

**AMENDMENT NO. 4  
CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN  
SARASOTA MANATEE AIRPORT AUTHORITY  
Sarasota Bradenton International Airport  
AND  
VIC THOMPSON COMPANY (VTC)**

**Project Title: Construction Administration Services**

This contract is made and entered into this 5 day of October, 2022, by and between the Sarasota Manatee Airport Authority, hereinafter referred to as the "AUTHORITY" and Vic Thompson Company (VTC), 3751 New York Avenue, Suite 140, Arlington, TX, 76014, hereinafter referred to as the "CONSULTANT." The contract is effective as of this date.

**WITNESSETH:**

WHEREAS, the AUTHORITY has entered into an Agreement for Design and Permitting Services, dated December 17, 2019;

WHEREAS, the AUTHORITY has entered into an Agreement for Interim Assistance Services, dated April 27, 2021; and

WHEREAS, the AUTHORITY has entered into an Agreement for Additional Engineering and Design Services, dated March 25, 2022; and

WHEREAS, the AUTHORITY has entered into an Agreement for Additional Engineering and Design Services, dated June 21, 2022; and

WHEREAS, it is the intent of the AUTHORITY and the CONSULTANT to amend the Scope of Services to include additional tasks and services associated with the design phase of the project;

NOW, THEREFORE, in consideration of the foregoing and the covenants hereinafter contained, it is agreed as follows:

1. Incorporation of Prior Documents: The Agreement for Professional Services, dated December 17, 2019 is made part hereof by reference and hereinafter collectively referred to as the "Agreement".

2. Incorporation of Prior Documents: The Agreement for Professional Services, dated April 27, 2021 is made part hereof by reference and hereinafter collectively referred to as the "Agreement".

3. Incorporation of Prior Documents: The Agreement for Professional Services, dated March 25, 2022 is made part hereof by reference and hereinafter collectively referred to as the "Agreement".

4. Incorporation of Prior Documents: The Agreement for Professional Services, dated March 25, 2022 is made part hereof by reference and hereinafter collectively referred to as the "Agreement".

5. Incorporation of Prior Documents: The Agreement for Professional Services, dated June 21, 2022 is made part hereof by reference and hereinafter collectively referred to as the "Agreement".

6. Scope of Services: The scope of services is amended to incorporate the additional work set forth in attached proposal, which is attached hereto and made a part hereof by reference.

7. Compensation: The CONSULTANT'S total amount of compensation for additional services as described in attached proposal is a **Not To Exceed amount of one million, four hundred eighty-nine thousand, three hundred eighty-seven dollars and eighty-six cents (\$1,489,387.86).**


8. Provision for Payment of Additional Services: Payment shall be in an amount equal to the estimated percentage of completion for that task during each billing period on the project times the fee established for that task.

9. Effect of Amendment: Except as expressly amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect.

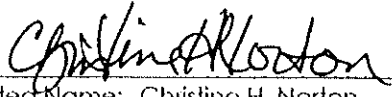
IN WITNESS WHEREOF, this Fourth Amendment to the Agreement for Professional Services has been executed in duplicate, by the respective parties hereto. A facsimile or electronic (including "pdf") copy of this Contract, and any amendments thereto, and any signatures thereon, shall be considered for all purposes as an original. Alternatively, such documents may be executed by electronic signatures, as determined by Florida's Electronic Signature Act and other applicable laws.

Warranty of Authority: Each person signing this Contract warrants that he or she is duly authorized to do so and to bind the respective party.

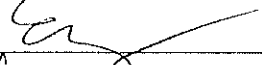
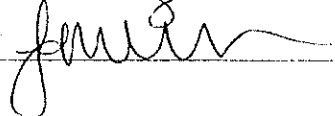
**AUTHORITY:**  
SARASOTA MANATEE AIRPORT AUTHORITY

BY:   
Printed Name: \_\_\_\_\_  
Title: Chairman  
OR  
Title: President, CEO Fredrick J. Piccolo, A.A.E.



**CONSULTANT:**  
VIC THOMPSON COMPANY (VTC)

BY:   
Printed Name: Christine H. Norton  
Title: CEO

WITNESSES as to Authority:

1.   
2. 

WITNESSES as to Consultant:

1.   
2. 

