

COUNTY COUNCIL OF BEAUFORT COUNTY  
ADMINISTRATION BUILDING  
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
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COUNTY ADMINISTRATOR

SARAH W. BROCK  
CLERK TO COUNCIL

AGENDA  
EXECUTIVE COMMITTEE  
Monday, December 9, 2019  
5:00 p.m.

Council Chambers, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort

Committee Members:  
Stu Rodman, Chairman  
Brian Flewelling, Vice Chairman  
Alice Howard  
Lawrence McElynn  
Joseph Passiment  
Paul Sommerville

1. **CALL TO ORDER – 5:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**

*[Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act]*

3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - A. **November 18, 2019**
5. **ACTION ITEMS**
  - A. **Approval of a Talbert, Bright and Ellington Work Authorization number 2119-1905 with the County's cost being approximately \$310,000 - Jon Rembold Airport Director**
  - B. **Approval of Talbert, Bright and Ellington Work Authorization number 2119-1906 for the Terminal Ramp Expansion Project with County's cost being approximately \$51,000 - Jon Rembold Airport Director**
6. **DISCUSSION ITEMS**
  - A. **Discussion of Council and Committee Calendar for 2020**
  - B. **Discussion of Public Comment Policies and Procedures**

**C. Yearend wrap up**

**7. EXECUTIVE SESSION**

**A.** Discussion of negotiations incident to proposed contractual arrangements relevant to law enforcement services – *Thomas J. Keaveny II, County Attorney*

**8. MATTERS ARISING OUT OF EXECUTIVE SESSION**

**9. ADJOURNMENT**



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

Approval of Minutes

**Council Committee:**

Executive Committee

**Meeting Date:**

December 9, 2019

**Committee Presenter (Name and Title):**

**Issues for Consideration:**

Approval of the November 18, 2019 minutes.

**Points to Consider:**

**Funding & Liability Factors:**

None.

**Council Options:**

Approve, Modify or Reject

**Recommendation:**

Approve

**MINUTES  
EXECUTIVE COMMITTEE**

**November 18, 2019**

Council Chambers, Administration Building  
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**ATTENDANCE**

Present: Committee Chairwoman Stu Rodman, Committee Vice Chairman Brian Flewelling, Paul Sommerville, Alice Howard, Joseph Passiment and Lawrence McElynn

Absent:

Ex-officio: Chris Hervovhon, York Glover, Michael Covert, and Mark Lawson (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)

Staff: Thomas J. Keaveny II, County Attorney; Ashley Jacobs, County Administrator; Chris Inglese, Deputy County Administrator; Eric Greenway, Community Development Director, Stefanie Nagid, Passive Parks Manager; Suzanne Gregory, Employee Services Director; Monica Spells, Civic Engagement and Outreach; Dave Thomas, Purchasing Director; Ray McBride Library Director; Barbara Holmes, Beaufort County Open Land Trust; Caylor Romines, Beaufort County Open Land Trust; Amanda Flake, Beaufort County Community Development Department; Daniel Rybak, Assistant Storm Water Manager; Nancy Moss, Community Development Planner;

Media: Joe Croley, Low country Inside Track

**CALL TO ORDER**

Councilman Rodman called the meeting to order at 5:10 p.m.

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act

**APPROVAL OF AGENDA**

**Motion:** It was moved by Councilman Passiment, seconded by Councilman Hervochon to approve the agenda as presented. The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervochon, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling, Councilman Covert, Councilman Dawson, and Councilman Lawson. The motion passed.

## APPROVAL OF MINUTES

A. October 28, 2019

**Motion:** It was moved by Councilman Flewelling, seconded by Councilman Glover to approve the minutes from October 28, 2019. The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervochon, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

## ACTION ITEMS

### **A. Approval of a Contract Renewal for Annual Bibliotheca Service/Maintenance/Extended Warranty Agreement for Beaufort County Libraries- *Dave Thomas, CPPO, Purchasing Director and Ray McBride, Library Director***

Beaufort County 63 pieces of hardware/software from Bibliotheca, which is in operation at all five branches. The contract term will begin January 15, 2020 and end January 14, 2021 with a total contract award for \$54,417.62 and will provide service, maintenance and extended warranty. Subject to County Council's approval, this one-year contract will help preserve the investment made by the County in this equipment. Without the contract renewal, the equipment will not be covered by warranty items or repair. The purchasing department recommends that the Executive Committee approve the contract award for Annual Service/Maintenance/Extended Warranty Agreement from the aforementioned vendor.

Councilman Lawson: Who is responsible for viruses?

Ray McBride: We are because it is on our county network. It is not under this contract but it is on another.

Councilman Flewelling: How is it working out and what is your evaluation and the likely hood that we will be able to extend this to everybody?

Ray McBride: It is working out as intended it certainly isn't going to replace any staff position. The automatic materials handler will have to be replaced but that will be at a later time.

**Motion:** It was moved by Councilman Passiment, seconded by Councilman Flewelling to approve the contract renewal for annual Bibliotheca Service, Maintenance, Extended Warranty agreement for Beaufort County Libraries. The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervochon, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

**B. Adoption of Sick Leave Policy and Additional Paid Holidays- Ashley Jacobs, County Administrator and Chris Inglese, Deputy County Administrator**

Addendum to the employee handbook that adopts that adopts a sick leave policy and adds two extra holidays and a personal holiday. We are the only County that doesn't provide a sick leave policy. Annual time off the 15 days that we provide for 1-5 year employees falls right within other Counties policies. This revision to the Beaufort County Employee Handbook provides for a sick leave benefit, two (2) additional paid holidays, President's Day, Good Friday and a personal holiday, with an effective date of January 1, 2020.

**Motion:** It was moved by Councilman McElynn, seconded by Councilman Glover to approve an addendum to the Beaufort County Employee Handbook providing employees with sick leave benefit, 2 additional paid holidays, and a personal holiday The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervochon, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

Councilman Rodman: Additional paid holiday to be added this year would give employees five consecutive days off will be December 23<sup>rd</sup>.

**Motion:** It was moved by Councilman Covert, seconded by Councilman Flewelling to approve to additional paid Holiday The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervochon, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

Councilman Rodman: Discussion of sick leave.

After 3 days in a row mandatory doctor's excuse needs to submitted.

Discussion will continue in December meetings.

**DISCUSSION ITEMS**

**A. Announcement of Tree Lighting Scheduled for December Council Meeting and Holiday Activities.**

Council is going to bring back the annual tree lighting which will take place on December 9<sup>th</sup> during the regularly scheduled council meeting.

