



Beaufort County Airports Board

Chairman

HOWARD ACKERMAN

Vice Chairman

LESLIE ADLAM FLORY

Committee Members

ANNE ESPOSITO

TREY AMBROSE

JAMES BUCKLEY

CHRIS BUTLER

MARK BAILEY

BRIAN TURRISI

IAN SCOTT

THOMAS SHEAHAN

NICHOLAS MESENBURG

Airports Director

JON REMBOLD

County Administrator

ERIC GREENWAY

Administrative Specialist

ROCIO REXRODE

Administration Building

Beaufort County Government
Hilton Head Island Airport
120 Beach City Road
Hilton Head Is, SC 29926

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Beaufort County Airports Board Agenda

Council Chambers – Hilton Head Island

One Town Center Court, Hilton Head, SC 29928

Thursday, January 19, 2023, at 1:30 PM

Hybrid Meeting

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT (FOIA)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – [NOVEMBER 17, 2022](#)
6. PUBLIC COMMENT (*Limit comments to three minutes*)
7. DIRECTOR'S REPORT
8. UNFINISHED BUSINESS
9. NEW BUSINESS

ACTION ITEMS

10. THERE ARE NO ACTION ITEMS

COMMITTEE REPORTS

11. CHAIRMAN UPDATE
 12. CITIZEN COMMENT (*Limit comments to three minutes*)
 13. ADJOURNMENT
-

MEETING ACCESS: [MEETING LINK](#)

ID: 161 714 8655 | **Passcode:** 791968

NEXT MEETING:

THURSDAY, **FEBRUARY 23**, 2023, AT 1:30 PM

COUNCIL CHAMBERS, 100 RIBAUT RD., BEAUFORT, SC 29901

MINUTES

Beaufort County Airports Board

Click [here](#) to view meeting

November 17, 2022 | 1:30 pm | Meeting called to order by Chairman Howard Ackerman

Attendance

Present: Howard Ackerman, Thomas Sheahan, Brian Turrisi, Chris Butler, Ian Scott, Anne Esposito, Mark Bailey and Leslie Adlam Flory, Nick Mesenburg and James Buckley

Absent: Trey Ambrose

County Staff: Steve Parry, Deputy Airports Director; Paul Dolin, Beaufort Executive Airport Supervisor; and Rocio Rexrode, Administrative Specialist.

Adoption of Agenda

Motion: Mark Bailey made a motion to adopt the agenda. Nick Mesenburg seconded the motion. All were in favor and the motion passed.

Approval of Minutes

Motion: The Minutes were amended to reflect that Nick Mesenburg was present at the last meeting. Ian Scott made a motion to approve the amended October 20, 2022, meeting minutes. Nick Mesenburg seconded the motion. All were in favor and the motion passed.

Public Comments

There were no Public Comments.

Director's Report

- **FLIGHTS OF FANCY EVENTS - HXD**
Steve Parry mentioned that the annual Flights of Fancy event was successful, and guests had a good time.
- **RBC HERITAGE - HXD**
Steve Parry mentioned that the RBC Heritage is expected to be bigger than previous years and the logistics will be coordinated with Signature Aviation.
- **TOWER BIL OUT FOR BID - HXD**
Steve Parry informed that the Tower renovation project is out for bid.
- **ENPLANEMENTS AND FUEL SALES - HXD**
Steve Parry mentioned that the fuel sales continue to increase steadily.
- **FLYING FROG 5K EVENT - ARW**
Steve Parry mentioned that the annual Flying Frog 5K was successful and participants enjoyed the event.

- **UPCOMING PROJECTS – ARW**

Steve Parry mentioned that they had a meeting with the landscapers and hopefully they will have some plans within the next 2 weeks.

- **FUEL SALES - ARW**

Steve Parry mentioned that the fuel sales continue to increase steadily.

Unfinished Business

Howard Ackerman recalled Mr. Freed and Mr. O'Toole presentations on the possible uses of airport facilities at the Hilton Head Airport.

He stated that it was decided that at this time it would not be appropriate to seriously consider that type of activity.

Howard Ackerman read the [email](#) sent by Jon Rembold, Airports Director, to Mr. Freed regarding future development at the Hilton Head Island Airport.

Howard Ackerman state that he assumes Jon Rembold wrote to Mr. O'toole or had a conversation with him.

New Business – Action Items

1. **HILTON HEAD ISLAND AIRPORT (HXD) - APPROVAL OF TALBERT, BRIGHT AND ELLINGTON WORK AUTHORIZATION 2119-1905, TERMINAL IMPROVEMENTS PROJECT - [AMENDMENT 1](#)**

Chris Butler made a motion to approve TBE Work Authorization 2119-1905, Terminal Improvement Project, Amendment 1. Mark Bailey seconded the motion. All were in favor and the motion passed.

2. **36 HUNTER ROAD - RESOLUTION TO APPROVE A [LEASE AGREEMENT BETWEEN BEAUFORT COUNTY AND THE AVIS BUDGET GROUP](#)**

Brian Turrisi made a motion to approve the 36 Hunter Road lease agreement between Beaufort County and Avis Budget Group. Anne Esposito seconded the motion. All were in favor and the motion passed.

3. **HILTON HEAD ISLAND AIRPORT (HXD) AND BEAUFORT EXECUTIVE AIRPORT (ARW) – AIRPORTS CAPITAL IMPROVEMENT PROGRAM ([ACIP](#)) LIST**

Nick Mesenburg made a motion to approve the Airports Capital Improvement Program (ACIP) list. Ian Scott seconded the motion. All were in favor and the motion passed.

Chairman Update

1. **FINANCE COMMITTEE**

Members: Howard Ackerman (Chair), Anne Esposito, Chris Butler, and Brian Turrisi.

The Committee has nothing new to report this month. They will keep the board informed of any developments.

2. **COMMUNICATIONS AND MARKETING COMMITTEE**

Members: Jim Buckley (Chair), Brian Turrisi, and Leslie Adlam Flory.

The Committee has nothing new to report this month. They will keep the board informed of any new developments.

3. PASSENGER SERVICE COMMITTEE

Members: Leslie Adlam Flory (Chair), Anne Esposito

The Committee has nothing new to report this month. They will keep the board informed of any new developments.

4. ARW FACILITIES USE AND IMPROVEMENT COMMITTEE

Members: Chris Butler (Chair), Mark Bailey, and Trey Ambrose

The Committee has nothing new to report this month. They will keep the board informed of any new developments.

5. THE HHI AIRPORT GENERAL AVIATION IMPROVEMENT COMMITTEE (HXD)

Members: Howard Ackerman and Brian Turrisi.

The Committee has nothing new to report this month. They will keep the board informed of any new developments.

Public Comments

There were no Public Comments.

Adjournment

Motion to adjourn was made at 2:14 pm. It passed unanimously.

Next Meeting

December 15, 2022 | 1:30 pm | Hybrid Meeting
Beaufort County Council Chambers, 100 Ribaut Road, Beaufort, SC.

From: Rembold, Jon <jrembold@bcgov.net>
Sent: Monday, November 14, 2022 9:23 AM
To: 'russell@freedaero.com' <russell@freedaero.com>
Cc: howack@verizon.net; 'Brian Witmer' <brian@wjklt.com>; Parry, Stephen <stephen.parry@bcgov.net>
Subject: RE: HXD Project

Mr. Freed,

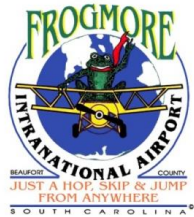
Thanks for your correspondence and your presentation to the airports board regarding your company's interest in development at the Hilton Head Island Airport.

As I mentioned when we first met, although the airport recognizes there is potential for development in the area near the ARFF and ACTC, the airport must take and has taken a position that development of that specific area will be part of a more involved planning effort. That effort hasn't taken place yet, but it is on the airport's radar. Once it is underway, all of the many proposals for that portion of the airport will be given fair consideration. Until that time, the airport will be focused on the many other priorities that have been reviewed and approved by County Administration.

Thank you again for your communications. I felt it necessary to let you know the airport is not in a position to discuss specific development plans yet. To give you a different impression could lead you to spend valuable funds on this before it makes sense.

Kindest regards,

Jon Rembold, C.M.
Airports Director
Hilton Head Island Airport (KHXD)
Beaufort Executive Airport (KARW)
843-255-2952 (o)
843-441-5871 (m) *Preferred*





BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Approval of Talbert, Bright and Ellington Work Authorization 2119-1905, Amendment 1
MEETING NAME AND DATE:
Public Facilities Committee November 21, 2022
PRESENTER INFORMATION:
Jon Rembold, Airports Director 5 minutes
ITEM BACKGROUND:
The original Work Authorization 2119-1905 was approved by County Council January 13, 2020. Airports Board review/approval November 17, 2022
PROJECT / ITEM NARRATIVE:
The terminal improvements project bids were received in June 2022. Due to inflation, the bids received exceeded the project budget. After evaluating several options over the ensuing weeks, the project team and county administration agreed to phase the project and re-bid it by phase, beginning with a scope of work that is fully funded with on-hand funds and funding that has already been granted to Beaufort County. This amendment to WA 2119-1905 re-engages the project engineering and architectural team to produce revised bid documents according to the phasing plan.
FISCAL IMPACT:
90% of the funding will be provided by the FAA (AIP Grant 45); The 10% project match will be provided by airport revenues or by South Carolina grant funding pledged by the General Assembly as part of the FY 2023 budget. The total value of this Work Authorization shall not exceed \$XXXXXX without additional authorization.
STAFF RECOMMENDATIONS TO COUNCIL:
Move Talbert, Bright and Ellington Work Authorization 2119-1905, Amendment 1 to Council with a recommendation to approve.
OPTIONS FOR COUNCIL MOTION:
Approve or deny Talbert, Bright and Ellington Work Authorization 2119-1905, Amendment 1

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 19-05
October 17, 2022
PROJECT NO.: TBE NO. 2119-1905
Amendment 1**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

Original Description of Work Authorized: The Talbert Bright & Ellington, Inc. (TBE) project team will provide design, bidding (provision of plans, response to questions, bid opening), and construction administration services for the Hilton Head Airport (HXD) in Hilton Head, South Carolina for the expansion and renovation of the existing commercial terminal building.

The project will be based on results of multiple iterations of schematic layouts created to rehabilitate and expand the existing terminal, as well as input from the local terminal stakeholder group on November 6, 2019. For the purposes of this proposal, the project will consist of the following:

- Construction and rehabilitation of the terminal building and concourse. A sketch of the proposed locations of construction is included at the end of this work authorization.
- The construction of the existing terminal will consist of:
 - Add two bag claim devices and expand in-bound baggage make-up
 - Relocate rental car counters and allow for 4 counters with office space
 - Add ATO office space and relocate ticket counters to allow for additional queuing
 - Rework TSA bag screening and design for a future automated outbound baggage make- up device
 - Renovate existing bathrooms
 - Relocate holdroom area to the expansion portion of this project and prepare existing holdroom space as shell for future use
- The rehabilitation portion of the Terminal and Concourse will consist of:
 - Provide queuing, new TSA offices and 2 security checkpoint lanes
 - Provide jetway and holdroom space for 3 gates (accommodating ERJ-175s) with 2 gates served by passenger boarding bridges and 1 gate served by ground-boarding
 - Provide new restrooms and retail areas
- General functional circulation and wayfinding
- Rework and add to the existing curb length including drop-off and pick-up requirements
 - Provide 4 lanes of vehicular traffic on the landside of the terminal building
 - Modify existing parking lot to accommodate the new lanes of traffic
 - Modify access from landside to aircraft ramp on north side of terminal building
- Locate and provide for kiosks, ticket counters, and queuing needs
- Provide for Airport Administration Areas, TSA Leased Areas, Police Area

Talbert, Bright and Ellington, Inc.