**FOURTH AMENDMENT TO THE  
ENGINEERING SERVICES AGREEMENT  
BETWEEN  
THE SARASOTA MANATEE AIRPORT AUTHORITY  
Sarasota Bradenton International Airport  
AND  
VIC THOMPSON COMPANY (VTC)**

**FEE SUMMARY**

Original Contract (December 17, 2019)	\$ 1,136,654.58
Amendment No. 1 – Interim Assistance (dated April, 2021)	\$ 25,044.00
Amendment No. 2 – Additional Services for Increased Scope	\$ 79,636.00
Amendment No. 3 – Additional Services for HVAC Equipment Change	\$ 34,818.00
<b>Amendment No. 4 – Construction Administration Services</b>	<b>\$ 1,489,387.86</b>
<b>TOTAL:</b>	<b>\$ 2,765,540.44</b>

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September 14, 2022

Kenneth Hinkle, P.L.S.  
Senior Project Manager  
Engineering, Planning, & Facilities  
Sarasota Manatee Airport Authority  
600 Airport Circle  
Sarasota, Florida 34243-2015

*Via E-mail*

Subject: CA Services Scope of Work and Fee Proposal – Revision No. R1  
Baggage Handling System Checked Baggage Inspection System Consolidation  
Sarasota Bradenton International Airport (SRQ)  
Sarasota Manatee Airport Authority (SMAA)  
VTC Project No. DCFLSRQ19409

Dear Mr. Hinkle:

VTC is pleased to provide the following proposal for Contract Administration (CA) Services for the BHS/CBIS consolidation project starting from the TSA OTA award, (anticipated late September 2022), when a construction contract is signed with the selected General Contractor and Notice to Proceed is given. CA Services will continue to the end of the project. Estimated duration for the CA services is 26 months per the project schedule in the contract documents. Our assumption is that these additional services will be an addition to our existing contract for this project.

## **PROJECT OBJECTIVE**

This fee proposal includes CA services for 26 months duration. It assumes that once the Contractor (GC) is given Notice to Proceed the GC will develop shop drawings in the first 2 months and site activities such as demolition/installation of equipment will start from December 2022 and will end in December 2024 depending on the contractor's schedule.



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## SCOPE OF WORK

### CONTRACT ADMINISTRATION (CA) SERVICES

VTC and our subconsultants will provide the CA services outlined in this document. The assumptions used to develop this fee proposal are shown in the last section of this document. VTC and our subconsultants used current corporate labor rates for this proposal. VTC assumes that CA services will start in early December 2022.

### Owners Project Representative (OPR) – VTC

As prime consultant, VTC will provide management and administration of the consultant team during the construction phase. VTC will also perform the roles described in the General Provisions of the construction contract as Resident Project Representative (RPR) or Engineer. Since the RPR will not be resident, we will use the name Owners Project Representative (OPR) when referring to this role. OPR's role includes:

- Documenting and administering changes in scope of the project
- Providing interpretation of specification requirements
- Determining whether the quality of the work conforms to the requirements of the contract documents
- Determining when partial completion of parts of the work are completed and substantial completion of the entire work is completed
- Reviewing cost change claims
- Reviewing the Contractor's submittals of subcontracts
- Certifying progress payments to the Contractor based on work completed and materials stored
- Attending weekly construction meetings facilitated by Contractor
- Tracking construction documentations such as submittals, RFIs/RFSs, and change order documents.
- Visiting the site in regular basis (assuming twice a month during appropriate stages of construction) to observe the work. Refer to Travel paragraph below for total number of trips budgeted.
- Review Contractor's DBE Report for completeness. (Goal 2%). Conduct and report DBE employee interviews – assuming (12 interviews total)

#### ***Travel:***

1. Mobilization – None
2. Onsite meetings – Twelve (12) 2-day trips with one (1) VTC personnel





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## Quality Control (QC) – VTC and Subconsultants

VTC and our subconsultant will perform QC activities such as reviewing submittals, answering RFI/RFS and providing technical corrective action guidance. VTC will witness a Factory Acceptance Test (FAT) performed by BHSC at BHSC’s facility to evaluate simulation of system performance before being implemented on-site.