**B. Discussion of Council and Committee Calendar for 2020.**

Finalizing at December meeting. Eliminated the Caucus and combined governmental and community services committee. March will be used as meetings for budget workshops. January there will be a

work shop for policy related things. Option would be to schedule with the retreat.

Passiment: Requesting to move Finance Committee earlier than 2pm.

Hervochoch: Moving Council Meetings up to 5:30 p.m.

### **C. Recognition of Council Appointed Boards and Commissions.**

All of those board are attached to one of the committees the committee chairs are in the best position to announce if someone has been approved or rotating off. We should do something on an annual basis to recognize those that volunteer for the Boards & Commissions.

### **EXECUTIVE SESSION**

- A. Discussion of proposed purchase of property and issues incident thereto (property 2019G) –  
*Barbara G. Holmes, Beaufort County Open Land Trust*

**Motion:** It was moved by Councilwoman Howard, seconded by Councilman Flewelling to approve to go into Executive Session The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervochoch, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

### **MATTERS ARISING OUT OF EXECUTIVE SESSION**

No matters arising out of Executive Session.

### **CITIZEN COMMENTS**

No citizen comments.

### **ADJOURNMENT**



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

#### Item Title:

Work Authorization Terminal Project - Design through Construction Admin

#### Council Committee:

Executive

#### Meeting Date:

December 9, 2019

#### Committee Presenter (Name and Title):

Jon Rembold Airport Director

#### Issues for Consideration:

Approval of Talbert, Bright and Ellington Work Authorization 2119-1905

#### Points to Consider:

Work Authorization provides for all design and consulting services through construction administration for the terminal expansion and renovation project.

#### Funding & Liability Factors:

The project is eligible for FAA and SCAC funding which together cover 95% of the project cost.

#### Council Options:

Approve, Modify or Reject

#### Recommendation:

Approve





COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director  
dthomas@bcgov.net 843.255.2353

**TO:** Councilman Stewart Rodman, Chairman, Executive Committee

**FROM:** David L Thomas. CPPO. Purchasing Director

**SUBJ:** Contract Amendment  
Approval of Talbert, Bright and Ellington Work Authorization 2119-1905

**DATE:** 12/09/2019

**BACKGROUND:**

The terminal building at the Hilton Head Island Airport will be expanded and renovated in order to support the change in air carrier equipment and the increase in the passengers. This work authorization enables the project team to perform the required design, permitting, bidding, and construction administration of the project.  
The design will be complete in May 2020 and the bidding phase will commence immediately following the completion of design and permitting. Construction is expected to start Fall of 2020 and require approximately 24 months to complete.  
This project is being undertaken as part of the County's Master Services Agreement with Talbert, Bright and Ellington dated July 1, 2018.  
  
Please refer to the attached Work Authorization for more information.

**VENDOR INFORMATION:**

Talbert, Bright and Ellington, Inc., Charlotte, NC

**COST:**

\$6,199,287.50

**FUNDING:**


90% FAA AIP Grant (future grant), 5% SCAC Grant (future grant), 5% Airport Funds. The Hilton Head Island Airport's 5% share is approximately \$310 thousand and is included in the approved annual budget (Ordinance 2019/30).


Funding approved:  By:  Date:

**FOR ACTION:** Executive Committee meeting occurring December 9, 2019.

**RECOMMENDATION:**

Beaufort County Executive Committee approve and recommend to County Council the approval of the Talbert, Bright and Ellington Work Authorization 2119-1905 in the amount of \$6,199,287.50.

Attachment:  TBE Work Auth 2119-1905.pdf  
7.17 MB

 No file attached

cc: Ashley Jacobs, County Administrator

Approved:  Date:

Check to override approval:  Overridden by:  Override Date:

Christopher S. Inglese, Deputy County Administrator

Approved:  Date:

Check to override approval:  Overridden by:  Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved:  Date:

Approved:  Date:

Check to override approval:  Overridden by:  Override Date:  ready for admin:

**After Initial Submission, Use the Save and Close Buttons**

**HILTON HEAD ISLAND AIRPORT**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**  
**WORK AUTHORIZATION 19-05**  
**November 26, 2019**  
**PROJECT NO.: TBE NO. 2119-1905**

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

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**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 (Appendix A, page 28).
- 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

- 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 (Appendix A, page 28) 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
  - MEPFP engineers to perform on-site assessments of existing systems and provide report of findings to owner
2. Determine MEPFP 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**

1. Further develop and coordinate the baggage handling system design with all disciplines
2. Attend coordination meetings and participate in teleconferences and web-based meetings as required
3. Continued updates/development for overall phasing approach
4. Production of detailed equipment manifests
5. Updates/revisions for BOD document as required
6. Specification detailed development
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 meeting to review design (1 meeting)

## **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.

**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 **\$832,639.00** including expenses. Special services shall be performed on a not to exceed basis with a budget of **\$5,366,648.50**, which includes reimbursable expenses. For a total of **\$6,199,287.50** (Appendix B, page 29).

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

**APPROVED:**  
BEAUFORT COUNTY

**APPROVED:**  
TALBERT, BRIGHT & ELLINGTON,  
INC.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vice President  
Title:

\_\_\_\_\_  
Date:

