

Draft Scope of Work

I. SUMMARY

- A. In an effort to improve the safety and efficiency of the parking and road circulation at Spokane International Airport professional services are required for the design and construction support of the Parking Improvements Project;
- B. The work includes but is not limited to the following:
 - 1. New Revenue Control System;
 - 2. Reconstruction of Tower Road for new Parking Toll Plaza;
 - 3. Construction of two new roads North and west of the Ramada;
 - 4. Reconfiguration of Tower Road and the Outbound lanes of West Airport Drive;
 - 5. Demolition of part of McFarland and construction of additional Parking SW of the Ramada;
 - 6. Consolidate Concourse C Parking Lots with new Parking Lot access on Tower Road;
 - 7. New utility corridors for communications and power.

II. POTENTIAL SERVICES TO BE PROVIDED BY THE CONSULTANT:

- A. Project Management
- B. Site Investigation
- C. Planning
- D. Conceptual Design
- E. Development of Contract Documents
- F. CAD Management and Support
- G. Cost Estimating
- H. Scheduling
- I. Design support during Bid process
- J. Construction Management services
- K. Preparation of submittals log
- L. Submittals review
- M. RFI response preparation
- N. Change Order documents preparation
- O. Inspection
- P. Meetings attendance
- Q. Record Documents preparation

R. Closeout services

III. Schedule

The key milestones for the project are as follows:

Consultant Selection	June 17-July 7, 2008
Preliminary Design Review	TBD
60% Design Review	TBD
90% Design Review	TBD
Bid Period	January 5 – February 4, 2009
Award Construction Contract	February 18, 2009
Construction	March – November, 2009
Project Completed	December, 2009

IV. Tasks:

A. Preliminary Design

1. Provide Field Investigation;
2. Research existing Airport Drawings and Archives;
3. Identify necessary permits;
4. Identify operational constraints/Phasing requirements;
5. Review available technology- demonstrate how best to meet the Airport's needs;
6. Evaluate the existing Communication Pathways –what can be reused;
7. Provide preliminary design, estimate and schedule including lead times on equipment (Revenue Control System).

B. Design

1. Provide 30%, 60% and 90% design review packages;
2. Each review package will include drawings, specifications, estimate, schedule update, and a basis of design narrative;
3. Deliverables

a) 30% Design

(1) The Design Package will include drawings, Specification table of contents, breakout of unit and LS prices, preliminary specification for revenue control

system, estimate, schedule update, and basis of design. Key design issues will be identified.

(2) The Consultant will provide 3 sets of the design package with full size drawings for review and one set of 11 x 17 drawings.

(3) The Consultant will provide two CD-ROMs of the design package with the documents, one CD to have the bid documents in PDF format and the other to have the design package in Microsoft Office and AutoCAD formats.

b) 60% Design

(1) The Design Package will include drawings, specification including division 0 and 1, unit prices and quantities, and LS items, estimate, schedule update, basis of design including all calculations and status of Pre-permit reviews with Spokane County

(2) The Consultant will provide 3 sets of the design package with full size drawings for review and one set of 11 x 17 drawings.

(3) The Consultant will provide two CD-ROMs of the design package with the documents, one CD to have the bid documents in PDF format and the other to have the design package in Microsoft Office and AutoCAD formats.

c) 90% Design

(1) The Design Package will include completed drawings, completed specification including division 0 and 1, final unit prices and quantities, and LS items, final estimate, schedule update, basis of design including all calculations and status of pre-permit reviews with Spokane County

(2) The Consultant will provide 3 sets of the design package with full size drawings for review and one set of 11 x 17 drawings.

(3) The Consultant will provide two CD-ROMs of the design package with the documents, one CD to have the bid documents in PDF format and the other to have the design package in Microsoft Office and AutoCAD formats.

(4) The Consultant shall submit the building permit package to Spokane County

d) Bid Set

(1) Provide a complete design package for bidding of the work. The Consultant will provide 3 sets of the final, stamped engineering design package with full size drawings for review and one set of 11 x 17 drawings and send the design package to the Airport's repro center for copies for bid.

(2) The Consultant will provide two CD-ROMs of the design package with the documents, one CD to have the bid documents in PDF format and the other to have the design package in Microsoft Office and AutoCAD formats.

