Scope of Services

For the performance of the following tasks, the successful Proposer will work under the direction of the Director of Aviation and/or his designee. In order to implement the construction of major capital projects, the NOAB desires to retain a consulting firm to provide PM/CM services. The services augment NOAB staff for specialized technical services and seasonal construction activities, in order to ensure proper administration, inspection, and quality assurance for construction projects. The PM/CM services will be administered by the Board’s Director of Aviation and designated staff, and will commence following the execution of a Professional Services Contract with the selected respondent. This Exhibit A is a listing of the potential projects included in the Airport’s Capital Improvement Program (ACIP) for which services from the selected PM/CM may be provided. The Airport-assigned projects/tasks may include projects funded by sources other than AIP funding. (See Exhibit A ACIP).

The Director will require the selected consultant to work closely with other consultants of the Airport. The selected consultant shall invoice the Airport on the basis of time and materials with a not-to-exceed dollar limit for each project. The Airport will not, under any circumstance, pay for “core staff” that are resident to the Airport on a full time basis except for hours spent on projects and tasks outlined below. The Scope of Services may include, but will not be limited to, the following tasks.

Program Management/Construction Management Tasks:

1. Provide estimates of probable construction costs of project and related services;
2. Obtain building permits and necessary approvals;
3. Draft the Advertisement for Bids and distribute bid documents to interested parties;
4. Process for approval by the designer of record, requests for substitution of materials, products, and equipment specified in the bid documents;
5. Process and distribute addenda to the bid documents prepared by the designer of record;
6. Arrange, prepare, and conduct pre-bid conferences at which the designer of record will be in attendance;
7. Attend bid openings, tabulate the bids, and recommend in writing the lowest responsible and responsive bidder or recommend rejection of all bids;
8. Prepare a Cost Data Form for tracking project costs;
9. Prepare and execute a Quality Assurance /Quality Control program for the project;
10. Manage and direct the project Resident Inspectors provided by the Airport;
11. Arrange, prepare, and conduct pre-construction conferences at which the designer of record will be an attendance;
12. Coordinate periodic site visits by the designer of record and its sub-consultants to ensure that the work is proceeding in accordance with the contract documents. Process the written reports of such site visits;
13. Process Contractor’s Application for Payment for approval by the designer of record;
14. Coordinate with the designer of record and the contractor to establish a regular schedule of weekly job site meetings;
15. Prepare a monthly Status Report on the project for review by the designer of record and submission to the owner;
16. Process among the owner, designer of record and the contractor requests for information and change orders which are prepared by the designer;
17. Process for approval by the designer of record all shop drawings, samples and other submissions;
18. Validate the contractor’s project completion schedule;
19. Process the designer of record’s rejection of work and requirements of special testing;
20. At the designer of record’s direction, prepare a punch-list of items for correction or completion;
21. At the designer of record’s direction, prepare a Certificate of Substantial Completion;
22. Process for approval of the designer of record Certificate for Payment of Funds due the contractor excepting retained percentage, liquidated damages and value of punch-list items;
23. Coordinate the designer’s final inspection and issuance of a final Certificate for the Retainage upon the contractor’s furnishing of a clear lien certificate and a Certificate of Payment of punch-list items upon completion;
24. Obtain and safeguard for the owner all project guarantees, operation and maintenance manuals, keys and warranties;
25. Assist the designer of record in preparing a project Final Report in both hard and electronic versions of Records Drawings (As-Builts) based upon information furnished by the contractor;
26. Coordinate warranty work and its inspection with the designer and contractor;
27. Index and file in electronic format and, where appropriate, hard copies of all drawings, documents, correspondence and other materials relevant to a project;
28. If allowable under Louisiana law, administer Design Bid Build, Design-Build, CMAR projects;
29. Contract administration;
30. Materials testing;
31. Quality assurance services; and
32. Perform other tasks or projects as directed in writing by the Director.

These services and associated capital facilities projects may be partially financed by grants administered by the Louisiana Department of Transportation and Development and the Federal Aviation Administration. The Board may wish to engage the selected respondent, contingent upon receipt of such a grant(s) or other grants along with the securing of other required approvals.

As professional services may necessitate access to the secure areas of the airfield, it will be necessary that the selected respondent be issued Identification Badges as required by Part 107 of the Federal Air Regulations. The Respondent must be willing to provide extensive details on personnel and company background and agree to submit to a five-year background investigation and criminal history record check, if applicable.

The NOAB reserves the right to negotiate additional PM/CM services, and/or, extend the duration of the agreement with the selected consultant, as the NOAB may deem necessary to fulfill the complete program intent. The projects in the ACIP may be amended, and individual projects may be added or deleted. Additional projects outside the ACIP may be included. The PM/CM services are nonexclusive, and the NOAB reserves the right to negotiate these services with other firms for projects not included in the
agreement. All parties are advised that some of the services/tasks for the projects identified on ACIP may not be required from the selected consultant and that the NOAB/City reserves the right to initiate additional procurement actions for any of the services included in Scope of Services for the projects on the ACIP.

-END OF SECTION-