



LRD General Engineering On-Call Services Scope of Work




Version 1.0

November 13, 2024

City of Laredo – Laredo International Airport

Laredo, TX



Prepared by RS&H, Inc. at the direction of the
City of Laredo

I PROJECT DESCRIPTION

The City of Laredo ("Client" or "Airport") has requested that RS&H, Inc. ("Consultant") provide professional on-call general engineering and planning support services for the Airport. This is projected to include the following tasks:

- » Task 1 – General Engineering/Planning Services /Environmental Services
- » Task 2 – Project Management

For Task 1, the Airport has requested RS&H provide on-call, technical engineering, planning, and environmental staff to assist the Airport tasks specifically assigned by the Airport. The intent is to provide technical staff as needed to assist the airport and provide AutoCAD drafting or related exhibit services. The Airport will assign tasks to the Consultant on an as needed basis. Tasks are not limited to those listed in this work order and can be adjusted as needed at the discretion of the Airport and the Consultant.

This work order is for completion of assignments as discussed with the airport. The size, duration, complexity and level of effort required will determine how many tasks can be completed within the available funding associated with this work order. The Consultant will inform the airport regularly of the remaining budget and if additional funds are needed to continue work assignments. Additional funding may be necessary to complete additional task as assigned.

II SCOPE OF SERVICES

Task 1 GENERAL ENGINEERING/PLANNING/ENVIRONMENTAL SERVICES

RS&H will provide, as staff support, a Project Engineer to generally assist with the day-to-day completion of tasks on behalf of the Airport. Additional support (presentations, memos, exhibits) will be completed as part of the typical staff augmentation effort, including meeting attendance. RS&H planning and engineering staff may support some of these efforts if requested or as necessary.

Anticipated services include:

- » Use of CAD for preparation of sketches to be used for project planning.
- » Use of AviPLAN to assist in preliminary design decisions or operations issue needs of Airport Operations.
- » Preparation of exhibits for 7460 airspace studies and/or submittal of airspace cases.
- » Other AutoCAD support services as needed.
- » Other planning services as needed.
- » Prepare Construction Emission Inventory and NEPA Documentation as needed.

Miscellaneous professional services to be completed as directed by the Client will be based on individual requests. All work completed under this work order will be accomplished within the time and amount agreed upon for each independent task between Client and Consultant. Approval by the Client, in the form of an email is required prior to work being performed.

RS&H will perform various on-call planning services for the Airport. This will include but not limited to technical analyses, scheduling, strategic planning consultation, participation in workshops and meetings, preparation of working papers, graphics, and associated support services on tasks related to all aspects of airport development, management, and operations.

RS&H will also assist the Client in performing various on-call facility, financial, environmental and sustainability planning services for the Airport. This will include but not limited to financial planning, collaboration with Airport staff on day-to-day issues, projected expenditures, airline leases, grants and bond sales, parking revenue, property leases, as well as passenger facility charge (PFC) program applications, amendments, or assistance. Additional efforts such as traditional facility planning, benchmarking, exhibits or presentations may be included as needed.

Miscellaneous planning services to be completed as directed by the Client will be based on individual requests. All work completed under this work order will be accomplished within the time and amount agreed upon for each independent task between Client and Consultant. Approval by the Client, in the form of an email is required prior to work being performed.

Task 2 PROJECT MANAGEMENT

The Consultant will manage the project in a professional manner, assign qualified individuals to the project if needed, and shall complete the project work within the specified time frame and budget estimates.

This task includes project initiation, sub-consultant contracting, client management, project documentation, design management, client invoicing, scheduling, resource allocation, monitoring, oversight, budget management, scope management, and change management.

III SCHEDULE

RS&H will provide support through December 31, 2027, or until all funds are exhausted, whichever occurs first.

IV ASSUMPTIONS AND EXCLUSIONS

The following assumptions have been made for this Scope of Work:

- » It is assumed Airport will provide access to all required files and systems for support services requested.
- » Subconsultants can be added as needed and agreed upon by the Airport.

The following exclusions have been made for this Scope of Work:

- » The scope of work does not include preparation of any documents which would require signing/sealing of documents by a licensed engineer or architect.
- » Stakeholder coordination beyond those efforts outlined herein.
- » Transportation Security Administration coordination beyond those efforts outlined herein.

- » Environmental remediation (wetlands, soil contamination, etc.)
- » Permitting / Permit fees
- » Bid Document Preparation
- » Construction and closeout phase services, RPR services, construction materials acceptance testing, construction staking, and/or any other construction-related services
- » Airport Layout Plan ("ALP") update
- » Survey
- » RS&H will only perform services/work related in any way to PFAS chemicals or substances possibly containing PFAS chemicals (including but not limited to sampling, handling and remediating) to the extent the City of Laredo specifically directs, in writing, RS&H to perform such services/work, and RS&H shall not be liable for the nonperformance of such services/work.
- » Additional services beyond those outlined herein.

V PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for a Maximum Cost-Plus Fee, Not To Exceed. See Attachment B for a breakdown of costs.