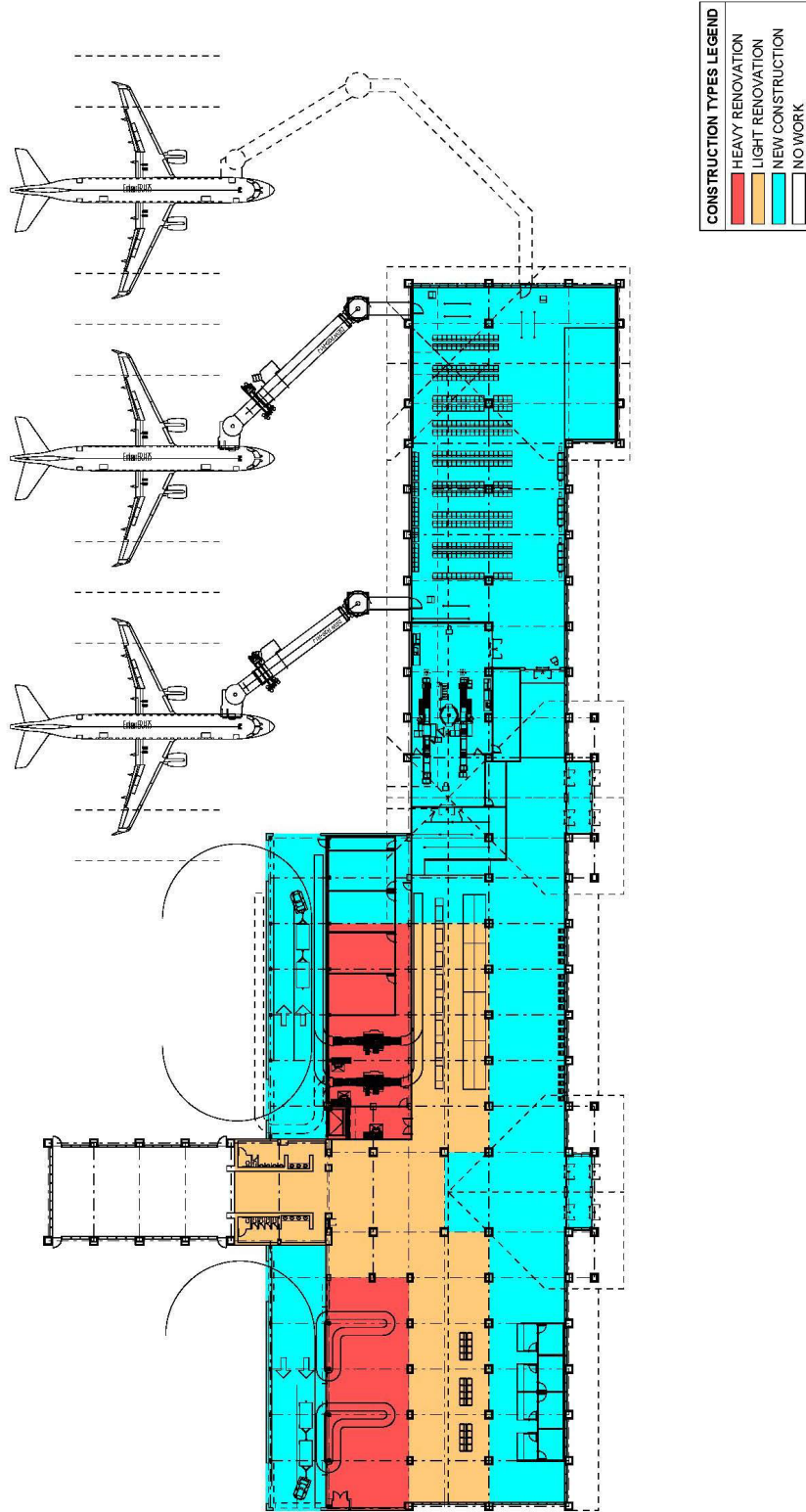
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Witness:

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Talbert, Bright and Ellington, Inc.

# APPENDIX A SCHEMATIC



## APPENDIX B FEE PROPOSAL

### SUMMARY OF FEES

#### TERMINAL EXPANSION AND RENOVATION

HILTON HEAD ISLAND AIRPORT  
HILTON HEAD ISLAND, SC  
AIP PROJECT NO:  
SCAA PROJECT NO:  
CLIENT PROJECT NO:  
TBE PROJECT NO: 2119-1905

November 18, 2019

DESCRIPTION	ESTIMATED COST
<b>BASIC SERVICES</b>	
PROGRAM MANAGEMENT/ARCHITECTURAL COORD.	\$ 285,200.00
PRELIMINARY DESIGN PHASE (01)	\$ 55,245.00
DESIGN PHASE (04)	\$ 189,789.00
BIDDING PHASE (05)	\$ 21,683.00
CONSTRUCTION ADMINISTRATION PHASE (06)	\$ 280,722.00
SUBTOTAL	<u>\$ 832,639.00</u>
<b>SPECIAL SERVICES</b>	
EXPENSES	\$ 110,577.00
RESIDENT PROJECT REPRESENTATIVE (PHASE 51)	\$ 1,243,610.00
SUBCONSULTANTS	\$ 4,012,461.50
SUBTOTAL	<u>\$ 5,366,648.50</u>
<b>TOTAL \$</b>	<b>6,199,287.50</b>

**MANHOUR ESTIMATE**

**TERMINAL EXPANSION AND RENOVATION**

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBE PROJECT NO: 2119-1905

November 18, 2019

**PROGRAM MANAGEMENT/ARCHITECTURAL COORDINATION**

DESCRIPTION	PRIN \$ 226	PM \$ 205	E5 \$ 172	E4 \$ 138	E2 \$ 102	E1 \$ 80	T5 \$ 102	AD5 \$ 79	AD3 \$ 66
Coord. w/design team, agencies, and stakeholders	40	40	20	10	10	10	20	0	10
Coord. info and design data w/design team	20	40	40	20	10	10	20	0	10
Project documents and files coord. with design team	20	20	40	20	10	10	20	0	10
Design and construction document control	20	40	40	40	20	20	80	0	40
Coord./Conduct design team meetings	60	120	90	80	60	40	40	0	40
Design team meetings minutes and track action items	10	20	20	20	10	10	0	0	10
Coord. RFI, and construction items with team	20	80	40	40	20	10	20	0	20
Coord. design and construction between Owner/team	20	40	20	20	10	10	10	0	20
Review and process design team invoices	10	20	10	10	0	0	0	20	0
<b>MANHOUR TOTAL</b>	<b>220</b>	<b>420</b>	<b>320</b>	<b>260</b>	<b>150</b>	<b>120</b>	<b>210</b>	<b>20</b>	<b>160</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRs	EST. COST
Principal	PRIN	\$ 226	220	\$ 49,720
Project Manager	PM	\$ 205	420	\$ 86,100
Engineer VI	E5	\$ 172	320	\$ 55,040
Engineer IV	E4	\$ 138	260	\$ 35,880
Engineer II	E2	\$ 102	150	\$ 15,300
Engineer I	E1	\$ 80	120	\$ 9,600
Technician V	T5	\$ 102	210	\$ 21,420
Admin. Assistant V	AD5	\$ 79	20	\$ 1,580
Admin. Assistant III	AD3	\$ 66	160	\$ 10,560
		Total	1,880	
<b><i>SUBTOTAL</i></b>				<b>\$ 285,200.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 500	1	\$ 500.00
Postage	LS	\$ 500	1	\$ 500.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 5,000	1	\$ 5,000.00
<b><i>SUBTOTAL</i></b>				<b>\$ 6,000.00</b>

**SCOPE OF SUBCONTRACTED SERVICES:**

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
REVIEW AND REPORTING ON CONSTRUCTION PHASE SCHEDULES SUBMITTED BY CONSTRUCTION CONTRACTOR - LS (HNTB)	\$ 30,000.00	1	\$ 30,000.00
<b><i>SUBTOTAL</i></b>			<b>\$ 30,000.00</b>