### **Activities:**

1. Attend weekly (virtual) project meetings with stakeholders.
2. Review and answer RFIs /RFSs and other clarifications from the Contractors.
3. Review submittal documents provided by the Contractors.
  - a. Below shows a list of anticipated BHS documents to be submitted by the Contractors and requires the review by mechanical, electrical, or field engineers. Detailed documents are listed in the BHS specifications.
    - Filed Survey report
    - Detailed Submittal Schedule
    - Detailed Project Schedule
    - Two Week Look-Ahead Report
    - Monthly Status Report
    - Mechanical and Electrical component data / cut sheets
    - Mechanical and Electrical drawings including phasing plans, structural details, motor manifest, shop drawings, network drawings, power breakout, and electrical schematic drawings, etc.
    - Functional specifications
    - Description of Operations (DO)
    - Training plan
    - Test plans for all testing such as FAT (Factory Acceptance Test), load test, functional test, dynamic test and SSTP
    - Test results for all testing
    - TSA Coordination Documents
    - RED lines
    - Spare parts list
    - Coordinate attic stock items
    - O&M manuals (Draft and Final versions)
    - Closeout documents – including warranty and release of liens documents.
4. Review as-built drawings and documents submitted by the Contractors
  - a. As-built documents will be revised to reflect RED lines
5. Provide technical corrective action guidance
6. As a BHS consultant, VTC will participate BHS specific meetings such as:
  - a. Deliverable review meetings coordinated by the Contractors
  - b. FAT at BHSC’s facility to witness the demonstration of the controls system
7. Review HVAC Test and Balance report and provide recommendations.



8. Assist with preparation of Periodic and Quarterly FDOT reports. Assume the same information being provided to TSA for progress reports can be used for the FDOT reports.
9. Witness Fire Alarm Testing with contractor.
10. Review Contractor's critical path schedule.

***Deliverables:***

1. Mark ups on the submittal documents
2. RFI/RFS responses
3. FAT report

***Travel:***

1. Onsite meetings are included in OPR section. Other meetings are assumed to be virtual and occur two (2) per week.
2. FAT – One (1) 3-day trip with three (3) VTC personnel

Note that travels planned by the subconsultants are shown in Exhibit B.

## Quality Assurance (QA) – VTC and Subconsultants

### Inspection

Inspection Activities involve inspection of the equipment and development of QA reports to track the issue log.

### Activities:

1. Provide quality audits. VTC and our subconsultants will be onsite to inspect contract work performed by the Contractors. Activities will be coordinated with the GC and the Owner. Examples of quality audits to be performed by VTC are:
  - a. Provide technical expertise to monitor and verify that the BHS is installed per the contract documents.
    - Verify activities being performed matches projected milestone dates according to construction schedule and assist in providing solutions when identifying issues to minimize schedule impact by coordinating with parties involved
    - Ensure correct approved equipment is installed
    - All discrepancies will be entered into an open issue log for tracking purposes. Discrepancies not corrected will then be transferred into punch list
  - b. Review/inspect components to determine if they are the project-approved components and that they are installed as specified.





- All Mechanical and Electrical components installed related to BHS to be verified according to BHS specification and approved catalog cut sheets; this is to include manufacture, model number, orientation, location, etc.
- c. Review/inspect conveyor incline and decline angles to determine if they are per the contract documents.
  - Angles to be recorded and document onto static check sheet and verified according to approved mechanical drawings and BHS specification
- d. Review/inspect connecting conveyor gaps to determine that they are not excessive.
  - Verify gap between rollers do not exceed tolerance called for in BHS specification
- e. Review/inspect conveyor alignment to determine if they are properly aligned to minimize jam potential.
- f. Review/inspect belt speeds and belt types are as specified.
  - Belt speeds and correct belt type to conveyor to be recorded onto static/dynamic check sheets and verified according to approved mechanical drawings and BHS specification
- g. Verify/review that vibration and seismic controls are consistent with the Engineer's documents.
  - Installation location and correct spring load ratings will be verified according to approved mechanical drawings
- h. Review/inspect components for maintenance accessibility to reduce downtime when maintenance is performed
  - This is to include encoders, photo-eyes, VFD's, bearings, rollers, take-up pulley, motors, etc.
- i. Review/inspect placement of tracking photo eyes and detection devices to determine if they are installed in the proper sequence and specified locations
  - Sequence and locations to be verified according to approved electrical drawings
- j. Verify/inspect that all hardware is furnished, installed, and tightened as specified
- k. Verify/inspect that the BHS functionality is per the project documents
- l. Coordinate with the BHS contractor to identify and correct discrepancies
- m. Create and submit QA reports
  - Site Visit QA report to be submitted at the end of each site visit detailing activities performed and issues noted
- n. Issue, log and track QA reports to document installation deficiencies
  - Mechanical and Electrical check sheets to include static, dynamic, mechanical, and electrical
- o. Maintain and monitor an action item list from the QA reports once discrepancies have been documented and reported so that progress can be measured
- p. Create, log, submit non-compliance reports

- q. Submit and maintain incident reports as required

***Deliverables:***

1. Site Visit QA reports / Punch lists
2. Issue Log
3. Non-compliance reports (if applicable)
4. Incident reports (if applicable)

***Travel:***

1. Site inspection for BHS – Eighteen (18) 5-day trips with one (1) VTC personnel

Note that travels planned by the subconsultants are shown in Exhibit B.

