

Scope of Work Proposal

FOR

Resident Project Representative (RPR)

&

Construction Administration (CA) Services

FOR

Daytona Beach International Airport (DAB)

FOR

Security System Upgrade (SSU)

July 21st, 2022

UPDATED: August 9th, 2022

Scope of Project

Phase 4, Resident Project Representative (RPR) & Construction Administration (CA) will enable the Faith Group (FG) team to administer construction, implementation, integration, testing, and training of the new goal-state security solution. This will include construction for a new physical access control system, a new video surveillance system, an expanded communication room, supporting MEP, and various other upgrades to include:

1. AOC Buildout
2. Additional Access Control System (ACS) Doors
3. Programmable Smart Keys
4. Integration with Lucity
5. Video Management System (VMS) Enhancements
6. Perimeter Gate Enhancements
7. Identification Management System (IDMS)
8. Perimeter Intrusion Detection System (PIDS) Enhancements
9. Infrastructure - Replace Handholes
10. Emergency Blue Light Call Boxes

Summary Scope of Services

This Resident Project Representative (RPR) and Construction Administration (CA) services will oversee and assist DAB in managing this capital project. This combined services proposal and role shall act as an independent advisor to DAB for all implementation activities for each phase of the program and be present on-site.

Overall Responsibilities shall include (with additional detail provided in follow on scope):

1. Construction Administration Services
2. RPR Project Management Services
3. Airport Security Plan (ASP) Updates

Scope of Services by Task

Task 1 – Construction Administration Services

Description: As the contract holders, DAB and Volusia County IT will be the main Points of Contact for all construction contract related services at the Airport. The FG team will augment all activities of Volusia County to help ensure a smooth execution of the Security System Upgrade, which include CA services, and on-going RPR services.

During construction, Faith Group will conduct Construction Administration Services in support of the Daytona Beach International Airport and Volusia County, to include -

1. Attend pre-construction meetings
2. Review of schedule of values
3. Participate in meetings on-site once per month, and conduct walk through of job progress with Contractor, DAB, & County IT staff.
 - a. CA visits will be for technical progress review and coordination.
4. Participate in weekly construction meetings via Teams or other virtual conference means
5. Shop drawing and contractor submittals review, including systems integration documentation
6. Technology system inspections services to include Video Surveillance System (VSS) equipment and cameras, Physical Access Control System (PACS) equipment, Networking, PACS and Video Management System (VMS) software, cabling installations, Perimeter Intrusion Detection System (PIDS) improvements and gate enhancements
7. Electrical enhancements coordination and CA review
8. Coordinate DAB staff training and ensure all training materials delivered to staff and sign-off
9. Review Contractor Change order requests
10. Respond to RFI's and product submittals and issue clarification documents
11. Review of pay requests
12. Conduct substantial completion walk through, prepare punch list, and conduct final inspection
13. Project commissioning and implementation
 - a. Develop testing and commissioning plan and schedule for test phase and go-live phases
 - b. Coordinate and conduct final inspections prior to project acceptance and administer acceptance procedures and tests for each phase of the project. This includes developing and coordinating reviews and approvals of all equipment submittals.
 - c. Review and report on progress of training for operation and maintenance of new systems.
 - d. Manage the following commissioning activities:
 - i. Execution of the commissioning plan; construction checklists; and system test procedures.
 - ii. Verify system test execution.
 - iii. Document all findings and recommendations and report directly to the owner throughout the process.
 - iv. Verify approved submittals; updated systems manuals; operator training delivery and effectiveness; and scheduled testing
14. Participate in Contractor testing, including review of final camera views, system integrations and PACS testing and overall system functionality
15. Review final contractor testing results and prepare acceptance of delivery results
 - a. Final testing shall be executed on-site and observed by Faith Group staff
 - b. Coordinate and review final customer acceptance and sign offs
16. Review and approve Contractor As-Built submittals

Faith Group shall review and incorporate the Contractor As-Built drawings and deliver a final set of record drawings (ACAD, PDF, & 5 printed sets) for DAB approval. The 5 printed sets shall be provided to DAB following final approvals.

Task 2 – RPR Project Management Services

Description: The RPR Project Manager will lead the Contractor, DAB (Daytona Beach International Airport staff), and Volusia County Information Technology staff team. They will manage and oversee the project to ensure a smooth execution of the Security System Upgrade construction project. The RPR will be on-site daily at DAB provided office, during actual contractor working hours managing the requirements of the program, and on-going work.

RPR services are daily project management and control of the work. It ensures that DAB, FG, County IT and the SSU Integrator are tightly coordinated, communicating, and that all requirements of the bid documents and associated contract(s) are met.

During construction, conduct Project Management services in support of the Daytona Beach International Airport and Volusia County, to include –