Work Authorization 2119-1905

Amendment 1

- Security Screening Checkpoint (SSCP) layout, operations and queuing, exit lane configuration and staffing
- Support areas including maintenance, storage, janitorial and utility spaces
- Compliance with ADAAG and ANSI requirements
- Site landscaping improvements
- The entire project will be designed through 100% Construction Documents for the LLR, FAA and DRB reviews and the scope includes Bidding/Permitting services.

The following is a breakdown provided for each discipline. In order to give shape and size to the terminal facility during the previous planning phase of the project, a significant number of assumptions were made about the existing building and programmatic requirements. The project team is now moving on to the design phase of the project that consists of pre-design and programming, schematic design, design development, construction documents, and bidding/permitting phases. The schematic layout will be evaluated in greater detail during the early stages of design so as not to create problems as the project progresses. The work that took place during the Terminal Study phase of the project was used to determine the quantity, size, and placement of Terminal components to match facility needs with enplanement forecasts. The design team needs to test any assumptions resulting from the schematic design in order to determine the actual design. We also need to work with the appropriate agencies to determine actual sizes and locations.

This does not necessarily mean that the schematic design assumptions will change dramatically, but that the actual program, placement, and size of spaces needs to be determined, reviewed, and approved by the appropriate agencies in order for the Schematic Design phase to begin.

A. PROGRAM MANAGEMENT/ARCHITECTURAL COORDINATION

TBE is responsible for program management and for ensuring a successful, efficient, and cost-effective design and construction process for all elements of the project. TBE is responsible for the following duties:

1. Complete Terminal Expansion and Renovation Program management including coordination between the Architect, all subconsultants, agencies, stakeholders, etc.
2. Coordinate with team members to incorporate information and design data that spans the various disciplines.
3. Providing document coordination and application to all relevant project documents and files through the entire project duration.
4. Documentation of meetings including the drafting & finalizing of the meeting agenda, recording and issuing meeting minutes and tracking meeting action items to completion.
5. Management of the RFI process during the design and bidding of the Project to provide a cohesive approach across the Program, including review and distribution to the appropriate discipline leads.
6. Serving as the main point of contact between HXD and the team members for project design, bidding and construction.

7. Providing all required special and additional services to complete the goals of the program as a whole, including each project element. For example: surveying, geotechnical investigations, quality assurance testing, etc.
8. Reviewing and processing of subconsultant and contractors' invoices and applications for payment.
9. During the construction phase of the project, TBE will review monthly schedule updates provided by the construction contractor to ensure compliance with specifications as follows:
 - Schedule updates will be reviewed for technical compliance with the specifications.
 - Schedule updates will be reviewed for achievability/constructability with a focus on the following.
 - Critical and near critical paths
 - Contractor resources
 - Construction phasing and coordination with other entities (airport operations, utilities, etc.)
 - Cash flow to ensure the project is delivered on time and under budget.
 - Budgeted and actual costs are in line with pay applications.
10. During the construction phase of the project, TBE will report findings to the project team to ensure that the contractor remains on schedule for all interim and contract completion dates. This information will be critical to the team in order to manage contractor resources, phasing and payment schedule.

B. PRE-DESIGN/PROGRAMMING

I. Architectural

1. Develop and define scope of services:
 - Confirm program and deliverables
 - Confirm components with anticipated funding program
2. Confirm design constraints:
 - Confirm limits of design with owner for each discipline
 - Identify existing design problems to be addressed in proposed projects
3. Confirm documentation requirements:
 - Confirm CAD and file-sharing software, standards and procedures for creating and distributing the project documents, methods and stakeholders for communication
4. Confirm project delivery method (design/bid/build) and alternative management options
5. Confirm stakeholder approvals (Airlines, Air Carriers, TSA, FAA, others)
6. Confirm preliminary construction budget and availability of monies by year:
 - Confirm overall budget goals
 - Budgets, provided by the cost consultant, will include construction costs for each phase of project

- Identify methods for value engineering evaluation
- 7. Assess cost eligibility for terminal improvements
- 8. Confirm authorities having jurisdiction (HXD) required procedures and approval processes (zoning, county, city, DOI)
 - Confirm applicable codes and zoning ordinances:
 - Confirm requirements, milestones, response and incorporation procedures
- 9. Coordinate with Cost Consultant on cost-estimating
 - Define methods and milestones for developing construction cost opinions
 - Working session with third-party cost estimator to confirm basic assumptions regarding historical similar costs and geographic impacts
- 10. Schedule, attend, conduct and document on-site project review meetings (2 meetings)
- 11. Assemble, review and submit deliverables

II. Structural Engineering

1. Confirm components of projects and deliverables
2. Establish Owner criteria and design constraints
3. Initial field investigation site visits for documentation of existing structural systems

III. Geotechnical Engineering

1. Geotechnical exploration
 - Contact SC One-Call Center (PUPS) to mark existing utilities
 - Meet with airport personnel to coordinate field activities
 - 13 cone penetration tests (CPT) – 11 to 30 feet – 2 to 100 feet
 - Shear wave velocity (SWV) testing for one of the 100-foot CPTs
2. Geotechnical engineering and reporting
 - General geologic overview of the subject site
 - Soil conditions encountered and pertinent engineering properties
 - Groundwater depth
 - Suitable foundation system(s)
 - Minimum bearing depth
 - Design bearing capacity
 - Settlement estimates (total and differential)
 - Passive earth pressure coefficient, soil unit weight, and base friction value
 - Seismic site characterization
 - Preliminary liquefaction assessment
 - Slab-on-grade design recommendations, including k-value
 - Field and recommended CBR for subgrade areas under proposed vehicular drive/parking areas pavement design
 - Unified Soils Classifications of existing subgrade soils
 - Soil profile depths, existing blows per foot, water table depth after 24 hours for each civil site boring location
 - Pavement materials and associated depths for civil site borings in existing paved areas
 - Site grading/earthwork recommendations, including suitability of onsite soils for

- reuse and compaction guidelines
- Comments relating to adverse geotechnical conditions

IV. Mechanical, Electrical, Plumbing, Fire Protection, IT and Security Engineering

1. Confirm components of projects and deliverables
2. Establish Owner criteria and design constraints
 - Define MEPFP spatial requirements
 - Review specific building system questions
 - Review specific IT systems requirements, in coordination with the Owner staff and Owner's vendors
 - Review specific security system requirements, in coordination with the Owner staff and Owner's vendors
3. Initial field investigation site visits for documentation of existing MEPFP systems

V. Civil Engineering

1. Confirm components of projects and deliverables
2. Review and evaluate all existing design documentation
3. Initial field investigation site visits for documentation of existing conditions

VI. Specialty Lighting Design

1. Confirm components of projects and deliverables

VII. Baggage Handling Systems

1. Confirm components of projects and deliverables
2. Review and evaluate all existing design documentation
3. Field survey existing conditions to determine where system interface between existing and new conveyor line rights-of-way and coordinate field survey review with all design team disciplines
4. Perform a statistical analysis of the design to verify that it will meet capacity requirements and other performance criteria
5. Development for required phasing approach
6. Provide rough order of magnitude (ROM) estimate of probable BHS costs
7. Provide rough order of magnitude (ROM) estimate of BHS power requirements

VIII. Aircraft Support Systems

1. Confirm and develop project scope, Aircraft Gate Equipment requirements and aircraft mix/planning requirements

IX. Code Consulting

1. Determine applicable codes
2. Review and prepare code analysis of existing building

X. Graphics and Signage

1. Confirm components of projects and deliverables
2. Review specific building system requirements:

- Perform existing conditions research to define and confirm signage program requirements

XI. Landscape Improvements

1. Data gathering (topo conditions, drainage constraints, access and circulation availability, easements and right-of-way, existing and proposed architectural and engineering elements, aerial photos, tree and other natural feature surveys)
2. Coordination with design team
3. Review of site development guidelines or jurisdictional ordinances
4. Review site program
5. Contact relative reviewing agencies to determine specific requirements for the project
6. Prepare base file with survey, site plan and grading plans
7. Site visit to review existing site conditions and add to base information (1 visit)

XII. Deliverables

1. Plan and written documents with programming, placement, and initial design based on input and coordination with appropriate agencies and their approval:
 - Provide detailed written program document defining all required spaces (with square footages noted) to include equipment, building systems, and furnishings
 - Provide program building plans illustrating written program for all new and renovated areas
 - Provide sub-consultants' preliminary analysis reports as defined in scope above
 - Provide CAD base plans of existing building to all consultants
 - Geotechnical engineering report
2. Development and preparation of a "Pre-Design/Preliminary Alternatives Analysis Report" TSA BHS Submittal (based on PGDS requirements) suitable for submission to TSA and generally expected to contain the following;
 - Flight Schedule Analysis
 - Planning Premises
 - Zoning scheme definitions
 - Preliminary screening alternatives explored, alternatives evaluation and preferred alternate selection
 - Order of magnitude cost estimate
 - Staffing level estimates and Life Cycle Costs

C. SCHEMATIC DESIGN – 30% REVIEW PACKAGE – LLR, DRB and FAA SUBMITTALS

I. Architectural

1. Confirm analysis and documentation of existing building:
 - Finalize analysis of existing conditions
 - Confirm modifications made since master plan exercise
2. Confirm owner program and gross floor area:
 - Confirm building requirements and total square footage

3. Confirm space allocation and departmental proximity requirements:
 - Confirm square footages for each department, agency and tenant
 - Confirm sizes and spatial relationships among the various types of spaces
4. Perform code analysis and establish life safety requirements:
 - Synthesize local, state, and federal codes and requirements affecting the project
 - Develop design strategies for implementing code requirements
 - Develop building design to exceed code requirements for egress, number of exits, and exit travel distances
 - Attend AHJ review meeting in Beaufort County
5. Confirm site plan design requirements:
 - Review existing site conditions
 - Identify areas of site requiring modifications based on proposed design
6. Determine building and envelope systems for exterior walls and roof:
 - Analyze existing building envelope and roof and identify areas of weakness
 - Research cladding and envelope systems for enhancing building performance
 - Select materials well suited to the demands of the project
 - Develop preliminary energy analysis of building envelope
7. Assess cost eligibility for terminal improvements
8. Prepare preliminary construction cost opinion with third party cost estimator
9. Submit packages to LLR, DRB and FAA
 - Attend LLR review in Columbia
 - Attend DRB review in Hilton Head Island
 - Respond to and incorporate comments as required
10. Schedule, attend and conduct stakeholder meetings at HXD (4 meetings)
11. Conduct quality control review
12. Assemble, review and submit deliverables