**Testing and Commissioning**

Testing and commissioning activities include various testing activities to make sure the BHS meets the performance requirements. VTC assumes that resting/commissioning activities will start after the inspection activities. Testing and commissioning scope is applicable only for VTC.

***Activities:***

1. Create and submit testing/commissioning progress reports for each phase of Testing/Commissioning
2. Observe the TSA test and assist in the commissioning and certification of the BHS with TSA's commissioning team
3. Perform the owner's tests
  - a. Record and document all sub-system and system testing to provide to TSA
    - Added bag test (zones 1, 2, 3, and 4)
    - Removed bag test (zones 1, 2, 3, and 4)
    - Accelerated bag test (zones 1, 2, 3, and 4)
    - Delayed bag test (zones 1, 2, 3, and 4)
    - BHS E-stop (zone 1 and 2)
    - Mix-bag line test
    - Over-height bag test
    - Over-width bag test
    - Over-length bag test
    - Out-of-Gauge/Lost Bag Routing test
    - Bag Spacing test
    - EDS E-stop test
    - EDS entrance/exit jam recovery test
    - 1<sup>st</sup> chance Fail-safe test
    - 2<sup>nd</sup> chance Fail-safe test
    - System Die-back/Full load test



- System Throughput test
  - Operational Test Kit (OTK) functionality test
  - Duplicate IATA test
  - Travel time procedure 1 and 2 test
4. Assist the BHSC in testing the system's functions for proper operations
5. Conduct/observe the following BHSC tests to determine component/system readiness for next phase of testing:
- a. Static Testing
    - Belt tension
    - Conveyor installation
    - Bolt torque verification
    - Devices labeled correctly
    - Checking tolerances and measurements where applicable, such as conveyor center lines, top of bed, top of catwalk, gap between catwalk and conveyor, photo-eye hole locations from head-end of conveyor, etc.
    - Correct orientation and location of devices
    - Electrical wiring and cabling installation
    - MCP and PDP installation per approved electrical drawings
  - b. Dynamic Testing
    - Verify bearings and gearboxes are not leaking
    - Confirm motor and shaft encoders do not oscillate when running
    - Belts tracked to center
    - Photo-eye alignment
    - Confirm belt speeds
    - HSD/VSU operation
    - Load testing
  - c. Functional Testing
    - System Start-up Procedure
    - Start alarm sequence
    - Start alarm/fault beacon (visual/audible)
    - Cascade starting/stopping
    - Normal system stop
    - E-stop activation
    - E-stop reset
    - Fault detections
    - Bag jam
    - Motor overload/VFD fault
    - Communication fault
    - Merge control
    - High volume merging
    - Over-height detection



- Over-width detection
  - Over-length detection
  - Fire/security door functionality
6. Upon successful completion of testing, certify that the BHS is ready for TSA Pre-iSAT testing and commissioning
  7. Observe the Pre-iSAT (Pre-Integrated Site Acceptance Testing) and assist BHSC and the TSA contractor in testing the system's functions for proper operations
  8. Observe the iSAT (Integrated Site Acceptance Testing) and assist in the commissioning and certification of the BHS equipment with TSA's commissioning team
  9. Provide on-site support for system commissioning
  10. Coordinate commissioning activities with the Contractors and the owner
  11. Follow local protocols for commissioning
  12. Conduct project closeout
    - a. Develop and issue punch lists for major disciplines and follow-up to verify the discrepancies are corrected to comply with the requirements of the project documents
    - b. Schedule and attend CA/QA punch list walk through
    - c. Attend the final project walk through
    - d. Assist the Contractors and the owner with warranty review and review of Closeout documents.
    - e. Verify that all spare parts have been delivered and properly checked in to the site.
    - f. Distribute documented delivery acceptance
  13. Issue substantial completion letter.

***Deliverables:***

1. Site visit QA reports/punch lists
2. Issue log
3. Non-compliance reports (if applicable)
4. Incident reports (as required)

***Travel:***

1. Testing and commissioning for BHS – Five (5) 5-day trips with two (2) VTC personnel

## PROJECT MILESTONE SCHEDULE

Please refer to Exhibit A for the proposed milestone schedule. It is anticipated that adjustment will be made by the Contractors once the project NTP is issued.