**TOTAL PROGRAM MANAGEMENT/ARCHITECTURAL COORD. COST: \$ 321,200.00**



**MANHOOR ESTIMATE**

**TERMINAL EXPANSION AND RENOVATION**

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBE PROJECT NO: 2119-1905

November 18, 2019

**PRELIMINARY DESIGN PHASE (01)**

DESCRIPTION	PRIN	PM	E5	E4	E2	E1	T5	AD5	AD3
	\$ 226	\$ 205	\$ 172	\$ 138	\$ 102	\$ 80	\$ 102	\$ 79	\$ 66
Preliminary project review w/Owner	40	40	0	2	0	0	1	2	2
Coordination and Meetings (2) With FAA	20	20	2	0	0	1	0	4	0
Develop project scope/contract	16	16	2	0	0	1	0	4	0
Coordinate with subconsultants	8	16	4	0	0	0	1	0	2
Determine project approach	4	6	4	0	0	1	2	0	0
Meetings (2) with Airport and Airlines	8	16	0	0	0	0	2	1	1
Develop preliminary estimate	8	12	6	0	2	1	2	0	0
<b>MANHOOR TOTAL</b>	<b>104</b>	<b>126</b>	<b>18</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>11</b>	<b>5</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 226	104	\$ 23,504
Project Manager	PM	\$ 205	126	\$ 25,830
Engineer VI	E5	\$ 172	18	\$ 3,096
Engineer IV	E4	\$ 138	2	\$ 276
Engineer II	E2	\$ 102	2	\$ 204
Engineer I	E1	\$ 80	4	\$ 320
Technician V	T5	\$ 102	8	\$ 816
Admin. Assistant V	AD5	\$ 79	11	\$ 869
Admin. Assistant III	AD3	\$ 66	5	\$ 330
	Total		280	
<b>SUBTOTAL</b>				<b>\$ 55,245.00</b>

**DIRECT EXPENSES:**

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 75	1	\$ 75.00
Postage	LS	\$ 100	1	\$ 100.00
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 900	1	\$ 900.00
Mileage	MI	\$ 0.60	3,900	\$ 2,340.00
Per Diem	EA	\$ 233.00	14	\$ 3,262.00
<b>SUBTOTAL</b>				<b>\$ 6,677.00</b>
<b>TOTAL PRELIMINARY DESIGN COST:</b>				<b>\$ 61,922.00</b>

MANHOUR ESTIMATE

TERMINAL EXPANSION AND RENOVATION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SC  
 AIP PROJECT NO:  
 SCAA PROJECT NO:  
 CLIENT PROJECT NO:  
 TBE PROJECT NO: 2119-1905

November 18, 2019

DESIGN PHASE (04)

DESCRIPTION	PRIN \$ 226	PM \$ 205	E5 \$ 172	E4 \$ 138	E2 \$ 102	E1 \$ 80	T5 \$ 102	AD5 \$ 79	AD3 \$ 66
<b>PLANS</b>									
Cover Sheet	0	0	2	0	2	2	0	0	0
Quantities and General Notes	0	2	4	0	0	4	4	0	0
Construction Safety and Phasing Plan	4	8	8	0	0	16	8	0	0
Demolition Plans	0	12	20	8	12	16	24	0	0
Geometric Plans-Curbside	1	6	20	0	0	0	24	0	0
Geometric Plans Terminal Rd/Existing Parking	6	20	40	0	0	0	32	0	0
Grading Plans and Drainage Plans	8	40	96	0	0	16	80	0	0
Utilities Plans	1	8	16	24	0	0	48	0	0
Utilities Details	0	2	12	0	0	0	8	0	0
Typical Sections and Pavement Details	0	1	2	0	0	0	4	0	0
Pavement Marking Plans	0	4	8	0	0	0	12	0	6
Miscellaneous Details	2	4	10	2	8	0	20	0	0
<b>DESIGN</b>									
Coordination/Meetings w/ Owner and FAA (2)	16	16	0	0	0	0	0	0	0
Coordination with TBE Subconsultants	16	32	48	0	0	0	16	0	0
CSPP Document	2	16	0	0	0	8	4	4	0
Pavement Design	0	2	6	0	0	0	0	0	0
FAA 7460 Filing	0	2	0	0	0	2	0	0	0
Town of Hilton Head Island Permit Coord. Asst.	4	16	24	0	0	0	12	1	0
Tree Removal Caliper-Inch Calcs	0	0	8	0	0	0	4	0	0
Quantities and Construction Estimates	0	4	8	8	4	4	8	1	0
Specifications	4	16	16	4	0	0	0	16	8
Design Review Meetings (3)	24	24	0	0	0	0	0	4	0
Quality assurance plan	8	8	8	4	0	0	0	0	0
Revisions	0	4	16	4	16	8	8	4	2
<b>MANHOUR TOTAL</b>	<b>96</b>	<b>247</b>	<b>372</b>	<b>54</b>	<b>42</b>	<b>76</b>	<b>316</b>	<b>30</b>	<b>16</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 226	96	\$ 21,696
Project Manager	PM	\$ 205	247	\$ 50,635
Engineer VI	E5	\$ 172	372	\$ 63,984
Engineer IV	E4	\$ 138	54	\$ 7,452
Engineer II	E2	\$ 102	42	\$ 4,284
Engineer I	E1	\$ 80	76	\$ 6,080
Technician V	T5	\$ 102	316	\$ 32,232
Admin. Assistant V	AD5	\$ 79	30	\$ 2,370
Admin. Assistant III	AD3	\$ 66	16	\$ 1,056
	Total		1,249	
<b>SUBTOTAL</b>				<b>\$ 189,789.00</b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250	1	\$ 250.00

Talbert, Bright and Ellington, Inc.

Work Authorization 2119-1905

MANHOUR ESTIMATE

TERMINAL EXPANSION AND RENOVATION

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBE PROJECT NO: 2119-1905

November 18, 2019

DESIGN PHASE (04)

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
<b><i>SUBTOTAL</i></b>					<b>\$</b>	<b><i>15,504.00</i></b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	COST
ARCH. PRE-DESIGN/PROGRAMMING	\$ 167,267.50	1	\$ 167,267.50
ARCH SCHEMATIC DESIGN	\$ 300,207.50	1	\$ 300,207.50
ARCH DESIGN DEVELOPMENT	\$ 631,005.00	1	\$ 631,005.00
ARCH BID DOCUMENTS	\$ 875,638.75	1	\$ 875,638.75
DBE PLAN FOR FY 2020-2022	\$ 13,800.00	1	\$ 13,800.00
TOPOGRAPHIC SURVEY	\$ 16,100.00	1	\$ 16,100.00
PREDESIGN GEOTECH.	\$ 34,500.00	1	\$ 34,500.00
SEDIMENT/EROSION CONTROL DESIGN	\$ 32,200.00	1	\$ 32,200.00
STORMWATER/STORM DRAINAGE DESIGN	\$ 74,750.00	1	\$ 74,750.00
LANDSCAPE DESIGN-LMO	\$ 21,562.50	1	\$ 21,562.50
<b><i>SUBTOTAL</i></b>			<b>\$ 2,167,031.25</b>
<b>TOTAL DESIGN COST:</b>			<b>\$ 2,372,324.25</b>

