FDOT AVIATION OFFICE

STATEWIDE AIRFIELD PAVEMENT MANAGEMENT PROGRAM

Exhibit A – Scope of Services

Program Overview

The Florida Department of Transportation (FDOT) Aviation Office (AO) Statewide Airfield Pavement Management Program (SAPMP) supports the participating airports in maintaining an effective pavement maintenance management program. The SAPMP has consisted of up to ninety-five (95) participating public airport facilities in Florida. The participating airports can be classified as General Aviation, Regional Reliever, and Primary/Commercial airport facilities. The SAPMP is based on the guidance set forth in the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5380-7 (7B current version) "Airport Pavement Management Program (PMP)". The SAPMP is typically updated every three (3) years and is performed over two (2) program phases; each phase consists of a duration of approximately 15 to 18 months. Each phase comprises of coordination, network definition, pavement evaluation, analysis, and reporting for approximately half of the participating airports.

Program History

In 1992, FDOT implemented a SAPMP that improved the knowledge of pavement conditions at the public airports in the State, identified airfield pavement maintenance needs at individual airports, automated information management, and established standards to deal with the future needs. It supports Airport Sponsors in meeting the Airport Improvement Program (AIP) grant assurance requirements as defined in Public Law 103-305, section 107, amended Title 49, Section 4105, of the United States Code ("Federal Aviation Administration Act of 1994"). Specifically, for Airport Sponsor Grant Assurance 11 "Pavement Preventive Maintenance" and indirectly for Assurance 19 "Operation and Maintenance".

The SAPMP has and will continue to adhere to the guidance set forth in the latest editions of the FAA AC 150/5380-7 "Airport Pavement Management Program (PMP)" and AC 150/5380-6 "Guidelines and Procedures for Maintenance of Airport Pavements". In accordance with AC 150/5380-7 (7B current version), all Pavement Condition Index (PCI) efforts will be performed based on the latest version of American Society for Testing and Materials (ASTM) D5340 Standard Test Method for Airport Pavement Condition Index Surveys.

Program Goals

The SAPMP enables FDOT and the FAA to monitor the condition of the pavement infrastructure for the participating airports in an effective, efficient, and reliable manner. The SAPMP provides impartial and objective condition data for the use of identifying and planning for airfield pavement maintenance, repair, and major projects. The SAPMP goals consist of the following:

1. Assisting airports in meeting the requirements of Public Law 103-305.
2. Evaluating current airports' functional pavement condition in accordance with ASTM D5340 (current) and with the FAA AC 150/5380-7 (current) based on visual inspection efforts to ensure participating airports maintain a current understanding of PCI values not older than three years.
3. Updating the existing SAPMP System database to accurately reflect participating airport facilities (inventory, work history, geometry, and conditions).
4. Providing airports with guidance on Maintenance, Repair, and Rehabilitation (M&R) in accordance with FAA AC 150/5380-6 (current) based on pavement conditions and distress data collected (type,

severity, and quantities).

5. Providing individual airports, FDOT Districts, and the FAA Airports District Office (ADO) with long-term forecasts of pavement performance and pavement rehabilitation budgetary needs (maintenance, repair, and major reconstruction) through effective reporting documentation.

Program Organization

The SAPMP is managed by the Program Manager within the FDOT AO. The Consultant reports to the Program Manager. The Consultant team is composed of engineering and planning professionals that will be required to demonstrate and maintain qualifications for the specific role and services associated with the SAPMP. The Consultant will be selected through a procurement process in accordance with FAA AC 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The following table, **Table 1 SAPMP Key Stakeholders and Personnel**, identifies the Program Management and Organization expectations.