## COMPENSATION

The total proposed compensation for labor and expenses is \$1,489,387.86 offered on a Lump Sum basis. The detailed hourly fee breakdown is provided in Exhibit B. An allocable cost breakdown can be found in Exhibit C.

<b>Sarasota Bradenton International Airport  Proposal for Professional Services  BHS Checked Baggage Inspection System Consolidation  SRQ  Scope and Fees for CA Services  Revision 1, dated Sept 14, 2022  VTC Project No. DCFLSRQ19409</b>		
COST SUMMARY	Quality Control	Quality Assurance
<b>Labor Costs</b>	<b>\$ 969,892.64</b>	<b>\$ 432,279.92</b>
VTC	\$ 642,988.00	\$ 288,388.00
GRAEF	\$ 241,808.00	\$ 51,168.00
Hanson	\$ 51,940.00	\$ 33,620.00
Moye Consulting (TLC)	\$ 33,156.64	\$ 9,393.92
AID	\$ -	\$ 49,710.00
<b>Travel</b>	<b>\$ 19,026.00</b>	<b>\$ 68,189.30</b>
VTC	\$ 19,026.00	\$ 60,272.00
GRAEF	\$ -	\$ 5,745.00
Hanson	\$ -	\$ 2,172.30
Moye Consulting (TLC)	\$ -	\$ -
AID	\$ -	\$ -
<b>Other Direct Costs</b>	<b>\$ -</b>	<b>\$ -</b>
VTC	\$ -	\$ -
GRAEF	\$ -	\$ -
Hanson	\$ -	\$ -
Moye Consulting (TLC)	\$ -	\$ -
AID	\$ -	\$ -
<b>Proposed Costs by Task</b>	<b>\$ 988,918.64</b>	<b>\$ 500,469.22</b>
<b>Total Proposed Cost</b>		<b>\$ 1,489,387.86</b>
<b>Period of Performance (days)</b>	<b>786</b>	<b>786</b>





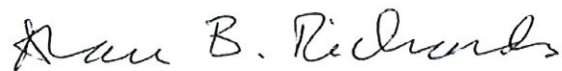
## PROPOSAL ASSUMPTIONS

The following assumptions have been made in preparing this proposal:

- A. This proposal is made on a Lump Sum basis for the services described herein.
- B. The duration of the CA services is assumed to be 26 months.
- C. The proposal does not include CA services beyond those outlined in this document
- D. The security testing requirements will follow the PGDS v7.0
- E. Estimated construction meetings are assumed to be two (2) per week during the CA services duration and assumed to be virtual.
- F. Air travel shall be based on economy/coach class fares. A good faith effort will be used to schedule timely flights to avoid unnecessary costs. VTC will communicate with the airport if flight cost is extraordinarily expensive due to any reason (e.g. short notice, gas price, etc.). A good faith effort will be made to limit meals, lodging and other items to reasonable costs.
- G. Refer to the estimated number of trips to the site elsewhere in this document.
- H. VTC has accommodated for overlapping tasks/durations in estimating the level of effort and personnel resources.
- I. The airport has asked that materials testing services be provided by a subconsultant (Tierra) under VTC's contract. Tierra is currently developing a fee proposal for this. We assume that this will be handled as a separate task. Materials testing services is not included in this proposal.
- J. VTC is entitled to rely on the accuracy and completeness of all information and data provided to VTC. VTC will not be responsible for the consequences of any error of omission contained therein.

Thank you for allowing us to support Sarasota Manatee Airport Authority on this project. We look forward to working together to make the project a success for all project stakeholders. Please let us know at your earliest convenience if you have any questions regarding this proposal.

Sincerely,



Alan B. Richards  
Project Manager  
VTC

**Attachments**

- Exhibit A – Proposed milestone schedule
- Exhibit B – Detailed breakdown of cost
- Exhibit C – Allocable cost breakdown for CA services
- Exhibit D – Sub consultants fee scope documents



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## **Exhibit A – Proposed Milestone Schedule**