**MANHOUR ESTIMATE**

**TERMINAL EXPANSION AND RENOVATION**

HILTON HEAD ISLAND AIRPORT

HILTON HEAD ISLAND, SC

AIP PROJECT NO:

SCAA PROJECT NO:

CLIENT PROJECT NO:

TBE PROJECT NO: 2119-1905

November 18, 2019

BIDDING PHASE (05)

DESCRIPTION	PRIN	PM	E5	E4	E2	E1	T5	AD5	AD3
	\$ 226	\$ 205	\$ 172	\$ 138	\$ 102	\$ 80	\$ 102	\$ 79	\$ 66
Coordinate advertisement	0	2	0	0	0	0	0	2	0
Coord./Distribution bid docs	0	2	0	2	0	0	2	2	0
Prebid meeting	0	8	8	0	0	0	0	0	0
Bidder question & answers	4	16	24	0	0	0	0	4	2
Prepare addenda	2	12	8	6	0	0	4	8	4
Bid tabulation	0	1	4	0	0	0	0	0	0
Bid Review/Award Recomm.	0	4	0	0	0	0	0	2	0
<b>MANHOUR TOTAL</b>	<b>6</b>	<b>45</b>	<b>44</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>18</b>	<b>6</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRS	EST. COST
Principal	PRIN	\$ 226	6	\$ 1,356
Project Manager	PM	\$ 205	45	\$ 9,225
Engineer VI	E5	\$ 172	44	\$ 7,568
Engineer IV	E4	\$ 138	8	\$ 1,104
Engineer II	E2	\$ 102	0	\$ -
Engineer I	E1	\$ 80	0	\$ -
Technician V	T5	\$ 102	6	\$ 612
Admin. Assistant V	AD5	\$ 79	18	\$ 1,422
Admin. Assistant III	AD3	\$ 66	6	\$ 396
	Total		133	
<b><i>SUBTOTAL</i></b>				<b>\$ 21,683.00</b>

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	\$ 233.00	2	\$ 466.00
<b><i>EXPENSE DESCRIPTION</i></b>				<b>\$ 3,676.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT RATE	EST. UNITS	EST. COST
ARCH BIDDING AND PERMITTING	\$ 223,531.25	1	\$ 223,531.25
<b><i>SUBTOTAL</i></b>			<b>\$ 223,531.25</b>

**TOTAL BIDDING COST: \$ 248,890.25**

Talbert, Bright and Ellington, Inc.

Work Authorization 2119-1905

**MANHOUR ESTIMATE  
 TERMINAL EXPANSION AND RENOVATION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SC**

AIP PROJECT NO:  
 CLIENT PROJECT NO:  
 TBE PROJECT NO: 2119-1905

November 18, 2019

**CONSTRUCTION ADMINISTRATION PHASE (06)**

DESCRIPTION	PRIN \$ 226	PM \$ 205	E5 \$ 172	E4 \$ 138	E1 \$ 80	T5 \$ 102	AD5 \$ 79
Develop project scope/contract	1	4	0	0	0	0	2
Prepare contract docs and RFC plans	0	4	8	0	0	4	4
Coordinate award of contract	2	4	0	0	0	0	2
Coordination with TBE Subconsultants	1	16	4	0	0	4	8
Coord./assist/conduct precon conf.	0	10	0	0	0	2	2
Assist with Precon minutes	0	2	0	0	0	0	2
Coordinate/review project schedule	1	4	0	0	0	0	0
Coordinate/review submittals	0	36	12	8	8	0	8
Constr. visits/Progress Mtgs	32	832	16	0	0	0	10
Construction reports/Mtg Minutes	4	48	4	0	0	0	8
Review/coordinate field changes	4	24	12	0	12	8	6
Review QA Test Results/Invoices	2	20	0	16	0	0	6
Construction correspondence	4	32	8	0	0	8	12
Requests for partial payment assist	0	24	0	48	0	0	24
Final inspection/punchlist	8	10	0	0	0	0	2
Final Engineer's Report	0	8	4	0	0	0	4
Develop Civil record drawings	0	16	32	0	0	36	2
<b>MANHOUR TOTAL</b>	<b>59</b>	<b>1094</b>	<b>100</b>	<b>72</b>	<b>20</b>	<b>62</b>	<b>102</b>

**DIRECT LABOR EXPENSES:**

CLASSIFICATION		BILL RATE	EST MHRS	EST COST
Principal	PRIN	\$ 226	59	\$ 13,334
Project Manager	PM	\$ 205	1094	\$ 224,270
Engineer V	E6	\$ 172	100	\$ 17,200
Engineer IV	E4	\$ 138	72	\$ 9,936
Engineer I	E1	\$ 80	20	\$ 1,600
Technician V	T5	\$ 102	62	\$ 6,324
Admin. Assistant V	AD5	\$ 79	102	\$ 8,058
		Total	1,509	
<b><i>SUBTOTAL</i></b>				<b>\$ 280,722.00</b>

MANHOUR ESTIMATE  
 TERMINAL EXPANSION AND RENOVATION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SC

AIP PROJECT NO:  
 CLIENT PROJECT NO:  
 TBE PROJECT NO: 2119-1905

November 18, 2019

CONSTRUCTION ADMINISTRATION PHASE (06)

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
Postage	LS	\$ 1,000	1	\$ 1,000.00
Copying	LS	\$ 5,000	1	\$ 5,000.00
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	1	\$ 1,000.00
Mileage	MI	\$ 0.60	51,250	\$ 30,750.00
Per Diem	EA	\$ 233.00	90	\$ 20,970.00
<b><i>SUBTOTAL</i></b>				<b>\$ 78,720.00</b>

SCOPE OF SUBCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	EST RATE	EST UNITS	EST COST
Architectural and Civil QA Testing - NTE		\$460,000.00	1	\$ 460,000.00
Architectural Construction Administration		\$999,925.00	1	\$ 999,925.00
Stormwater Services - CA		\$97,474.00	1	\$ 97,474.00
Landscape CA - (Included in Design Phase Fee)		\$0.00	1	\$ -
As-Built Survey - NTE		\$34,500.00	1	\$ 34,500.00
<b><i>SUBTOTAL</i></b>				<b>\$ 1,591,899.00</b>
<b>TOTAL PHASE 6:</b>				<b>\$ 1,951,341.00</b>