Table 1 SAPMP Key Stakeholders and Personnel

Role	Role ID	Description
Federal Aviation Administration	FAA	Key Stakeholder, establishes Advisory Circulars and standards for the requirements of an effective APMS through FAA AC 150/5380-7B and 150/5380-6C.
FAA Orlando Airports District Office	Orlando ADO	Key Stakeholder, local ADO Program Manager personnel that oversees the grant administration of AIP grant with Planning Agency Sponsor ("Florida Department of Transportation").
Florida Department of Transportation	FDOT	Key Stakeholder, the Florida Department of Transportation ("FDOT") is the "Sponsor" for the AIP grant agreement. Specifically, the Aviation Office of the Office of Freight, Logistics, and Passenger Operations provides development and operations support for the Florida Airports.
Aviation Office Program Manager	AO-PM	FDOT AO Airport Engineering Manager; oversees SAPMP.
Airport Sponsors	Airports	Key Stakeholders, end-user "customer" for the SAPMP.
Project Manager	PM	Representative responsible for all tasks associated with this contract. Program engagement with Aviation Office, FAA ADO, Airport Sponsors, and SAPMP Stakeholders. Experienced in Statewide Airfield Pavement Management Program System.
Program Coordinator	PC	Local Representative responsible for all tasks associated with this contract. Program engagement with Aviation Office, FAA ADO, Airport Sponsors, and SAPMP Stakeholders. Experienced in Statewide Systems and FDOT Aviation Office procedures.
Deputy Project Manager	D-PM	Responsible for all day-to-day tasks associated with this contract, including field inspection and coordination.

Role	Role ID	Description
Field Team Leader	Team Leader	Responsible for PCI survey efforts including but not limited to: advance airport coordination for inspection, Airport Staff In-Brief, data collection, Airport Out-Brief, Data Integrity Check, and Data Analysis. Responsible for efforts performed by Field Engineering Personnel.
Field Engineering Personnel	Engineering Personnel	Responsible for PCI survey efforts including but not limited to: advance airport coordination for inspection, Airport Staff In-Brief, PCI survey, Airport Out-Brief, Data Integrity Check, and Data Analysis. In support role to Field Team Leader.

Program Quality Assurance

The SAPMP requires quality assurance standards that are integrated for each SAPMP Update. SAPMP quality assurance consists of personnel qualifications, defined work plans, process standards, and adherence to FAA AC guidelines. The implementation of quality assurance consists of assignment of qualified staff, documented procedures, and continuous review of performance.

Participating Airports

The program consists of ninety-five (95) public airport facilities in Florida. The following table, **Table 2 Participating Airports,** identifies the airports anticipated to participate in the SAPMP. The airport listing is by alphabetical order by airport name.

Table 2 Participating Airports

Airport ID	Airport	Associated City
2IS	Airglades Airport	Clewiston
SPG	Albert Whitted Airport	St. Petersburg
AAF	Apalachicola Regional-Cleve Randolph Field	Apalachicola
X06	Arcadia Municipal Airport	Arcadia
X21	Arthur Dunn Air Park	Titusville
AVO	Avon Park Executive Airport	Avon Park
BOW	Bartow Executive Airport	Bartow
X10	Belle Glade State Municipal Airport	Belle Glade
CEW	Bob Sikes Airport	Crestview
BCT	Boca Raton Airport	Boca Raton
BKV	Brooksville - Tampa Bay Regional Airport	Brooksville
F95	Calhoun County Airport	Blountstown
X13	Carrabelle-Thompson Airport	Carrabelle
VQQ	Cecil Airport	Jacksonville
CLW	Clearwater Air Park	Clearwater
CTY	Cross City Airport	Cross City
CGC	Crystal River - Captain Tom Davis Field	Crystal River
TNT	Dade-Collier Training and Transition Airport	Miami
DAB	Daytona Beach International Airport	Daytona Beach