II. Structural Engineering

1. Review specific building system requirements:
 - Perform preliminary analysis of existing building systems performance
2. Assess existing building lateral load system design and impact on Terminal renovation and expansion
3. Provide review and coordination with geotechnical consultant as related to foundation design requirements
4. Consider alternative structural solutions for the building structure
5. Establish structural system, foundation slab, framing grid and estimated floor to floor heights
6. Virtual participation in stakeholder meetings
7. Attend on-site stakeholder meetings to review comments (2 meetings)
8. Review cost estimate
9. Attend quality control review

III. Mechanical, Electrical, Plumbing, Fire Protection, IT and Security Engineering

1. Analysis of existing mechanical, electrical, plumbing and fire protection systems:
 - Field investigation site visits for detailed documentation of existing MEPFP

- systems
- MEPPF engineers to perform on-site assessments of existing systems and provide report of findings to owner
2. Determine MEPPF systems to be used:
 - Determine types of systems to be used based on performance, energy efficiency, and assessment of existing systems
 - Identify location for domestic water service and backflow preventers, if new are required
 - Confirm plumbing piping materials for domestic water, waste and vent, and storm drainage.
 - Confirm water heater locations. Confirm types (point of use, tank type) of water heaters. Confirm gas (if available) or electric water heaters.
 - Confirm expectations of re-use for existing roof drain leaders where practical and where new roof leaders need to be relocated for new roof construction areas
 - Confirm replacement of existing plumbing fixtures with new fixtures that are accessible and that exceed the water savings requirements of the Energy Policy Act of 1992; Confirm requirements for low flow toilets (128 gallons/flush), low flow (0.125 gallons/flush) or waterless urinals and low flow faucets (0.5 gpm)
 - Confirm keeping or replacement of the existing air handling units.
 - Confirm desire to utilize energy recovery system in new air handling units
 - Confirm types of air handling system for expansion areas. Confirm locations of interior and exterior equipment.
 - Confirm location(s) of transformers
 - Confirm keeping or replacement of distribution equipment
 - Confirm generator requirements
 - Reconfigure if necessary existing generator distribution
 - Provide fixtures with LED lamp source
 - Confirm desire for daylight harvesting in coordination with the Owner
 - Provide automatic lighting controls
 - Replace older exit signs
 - Provide smoke detection in common, storage, electrical, and mechanical areas where none presently exist
 - Confirm upgrade of the Fire Alarm Control Panel
 - Perform code analysis
 - Identify documentation requirements
 - Provide preliminary HVAC equipment sizing
 - Provide preliminary electrical load sizing.
 - Coordination as required with Specialty Lighting Design Consultant
 3. Determine IT and Security systems and equipment to be used, as coordinated with the Owner staff and Owner's vendor:
 - Preliminary design of structured cabling for voice and data
 - Preliminary design of card reader access system for owner, TSA, tenants
 - Preliminary design of surveillance systems
 - Preliminary design of intrusion systems

- Preliminary design of wireless systems
 - Preliminary design of paging systems
4. Virtual participation in stakeholder meetings
 5. Attend on-site stakeholder meeting to review comments (4 meetings)
 6. Review cost estimate
 7. Attend quality control review

IV. Civil Engineering

1. Compile information and reconcile concept
2. Development schematic design geometric layouts of the Terminal Curbside, Terminal Road, and existing parking lot revisions.
3. Development schematic design grading and drainage layouts of the Terminal Curbside, Terminal Road, and existing parking lot revisions.

V. Specialty Lighting Design

1. Review specific building system requirements:
 - Perform preliminary analysis of existing building systems performance
2. Develop exterior and interior lighting scenarios:
 - Identify requirements and locations for artificial lighting
 - Develop lighting concepts with Architect to be reviewed and approved by the owner
3. Prepare preliminary lighting fixture schedules
4. Perform foot candle calculations to confirm lighting level requirements as required
5. Prepare preliminary dimmer/lighting control schedule
6. Virtually attend quality control review

VI. Baggage Handling Systems

1. Further develop and coordinate the baggage handling system design with all disciplines
2. Continued updates/development for overall phasing approach
3. Model trace baggage carts and anticipated ramp operations
4. Production of detailed equipment manifests
5. Updates/revisions for BOD document as required
6. Specification development
 - Updated Basis of Design Report
 - Updated Plans and Sections with level of detail prescribed in PGDS
 - Updated Conveyor Manifest (approximate conveyor lengths and belt speeds)
 - Outline of Reporting Capabilities
 - Baggage and data flow charts
 - Updated estimate of probable BHS costs
 - Updated estimate of BHS power requirements
 - Updated project/phasing schedule
7. Continued updates/development of BHS Cost Estimates
8. Continued updates/development BHS Power Requirements and Heat Load

- projections
9. Virtual participation in stakeholder meetings
 10. Attend on-site stakeholder meetings to review design (2 meetings)
 11. Virtually attend quality control review

VII. Aircraft Support Systems

1. Conduct Site Survey and attend planning meeting at HXD
 - Compile and verify existing data
 - Compile and provide existing CAD files to project team from past HXD projects completed by the Contractor
 - Coordinate and verify existing CAD layouts with existing terminal building CAD drawings
2. Develop plans
 - Develop draft aircraft parking plans for all gates that are part of the terminal expansion. Layouts to include striping from the vehicle service roads to the gate parking positions, including vehicle service roads and vehicle parking as necessary.
 - Model trace aircraft layouts showing aircraft maneuvering as necessary along with jet blast evaluation
 - Review and coordinate fuel hydrant locations coordinated with the aircraft parking plans. (if there will be fuel pits)
3. Develop specifications
 - Generate SD Level PBB specifications, selections, layouts, foundation locations, foundation loads, and equipment general layout designs
 - Generate SD Level PBB walkway specifications, foundation locations, foundation loads, and equipment general layout designs
 - Generate SD Level point of use (POU) 400 Hz ground power specifications, and general equipment layout designs
 - Generate SD Level POU preconditioned air (PCA) specifications, and general equipment layout designs
 - Generate SD Level potable water cabinet specifications, cabinet locations, and general equipment layout designs
 - Generate SD Level baggage valet specification, locations, and general equipment layout designs
 - Generate SD Level aircraft docking guidance unit specifications, locations, and general equipment layout designs
 - Generate SD Level electric GSE charging system specifications, locations, and general equipment layout designs - based on a distributed style system
4. Provide coordination with Architectural, MEP, Civil and Structural disciplines for preliminary planning for terminal building interface requirements, electrical requirements and PBB foundation design Depending on the type of GBL system anticipated, terminal building penetrations and security coordination may be required
5. Provide budget
 - Provide budget estimates for Aircraft Gate Equipment and apron markings

- Provide preliminary construction budget based on additional design details identified in this Phase
- 6. Virtual participation in stakeholder meetings
- 7. Attend on-site stakeholder meeting to review design (1 meeting)
- 8. Virtually attend quality control review

VIII. Cost Estimating

1. Provide cost estimate of design

IX. Code Consulting

1. Review design and prepare code summary

X. Graphics and Signage

1. Develop new visual/graphics themes and standards:
 - General conceptual design of proposed visual themes and program aesthetics
 - Confirm owner approval of proposed conceptual design
2. Review cost estimate
3. Virtually attend quality control review

XI. Deliverables - 30% Review Package – LLR, DRB and FAA Packages

1. Provide written and plan documents:
 - Provide preliminary specifications for major building components
 - Provide schematic building plans, elevations and sections illustrating to scale written program requirements for all new and renovated areas
 - Provide sub-consultants design narratives as defined in scope above
 - Provide sub-consultants' preliminary design plans/reports as defined in scope above
 - Provide construction cost estimate
 - Provide interior and exterior renderings illustrating main building areas for client review and approval
2. Development and preparation of a "30% Design" TSA BHS Submittal (based on PGDS requirements) suitable for submission to TSA and generally expected to contain the following;
 - Updated Basis of Design Report
 - Order of magnitude cost estimate updates
 - Program Schedule Development
 - Phasing and Constructability Memo
 - Updated Plans and Sections with level of detail prescribed in PGDS
 - Responses to review comments received in previous phase
 - Preparation of a Threat Bag Removal Procedure

D. DESIGN DEVELOPMENT – 60% REVIEW PACKAGE

I. Architectural

1. Incorporate modifications to drawings and specifications from schematics review:
 - Coordinate revisions to building design across all disciplines
2. Establish drawing layout methods and conventions:
 - Coordinate construction document standards
3. Coordinate location of site grading and underground utilities:
 - Develop solutions for grading and utilities with proposed building design
4. Development of base building layouts:
 - Refine building plans in greater detail, incorporating structural requirements and material and envelope selections
 - Develop reflected ceiling plans, incorporating lighting and MEPF fixtures
5. Provide shell building and envelope requirements:
 - Select basis of design envelope/window/door manufacturers
 - Integrate envelope selections into building design
6. Determine interior finishes/millwork:
 - Select finish materials and identify areas requiring millwork
 - Develop interior elevations with material selections
7. Determine sustainable building components:
 - Determine level of sustainability desired by owner
 - Develop solutions for achieving sustainability/energy efficiency goals
8. Coordination of building systems into building design:
 - Integrate MEPF systems with building plans, sections, and details
9. Final determination of code requirements and life safety systems:
 - Prepare preliminary life safety plans demonstrating compliance with egress requirements
 - Coordinate with MEPF systems to ensure life safety compliance
 - Coordinate with Supporting Architect for incorporation of code compliance issues
 - Coordinate local, state, and federal code requirements with building design
10. Assess cost eligibility for terminal improvements
11. Complete edit set of contract specifications:
 - Update specifications to reflect materials and systems selections
12. Update construction cost opinion/obtain preliminary contractor pricing:
 - Update budget to reflect building design
 - Procure up-to-date budgetary information from an independent cost estimator
 - Assess cost eligibility for terminal improvements
13. Coordination with AHJ:
 - Integrate comments into building design and layout of specialty equipment
14. Schedule, attend, conduct and document stakeholder meetings at HXD (4 meetings)
15. Conduct quality control review:
 - Schedule and conduct coordination meeting with all disciplines to review progress
16. Assemble, review and submit deliverables

II. Structural Engineering

1. Develop selected structural system
2. Produce further detailed foundation and framing plans, including laterally system,

- framing member sizes, and plan dimensions
- 3. Provide preliminary framing sizes
- 4. Coordinate with the geotechnical consultant as related to foundation requirements
- 5. Provide outline specifications
- 6. Provide preliminary details
- 7. Review cost estimate
- 8. Participate in quality control review
- 9. Virtual participation in stakeholder meetings
- 10. Participation in on-site stakeholder meetings (2 meetings)

