

## **SCHEDULE A**

### **SCOPE OF WORK**

**Project Title:** FUL Terminal and Tower Upgrades  
**Airport Name:** Fullerton Municipal Airport  
**Services Provided:** Design and Architecture Services  
**Fee Type:** Lump Sum

The CONSULTANT shall provide required architectural and engineering design services for the FUL Terminal and Tower Upgrades Project (the "Project") at the Fullerton Municipal Airport (SPONSOR). The Project will be performed and constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Infrastructure Grant (AIG).

#### **PROJECT DESCRIPTION**

The proposed project includes the restoration and repair of Airport-owned existing Terminal at Fullerton Municipal Airport (FUL). The scope of work includes the following building improvements:

- Painting (Exterior & Interior)
- Exterior Sign (Landside and Airside)
- Stairway Improvements/Flooring (Treads and Riser)
- Existing Water Line Upgrade/Retrofit, as needed
- Lobby Modernization (Carpet Upgrade)
- CAB window Re-seal
- Upgrades to current electrical panels and wiring
- Modification of existing bathrooms to meet ADA requirements, such as the addition of railings.

#### **ADMINISTRATION PHASE**

The specific services to be provided or furnished for this Phase of the Project are the following:

1. During the Design Phase, to aid the SPONSOR by acting as its liaison and Project coordinator with the funding agencies.
2. The CONSULTANT shall evaluate the feasibility of the budget established by the SPONSOR, based upon the CONSULTANT's experience as a design professional, and keep the SPONSOR apprised during each phase of the Project of the results of such evaluation. The CONSULTANT shall advise the SPONSOR as to options available for reducing construction costs to stay within the budget, if it appears likely that contractor bid prices will exceed this budget.

3. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
4. Provide to the SPONSOR monthly project status reports.
5. Schedule coordination - consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract.
6. Coordinate and schedule Progress Project Meeting with Sponsor.
7. Coordinate design deliverable stages with the Sponsor and FAA.

### **SCHEMATIC DESIGN PHASE (30%)**

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The CONSULTANT will evaluate alternatives through contacts with local authorities, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction projects in an effort to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the SPONSOR to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction.
2. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
3. Perform a preliminary Project site inspection to further familiarize the design team with Project areas.
4. Prepare preliminary plans identifying required topographic field surveys and other field investigative programs. Develop a schedule of completion of required surveys and investigations to minimize interference with airport and tenant operations. Coordinate schedule with SPONSOR and supervise programs at the Project site as necessary.
5. Acquire the necessary topographic survey of and utility data for, the Project site, including related office computations and drafting.
6. Prepare preliminary opinion of probable construction costs for each major element of the Project.
7. Submit schematic design to the sponsor for their review.
8. Schedule and conduct a schematic design review meeting with the SPONSOR to review the schematic design.

## **PRELIMINARY DESIGN (90%)**

The services to be performed during this Phase consist generally of services required to furnish the SPONSOR with a set of Preliminary Plans, Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize floor and building layouts and place sufficient information on drawings to layout proposed rehabilitation in field during construction.
2. Prepare preliminary Contract Drawings (approximately 90% complete) providing sufficient detail for review of design concepts by the SPONSOR.
3. Develop general specifications.
4. Develop technical specifications expected to be required for the proposed work.
5. Update opinion of probable construction cost to reflect the outcomes of preliminary Project design.
6. Perform an internal quality control review on all design documents.
7. Submit sufficient copies of preliminary design documents to the SPONSOR for their review and comment.
8. Schedule and conduct a preliminary design review meeting to discuss and resolve SPONSOR comments.

## **FINAL DESIGN PHASE**

The services included under this Phase shall generally consist of services required to furnish the SPONSOR with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with SPONSOR and then completion of the final design. Plans and Specifications, suitable for unit price bidding, will be completed; final design will be coordinated with the SPONSOR and a complete set of bid documents will be furnished to the SPONSOR. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Detail and finalize limits of improvements.
2. Finalize detail installations.
3. Prepare final Contract Drawings. It is anticipated that the final drawings will consist of the following sheets:
4. Perform a detailed quantity takeoff of all bid items to be included on the Contract Drawings and in the General Specifications of the Contract Documents.

5. Finalize General Specifications
6. Finalize written Technical Specifications for all construction materials and installations. Project design will ensure all products, equipment, etc. specified on the plans or specification will be in accordance with Buy America standards.
7. Prepare final opinion of probable construction costs based upon the actual bid items and quantity takeoffs.
8. Finalize design report to be consistent with the final design.
9. Submit both the construction safety phasing plan and 7460 form electronically to the FAA.
10. Perform final internal quality control review on all design documents.
11. Submit draft final documents to the SPONSOR for final review and comment.
12. Schedule and conduct draft final review meeting with the SPONSOR and to discuss and resolve final comments.
13. Reproduce and submit sufficient copies of bid documents to SPONSOR for bidding purposes. Bid documents shall consist of the Contract Drawings and Specifications.