1. Coordinate, manage, and oversee the Contractor and Engineering activities throughout a 15-month construction phase.
 - a. Attend Pre-Construction Meetings, Bi-Weekly Construction Meetings and conduct follow up and site coordination.
2. Review, comment on, or Approve/Deny Shop Drawings, RFI's, Submittals, Change Order Proposals, Change Orders, and Pay Requests
3. Develop and distribute Field Reports
4. Daily project administration and coordination activities
5. Review, comment on, or Approve/Deny As-Built Drawings
6. Attend Substantial Complete Inspections, Final Inspections, Commissioning, and Testing (on-site)
7. Review, comment on, or Approve/Deny Record Drawings
8. Project controls and reporting services to develop and manage processes for gathering and analyzing project data to keep costs and schedules on track.
 - a. Provide reports daily, weekly, monthly, and quarterly, and as needed by the Airport in a format consistent with the Airport reporting process and frequency.
 - b. Prepare written status / progress reports that include milestones, delays, budget adherence, RFI's, ASI's, test results, pay applications, change orders, change order proposals, coordination concerns, field decisions and discovered conditions, design performance and Contractor performance.
 - c. Cost and budget reports that include total Program and Project budget amounts, total Program and Project cost to date, earned value estimates, trends and forecasts. Reports shall include costs and payments to Contractor, FG, & vendors, as well as Airport costs & expenses and wage reports.
 - d. Report on quality assurance and quality control processes and how these are being engaged to include management of contractor's construction quality control program.
 - e. Upon request, prepare other periodic reports so that varying levels of details can be communicated to different management levels within the DAB organization and meet FAA/FDOT requirements
 - f. A daily job safety report shall be included in the periodic reports
 - g. Assist the DAB Project Manager with presentations to all stakeholders
 - h. Develop and monitor a Risk Register to identify, track and respond to Program/Project risk. This document will be used as a risk management tool and to fulfill regulatory compliance acting as a repository for all risks identified and includes additional information about each risk, e.g., nature of the risk, reference and owner, mitigation measures.
9. Document control services
 - a. Maintain all the Program documentation in an integrated, accessible electronic format in a retrievable system
 - b. Maintain status logs of Program documents such as, requests for information, ASI's, submittals, substitution requests, change orders, pay requests, Owner Direct Purchases, Tax savings, construction milestones and job safety

- c. Develop and maintain systems for the efficient distribution of Program documents to DAB staff, County Information Technology staff, Contractor and other stakeholders
- 10. Project closeout activities
 - a. Oversee closeout activities. All procedures and documentation shall utilize DAB standards for the closeout process.
 - b. Support dispute and/or claim resolution analysis and reconciliation efforts

Task 3 – Airport Security Plan (ASP) Updates

Description: Faith Group shall provide input into DAB's ASP following completion of the SSU. This input shall include the following:

- 1. Prior to construction
 - a. Provide input into DAB construction amendment for SSU modifications
- 2. Following construction
 - a. Updates to ASP exhibits, utilizing final as-built construction documents
 - b. Review and edit of language and boundaries within the ASP
- 3. Deliverables
 - a. PDF, ACAD, & 5 printed full-scale copies

SCHEDULE

Services will be rendered across an approximate 15 Month timeline. Construction shall be executed in phases within the established timeline.

ASSUMPTIONS

- 1. Reimbursable travel costs shall be invoiced at actual cost. Total number of trips has been identified in the fee proposal. Additional travel as authorized by the Owner will be in addition to those included in the scope and fee proposal.
- 2. Review documents and comments will be delivered in a searchable Adobe .pdf format.
- 3. Security System Upgrade documents will be marked as SSI and password protected. Passwords will be distributed separately to parties who need to know.
- 4. Drawings will be prepared in AutoCAD, latest version, based on existing plans provided by FG in AutoCAD format.
- 5. Record drawings shall be based upon final contractor as-builts, and one Faith Group site walk for final verification.
- 6. All deliverables will be electronically submitted with the following exception:
 - a. Final approved as-builts will include 5 full sized sets printed in color
- 7. Faith Group will not have authority to stop the work. Nor will they have responsibility for the means, methods, techniques, equipment choice and use, schedules or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for failure of Contractor to comply with laws. Faith Group does not guarantee Contractor's performance and has no responsibility for Contractor's failure to perform in accordance with the Contract Documents.

FEE

Task 1	Construction Administration Services	\$404,295.00
1.01	Pre-Construction Meeting (on-site)	\$ 9,056.00
1.02	Bi-Weekly Construction Meetings (virtual)	\$ 37,197.00
1.03	Shop Drawings, RFI's, Submittals, Change Order Proposals, Change Orders, & Pay Request R	\$ 137,952.00
1.04	Monthly Field Visits and Reports (on-site)	\$ 86,132.00
1.05	As-Built Review	\$ 22,464.00
1.06	Field Reports	\$ 8,730.00
1.07	Substantial Inspections, Final Inspections, Commissioning, and Testing (on-site)	\$ 33,816.00
1.08	Record Drawings	\$ 17,448.00
1.09	Project Commissioning	\$ 18,700.00
1.1	Travel Expenses and Printing	\$ 32,800.00
Task 2	RPR Project Management Services	\$443,400.00
2.01	On-Site PM Support (15 Months)	\$ 380,460.00
2.01.1	Oversee Contractor and Coordinate Owner Activities	Included
2.01.2	Meetings, Minutes, Follow Ups, & Site Coordination	Included
2.01.3	Reviews, Approvals, Reports, Testing, Comissioning & other management activities	Included
2.02	Project Controls & Reporting Services	\$ 32,130.00
2.03	Document Control Services	\$ 10,710.00
2.04	Project Close-Out Activities	\$ 5,100.00
2.05	Travel & Printing Expenses	\$ 15,000.00
Task 3	Airport Security Plan (ASP) Updates	\$8,784.00
3.01	Input into DAB construction amendment	\$1,042.00
3.02	Update to ASP and Language following construction	\$7,742.00
	Total Tasks 1 - 3	\$856,479.00
	Subconsultant Costs	\$107,728.70
	Kimley Horn Civil	\$70,737.50
	HDR Architecture	\$36,991.20
	Total Compensation	\$964,207.70