare Engineering Design Report in accordance with current FAA guidance and provide one copy to FAA with preliminary plans and specifications. The following is an outline of items to be included in the report.
 - a. Airport layout considerations.
 - b. Soils and grading.
 - c. Drainage considerations.
 - d. Pavement section design and analysis.
 - e. Lighting and navigational aids.
 - f. Modification of airport design and construction standards.
 - g. Cost estimates.
 - h. Project schedule and phasing recommendations.
 - i. Safety plan
7. Submit sponsor certifications:
 - a. Sponsor Certification for Project Plans and Specifications
 - b. Sponsor Certification for Selection of Consultants
8. Provide one copy of final plans and specifications to FAA and prepare final detailed construction cost estimate for the project.

D. BIDDING:

1. Advertise for bids and provide bid documents to contractors.
2. Conduct Prebid conference.
3. Conduct bid opening.
4. Prepare bid tabulations.
5. Submit recommendation of award and bid tabulations to FAA. Submit recommendation of award with discussion of any bidding irregularities, discussion of DBE considerations, and a revised cost estimate including land, administration, engineering (design and construction), and construction.
6. Notify successful bidder and notify and return bid bonds to the unsuccessful bidders.
7. Prepare contract documents.
8. Submit "Sponsor Certification for Equipment/Construction Contracts".
9. Submit one copy of conformed contract documents to FAA.
10. Prepare Application for Federal Assistance for submittal to FAA.

E. CONSTRUCTION:

1. Conduct preconstruction conference.
2. Prepare Construction Management Plan.
3. Provide for review of all submittal and shop drawings.
4. Provide construction staking, provide horizontal, and vertical control.
5. Provide resident inspection to monitor and document construction progress, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc.
6. Prepare change orders and supplemental agreement, if required.
7. Prepare and submit inspection reports.

8. Prepare and confirm payment requests.
9. Conduct necessary quality control and construction acceptance testing.
10. Conduct document periodic wage rate interviews.
11. Conduct a final project inspection with airport personnel and the contractor. Submit a copy of the punchlist items to FAA.
12. Submit "Sponsor Certification for Construction Project Final Acceptance".
13. Revise FAA Form 5010 and submit to FAA Airports Division at least two months before construction completion.
14. Update Exhibit "A" Property Map, ALP, and Sign Plan to reflect as-constructed conditions.
15. Prepare "record drawings" and the "final project closeout report" and submit per current FAA guidance.