

AIRPORT CERTIFICATION MANUAL (ACM) and AIRPORT EMERGENCY PLAN (AEP) UPDATE

Scope of Work

DRAFT

Version 2.0

December 20, 2023

Laredo International Airport (LRD)

Laredo, TX

Prepared by *RS&H* at the direction of
Laredo International Airport

I PROJECT DESCRIPTION

The Laredo International Airport (LRD, Client, or Airport) has elected to pursue planning services for an update to their Airport Certification Manual (ACM) and Airport Emergency Plan (AEP).

The ACM is required by the Federal Aviation Administration (FAA) per Federal Aviation Regulation (FAR) Part 139 to outline the day-to-day operations, compliance with the self-inspection program, and other related documents, such as the Airport Emergency Plan.

This project will include the overall review and update of the ACM and AEP for FAA review and eventual approval. This will be in compliance with the latest FAA guidance on ACM format. This scope of work will consist of the following tasks:

1. Review existing ACM/AEP documentation and FAA guidance and requirements
2. Identify components of the ACM/AEP to be updated, including formatting and pagination preferences
3. Revise ACM/AEP

Deliverables will include:

- Draft ACM/AEP including initial revisions
- Final ACM/AEP addressing comments from Airport staff review

The following generally describes the scope of each of the tasks.

TASK 1 REVIEW EXISTING DOCUMENTATION

The Consultant will collect the current versions of applicable documents for review including the ACM and AEP. The Consultant will also verify current FAA requirements and guidelines for completion of airport certification manuals, formatting, and approval processes.

TASK 2 IDENTIFY COMPONENTS OF ACM/AEP TO BE UPDATED

To identify the components of the ACM/AEP that need to be updated, the Consultant will discuss and review with Airport staff, specifically Airport Operations, the typical daily operations to understand routine procedures and policies, and general compliance practices under FAR Part 139 and ACM requirements. Emergency procedures and management of incidents will also be discussed as part of the review and update of the AEP.

The purpose of this task will be to understand what daily processes, policies, inspections need to be undated and included in the revised ACM as well as similar processes and policies for the AEP. It is anticipated that this effort will consist of no more than one in-person meeting with up to two additional virtual meetings with Airport Operations and/or appropriate Airport staff. Additionally, the Consultant will meet with Airport Maintenance or other staff as necessary regarding the reporting of deficiencies, maintenance schedules and other issues relevant to the ACM.

After reviewing the existing documentation and assessment of normal, day-to-day operations, the Consultant will identify specific components of the ACM/AEP that need to be updated. These items will be discussed with Airport staff to gain understanding and consensus of the anticipated revisions required.

TASK 3 REVISE ACM/AEP

The Consultant will revise the current ACM and AEP based on the field observations, and previous tasks completed. The revised ACM/AEP will be submitted electronically to Airport staff for their review and comment. If needed, a virtual meeting will be conducted to discuss changes or revisions. The comments will be addressed, and a final draft will be submitted to Airport staff for final review. Upon approval of the final draft, up to three (3) hard copies of the final ACM/AEP will be provided for FAA review and submittal.

TASK 4 PROJECT MANAGEMENT

The Consultant will manage the project to meet scheduled completion dates and will review the overall quality of work before submittal to the Airport. One in-person meeting will be held at the onset of the project, and virtual meetings will be held throughout the course of the project to review progress with the Airport staff as necessary.

II MEETING AND PRESENTATIONS

- » Observe Airport Operations (up to one in-person meetings) and meet with Airport Maintenance and appropriate Airport staff
- » Review of draft ACM/AEP (virtual meeting)

III DELIVERABLES

- » Memorandum identifying major components to be addressed in the ACM/AEP revisions
- » Revised ACM/AEP (electronic submittal)
- » Draft final ACM/AEP (electronic submittal)
- » Final ACM/AEP (electronic submittal and 3 paper copies)

IV PROJECT SCHEDULE

The Tasks outlined in this Scope of Work are arranged in an order that is intended to make most efficient use of staff time. It is intended that the in-person meeting will occur within 30 days of NTP, and the first draft of the revised ACM/AEP will be completed within 120 days of NTP.

V ASSUMPTIONS AND EXCLUSIONS

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

- » The Airport will provide all documents (current ACP/AEP) as necessary for RS&H to complete any relevant documents, exhibits or graphics in electronic, editable formats, such as Word, Excel or CAD
- » No design will be completed as part of this scope of work.
- » No software will be procured as part of this scope of work.

VI PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H's compensation for the services provided in herein will be based on the lump sum amount as detailed on the attached Project Proposal.