III. Mechanical, Electrical, Plumbing, Fire Protection, IT and Security Engineering

- 1. Provide selections and locations of owner-selected equipment/specialties:
 - Coordinate equipment with building layout
 - Identify any MEPFP systems/services required for installation
- 2. Provide MEPFP design development requirements:
 - Provide HVAC loads and electrical load calculations
 - Provide MEPFP equipment selections
 - Provide MEPFP and fire alarm drawings
- 3. Coordinate building systems into building design:
 - Finalize selections and locations of owner selected equipment and specialties
 - Provide final determination of code requirements and life safety systems
- 4. Determine exterior and interior lighting design and fixtures
- 5. Examine existing communication pathway and space requirements for communications
- 6. Develop design of IT systems identified in schematic design Develop drawings and specifications for IT systems and equipment
- 7. Develop design of security systems identified in schematic design Develop drawings and specifications for security systems and equipment
- 8. Examine existing communications infrastructure for connectivity:
- 9. Ongoing coordination with Architect and consultants
- 10. Coordination as required with Specialty Lighting Design Consultant
- 11. Provide outline specifications
- 12. Provide comments after review of estimator's construction cost opinion
- 13. Coordination with HXD as required:
 - Coordinate with TSA, tenants and code officials
 - Owner review and approval
- 14. Review cost estimate
- 15. Participate in quality control review
- 16. Virtual participation in stakeholder meetings
- 17. Participation in on-site stakeholder meetings (4 meetings)

IV. Civil Engineering

- 1. Compile information and reconcile concept from schematic design phase
- 2. 60% Design the Construction Safety and Phasing Plan (CSPP) to detail the safety

- requirements and overall phasing of the project. Production of the CSPP document and submittal to the FAA for review and approval.
3. 60% Demolition Plans for the limits of construction
 4. 60% Geometric Plans of the Terminal Curbside, Terminal Road, and modifications of the existing parking areas impacted by the proposed 4 new vehicular lanes in front of the proposed terminal building front.
 5. 60% Grading and Drainage Plans of the Terminal Curbside, Terminal Road, and existing parking areas. Drainage shall include the collection of all storm water and conveyance to the appropriate existing drainage system. Modifications to the existing Airport Stormwater Master Plan addressing increase in impervious area from this project. 60% design of stormwater detention/control improvements required from increase in impervious area.
 6. 60% Design of temporary sediment and erosion control measures for the project.
 7. 60% Pavement Markings Plans and Marking Details of the Terminal Curbside, Terminal Road, and existing parking areas.
 8. 60% Utility design to within five (5) feet of the building.
 9. 60% Miscellaneous Details sheets.
 10. Preparing quantities of the civil site items along with an engineer's opinion of probable cost at the 60% design level.
 11. Preparation of the draft engineering report as required by the FAA.
 12. Draft technical specifications pertaining to the civil site items.
 13. Quality assurance reviews of the civil site items and coordination with design team members.

V. Specialty Lighting Design

1. Develop exterior and interior lighting design and fixtures:
 - Analyze daylighting models to determine artificial light requirements
 - Select basis of design lighting fixtures and mounting options to be reviewed and approved by the owner
2. Develop lighting fixture schedules
3. Develop dimmer/lighting control schedules
4. Review cost estimate
5. Virtual participation in quality control review

VI. Baggage Handling Systems

VII. Landscape Improvements

1. Prepare Planting Plan, Planting Schedule and Details for the following areas
 - Parking lot median plantings
 - Foundation plantings
 - Gravel parking screening
2. Prepare narrative for DRB submittal regarding planting plan
3. Conduct plan take off and prepare estimate of probable cost
4. Project coordination with client and design team
5. Provide plans for Town of Hilton Head DRB permit submittal and review
6. Make minor revisions based on Town of Hilton Head DRB

7. Prepare Planting Plan for Town of Hilton Head DPR Approval
8. Prepare narrative for DPR submittal
9. Revise Planting Plan based on Town of Hilton Head DPR comments
10. Prepare revised estimate of probable cost
11. Provide response to Town of Hilton Head DPR comments
12. Prepare construction documents consisting of drawings and specifications for bidding of all planting design improvements included in Landscape Design and Development and based on Town Hilton Head development permit approved plans:
 - Prepare final construction planting plan with plant list, planting details and technical specification
 - Prepare final estimate of Probable Cost
 - Review plans for errors and omissions
 - Coordinate and submit Construction Document plans and specifications
 - Site and landscape improvements referred to may include but are not limited to:
 - Clearing and grubbing
 - Surface grading and drainage
 - Location and design of pedestrian walkways and hardscape areas
 - Lawns and plantings
 - Irrigation specification

VIII. Aircraft Support Systems

1. Incorporate DD comments and revision requests from stakeholders
2. Continue development of plans
 - Continue development of aircraft parking plans for all gates that are part of the terminal expansion. Layouts to include striping from the vehicle service roads to the gate parking positions, including vehicle service roads and vehicle parking as necessary.
 - Review and coordinate fuel hydrant locations coordinated with the aircraft parking plans. (if there will be fuel pits)
3. Continue development of specifications
 - Model trace aircraft layouts showing aircraft maneuvering as necessary along with jet blast evaluation
 - Generate DD Level PBB specifications, selections, layouts, foundation locations, foundation loads, and equipment general layout designs
 - Generate DD Level PBB walkway specifications, foundation locations, foundation loads, and equipment general layout designs
 - Generate DD Level point of use (POU) 400 Hz ground power specifications, and general equipment layout designs
 - Generate DD Level POU preconditioned air (PCA) specifications, and general equipment layout designs
 - Generate DD Level potable water cabinet specifications, cabinet locations, and general equipment layout designs
 - Generate DD Level baggage valet specification, locations, and general equipment layout designs

- Generate DD Level aircraft docking guidance unit specifications, locations, and general equipment layout designs
 - Generate DD Level electric GSE charging system specifications, locations, and general equipment layout designs - based on a distributed style system
4. Provide probable cost opinion of items in scope
 5. Virtual participation in quality control review
 6. Virtual participation in stakeholder meetings
 7. On-site participation at stakeholder meeting to review design (1 meeting)

IX. Cost Estimating

1. Provide updated cost estimate of design

X. Code Consulting

1. Review design and update code summary

XI. Graphics and Signage

1. Finalize graphic design and fabrication specifications:
 - Finalize program sign types including material, color, size, and fabrication specifications for design intent
2. Virtual participation in quality control review

XII. Deliverables – 60% Review Package

1. Provide written and plan documents:
 - Provide outline specifications for all building components
 - Provide design development building plans, elevations, sections, and finish schedules illustrating the full scope of work for all new and renovated building areas to include all required building code related assemblies
 - Provide sub-consultants' design development plans and outline specifications as defined in scope above
 - Provide updated construction cost estimate
 - Provide updated interior and exterior renderings illustrating main building areas for client review and approval

E. CONTRACT DOCUMENTS 100% REVIEW PACKAGE – LLR, DRB and FAA FINAL REVIEW PACKAGE

I. Architectural

1. Incorporate modifications to drawings and specifications from design development review:
 - Coordinate revisions to building design across all disciplines
2. Provide final background plans to engineers and consultants:
 - Issue background drawings to consultants for use in preparing final drawings
3. Final coordination of all systems with consultants:
 - Review and integrate building systems in each discipline with building design
4. Provide complete construction drawings

5. Provide complete construction specifications
 - Coordinate front end with civil and FAA
6. Coordinate with cost consultant to provide final cost estimate
7. Submit packages to LLR, DRB and FAA
 - Review final building design with code officials and authorities having jurisdiction
 - Attend on-site review with LLR in Columbia
 - Attend on-site review with DRB in Hilton Head
8. Schedule, attend, conduct and document stakeholder meetings at HXD (4 meetings)
9. Conduct quality control review:
 - Schedule and conduct coordination meeting with all disciplines ahead of final deadline
10. Assemble, review and submit deliverables

II. Structural Engineering

1. Complete the gravity and lateral design of the structure
2. Provide complete construction documents and specifications
3. Provide Statement of Special Inspections per Chapter 17 of the 2015 SCSBC
4. Review cost estimate
5. Participate in quality control review
6. Virtual participation in stakeholder meetings
7. Participation at final on-site stakeholder meetings to review comments (2 meetings)

III. Mechanical, Electrical, Plumbing, Fire Protection, IT and Security Engineering

1. Incorporate modifications into drawings and specifications:
 - Provide MEPFP construction drawing information
 - Provide final HVAC loads and equipment selections
 - Provide final plumbing calculations and equipment selections
 - Provide final MEPFP and fire alarm system drawings
2. Coordinate building systems into building design
3. Provide electrical circuiting and panel schedules
4. Provide final determination of code requirements and life safety systems
5. Coordinate connectivity of existing communication infrastructure:
 - Identify pathway and space requirements for communications
6. Finalize IT design and provide final drawings and specifications
 - Incorporate infrastructure and pathway recommendations to accommodate future expansion
7. Finalize security design and provide final drawings and specifications
8. Provide complete drawings and specifications
9. Review cost estimate
10. Participate in quality control review
11. Virtual participation in stakeholder meetings
12. Participation at final on-site stakeholder meeting to review comments (4 meetings)

IV. Civil Engineering

1. Compile information and reconcile concept from 60% review
2. 100% Design the Construction Safety and Phasing Plan (CSPP) to detail the safety requirements and overall phasing of the project. Production of the CSPP document and submittal to the FAA for review and approval.
3. 100% Demolition Plans for the limits of construction
4. 100% Geometric Plans of the Terminal Curbside, Terminal Road, and existing parking areas.
5. 100% Grading and Drainage Plans of the Terminal Curbside, Terminal Road, and existing parking areas. Drainage shall include the collection of all storm water and conveyance to the appropriate existing drainage system. Final design of stormwater detention/control improvements required from increase in impervious area.
6. 100% Design of temporary sediment and erosion control measures for the project. Submittal of sediment and erosion control plans, calculations and report to SCDHEC/OCRM for review and approval.
7. 100% Pavement Markings Plans and Marking Details of the Terminal Curbside, Terminal Road, and existing parking areas.
8. 100% Utility design to within five (5) feet of the building.
9. 100% Miscellaneous Details sheets.
10. Filing of the 7460 for the final building/site condition.
11. Create Construction Safety and Phasing Plan (CSPP) and submit to FAA for review.
12. Preparing quantities of the civil site items along with an engineer's opinion of probable cost.
13. Preparation of the engineering report as required by the FAA.
14. Technical specifications pertaining to the civil site items.
15. Quality assurance reviews of the civil site items and coordination with design team members.