Airport ID	Airport	Associated City
54J	Defuniak Springs Airport	De Funiak Springs
DED	Deland Municipal-Sidney H. Taylor Field	DeLand
DTS	Destin Executive Airport	Destin
VPS	Destin-Ft. Walton Beach Airport	Valparaiso/Destin-Ft. Walton Beach
X01	Everglades Airpark	Everglades
FHB	Fernandina Beach Municipal Airport	Fernandina Beach
FIN	Flagler Executive Airport	Flagler County
FXE	Fort Lauderdale Executive Airport	Fort Lauderdale
FLL	Fort Lauderdale-Hollywood International Airport	Fort Lauderdale
GNV	Gainesville Regional Airport	Gainesville
CDK	George T. Lewis Airport	Cedar Key
HEG	Herlong Recreational Airport	Jacksonville
IMM	Immokalee Regional Airport	Immokalee
INF	Inverness Airport	Inverness
CRG	Jacksonville Executive at Craig Airport	Jacksonville
JAX	Jacksonville International Airport	Jacksonville
EYW	Key West International Airport	Key West
42J	Keystone Heights Airport	Keystone Heights
ISM	Kissimmee Gateway Airport	Orlando
X14	Labelle Municipal Airport	La Belle
LCQ	Lake City Gateway Airport	Lake City
X07	Lake Wales Municipal Airport	Lake Wales
LAL	Lakeland Linder International Airport	Lakeland
LEE	Leesburg International Airport	Leesburg
MKY	Marco Island Executive Airport	Marco Island
MAI	Marianna Municipal Airport	Marianna
X35	Marion County Airport	Dunnellon
MLB	Melbourne Orlando International Airport	Melbourne
COI	Merritt Island Airport	Merritt Island
TMB	Miami Executive Airport	Miami
X51	Miami Homestead General Aviation Airport	Homestead
OPF	Miami-Opa Locka Executive Airport	Miami
APF	Naples Municipal Airport	Naples
EVB	New Smyrna Beach Municipal Airport	New Smyrna Beach
F45	North Palm Beach County General Aviation Airport	West Palm Beach
HWO	North Perry Airport	Hollywood
ECP	Northwest Florida Beaches International Airport	Panama City
OCF	Ocala International-Jim Taylor Field	Ocala
OBE	Okeechobee County Airport	Okeechobee
ORL	Orlando Executive Airport	Orlando
SFB	Orlando Sanford International Airport	Orlando
OMN	Ormond Beach Municipal Airport	Ormond Beach

Airport ID	Airport	Associated City
FMY	Page Field	Fort Myers
28J	Palatka Municipal - Lt. Kay Larkin Field	Palatka
PHK	Palm Beach County Glades Airport	Pahokee
LNA	Palm Beach County Park Airport	West Palm Beach
PBI	Palm Beach International Airport	West Palm Beach
PNS	Pensacola International Airport	Pensacola
FPY	Perry-Foley Airport	Perry
TPF	Peter O. Knight Airport	Tampa
2R4	Peter Prince Field	Milton
PCM	Plant City Airport	Plant City
PMP	Pompano Beach Airpark	Pompano Beach
PGD	Punta Gorda Airport	Punta Gorda
2J9	Quincy Municipal Airport	Quincy
SRQ	Sarasota-Bradenton International Airport	Sarasota/Bradenton
X26	Sebastian Municipal Airport	Sebastian
SEF	Sebring Regional Airport	Sebring
RSW	Southwest Florida International Airport	Fort Myers
TIX	Space Coast Regional Airport	Titusville
PIE	St. Pete-Clearwater International Airport	St. Petersburg-Clearwater
24J	Suwannee County Airport	Live Oak
TLH	Tallahassee International Airport	Tallahassee
VDF	Tampa Executive Airport	Tampa
MTH	The Florida Keys Marathon International Airport	Marathon
FPR	Treasure Coast International Airport	Fort Pierce
BCR	Tri-County Airport	Bonifay
X23	Umatilla Municipal Airport	Umatilla
X59	Valkaria Airport	Valkaria
VNC	Venice Municipal Airport	Venice
VRB	Vero Beach Regional Airport	Vero Beach
CHN	Wauchula Municipal Airport	Wauchula
X60	Williston Municipal Airport	Williston
GIF	Winter Haven Regional Airport	Winter Haven
SUA	Witham Field	Stuart
ZPH	Zephyrhills Municipal Airport	Zephyrhills

*Airport names subject to updating. Airport names are based on 2022 Florida Airport Directory and FAA 5010 Reports.

Overall Scope of Work

The SAPMP will require the Consultant to complete a comprehensive scope of work that is comprised of multiple program elements (Program Initiation, Data Collection, Analysis, Reporting, and Program Management). Each program element will have associated tasks with deliverables. The following narrative is for overall scope of work for the program; each phase will be defined by specific tasks determined at the Task Work Order level. The following tasks are subject to refinement per the requirements of the SAPMP at the time of Task Work Order issuance.