#### **CITY SUBMITTAL AND BUILDING PERMITS**

The services included under this Phase shall generally consist of services required to acquire a building permit from the following City of Fullerton Public Work Department.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Submit Project Plans submittal to the building department for Terminal upgrades.
2. Submit Title 24 forms
3. Electrical Calculations, as needed
4. Address any comments from City plan check
5. Re-submit revised project plans

#### **BID PHASE**

The Bid Phase is that time frame between completion of the design process and beginning of actual construction when the SPONSOR publicly advertises and receives bids, analyzes the bids and makes a recommendation for award. The CONSULTANT shall assist the SPONSOR during this Phase as required.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Assist SPONSOR in the advertisement of the Project and issuance of bid documents.
2. Receive and respond as required to questions from potential bidders regarding the

### Contract Documents.

3. Schedule and conduct pre-bid conference if requested by SPONSOR and advise SPONSOR on matters relating to design. Prepare meeting minutes of the pre-bid conference.
4. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the SPONSOR's approval.
5. Upon receipt of bids, perform bid reviews. The bid review shall include items such as a check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate, EEO certification, statement of surety's intent, addenda receipt, "Buy American" certificate, subcontractors and suppliers list, Disadvantaged Business Enterprise (DBE) certification, eligibility certification, corporate bidder's certification, non-discrimination statement and non-segregated facilities certificate. Request evidence of competency and evidence of financial responsibility from the contractor. Review contractor's list of personnel, list of equipment, and financial statement. Formal contact of the contractor's references shall be made upon SPONSOR's request or if the contractor has no past working relationship with CONSULTANT, SPONSOR, FAA, or CALTRANS.
6. Prepare final bid tabulation, recommendation/rejection of award to the SPONSOR, and a sample award letter. Request concurrence of award from the FAA.

### **DESIGN ASSUMPTIONS**

The conditions and considerations in developing the scope and fee for the project described above include:

1. Access to the site for surveys and geotechnical investigations can be performed during day hours and will be coordinated by the SPONSOR.
2. No badging or training necessary and if needed we will be escorted to the investigation location.
3. Cost evaluations will be based on bid prices from recent project at the airport and other similar regional airports.
4. Uploading the as-built data on the AGIS website will not be required.
5. Underground utilities such as natural gas, sanitary sewer, and water will not be impacted.
6. City of Fullerton agency fees for processing and permits are to be provided by SPONSOR.

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### **DESIGN EXCLUSIONS (AIRFIELD/CIVIL)**

The scope and fee for the project described above excludes the following items, which can be provided for an additional fee, if requested:

1. The placement of boundary monumentation.
2. Underground utility inspections using a video camera.
3. Drainage studies, including hydrology or hydraulics unless otherwise identified above in scope of work.
4. Any services not specifically identified in this scope of work are not anticipated and excluded.
5. Unless requested, no hardcopies will be provided, only electronic submittals to be used.

END OF SCHEDULE



**ARCHITECTURAL/ENGINEERING  
COST SUMMARY  
SCHEDULE "B-1"  
CONSTRUCTION PHASE**

PROJECT NAME: FUL Terminal Upgrades  
 PROJ DESCRIPTION FUL Terminal Upgrades

DATE: 04-Mar-25  
 A/E: C & S ENGINEERS, INC.  
 PROJECT NO: N60001015  
 C&S CONTACT: KENNETH GETHERS

CLIENT: City of Fullerton  
 CLIENT MANAGER: Brendan O'Reilly

**I. ESTIMATE OF DIRECT SALARY COSTS:**

TITLE	BILLING RATE OF PAY (\$/HR)	@	ESTIMATED HOURS	=	ESTIMATED COST
A. SENIOR PROJECT ENGINEER	\$200.00	X	62	=	\$12,400.00
C. PROJECT ENGINEER	\$165.00	X	131	=	\$21,615.00
B. SENIOR DESIGNER	\$125.00	X	195	=	\$24,375.00
C. ADMINISTRATIVE ASSISTANT	\$75.00	X	13	=	\$1,005.00
<b>TOTAL ESTIMATED DIRECT SALARY COST:</b>					<b>\$59,395.00</b>

**II. ESTIMATE OF DIRECT EXPENSES:**

A. TRAVEL, BY AUTO:	4 TRIPS @	225.75 MILES/TRIP @	\$0.670	=	<u>\$605.01</u>
Subtotal =					\$605.01

**TOTAL ESTIMATE OF DIRECT EXPENSES:** \$605.01

**III. SUBCONTRACTS:**

	<u>COMPANY NAME</u>	<u>TYPE</u>
A. None		

**TOTAL COST OF SBO'S:** \$0.00

**IV. TOTALS:**

A. **MAXIMUM TOTAL COST FOR DESIGN SERVICES, AGREEMENT TOTAL:** **\$60,000.01**