V. Specialty Lighting Design

1. Finalize exterior and interior lighting design and fixtures
2. Finalize lighting level calculations for all fixtures
3. Coordinate fixture types, quantities, locations and mounting heights with Architectural drawings
4. Review cost estimate
5. Participate in quality control review

VI. Baggage Handling Systems

1. Further develop and coordinate the baggage handling system design with all disciplines
2. Continued updates/development for overall phasing approach
3. Production of detailed equipment manifests
4. Updates/revisions for BOD document as required
5. Specification detailed development
6. Development and preparation of a 100% TSA Submittal (based on PGDS requirements) suitable for submission to TSA and generally expected to contain the

following;

- Updated Basis of Design Report
 - Updated Plans and Sections with level of detail prescribed in PGDS
 - Updated Conveyor Manifest (approximate conveyor lengths and belt speeds)
 - Outline of Reporting Capabilities
 - Baggage and data flow charts
 - Updated estimate of probable BHS costs
 - Updated estimate of BHS power requirements
 - Updated project/phasing schedule
 - Preparation of a bag tracking description
 - Preparation of a preliminary contingency plan
 - Preparation of a Threat Bag Removal Procedure
7. Continued updates/development of BHS Cost Estimates
 8. Continued updates/development BHS Power Requirements and Heat Load projections
 9. Virtual participation in quality control review
 10. Virtual participation in stakeholder meetings
 11. On-site participation at stakeholder meetings to review comments (2 meetings)

VII. Landscape Improvements

Construction documents consisting of drawings and specifications for bidding of all planting design improvements included in Landscape Design and Development and based on Town of Hilton Head development permit approved plans:

1. Prepare final Construction Planting Plan with plant list, planting details and technical specification
2. Provide Irrigation Design Package for foundation planting at proposed Airport Terminal to include plans, details, and written irrigation specifications (Provided by subconsultant, Simmons Irrigation)
3. Prepare final estimate of Probable Cost
4. Review plans for errors and omissions
5. Coordinate and submit Construction Document Plans and Specification to TBE for placement into Bid Package of all disciplines (digital submission)
6. Site and Landscape Improvements referred to may include but are not limited to:
 - Clearing and Grubbing
 - Surface grading and drainage (Provided by TBE and Ward Edwards Engineering)
 - Location and design of pedestrian walkways and hardscape areas (Provided by TBE)
 - Site engineering (Provided by TBE)
 - Outdoor lighting locations and type (parking area lighting design provided by utility or TBE)
 - Lawns and plantings
 - Signage (Provided by TBE)
 - Fences (Provided by TBE)
 - Site furnishings (Provided by TBE)
 - Irrigation (Provided by subconsultant, Simmons Irrigation)

VIII. Aircraft Support Systems

1. Incorporate DD comments and revision requests from stakeholders
2. Finalize aircraft parking plans for all gates that are part of the terminal expansion. Layouts to include striping from the vehicle service roads to the gate parking positions, including vehicle service roads and vehicle parking as necessary.
3. Model trace aircraft layouts showing aircraft maneuvering as necessary along with jet blast evaluation
4. Generate CD Plans and Specifications
 - PBB specifications, selections, layouts, foundation locations, foundation loads, and equipment general layout designs
 - PBB walkway specifications, foundation locations, foundation loads, and equipment general layout designs
 - Point of use (POU) 400 Hz ground power specifications, and general equipment layout designs
 - POU preconditioned air (PCA) specifications, and general equipment layout designs
 - Potable water cabinet specifications, cabinet locations, and general equipment layout designs
 - Baggage valet specification, locations, and general equipment layout designs
 - Aircraft docking guidance unit specifications, locations, and general equipment layout designs
 - Electric GSE charging system specifications, locations, and general equipment layout designs - based on a distributed style system
5. Review and coordinate fuel hydrant locations coordinated with the aircraft parking plans. (if there will be fuel pits)
6. Provide probable cost opinion of items in scope
7. Virtual participation in quality control review
8. Virtual participation in stakeholder meetings
9. On-site participation at stakeholder meeting to review design (1 meeting)

IX. Code Consulting

1. Provide final code summary
2. Attend LLR code meeting in Columbia

X. Graphics and Signage

1. Finalize signage locations, quantities, and messaging:
 - Confirm owner review and approval
2. Provide final graphics drawings and fabrication specifications:
 - Confirm owner review and approval

XI. Deliverables

1. Provide written and plan documents:
 - Provide construction specifications for all building components

- Provide construction document plans, elevations, sections, details, schedules, and building code data defining for the contractor the full scope of work including desired construction phasing for all new and renovated building areas
 - Provide sub-consultants' construction document plans and specifications as defined in scope above
 - Provide final construction cost estimate
 - Provide list and details of construction alternatives
2. Provide sealed construction documents (3 gates with 1 gate alternate only) plans and specifications

F. BIDDING AND PERMITTING

I. Architectural

1. Assist in preparation of bid advertisement
 - Coordinate with newspaper/websites/plan rooms
 - Submit electronic copy of plans to plan rooms
2. Attend on-site pre-bid conference
 - Prepare agenda and sign-in sheet, conduct meeting, prepare pre-bid minutes, prepare and submit addendum
3. Respond to bidders' questions and requests for clarifications:
 - Record questions and prepare answers to be included in addenda
4. Prepare and distribute addenda as required:
 - Revise drawings/specifications; include with answers to bidders' questions
 - Incorporate addenda into drawings set
5. Submit drawings for permit:
 - Schedule application for permit and respond to reviewer comments
6. Assist in preparation of bid summary form
7. Post bid:
 - Assist owner with distribution of final contract documents incorporating all revisions

II. Structural Engineering

1. Respond to bidder's questions and requests for clarification
2. Prepare addenda with revised drawings as necessary

III. Mechanical, Electrical, Plumbing, Fire Protection, IT and Security Engineering

1. Respond to bidder's questions and requests for clarification
2. Prepare addenda with revised drawings as necessary

IV. Civil Engineering

1. Coordinate project advertisement
2. Coordinate and distribute bid documents
3. Attend and facilitate pre-bid meeting

4. Respond to bidder's questions and requests for clarifications
 5. Prepare addenda
 6. Prepare bid tabulation and distribute to Sponsor, SCAC and FAA
 7. Review bids and recommend award of the project
- V. Specialty Lighting Design**
1. Respond to bidder's questions and requests for clarification
 2. Prepare addenda with revised drawings as necessary
- VI. Baggage Handling Systems**
1. Pre-qualification of bidders
 2. Respond to questions from Bidders or proposers and clarifications or interpretations of the Bid Documents
 3. Technical evaluation of the BHS proposals
 4. Review and coordination of data furnished by the bidders or proposers for the Project
 5. Assist in evaluating and recommending the most qualified firm and the best value proposal
 6. Attend on-site pre-bid meeting
- VII. Aircraft Support Systems**
1. Respond to bidder's questions and requests for clarification
 2. Prepare addenda with revised drawings as necessary
- VIII. Graphics and Signage**
1. Respond to bidder's questions and requests for clarification
 2. Prepare addenda with revised drawings as necessary
- IX. Landscape Improvements**
1. Attend pre-bid meeting
 2. Respond to bidder's questions and requests for clarification
 3. Assist with addenda related to landscape improvements
- X. Deliverables**
1. Written and plan documents:
 - Submit construction documents to code review agencies for building permit approval
 - Provide bid addenda and bid tabulation summary
 - Provide written contact solicitation report for DBE and local firm bid participation
 - Provide verified list of participating DBE and local firms for low bidders showing percentages of participation for each
 - Submit architect's recommendation of contractor for award letter

G. CONSTRUCTION CONTRACT ADMINISTRATION (CA)

I. Architectural

1. Review shop drawings and submittals for compliance with construction documents
2. Provide bulletin drawings as required
3. Review change order requests
4. Conduct 40 on-site construction progress meetings, prepare and distribute minutes and correspondence; conduct site observations, prepare and distribute field reports
5. Coordinate with third-party Special Inspector (SI)
6. Coordinate with consultants
7. Review and coordinate overall project schedule and schedule updates
8. Review contractor's applications for payment
9. Conduct final on-site punch list and follow-up site visit to confirm completion
10. Submit record drawings and specifications to the Owner
Submit

II. Structural Engineering

1. Review shop drawings and submittal data for compliance with construction documents
2. Provide bulletin drawings as required
3. Respond to RFIs during construction
4. 10 on-site construction progress meetings, conduct site observations, prepare and distribute field reports
5. Virtually attend construction progress meetings
6. Conduct final on-site punch list and follow-up site visit to confirm completion
7. Prepare record drawings based on contractor field mark-up as-built drawings

III. Mechanical, Electrical, Plumbing, Fire Protection, IT and Security Engineering

1. Review shop drawings and submittal data for compliance with construction documents
2. Provide bulletin drawings as required
3. Respond to RFIs during construction
4. Make up to 20 site visits per discipline during construction for progress meeting attendance and site observation of work performed. Prepare and distribute observation reports for each visit
5. Virtually attend construction progress meetings
6. Make site visits following substantial completion for inspection and verification required to prepare SC Energy Code compliance statements for HVAC, hot water, and lighting systems
7. Conduct final on-site punch list and follow-up site visit to confirm completion
8. Prepare record drawings based on contractor field mark-up as-built drawings

IV. Civil Engineering

1. Prepare contract documents and Released for Construction (RFC) plans and specifications
2. Coordinate award of the contract
3. Attend and facilitate the pre-construction conference, and prepare/publish pre-

- construction meeting minutes
4. Review and coordinate overall project schedule and schedule updates
 5. Review shop drawings and submittals for compliance with construction documents
 6. Provide bulletin drawings as required
 7. Respond to RFIs during construction
 8. Attend and facilitate construction progress meetings and prepare/publish meeting minutes
 9. Review and coordinate field changes
 10. Review quality assurance testing results and coordinate results with contractor. Update PWL spreadsheets with testing results.
 11. 1 site visit following substantial completion to confirm completion of the project and compliance with the bid documents
 12. Attend final inspection of project, and prepare/publish punchlist
 13. Prepare final engineer's report and submit to FAA.
 14. Develop and distribute Civil record drawings

V. Specialty lighting

1. Review shop drawings and submittals for specialty lighting
2. Respond to RFIs during construction

VI. Baggage Handling Systems

1. Review shop drawings and submittals for compliance with construction documents
2. Provide bulletin drawings as required
3. Respond to RFIs during construction
4. Virtually attend construction progress meetings
5. 5 on-site construction progress meetings, conduct site observations, prepare and distribute field reports
6. 1 site visit following substantial completion to confirm completion of the project and compliance with the bid documents

VII. Aircraft Support Systems

1. Review shop drawings and submittals
2. Provide bulletin drawings as required
3. Respond to RFIs during construction
4. Virtually attend construction progress meetings
5. 4 on-site construction progress meetings, conduct site observations, prepare and distribute field reports
6. 1 site visit following substantial completion to confirm completion of the project and compliance with the bid documents

VIII. Graphics and Signage

1. Review shop drawings and submittals
2. Provide bulletin drawings as required
3. Respond to RFIs during construction

IX. Landscape Improvements

1. Process and review landscape contractor's plant substitution submittals as necessary
2. Conduct site visits and observe installation and document site observations
3. Prepare punch list for landscape improvement items
4. Prepare one-year warranty punch list of all landscape improvements

X. Quality Assurance Testing (Billed at Cost, Not-to-Exceed, Plus a Fixed Fee included in Architectural Lump Sum)

1. Special Inspections for Soils and Foundations
 - Building pad backfill
 - In-place field density testing
 - Shallow foundation evaluations
 - Undercutting observations
2. Special Inspections for Reinforced Concrete
 - Building concrete mix designs
 - Building reinforcing steel, anchor boot, and embed evaluations
 - Building post installed reinforcing steel
 - Building concrete conveyance and consolidation
 - Building concrete sampling and testing
 - Building concrete curing
 - Floor flatness and levelness testing
3. Special Inspections for Structural Masonry
 - Submittal review prior to construction
 - Masonry reinforcing steel, post installed anchors and embed evaluations
 - Structural masonry mortar and grout preparation
 - Cell cleanliness observation
 - Hot/Cold weather procedures
 - Grout placement observations
 - Grout testing
 - Mortar compressive strength testing
 - Mortar-aggregate-ratio testing
4. Special Inspections for Structural Steel
 - Inspection of fabricators
 - Material certifications
 - Welder certifications and procedures
 - Visual weld observations
 - High-strength bolting
 - Steel frame joint details
 - Framing details
 - Mechanical connections
5. Special Inspections for Sprayed Fire-Resistant Materials (SFRM)
 - Submittal review
 - Substrate preparation
 - Thickness measurements
 - Density tests

- Cohesion/Adhesion (bond) tests
- 6. Reporting and Meeting Attendance
 - Daily reports
 - Interim reports/test results
 - Pre-installation meetings
 - Monthly project progress meetings
- 7. Site Testing
 - Develop Proctor curve for subgrade soils
 - Develop Proctor curve for aggregate base course
 - Subgrade Soils (moisture and density)
 - Aggregate Base Course (gradation, moisture and density)
 - Concrete (air content, slump, compressive strength)
 - Bituminous concrete (laboratory and field properties)
 - Proof roll of subgrades
 - Welds

Exclusions: The following items are not included in this Work Authorization.