**Project Milestone Schedule**

Task Name	Duration	Start	Finish
Design OTA Period of Performance Start	0 days	3/11/2021	3/11/2021
Design Consultant Notice to Proceed	0 days	3/12/2021	3/12/2021
Schematic design delivery to TSA for review	0 days	6/7/2021	6/7/2021
Schematic design - TSA review	42 days	6/8/2021	8/5/2021
30% design delivery to TSA for review	0 days	8/31/2021	8/31/2021
30% design - TSA review	30 days	9/1/2021	9/30/2021
70% design delivery to TSA for review	0 days	11/8/2021	11/8/2021
70% design - TSA review	25 days	11/9/2021	12/16/2021
100% design delivery to TSA for review	0 days	1/28/2022	1/28/2022
100% design - TSA review	18 days	1/31/2022	2/23/2022
RFP release	0 days	3/7/2022	3/7/2022
Bid selection process complete	0 days	5/16/2022	5/16/2022
Submission of selected bid to TSA	1 day	5/16/2022	5/16/2022
TSA Fac Mod processing	80 days	5/17/2022	9/9/2022
Airport Fac Mod OTA signature	10 days	9/12/2022	9/23/2022
Fac Mod OTA Award	5 days	9/26/2022	9/30/2022
Design OTA Period of Performance End	0 days	3/10/2024	3/10/2024
Notional Construction Start based on FAC MOD OTA	0 days	12/7/2022	12/7/2022
EDS Delivery (all machines)	0 days	1/26/2024	1/26/2024
EDS Installation (all machines)	10 days	1/27/2024	2/8/2024
Testing (SAT, Owner testing, TRR, ISAT, Live Operations, and Run-In Period)	90 days	5/25/2024	8/24/2024
EDS Decommissioning Dates			
Node C	5 days	1/13/2023	1/18/2023
Node B	5 days	9/16/2024	9/21/2024
Node A	5 days	10/16/2024	10/21/2024

**Notes:**

Construction, EDS delivery, testing, and decommissioning milestones are notional and dependent on timing of FAC MOD OTA

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**Exhibit B – Detailed Breakdown of Cost**













LABOR AND TRAVEL DETAIL

Rate	\$ 162.00	\$ 133.00	Trp per person	Days per Trip	Travel Costs	Other Direct Costs
Resource Names	Principal Engineer	Systems Engineer/Project Engineer				
Hours	164	174	0	0		
Fees	26,568	23,142			\$ -	\$ -

Baggage Handling System Check ed Baggage Inspection System Consolidation

AID  
Revision 0, dated: May 11, 2022  
VTC Project No. DCFLSRQ19409

Duration [Days]	Rate	Principal Engineer	Systems Engineer/Project Engineer	Trp per person	Days per Trip	Travel Costs	Other Direct Costs
786							
Quality Control							
Review and answer RFIs/RFSs	-	0				\$ -	
Review submittals	-	0				\$ -	
Review as-built drawings (project closure)	-	0				\$ -	
FAT - Factory Acceptance Test (BHS Only)	-	0				\$ -	
Provide technical corrective action guidance	-	0				\$ -	
Meetings (e.g., weekly construction meetings, review meetings)	-	0				\$ -	
Management and Coordination	-	0				\$ -	
	-	0				\$ -	
	-	0				\$ -	
6288	-	0	0	0	0	\$ -	\$ -

Duration [Days]	Rate	Principal Engineer	Systems Engineer/Project Engineer	Trp per person	Days per Trip	Travel Costs	Other Direct Costs
786							
Quality Assurance							
Site inspection	-	0				\$ -	
Site testing & commissioning (BHS Only)	-	0				\$ -	
Prepare & track punch lists & field reports	-	0				\$ -	
Coordinate with TSA for TRR/ISAT (BHS Only)	-	0				\$ -	
Prepare a Construction Management Plan (AID)	532	4	4			\$ -	
Attend Pre-Construction Conf (AID)	618	4	4			\$ -	
Review Shop Drawings/Submittals (AID)	5,210	40	40			\$ -	
Site Visits (AID)	8,850	60	30			\$ -	
Weekly Progress Meetings (AID as needed for Civil)	23,600	160	60			\$ -	
Prepare Change Orders (AID)	1,620	10	10			\$ -	
Review Test Results (AID)	1,330	10	10			\$ -	
Review Periodic Payment Requests (AID)	2,950	20	10			\$ -	
Perform Final Inspection/Prepare Punchlist (AID)	1,620	10	10			\$ -	
Verify Punchlist Items are Completed (AID)	1,620	10	10			\$ -	
	1,620	10	10			\$ -	
Meetings	-	0				\$ -	
Management and Coordination	-	0				\$ -	
	-	0				\$ -	
	-	0				\$ -	
6288	49,710	338	164	174	0	0	\$ -

Travel Assumptions	Cost
Air Transport	\$ 550.00
Ground Transport	\$ 30.00
Rental Car	\$ 50.00
Parking	\$ 24.00
Meals and Incidentals	\$ 61.00
Lodging	\$ 114.00



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**Exhibit C – Allocable Cost Breakdown for CA Services**