Part 1 Program Initiation

Task 1.1 Pavement Management Program System Update

Task 1.1 consists of updating the system elements from the prior SAPMP (2020-2023 System Update). The 2023-2026 System Update will consist of identifying all airport program participants, current airport type classification, estimated number of total samples for each airport, confirming airport identification, and confirming airport point of contact for program. The Consultant shall schedule a Program Kick-Off Meeting with the AO-PM to review the program organization, scope, schedule, procedures, and deliverables.

Task 1.2 Program Communications

The Consultant will prepare program notice documentation for distribution to eligible Florida airports. Notice shall be provided to the public use, publicly-owned airports, FDOT District Office Aviation representatives, and FAA ADO program managers. The airport program notice will focus upon the confirmation of the airports' participation in the program and formally request critical data needed for new pavement construction, pavements that have been abandoned since the last inspection, or pavements that are going to be constructed or abandoned in the next two years at each airport. The Consultant shall be responsible for the processing and cataloguing of airport responses as well as following up with airport staff.

Task 1.3 Airport Coordination and Scheduling

Upon the receipt and confirmation of all participating airports, the Consultant shall prepare a detailed schedule of dates for each airport of the specific Phase and/or Task Work Order to be inspected. Schedule shall be developed to ensure timely and well-coordinated inspection efforts.

Task 1.4 Updates to Methodology and Standards Review

The current inspection is based on PCI Survey inspection methodology outlined by FAA AC150/5380-7B and defined by the ASTM D5340 (current version D5340-20).

The Consultant shall review the PCI survey methodology from the latest ASTM D5340 version. If there are any revisions that need to be made to comply with the revised survey methodology from the latest ASTM, the Consultant shall discuss changes or updates with the AO-PM for approval.

Documents subject to review consist of the following:

- ASTM D5340-20 Standard Test Method for Airport Pavement Condition Index Surveys
- FAA AC 150/5380-7B Airport Pavement Management Program
- FAA AC 150/5380-6C Guidelines and Procedures for Maintenance of Airport Pavements
- FAA AC 150/5320-6G Airport Pavement Design and Evaluation
- FAA AC 150/5335-5D Standardized Method of Reporting Airport Pavement Strength – Pavement Classification Rating (PCR)

Task 1.5 Database Calibration and Conversion

The SAPMP currently utilizes PAVER™ pavement management system software. The Consultant, at the direction of the AO-PM, will convert the existing PAVER database file set to the current version, PAVER 7 (or latest), for the SAPMP 2023-2026 Update.

The Consultant shall calibrate the converted database to accurately reflect the network characteristics of participating airports as well as to remove extraneous data elements. The database calibration will coincide with the changes to the pavement network definition updates to ensure consistency between field expectations and database definitions.

It is the responsibility of the Consultant to install and maintain the latest PAVER software with the completed data from the program into one (1) computer at the AO Office.

Task 1.6 Quality Program Procedures Manual

The Consultant shall review the existing Quality Program Procedures Manual and recommend updates and/or major revisions. The manual should reflect the results of any changes or improvements developed from review of FAA AC updates, ASTM D5340 changes, software package enhancements, and other reasonable SAPMP System Update changes. If needed, the Consultant shall revise/update the manual for inspection criteria, field survey methodology and procedures, and program implementation.

Task 1.7 Maintenance, Repair, and Major Rehabilitation Policies Update

This task involves the review and refining of the SAPMP customization policies with regards to assigned airfield pavement maintenance, repair, and major rehabilitation. The Consultant shall develop planning-level assumptions for each airport type. Planning-level assumptions may consider traffic by airport type, pavement section type (Flexible Hot Mix Asphalt (HMA) or Rigid Portland Cement Concrete (PCC)) and assumed subgrade conditions. Preventative and Stopgap Maintenance planning by distress type will be based on engineering judgement and guidance established by the FAA AC 150/5380-6C "Guidelines and Procedures for Maintenance of Airport Pavements."