1. Environmental documentation, permitting and mitigation of onsite wetlands impacted by this project. These services will be provided under a separate Work Authorization.
2. Design of domestic water distribution systems that increase the existing domestic water service to the commercial terminal building. It is assumed that the existing domestic water service provides adequate pressure and flow for the existing demands to remain and the proposed demands to be imposed by the proposed terminal building improvements.
3. Design of sanitary sewer collection systems that increase the existing capacity of the sanitary service to the commercial terminal building. It is assumed that the existing sanitary sewer service provides adequate flow capacity for the existing demands to remain and the proposed demands to be imposed by the proposed terminal building improvements.

Amendment 1 Description of Work Authorized: On June 23, 2022, bids were opened for the terminal project, resulting in a total program cost of over \$76 million. Based on the extent of the program versus the funding available, it has been determined that the project would be phased in an effort initiate construction and move the program forward.

Amendment 1 of this work authorization addresses the repackaging of the construction plans and specifications into phases, the repackaging and bidding of Phase 1 (which will include the new roadway in front of the terminal and parking lot expansion and hold room and TSA area), and construction administration and inspection services (including quality assurance testing).

Estimated Time Schedule: Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

Cost of Services: The method of payment shall be in accordance with Article 6 – Compensation of the contract. The work shall be performed in accordance with the Master Contract as a lump sum of **\$293,653.25** including expenses. Special services shall be performed on a not to exceed basis with a budget of **\$1,367,913.230**, which includes reimbursable expenses. For a total of **\$1,661,566.18**.

Original Contract	\$6,199,287.50
Amendment 1	\$1,661,566.48
TOTAL	\$7,860,853.98

Agreed as to Scope of Services, Time Schedule and Budget:

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT & ELLINGTON,
INC.

Title

Vice President
Title:

Date:

Date:

Witness:

Witness:

Talbert, Bright and Ellington, Inc.

Work Authorization 2119-1905

Amendment 1

APPENDIX A FEE PROPOSAL

FEE COMPARISON

<u>Phase</u>	<u>Original Contract</u>	<u>Amendment (based on 2-year construction program)</u>	<u>Difference</u>
Preliminary Design	\$55,245.00	\$69,587.00	\$14,342.00
Program Management/Architectural Coordination Design	\$285,200.00 \$189,789.00	\$285,200.00 \$189,789.00	\$0.00 \$0.00
Design Repackage	\$0.00	\$90,160.00	\$90,160.00
Bidding	\$21,683.00	\$21,683.00	\$0.00
Bidding Repackage	\$0.00	\$17,246.00	\$17,246.00
Construction Administration	\$280,722.00	\$344,790.00	\$64,068.00
Expenses	\$110,577.00	\$ 218,414.25	\$107,837.25
HNTB - Scheduling	\$30,000.00	\$30,000.00	\$0.00
Wilson Group - Pre-Design/Programming	\$167,267.50	\$167,267.50	\$0.00
Wilson Group - Schematic Design	\$300,207.50	\$300,207.50	\$0.00
Wilson Group - Design Development	\$631,005.00	\$631,005.00	\$0.00
Wilson Group - Bid Documents	\$875,638.75	\$826,255.75	(\$49,383.00)
Wilson Group - Bidding and Permitting	\$223,531.25	\$201,178.13	(\$22,353.12)
Wilson Group - Repackage	\$0.00	\$ 389,398.05	\$389,398.05
Wilson Group - Construction Administration	\$999,925.00	1,293,741.95	\$293,816.95
DBE Plan	\$13,800.00	\$8,466.30	(\$5,333.70)
Topographic Survey	\$16,100.00	\$28,405.00	\$12,305.00
Pre-design Geotechnical	\$34,500.00	\$13,943.75	(\$20,556.25)
Sediment/Erosion Control Design	\$32,200.00	\$37,781.53	\$5,581.53
Stormwater/Storm Drainage Design	\$74,750.00	\$96,398.20	\$21,648.20
Stormwater/Storm Drainage CA	\$97,474.00	\$97,474.00	\$0.00
Landscape Design	\$21,562.50	60,275.57	\$38,713.07
QA Testing	\$460,000.00	\$460,000.00	\$0.00
As Built Survey	\$34,500.00	\$34,500.00	\$0.00
Subtotal			
Resident Project Representative			
<u>Cost Plus Budget</u>			
Estimated Manhours	\$1,010,730.00	\$1,592,214.00	\$581,484.00
Estimated Days	\$223,680.00	\$303,710.00	\$80,030.00
Estimated Expenses	\$9,200.00	\$51,762.50	\$42,562.50
Total	\$6,199,287.50	\$7,860,853.98	\$1,661,566.48

MANHOUR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1

HILTON HEAD ISLAND AIRPORT
 HILTON HEAD ISLAND, SC
 AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022
 SCAA PROJECT NO:
 CLIENT PROJECT NO:
 TBE PROJECT NO: 2119-1905

October 14, 2022

PROGRAM MANAGEMENT/ARCHITECTURAL COORDINATION

DESCRIPTION	PRIN \$ 290	SPM \$ 250	PM \$ 220	E5 \$ 180	E4 \$ 150	E2 \$ 110	E1 \$ 90	T5 \$ 150	AD5 \$ 140	AD3 \$ 66
Coord. w/design team, agencies, and stakeholders	0	0	0	0	0	0	0	0	0	0
Coord. info and design data w/design team	0	0	0	0	0	0	0	0	0	0
Project documents and files coord. with design team	0	0	0	0	0	0	0	0	0	0
Design and construction document control	0	0	0	0	0	0	0	0	0	0
Coord./Conduct design team meetings	0	0	0	0	0	0	0	0	0	0
Design team meetings minutes and track action items	0	0	0	0	0	0	0	0	0	0
Coord. RFI, and construction items with team	0	0	0	0	0	0	0	0	0	0
Coord. design and construction between Owner/team	0	0	0	0	0	0	0	0	0	0
Review and process design team invoices	0	0	0	0	0	0	0	0	0	0
MANHOUR TOTAL	0	0	0	0	0	0	0	0	0	0

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST. MHRS	EST. COST
Principal	PRIN \$ 290	-	\$ -
Senior Project Manager	SPM \$ 250	-	\$ -
Project Manager	PM \$ 220	-	\$ -
Engineer V	E5 \$ 180	-	\$ -
Engineer IV	E4 \$ 150	-	\$ -
Engineer II	E2 \$ 110	-	\$ -
Engineer I	E1 \$ 90	-	\$ -
Technician V	T5 \$ 150	-	\$ -
Admin. Assistant V	AD5 \$ 140	-	\$ -
Admin. Assistant III	AD3 \$ 66	-	\$ -
	Total	-	\$ -
SUBTOTAL			\$ -

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 500	0	\$ -
Postage	LS	\$ 500	0	\$ -
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 5,000	0	\$ -
SUBTOTAL				\$ -

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
SUBTOTAL			\$ -
TOTAL PROGRAM MANAGEMENT/ARCHITECTURAL COORD. COST:			\$ -

MANHOOR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBE PROJECT NO: 2119-1905

October 14, 2022

PRELIMINARY DESIGN PHASE (01)

DESCRIPTION	PRIN \$ 290	SPM \$ 250	PM \$ 220	E5 \$ 180	E4 \$ 150	E2 \$ 110	E1 \$ 90	T5 \$ 150	AD5 \$ 140	AD3 \$ 66
Preliminary project review w/Owner	0	0	0	0	0	0	0	0	0	0
Coordination and Meetings (2) With FAA	0	0	0	0	0	0	0	0	0	0
Develop project scope/contract	2	4	2	0	0	0	0	1	2	2
Coordinate with subconsultants	2	6	0	0	0	0	0	2	2	0
Determine project approach	4	4	8	0	0	0	0	0	0	0
Meetings (2) with Airport and Airlines	0	0	0	0	0	0	0	0	0	0
Develop preliminary estimate	4	6	4	4	0	0	2	4	1	0
MANHOOR TOTAL	12	20	14	4	0	0	2	7	5	2

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 290	12	\$ 3,480
Senior Project Manager	SPM	\$ 250	20	\$ 5,000
Project Manager	PM	\$ 220	14	\$ 3,080
Engineer VI	E5	\$ 180	4	\$ 720
Engineer IV	E4	\$ 150	-	\$ -
Engineer II	E2	\$ 110	-	\$ -
Engineer I	E1	\$ 90	2	\$ 180
Technician V	T5	\$ 150	7	\$ 1,050
Admin. Assistant V	AD5	\$ 140	5	\$ 700
Admin. Assistant III	AD3	\$ 66	2	\$ 132
	Total		66	
SUBTOTAL				\$ 14,342.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 75	0	\$ -
Postage	LS	\$ 100	0	\$ -
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 900	0	\$ -
Mileage	MI	\$ 0.60	0	\$ -
Per Diem	EA	\$ 233.00	0	\$ -
SUBTOTAL				\$ -
TOTAL PRELIMINARY DESIGN COST:				\$ 14,342.00

MANHOOR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SC
AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022
SCAA PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1905