SRQ CA Allocable Cost Breakdown

SRQ TOTAL COST SUMMARY	CA Services
<b>Labor Costs</b>	\$ 1,402,173
VTC	\$ 931,376
GRAEF	\$ 292,976
Hanson	\$ 83,360
Moye Consulting (TLC)	\$ 42,551
AID	\$ 49,710
<b>Travel</b>	\$ 87,213
VTC	\$ 79,298
GRAEF	\$ 5,745
Hanson	\$ 2,172
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Direct Costs</b>	\$ -
VTC	\$ -
GRAEF	\$ -
Hanson	\$ -
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Proposed Costs by Task</b>	\$ 1,489,388

SRQ ALLOCABLE COST SUMMARY	CA Services
<b>Labor Costs</b>	\$ 1,246,901
VTC	\$ 884,807
GRAEF	\$ 250,494
Hanson	\$ 81,282
Moye Consulting (TLC)	\$ 30,317
AID	\$ -
<b>Travel</b>	\$ 82,853
VTC	\$ 75,333
GRAEF	\$ 5,438
Hanson	\$ 2,064
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Direct Costs</b>	\$ -
VTC	\$ -
GRAEF	\$ -
Hanson	\$ -
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Proposed Costs by Task</b>	\$ 1,329,755

SRQ NON - ALLOCABLE COST SUMMARY	CA Services
<b>Labor Costs</b>	\$ 155,272
VTC	\$ 46,569
GRAEF	\$ 42,482
Hanson	\$ 4,278
Moye Consulting (TLC)	\$ 12,233
AID	\$ 49,710
<b>Travel</b>	\$ 4,361
VTC	\$ 3,965
GRAEF	\$ 287
Hanson	\$ 109
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Direct Costs</b>	\$ -
VTC	\$ -
GRAEF	\$ -
Hanson	\$ -
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Proposed Costs by Task</b>	\$ 159,632

TSA COST SHARE (95% of Allocable)	CA Services
<b>Labor Costs</b>	\$ 1,184,556
VTC	\$ 840,567
GRAEF	\$ 237,970
Hanson	\$ 77,218
Moye Consulting (TLC)	\$ 28,801
AID	\$ -
<b>Travel</b>	\$ 78,712
VTC	\$ 71,566
GRAEF	\$ 5,185
Hanson	\$ 1,961
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Direct Costs</b>	\$ -
VTC	\$ -
GRAEF	\$ -
Hanson	\$ -
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Proposed Costs by Task</b>	\$ 1,263,268

SRQ COST SHARE	CA Services
<b>Labor Costs</b>	\$ 217,617
VTC	\$ 90,809
GRAEF	\$ 55,006
Hanson	\$ 8,342
Moye Consulting (TLC)	\$ 13,749
AID	\$ 49,710
<b>Travel</b>	\$ 8,503
VTC	\$ 7,732
GRAEF	\$ 560
Hanson	\$ 212
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Direct Costs</b>	\$ -
VTC	\$ -
GRAEF	\$ -
Hanson	\$ -
Moye Consulting (TLC)	\$ -
AID	\$ -
<b>Proposed Costs by Task</b>	\$ 226,120

<b>Total Proposed Cost</b>	\$ 1,489,388
<b>TSA Cost Share %</b>	83%
<b>SRQ Cost Share %</b>	15%
<b>TSA Cost Share (Amount)</b>	\$ 1,263,268
<b>SRQ Cost Share (Amount)</b>	\$ 226,120

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**Exhibit D – Sub Consultants Fee Scope Documents**



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## BUILDING / CONSTRUCTION CONTRACT ADMINISTRATION SERVICES

### Architectural/Structural/Mechanical/Plumbing/Fire Protection [GRAEF]

Review submittals

Review and respond to RFI's

Provide technical corrective action guidance

Review as-built drawings (project closure)

Perform site inspections and prepare punch lists & field reports (assumes 3 site visits will be performed by each discipline: 50% construction, substantial completion, final)

### Electrical Engineering [Hanson]

The Scope of Services to be provided is limited to items described below. Additional services, if required, may be subsequently authorized as a separate or amended task order.