MANHOOR ESTIMATE  
 TERMINAL EXPANSION AND RENOVATION  
 HILTON HEAD ISLAND AIRPORT  
 HILTON HEAD ISLAND, SC

AIP PROJECT NO:  
 CLIENT PROJECT NO:  
 TBE PROJECT NO: 2119-1905

November 18, 2019

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

DESCRIPTION	RPR
	\$ 105
Project review/Preconstruction Conference	20
Site mobilization	8
On site inspection	9,270
Final inspection	20
Follow up inspection	300
Site demobilization	8
<b>MANHOOR TOTAL</b>	<b>9,626</b>

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST MHRS	EST COST
RESIDENT ENGINEER	RPR	\$ 105	9,626	\$ 1,010,730
		Total	9,626	
<b><i>SUBTOTAL</i></b>				<b><i>\$ 1,010,730.00</i></b>

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
Telephone	LS	\$ 5,200	1	\$ 5,200.00
Postage	LS	\$ 200	1	\$ 200.00
Miscellaneous expenses (prints, faxes, supplies, copies)	LS	\$ 2,000	1	\$ 2,000.00
Mileage	MI	\$ 0.60	3000	\$ 1,800.00
<b><i>SUBTOTAL</i></b>				<b><i>\$ 9,200.00</i></b>

PER DIEM:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST UNITS	EST COST
DAILY PER DIEM	PD	\$ 233	960	\$ 223,680
		Total	960	
<b><i>SUBTOTAL</i></b>				<b><i>\$ 223,680.00</i></b>
<b>TOTAL PHASE 51:</b>				<b>\$ 1,243,610.00</b>



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

#### Item Title:

Work Authorization Terminal Ramp Expansion Project - Design through Construction Admin

#### Council Committee:

Executive

#### Meeting Date:

December 9, 2019

#### Committee Presenter (Name and Title):

Jon Rembold Airport Director

#### Issues for Consideration:

Approval of Talbert, Bright and Ellington Work Authorization 2119-1906

#### Points to Consider:

Work Authorization provides for all design and consulting services through construction administration for the aircraft parking ramp expansion project.

#### Funding & Liability Factors:

The project is eligible for FAA and SCAC funding which together cover 95% of the project cost.

#### Council Options:

Approve, Modify or Reject

#### Recommendation:

Approve





**COUNTY COUNCIL OF BEAUFORT COUNTY**  
**PURCHASING DEPARTMENT**  
 106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228  
 Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director  
 dthomas@bcgov.net 843.255.2353

**TO:**

**FROM:** David L Thomas. CPPO. Purchasing Director

**SUBJ:**

**DATE:**

**BACKGROUND:**

The aircraft parking ramp at the Hilton Head Island Airport commercial service terminal will be expanded in order to support the terminal project. This work authorization enables the project team to perform the required design, permitting, bidding, and construction administration of the project.

This project is being undertaken as part of the County's Master Services Agreement with Talbert, Bright and Ellington dated July 1, 2018.

Please refer to the attached Work Authorization for more information.

**VENDOR INFORMATION:**

**COST:**

**FUNDING:**


90% FAA AIP Grant (future grant), 5% SCAC Grant (future grant), 5% Airport Funds. The Hilton Head Island Airport's 5% share is approximately \$51 thousand and is included in the approved annual budget (Ordinance 2019/30).


Funding approved:  By:  Date:

**FOR ACTION:** Executive Committee meeting occurring December 9, 2019.

**RECOMMENDATION:**

Beaufort County Executive Committee approve and recommend to County Council the approval of the Talbert, Bright & Ellington Work Authorization 2119-1906 in the amount of \$1,026,393.

Attachment:  TBE Work Auth 2119-1906.pdf  
2.7 MB

 No file attached

cc: Ashley Jacobs, County Administrator

Approved:  Date:

Check to override approval:  Overridden by:  Override Date:

Christopher S. Inglese, Deputy County Administrator

Approved:  Date:

Check to override approval:  Overridden by:  Override Date:

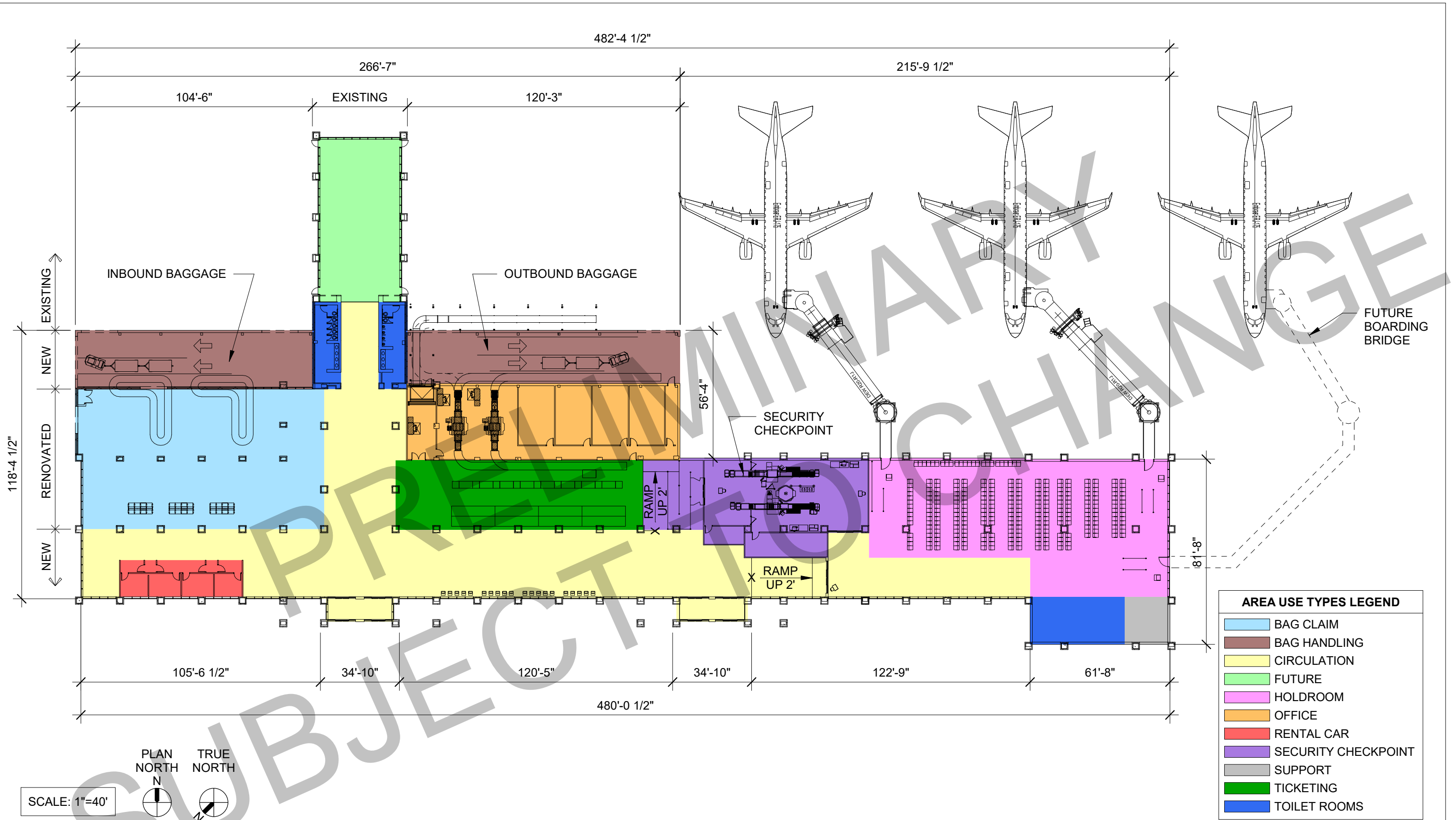
Alicia Holland, Assistant County Administrator, Finance