October 14, 2022

DESIGN PHASE (04) - PHASE I REPACKAGE

DESCRIPTION	PRIN \$ 290	SPM \$ 250	PM \$ 220	E5 \$ 180	E4 \$ 150	E2 \$ 110	E1 \$ 90	T5 \$ 150	AD5 \$ 140	AD3 \$ 66
PLANS										
Cover Sheet	0	1	0	0	0	0	0	2	0	0
Quantities and General Notes	0	2	0	2	0	0	0	2	1	0
Construction Safety and Phasing Plans	2	8	0	0	0	16	0	12	0	0
Demolition Plan	1	4	0	8	0	8	0	16	0	0
Geometric Plans-Landside	2	16	0	12	0	0	0	24	0	0
Geometric Plans-Airside	1	6	0	8	0	0	0	8	0	0
Grading Plans and Drainage Plans	4	12	0	16	0	0	0	24	0	0
Joint Layout Plan and Details	2	6	0	8	0	0	0	12	0	0
Joint Elevation Plan	1	4	0	0	12	0	0	16	0	0
Pavement Marking Plans	0	2	0	0	4	0	0	12	0	0
Pavement Marking Details	0	1	0	2	0	0	0	6	0	0
Miscellaneous Details	0	1	0	2	0	0	0	2	0	0
DESIGN										
Coordination/Meetings w/ Owner and FAA (2)	8	16	0	0	0	0	0	2	0	0
Coordination with TBE Subconsultants	4	8	0	4	0	0	0	6	0	0
CSPP Document	1	2	0	0	0	6	0	0	1	0
Pavement Design	0	0	0	0	0	0	0	0	0	0
FAA 7460 Filing	0	0	0	0	0	1	0	0	0	0
Town of Hilton Head Island Permit Coord. Asst.	1	2	0	0	0	0	0	0	0	0
Tree Removal Caliper-Inch Calcs	0	0	0	0	0	0	0	0	0	0
Quantities and Construction Estimates	1	6	0	8	0	4	0	8	0	0
Specifications	1	6	0	0	0	0	0	0	2	0
Design Review Meetings (3)	4	6	0	6	0	0	0	4	0	0
Quality assurance plan	2	2	8	0	0	0	0	0	0	0
Revisions	1	4	8	0	0	8	0	16	2	0
MANHOOR TOTAL	36	115	16	76	16	43	0	172	6	0

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 290	36	\$ 10,440
Senior Project Manager	SPM	\$ 250	115	\$ 28,750
Project Manager	PM	\$ 220	16	\$ 3,520
Engineer VI	E5	\$ 180	76	\$ 13,680
Engineer IV	E4	\$ 150	16	\$ 2,400
Engineer II	E2	\$ 110	43	\$ 4,730
Engineer I	E1	\$ 90	-	\$ -
Technician V	T5	\$ 150	172	\$ 25,800
Admin. Assistant V	AD5	\$ 140	6	\$ 840
Admin. Assistant III	AD3	\$ 66	-	\$ -
	Total		480	
SUBTOTAL				\$ 90,160.00

DIRECT EXPENSES:

Talbert, Bright and Ellington, Inc.

Work Authorization 2119-1905
Amendment 1

MANHOOR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SC
AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022
SCAA PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1905

October 14, 2022

DESIGN PHASE (04) - PHASE I REPACKAGE

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250	1	\$ 250.00
Postage	LS	\$ 500	1	\$ 500.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 7,500	1	\$ 7,500.00
Mileage	MI	\$ 0.60	5,100	\$ 3,060.00
Per Diem	EA	\$ 233.00	18	\$ 4,194.00
<i>SUBTOTAL</i>				\$ 15,504.00

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
Architectural Pre-Design/Programming	\$ -	1	\$ -
Architectural Schematic Design	\$ -	1	\$ -
Architectural Design Development	\$ -	1	\$ -
Architectural Bid Documents	\$ (49,383.00)	1	\$ (49,383.00)
Architectural Phase I Repackaging	\$ 389,398.05	1	\$ 389,398.05
DBE Plan for FY 2020-2022	\$ (5,333.70)	1	\$ (5,333.70)
Topographic Survey	\$ 12,305.00	1	\$ 12,305.00
Pre-Design Geotechnical	\$ (20,556.25)	1	\$ (20,556.25)
Sediment/Erosion Control Design	\$ 5,581.53	1	\$ 5,581.53
Stormwater/Storm Drainage Design	\$ 21,648.20	1	\$ 21,648.20
Landscape Design	\$ 2,250.57	1	\$ 2,250.57
<i>SUBTOTAL</i>			\$ 355,910.40
TOTAL DESIGN COST:			\$ 461,574.40

MANHOUR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SC
AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022
SCAA PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1905

October 14, 2022

BIDDING PHASE (05) - PHASE I REPACKAGE

DESCRIPTION	PRIN	SPM	PM	E5	E4	E2	E1	T5	AD5	AD3
	\$ 290	\$ 250	\$ 220	\$ 180	\$ 150	\$ 110	\$ 90	\$ 150	\$ 140	\$ 66
Coordinate advertisement	0	2	0	0	0	0	0	0	2	0
Coord./Distribution bid docs	0	2	0	0	0	2	0	0	2	0
Prebid meeting	0	8	0	8	0	0	0	0	0	0
Bidder question & answers	2	6	0	8	0	0	0	0	2	2
Prepare addenda	2	8	0	4	4	0	0	0	4	4
Bid tabulation	0	1	0	4	0	0	0	0	0	0
Bid Review/Award Recomm.	0	4	0	0	0	0	0	0	1	0
MANHOUR TOTAL	4	31	0	24	6	0	0	6	13	6

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 290	4	\$ 1,160
Senior Project Manager	SPM	\$ 250	31	\$ 7,750
Project Manager	PM	\$ 220	-	\$ -
Engineer V	E5	\$ 180	24	\$ 4,320
Engineer IV	E4	\$ 150	6	\$ 900
Engineer II	E2	\$ 110	-	\$ -
Engineer I	E1	\$ 90	-	\$ -
Technician V	T5	\$ 150	6	\$ 900
Admin. Assistant V	AD5	\$ 140	13	\$ 1,820
Admin. Assistant III	AD3	\$ 66	6	\$ 396
	Total		90	
SUBTOTAL				\$ 17,246.00

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 200	1	\$ 200.00
Postage	LS	\$ 250	1	\$ 250.00
Copying	LS	\$ 500	1	\$ 500.00
Reproduction	LS	\$ 1,000	1	\$ 1,000.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 750	1	\$ 750.00
Mileage	MI	\$ 0.60	850	\$ 510.00
Per Diem	EA	\$ 251.00	2	\$ 502.00
EXPENSE DESCRIPTION				\$ 3,712.00

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	EST. COST
Architectural Bidding and Permitting	\$ (22,353.12)	1	\$ (22,353.12)
SUBTOTAL			\$ (22,353.12)
TOTAL BIDDING COST:			\$ (1,395.12)

MANHOOR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBE PROJECT NO: 2119-1905

October 14, 2022

CONSTRUCTION ADMINISTRATION (06)

DESCRIPTION	PRIN	SPM	PM	E5	E4	E2	E1	T5	AD5	AD3
	\$ 290	\$ 250	\$ 220	\$ 180	\$ 150	\$ 110	\$ 90	\$150	\$ 140	\$ 66
Develop project scope/contract	1	4	0	0	0	0	0	0	2	0
Prepare contract docs and RFC plans	0	4	0	8	0	0	0	4	4	0
Coordinate award of contract	2	4	0	0	0	0	0	0	2	0
Coordination with TBE Subconsultants	1	16	0	4	0	0	0	4	8	0
Coord./assist/conduct precon conf.	0	10	0	0	0	0	0	2	2	0
Assist with Precon minutes	0	2	0	0	0	0	0	0	2	0
Coordinate/review project schedule	1	4	0	0	0	0	0	0	0	0
Coordinate/review submittals	0	36	0	12	8	0	8	0	8	0
Constr. visits/Progress Mtgs	32	832	0	16	0	0	0	0	10	0
Construction reports/Mtg Minutes	4	48	0	4	0	0	0	0	8	0
Review/coordinate field changes	4	24	0	12	0	0	12	8	6	0
Review QA Test Results/Invoices	2	20	0	0	16	0	0	0	6	0
Construction correspondence	4	32	0	8	0	0	0	8	12	0
Requests for partial payment assist	0	24	0	0	48	0	0	0	24	0
Final inspection/punchlist	8	10	0	0	0	0	0	0	2	0
Final Engineer's Report	0	8	0	4	0	0	0	0	4	0
Develop Civil record drawings	0	16	0	32	0	0	0	36	2	0
MANHOOR TOTAL	59	1094	0	100	72	0	20	62	102	0

DIRECT LABOR EXPENSES:

CLASSIFICATION	BILL RATE	EST MHRS	EST COST
Principal	PRIN \$ 290	59	\$ 17,110
Senior Project Manager	SPM \$ 250	1,094	\$ 273,500
Project Manager	PM \$ 220	-	-
Engineer V	E5 \$ 180	100	\$ 18,000
Engineer IV	E4 \$ 150	72	\$ 10,800
Engineer II	E2 \$ 110	-	-
Engineer I	E1 \$ 90	20	\$ 1,800
Technician V	T5 \$ 150	62	\$ 9,300
Admin. Assistant V	AD5 \$ 140	102	\$ 14,280
Admin. Assistant III	AD3 \$ 66	-	-
	Total	1,509	
SUBTOTAL			\$ 344,790.00

MANHOOR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1
HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SC
AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022
SCAA PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1905

October 14, 2022

CONSTRUCTION ADMINISTRATION (06)

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
Postage	LS	\$ 1,000	2	\$ 2,000.00
Copying	LS	\$ 5,000	2	\$ 10,000.00
Reproduction-Rel. for Const.	LS	\$ 15,000	1	\$ 15,000.00
Reproduction-As Built	LS	\$ 5,000	1	\$ 5,000.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 1,000	2	\$ 2,000.00
Mileage	MI	\$ 0.63	51,250	\$ 32,031.25
Per Diem	EA	\$ 251.00	90	\$ 22,590.00
<i>SUBTOTAL</i>				\$ 88,621.25

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST UNITS	EST COST
Architectural and Civil QA Testing - NTE	\$0.00	1	\$ -
Architectural Construction Administration	-\$999,925.00	1	\$ (999,925.00)
Architectural Construction Administration	\$1,293,741.95	1	\$ 1,293,741.95
Stormwater Services - CA	\$0.00	1	\$ -
Landscape CA	\$36,512.50	1	\$ 36,512.50
As-Built Survey - NTE	\$0.00	1	\$ -
<i>SUBTOTAL</i>			\$ 330,329.45

TOTAL PHASE 6:	\$ 763,740.70
TOTAL PHASE 06 LABOR:	\$ 344,790.00
ORIGINAL CONTRACT AMOUNT LABOR:	\$ 280,772.00
AMENDMENT 1 TOTAL:	\$ 64,018.00
TOTAL PHASE 06 EXPENSES:	\$ 88,621.25
ORIGINAL CONTRACT AMOUNT EXPENSES:	\$ 78,720.00
AMENDMENT 1 TOTAL:	\$ 9,901.25

MANHOOR ESTIMATE

TERMINAL EXPANSION AND RENOVATION AMENDMENT 1

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SC
AIP PROJECT NO: 3-45-0030-045-2019 and 3-45-0030-050-2022
SCAA PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1905

October 14, 2022

RESIDENT PROJECT REPRESENTATIVE (PHASE 51)
CONTRACT TIME CALENDAR DAYS 720

DESCRIPTION	RPR	SR. RPR
	\$ 110	\$ 147
DESCRIPTION		
Project review/Preconstruction Conference	20	20
Site mobilization	8	8
On site inspection	4,695	6,260
Final inspection	10	10
Follow up inspection	470	626
Site demobilization	8	8
MANHOOR TOTAL	5,211	6,932