#### Quality Control (QC)

1. Prepare or respond to contractor Request for Information (RFI) for applicable portions of the work. This is assumed to be 4 hours per month for 20 total months. Additional time is included for a senior engineer to review these requests.
2. Review shop drawings/submittals related to the electrical engineering design for this project. Shop drawings will be coordinated with prime consultant and a log of shop drawings will be maintained.
3. Review as-built drawings based upon contractor redlines that are documented during construction.
4. Provide technical and corrective action guidance during construction based on an as needed basis. This includes minor drawing revisions to clarify guidance.
5. Attend weekly virtual construction progress meeting and construction review meetings on an as needed basis. This is assumed to be up to (2) 1/2-hour meetings per week for the construction period (Assumed to be 26 Months or approximately 104 weeks)

#### Quality Assurance (QA)

1. Provide periodic construction site visits during the construction period. The site visits are anticipated to occur bi-monthly through construction (13 site visits) with site visits at the following suggested milestone intervals:
  - a. Electrical Rough-In Substantially Complete
  - b. At 65% construction completion
  - c. At the substantially complete phase



- d. Final Punch List
2. Maintain documentation during construction, including site visit field reports, QA reports and punch list reports.
3. Attend project meetings with stakeholders as needed.

Project management. The project manager will coordinate between technical staff and VTC to assist with scheduling and other services. Track and monitor project scope, schedule, and budget.







May 09, 2022

Alan Richards  
CEO  
VTC  
3751 New York Ave., Suite 140  
Arlington, TX 76014

Re: Sarasota Bredenton International Airport - Baggage Handling System (BHS)/Checked Baggage Inspection System (CBIS) Consolidation  
Proposal for Professional Services: Construction Administration Phase

Dear Mr. Richards,

Moye I.T. Consulting, LLC (Moye Consulting) is pleased to present VTC with this technology consulting services proposal associated with the Baggage Handling System (BHS)/Checked Baggage Inspection System (CBIS) Consolidation at Sarasota Bredenton International Airport (SRQ).

## I. PROJECT SCOPE

Sarasota Manatee Airport Authority (SMAA) is seeking a proposal for Construction Administration (CA) for A/V, IT and Security to areas listed below:

### A. *PROJECT ASSUMPTIONS*

1. Approximately 21,000sf of existing building demo/renovation. Approximately 14,000sf unconditioned (exhausted only) and 7,000sf conditioned. Existing roof to remain, but existing "Structall" wall panels would be removed.
2. Approximately 17,000sf of proposed building expansion. Approximately 11,000sf unconditioned (exhausted only) and 6,000sf conditioned.
3. The approximately 13,000sf of conditioned space described in the two lines above will house the new CBIS/CBRA and ancillary rooms (control room, IT rooms, etc.).
4. Approximately 1,700 SF of existing ATO space

## II. REFERENCES

The following documents further define or clarify the scope of project and are incorporated by this reference. Wherever this letter contradicts the reference documents, this letter shall supersede.

- 'SRQ-Baggage Handling System Consolidation Request for CA Services Fee' email provided by A. Richards on May 04, 2022.

## III. SCOPE OF SYSTEMS

This proposal is for Construction Administration services for A/V, IT and Security connectivity and engineering services.

## IV. SCOPE OF SERVICES

This proposal includes performance of professional services for all in-scope systems as follows:

### A. *CONSTRUCTION ADMINISTRATION (CA) PHASE*



1. Perform periodic site observation visits and report on findings, up to a total of 3 visits (including punch list visits).
2. Review and respond to Contractor RFIs and submittals.
3. Performance of up to (1) final systems punch lists.
4. Development of addenda as necessary to clarify design intent.
5. Participation in construction meetings.
6. Provide AutoCAD and PDF files suitable for background in contractor's preparation of as-builts.
7. Review of Contractor provided as-built documentation including drawings, test results and O&M Manuals to confirm compliance with Owner's requirements for Record Documents and close-out submittals.

V. ASSUMPTIONS AND EXCLUSIONS

A. *ASSUMPTIONS*

1. Scope of services is limited to the physical footprint of the proposed project.
2. Participation in Punch List Walks and Project Closeout Meeting are included.
3. Any systems not listed in Section III above are explicitly excluded.
4. Any Scope of Services not listed in this proposal are excluded.

B. *OUR FEE IS BASED ON THE FOLLOWING SCHEDULE CRITERIA*

1. Construction Administration 26 months

VI. FEE

For the scope and performance period outlined herein, Moye Consulting proposes a lump sum fee as follows:

<u>Pre-Design Phase</u>	\$ 42,551.00
SUBTOTAL FEE	\$ 42,551.00
EXPENSES	\$ 3,196.00
<b>TOTAL AMOUNT FOR ALL PHASES AND EXPENSES</b>	<b>\$ 45,747.00</b>

Thank you for the opportunity to propose on these services. We look forward to working with you.

Best regards,

Amber Smith, RCDD  
Associate Technology Project Manager

cc: Proposals, M. Weber, authoring writer