C. Bid Process

1. Provide design support during the bid process and assist with review of bids.

D. Design Support and CM

1. Provide design support during Construction which may include responding to RFI's, review of submittals, development of Change Orders, special inspection and other services.

V. General Items

Estimates

It is critical to manage the design to stay within budget. Upon completion of Conceptual Design (30% level), the Consultant shall submit a detailed estimated cost estimate in format and extent to the satisfaction of the Project Manager. The cost estimate shall include, at a minimum, a breakdown of significant project elements including quantities and unit prices; detailed estimates for lump sum items organized according to CSI Unifomat or MasterFormat Divisions, Contractor's overhead and profit, material and equipment acquisitions (suppliers' estimates for major equipment), applicable sales tax; permitting costs, and anticipated design fees. All contingencies shall be explicitly identified in the estimate. The cost estimate shall be based on the current, local bidding climate with an identified estimate of inflation to the midpoint of the construction schedule.

Upon approval by the Project Manager, this initial cost estimate will become the basis for the project cost estimate review. At each subsequent design stage (60%, 90% and final) the consultant will submit a cost estimate status report. However, aside from these formal reporting requirements, the Consultant will continuously monitor the estimated construction cost during the course of the design project and provide timely notification to the Project Manager of variances to the approved cost estimate.

Changes to the design that have caused increases to the cost estimate must be clearly identified and approved within fifteen (15) days of the date that the change occurred. The Project Manager may approve increases to the cost estimate that clearly result from design changes requested by the Airport or from reasonably unforeseeable circumstances (i.e., situations that could not have been anticipated in the normal practice of the profession).

Communications and Meeting Requirements

Prior to the execution of the Agreement, the Project Manager and the Consultant shall meet and agree on a standard communications protocol for the project including types of communications, frequency, and methods for resolving issues and disputes. The Project Manager shall provide the Consultant with a Project Distribution List identifying individuals to be copied on official written materials.

The Consultant shall attend and participate in regular meetings during the course of the Project. Additionally, the Consultant's Design Lead shall meet with the Airport's Project Manager (PM) when requested and with other organizational representatives as required for the successful completion of the Project. The Consultant shall schedule all necessary conferences and meetings with the appropriate persons and organizations to obtain project information and maintain project progress.

Permit Assistance and Regulatory Compliance

The Consultant shall be the primary contact with all governmental agencies and shall apply for and obtain all permits required for this Project that are not provided by the Contractor (This does not include environmental issues, if any). The Airport will pay all permit fees. Permit activities and submittals shall be consistent with and in compliance with existing inter-agency and interlocal agreements.

The Consultant shall assist the Airport with permit applications and other permit-related activities as needed. Work will include the following:

1. At the commencement of the Project, the Consultant shall assist the Airport with identification of required permits including construction permits that will be the responsibility of the General Contractor to obtain.
2. The Consultant shall have pre-permit reviews with the Spokane County Building Department to fast track the process.
3. Because of the pre-permit review process, the Consultant may receive comments multiple times from the county. The Consultant will evaluate the comments, incorporate or negotiate with the agency as needed to create the final bid package.

Site Verification

The Consultant shall document field conditions using the following approach(es):

1. Undertake surveys, geotechnical investigations and analysis to provide necessary data and information for project design including sufficient information to evaluate design alternatives. If borings are required, test for contamination (see below). Use and verify existing Airport data when possible.
2. Plan in Hand Survey:
The Consultant shall document field conditions pertaining to the completed design prior to advertisement for bid using the "Plan in Hand Survey" method.

This will involve field verification of conditions that could potentially affect Construction and as far as possible eliminate “varying site conditions” uncovered during execution of the work.

Drawing Standards

All drawings shall be prepared in strict compliance with the Revised Code of Washington and Washington Administrative Code requirements for Professional Engineers and Registered Architects. A standard Airport cover sheet and title block shall be developed and used for this project, and each drawing shall be appropriately stamped with the professional seal of each design discipline.