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST MHRS	EST COST
RESIDENT ENGINEER	RPR	\$ 110	5,211	\$ 573,210
SENIOR RESIDENT ENGINEER	SR. RPR	\$ 147	6,932	\$ 1,019,004
	Total		12,143	
<i>SUBTOTAL</i>				<i>\$ 1,592,214.00</i>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
Telephone	LS	\$ 1,500	1	\$ 1,500.00
Postage	LS	\$ 200	1	\$ 200.00
Miscellaneous expenses (prints, faxes, supplies, copies)	LS	\$ 2,000	1	\$ 2,000.00
Mileage	MI	\$ 0.63	76,900	\$ 48,062.50
<i>SUBTOTAL</i>				<i>\$ 51,762.50</i>

PER DIEM:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
DAILY PER DIEM	PD	\$ 251	1210	\$ 303,710
	Total		1,210	
<i>SUBTOTAL</i>				<i>\$ 303,710.00</i>

TOTAL PHASE 51:	\$ 1,947,686.50
ORIGINAL CONTRACT AMOUNT	\$ 1,243,610.00
AMENDMENT 1 TOTAL	\$ 704,076.50



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Resolution to approve a commercial property lease agreement between Beaufort County - 36 Hunter Road, Hilton Head Island, SC 29926 - and Avis Budget Group.
MEETING NAME AND DATE:
Public Facilities Committee – November 21, 2022
PRESENTER INFORMATION:
Jon Rembold, C.M. Airports Director (5 minutes)
ITEM BACKGROUND:
The Airports Board reviewed and approved the resolution at its monthly meeting held Nov 17, 2022. The Airport purchased the property as part of the terminal and parking renovation and expansion project.
PROJECT / ITEM NARRATIVE:
Avis Budget Rental Cars currently uses the property to service their rental cars between customer uses. Since the property is not immediately needed for the early phases of the project, it is mutually beneficial to continue the lease with the existing tenant. This provides a financial benefit to the County through lease income.
FISCAL IMPACT:
Beaufort County/Hilton Head Island Airport will receive an estimated \$60,000.00 annually for a lease to Avis Budget Group.
STAFF RECOMMENDATIONS TO COMMITTEE:
Approve the lease agreement between Beaufort County and Avis Budget Group.
OPTIONS FOR COMMITTEE MOTION:
Motion to approve /deny the lease agreement to Avis Budget Group.
Next step: County Council Meeting – December 12, 2022

RESOLUTION 2022/_____

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE CURRENT TENANT OCCUPYING PROPERTY ACQUIRED DUE TO THE EXPANSION PROJECT AT THE HILTON HEAD ISLAND AIRPORT

WHEREAS, the Hilton Head Island Airport (“Airport”) is in the process of expanding the terminal in order to provide better service to both residents and tourists (“Expansion Project”); and

WHEREAS, on April 8, 2019, the Beaufort County Council approved Talbert, Bright & Ellington, Inc.’s work authorization as consultants (“Consultants”) for the Expansion Project; and

WHEREAS, the Consultants determined the Expansion Project requires Beaufort County to acquire five (5) properties located on Hunter Road, Hilton Head Island, SC 29926 (collectively referred to as the “Properties”); and

WHEREAS, as part of the Expansion Project, the last of these Properties, 36 Hunter Road, was acquired by Beaufort County on **August 1, 2022**; and

WHEREAS, in the acquisition of 36 Hunter Road it has been determined that there is a lease currently in effect with the previous property owner; and

WHEREAS, the County desires to terminate the current lease, and enter into a new lease agreement with the current tenant, Avis Budget Group, that reflects a lease expiration date as required by the Expansion Project and shall include a reasonable lease rate based on square footage of the leased space; and

WHEREAS, County Council finds that it is in the best interest of the citizens and residents of Beaufort County for the County Administrator to enter into a lease agreement with Avis Budget Group.

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council, duly assembled, does hereby authorize the County Administrator to enter into a lease agreement with Avis Budget Group, the current tenant occupying the property at 36 Hunter Road.

Adopted this ____ day of _____, 2022.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Joseph Passiment, Chairman

ATTEST:

Sarah W. Brock, Clerk to Council

FY24 - FY28 Capital Improvement Plan

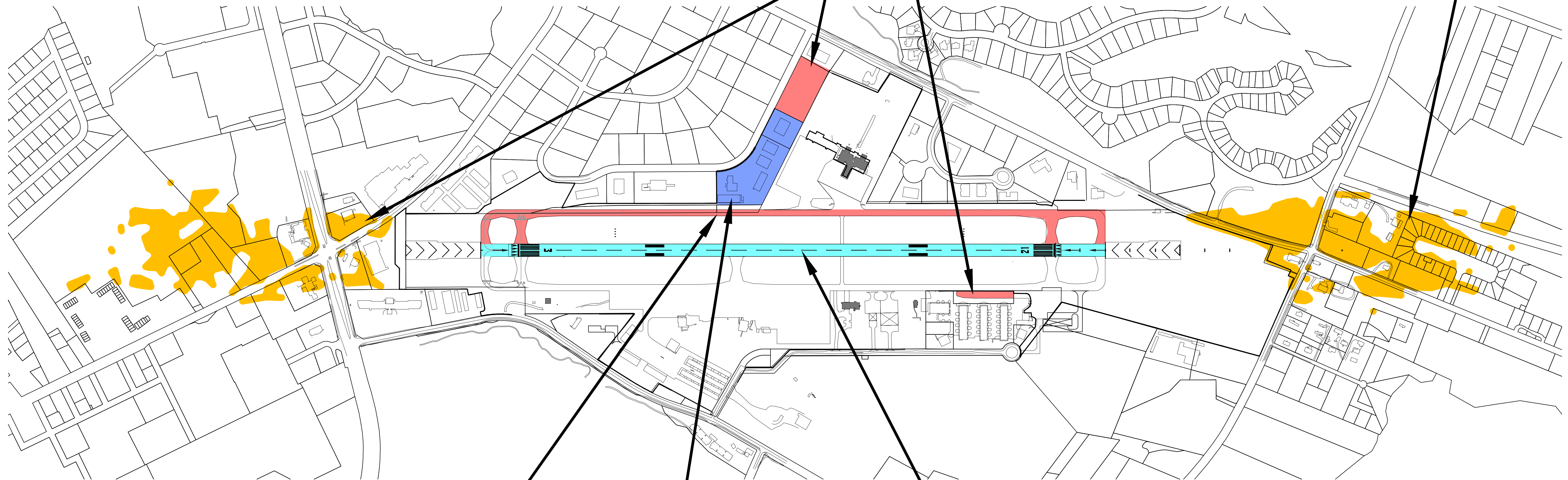
LOC ID
HXD

					Project Funding Plan						
FAA Fiscal Year	Project Name and Brief Description	National Priority Ranking (NPR)	AIP Eligibility - Reference AIP Handbook	Pavement Rehabilitation Projects Insert PCI	Total Project Cost	AIP Entitlements (1,000,000 per/yr)	BIL/AIG Infrastructure Funding (1,426,884 per/yr)	State Participation	Sponsor Participation	PFC Funds	Additional Funds Needed
2023	Entitlement Carryover Federal Entitlement Funds: Taxiway F Strengthening (Construction)		Page H-13, H-2 (a.)	41-55	\$3,780,000	\$0 \$1,000,000	\$1,426,884 \$1,426,884	\$250,000			\$521,563
	R510 004 000 0325 0000 (36 Hunter Road) and R510 005 000 271A 0000 (Partial Taking) Reimbursement		Page Q-4, Table Q-4 (a.)		\$1,058,000		\$952,200		\$105,800		\$0
2024	Entitlement Carryover Federal Entitlement Funds: Runway 03/21 Strengthening (Construction)		Page G-13, Table G-1 (a.)		\$8,175,000	\$0 \$1,000,000	\$0 \$1,426,884	\$0 \$250,000	\$534,667		\$4,963,449
2025	Entitlement Carryover Federal Entitlement Funds: Land Acquisition Reimbursement (Parcels R510 004 000 0323 0000 [32 Hunter Road], R510 008 000 0307 0000 [30 Hunter Road], R510 008 000 0306 0000 [28 Hunter Road], R510 004 000 0305 0000 [26 Hunter Road])		Page Q-4, Table Q-4 (a.)		\$8,420,209	\$0 \$1,000,000	\$0 \$1,426,884	\$0 \$250,000	\$575,212		\$5,168,113
2026	Entitlement Carryover Federal Entitlement Funds: ALP Update		Table E-1 (r.)		\$750,000	\$0 \$1,000,000	\$0 \$1,426,884	\$0 \$250,000	\$37,500	\$37,500	\$0
2027	Entitlement Carryover Federal Entitlement Funds: Displaced Threshold Recovery (EA)		Page S-1, Table S-1 (a.)		\$300,000	\$325,000 \$1,000,000	\$1,426,884 \$0	\$212,500 \$250,000	\$15,000	\$15,000	\$0
2028	Entitlement Carryover Federal Entitlement Funds: Displaced Threshold Recovery (Design)		Page G-13, Table G-1 (a.)		\$375,000	\$1,055,000 \$1,000,000	\$0 \$0	\$447,500 \$250,000	\$18,750	\$18,750	\$0

** Add additional rows as needed

LAND ACQUISITION - FY 2023
 Land Acquisition Reimbursement (Parcels R510 004 000 0325 0000 [36 Hunter Road]
 and R510 005 000 271A 0000 [Partial Taking])

**DISPLACED THRESHOLD
 RECOVERY EA - FY 2027
 DESIGN - FY 2028**

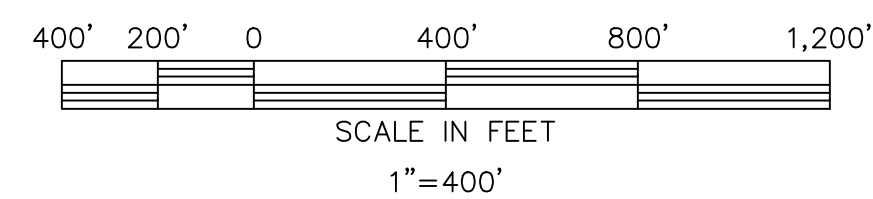


**TW "F" STRENGTHENING
 CONSTRUCTION - FY 2023**

**RUNWAY STRENGTHENING
 CONSTRUCTION - FY 2024**

ALP UPDATE - FY 2026

LAND ACQUISITION - FY 2025
 Land Acquisition Reimbursement (Parcels R510 004 000 0323 0000 [32 Hunter Road],
 R510 008 000 0307 0000 [30 Hunter Road], R510 008 000 0306 0000 [28 Hunter Road],
 R510 004 000 0305 0000 [26 Hunter Road])



REV. NO.	DESCRIPTION	DATE

CAPITAL IMPROVEMENTS PROGRAM (CIP)
2023-2028 PROJECT LISTING
HILTON HEAD ISLAND AIRPORT

**PRELIMINARY
 NOT RELEASED
 FOR CONSTRUCTION**

Designed	MWP
Date	OCT. 2022
Scale	1" = 300'
Drawn	TGM
Checked	JEL
Project No.	2119
Sheet No.	1