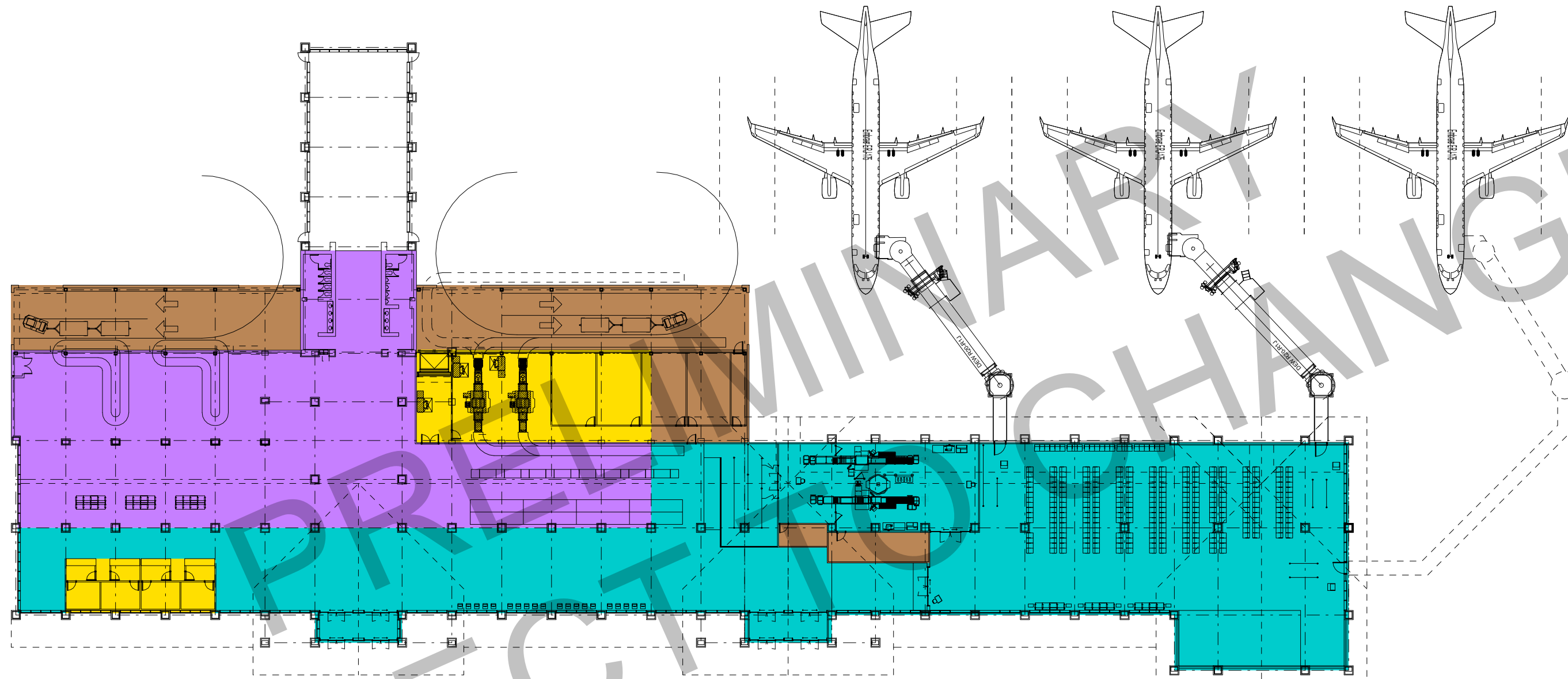
Approved:  Date:

Approved:  Date:

Check to override approval:  Overridden by:  Override Date:  ready for admin:

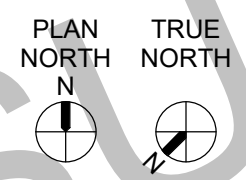
**After Initial Submission, Use the Save and Close Buttons**





ELIGIBILITY TYPES LEGEND	
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<span style="display:inline-block; width:15px; height:10px; background-color:purple; border:1px solid black;"></span>	ELIGIBLE RENOVATION
<span style="display:inline-block; width:15px; height:10px; background-color:brown; border:1px solid black;"></span>	INELIGIBLE NEW
<span style="display:inline-block; width:15px; height:10px; background-color:yellow; border:1px solid black;"></span>	INELIGIBLE RENOVATION
<span style="display:inline-block; width:15px; height:10px; border:1px solid black;"></span>	NO WORK