Project Manual and Specifications Standards

1. In preparing the Project Specifications (the “Project Manual”), the Consultant shall use the Airport’s provided Division 0 and 1 where developed. These are organized according to the uniform construction specification index under Construction Specifications Institute (CSI) Master Format. The Project Manual shall include all Divisions and Sections required for bidding and Construction of this project. If no Airport guide specifications are available, the Consultant shall prepare the appropriate specifications in CSI section and page format. The Airport will provide electronic copies in Microsoft Word of its Master Specifications (some Division 0 and 1 sections) for use by the Consultant. Federal, Airport, or military specifications may be used with the approval of the Airport.
2. Immediately upon completion of the Project Specifications, the Consultant shall provide to the Airport, on forms provided by the Airport, a list of the submittals required in the Project Specifications. At a minimum, the submittal list shall reference the Specification designation (Division and Section) and the permit or regulatory requirements or quality control checks. Additionally, the Consultant shall provide a listing, including Drawing and Specification references, of all testing requirements.
3. The Consultant shall arrange for signature and Stamping by the responsible design professional, the hard-copy original of the final Project Manual, including a Stamp on each Specifications section that has been developed or modified by the Consultant.

Life Cycle Costs

At the 30% Design Review submittal, the Consultant shall include a report that tabulates expected operating and maintenance costs and expected life span for key project systems.

Quality Assurance and Quality Control (QA/QC)

The Consultant shall have a formal, structured Quality Assurance and Quality Control (QA/QC) Program that governs the design work on this Project.

Bidding and Construction Phases

The Airport management and staff will directly manage and administer the bid advertisement, bid opening and evaluation, and contract award and associated administrative processes. The Airport will also directly manage work activities on the project site through an independent Construction Manager/Inspector.

Bid Phase Support Services

The Consultant shall provide the following support services during the public bidding phase of the Project:

1. Submit a final engineer's estimate one week prior to the bid opening;
2. Provide timely response through the Airport to all questions from potential bidders;
3. Maintain and provide the Airport with a written log of questions from potential bidders and responses provided from the Consultant;
4. Prepare addendum or clarification documents and drawings as directed by the Airport;
5. Prepare revised cost estimates associated with addenda or clarifications;
6. Prepare pre-bid agenda and attend pre-bid conferences and inspection tours;
7. Assist Airport staff in the evaluation of bids and develop explanations of Project budget variances.

Construction Support Services

1. The Consultant shall review and approve submittals, shop drawings, and requests for substitution.
2. Prepare Requests for Proposal for changes to the Project including designs, drawings, sketches, cost estimates, and supporting explanatory information in formats required by the Airport; review Contractor's change order proposals and provide recommendations to the Airport;
3. Respond to requests for clarification or information within a time frame necessary to maintain the project on schedule and not impede the contractor's work.
4. Coordinate and communicate with governmental organizations and agencies as requested by the Airport to assist with permitting issues and requirements;
5. Assist the Airport as requested with resolution of contractor claims for extra costs resulting from the Contract Documents including site visits, support during negotiations; redesigns required to correct design errors shall be at the Consultant's non-reimbursable expense;
6. Attend weekly construction coordination meetings if requested by the Construction Manager (CM);
7. Provide on-site inspection of conditions related to resolution of project design questions as requested by the CM;
8. Review Contractor pay requests with CM.

Commissioning

The Consultant shall perform the following tasks:

1. Incorporate and integrate a Commissioning Plan into the Technical Sections of the Contract Specifications
2. Review the training syllabus and evaluation process submitted by the Contractor
3. Assist in the development of the commissioning, installation and pre-operational checklists, functional testing procedures & criteria
4. Review the Commissioning Plan.
5. Assist in the observation, testing and start-up of equipment & systems.

Project Completion

The Consultant shall assist the Airport with the following activities associated with completion of the Project.

1. Assisting the Airport with Punch List Inspections including the original Punch List inspection and one follow-up inspection as requested by the Project Manager. The Consultant shall consolidate the notes taken and comments made by the various participants in the Punch List Inspection and shall prepare the Punch List document and submit it to the Resident Engineer;
2. Reviewing the following documents at the completion of the Project;
 - a) As-built drawings (red-lines);
 - b) Operating and Maintenance Manuals;
 - c) Maintenance Contracts;
 - d) Procedure Manuals;
 - e) Commissioning closeout document.
3. Create Project Record Documents from the approved project as-builts (red-lines) and all other changes to the project documents.

End of Draft Scope of Work