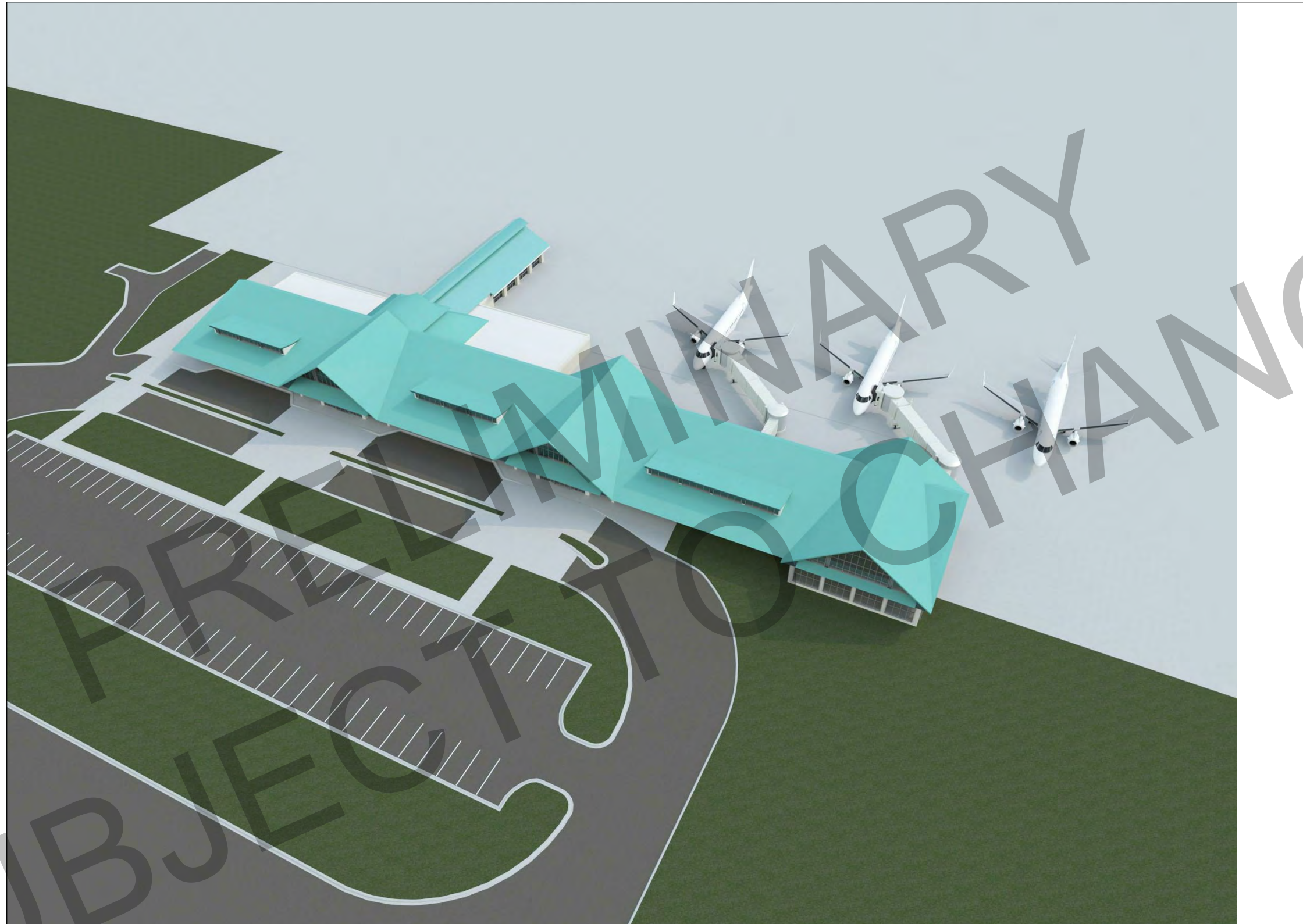
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**HILTON HEAD ISLAND AIRPORT  
TERMINAL IMPROVEMENTS**

**ELIGIBILITY TYPES FLOOR PLAN**







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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

2020 Council Calendar

**Council Committee:**

Executive Committee

**Meeting Date:**

December 9, 2019

**Committee Presenter (Name and Title):**

**Issues for Consideration:**

**Points to Consider:**

**Funding & Liability Factors:**

None.

**Council Options:**

Approve, Modify or Reject

**Recommendation:**

Approve

## 2020 Beaufort County Council & Committee Schedule

	Council		Committees		BUDGET
	2nd Monday	4th Monday	1st Monday	3rd Monday	
	4:00 Executive Committee 5:30 County Council		2:00 - Community 3:30 - Natural Resources	2:00 - Finance 3:30 - Public Facilities	
January	13th	27th		21st*	10:00 - Retreat Jan 27th
February	10th	24th	3rd	18th*	
March	9th	23rd	2nd		2:00 - Workshops Mar 9th Mar 16th Mar 23rd Mar 30th**
April	13th	27th	6th	20th	
May	11th	26th*	4th	18th*	
June	8th	22nd	1st	15th	
July	13th				
August	10th		3rd	17th	
September	14th*	28th	Aug 31st**	21st	Readings May 11th May 26th Jun 8th
October	13th	26th	5th	19th	
November	9th		2nd	16th	
December	14th		7th		

**Meeting Not Held at Government Center:**  
 Hilton Head Library - Mar 9th, Jul 13th, and Oct 13th  
 Bluffton Rec Center - May 11th & Sep 14th

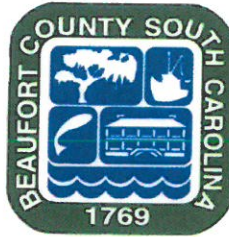
\* Tuesdays (Following Monday Holidays)

\*\* 5th Mondays (Mar 30th, Jun 29th, Aug 31st, & Nov 30th)

# ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.





TO: Councilman Stu Rodman, Chairman, Beaufort County Executive Committee

FROM: Jon Rembold, C.M., Beaufort County Airports Director

SUBJ: **Update; Talbert, Bright and Ellington Work Authorization 2119-1906**

DATE: December 6, 2019

During an administrative review of the subject work authorization, a clerical error was discovered. An expense was inadvertently excluded from the total project cost as listed on page 7 of the work authorization. An updated page 7 is included herein. The increase in the total cost is \$14,610, which equates to a \$731 increase to the Airport's share of the project cost.

This update will be reflected in the package when it moves forward to County Council for approval.

- d. **As-Built Survey** – This survey will be an as-built survey of the completed aircraft parking apron expansion, related final graded areas, stormwater/storm drainage improvements, edge lighting, site lighting, any required utility relocations, and other related incidental project items.

**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.

**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 **\$425,606.00**. Special services shall be performed on a not to exceed basis with a budget of **\$615,317.00**, which includes reimbursable expenses. For a total of **\$1,041,003.00** (Appendix B, page 9).

**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:

# Public Comment (Appearance before Council)

## Beaufort

### Currently (more welcoming than most):

- Agenda items as they occur on Agenda
- Non-Agenda at the end of the Meeting
- Public Hearings
- 3 Minutes / Unlimited Speakers

### Issues:

- Lobbying
- Personal Attack
- Abuse

## Enhancements?

- 2 Minutes (Charleston & Richland)
- 20 Speakers / 45 minutes
  1. Excludes Public Hearings
  2. First Come First Serve
  3. Priority for Agenda Items
  4. 1 Monthly Appearance
  5. 1 Speaker per Group
- Enforceable Abuse Ordinance