Task 1.8 Records Review, Airport Base Drawing Updates, and Template Update

The Consultant shall consolidate and review the airfield pavement work history record documentation provided by the Airports. The Consultant will record and update the network definitions to reflect the changes. The Consultant shall develop Computer-aided Design and Drafting (CADD) and Geographic Information System (GIS) standards, for AutoCAD and ArcPro respectively, as well as transference templates to ensure that the initial base drawing datasets are compatible for future GIS use and analysis. The result is intended for planning purposes only and documents will not be intended for design- and/or construction-level detail.

Part 2 Program Documentation Standards and Template Development

Task 2.1 Category Based Airport Pavement Evaluation Report Template Updates

The Consultant shall review and update the existing category based Individual Airport Pavement Evaluation Report templates. The Consultant shall develop recommendations and draft update document templates that substantially comply with the reporting requirements of the FAA ACs 150/5380-7 and 150/5380-6.

Individual Airport Pavement Evaluation Report documents shall contain Airfield Pavement Network Definition Exhibits identifying sample units to be inspected, Airfield Pavement System Inventory Exhibits depicting recent and anticipated pavement construction, Airfield Pavement Condition Index Exhibits

depicting condition by color and index, and a Major Rehabilitation Exhibit identifying the 5-year program of projects based on functional need.

Task 2.2 FDOT District Executive Summary Report Template Updates

The Consultant shall review and update the existing FDOT AO District Airport Pavement Evaluation Executive Summary Report document templates. The Consultant shall consult with the FDOT District Aviation representatives (end-users) to obtain feedback and suggestions for consideration in the update of the documents. The Consultant shall summarize the feedback and comments from the District Aviation Office representatives. The final template will be utilized for the seven (7) District Airport Pavement Evaluation Summary Updates.

Task 2.3 Statewide Executive Summary Report Template Update

The Consultant shall prepare a draft Statewide Airport Pavement Evaluation Summary document. Upon receipt of comments, the Consultant shall incorporate comments and prepare a final template to be utilized for the final Statewide Airport Pavement Evaluation Executive Summary update.

Task 2.4 Statewide FAA ADO Executive Summary Report Template Update

The Consultant shall prepare a draft FAA Executive Summary document and submit for review and comments by FDOT and FAA. Upon receipt of comments, the Consultant shall incorporate comments and prepare a final template to be utilized for the final Statewide FAA Executive Summary update.

Task 2.5 Interactive Map Program Initiation and Application Standards Update

The Consultant will prepare and coordinate an Interactive Map Program Initiation Workshop meeting with the AO-PM, Office of Information Technology, and Civil Integrated Management – Geographic Information Systems Office. The program initiation Workshop will provide an overview of the SAPMP and the continued integration of integrated map application development and reporting in accordance with FDOT Standards. The application standards update will consist of coordinating the development of the SAPMP interactive map application with current application features, best management practices, organization of data, accessing of data, and visualization of SAPMP elements.

The Consultant shall designate an overall Interactive Map Specialist. The Interactive Map Specialist shall have a minimum of eight (8) years of experience developing interactive map products, specialized certification, industry engagement on interactive map and reporting technology, and experience with the FDOT Office of Information of Technology.

Part 3 Program Data Collection

Task 3.1 Data Collection – Pavement Condition Index

The pavements will be inspected utilizing the PCI methodology as defined in FAA AC150/5380-7B "Airport Pavement Management Program (PMP)" using the documented procedures set forth by ASTM D5340-20 "Standard Test Method for Airport Pavement Condition Index Surveys."

Pavement Condition Index Overview

The sample unit rate schedule will not deviate from the prior established sample units from the 2020-2023 SAPMP System Update unless field conditions as determined by the Team Leader prohibit inspection (inaccessible, subject to reconstruction, or subject impact to airport operations). The Consultant shall provide the raw data as a formal submittal.

Data Collection Personnel Qualifications and Safety

FDOT requires that all data collection be "Certified". The successful completion of the FDOT Airfield Pavement Inspection and Airfield Distress Repair training courses shall be a method for certification and should be attended by all inspectors on an annual basis. Personnel shall have experience in the performance of pavement condition assessments in accordance with the ASTM D5340 on airfield pavement facilities that are similar to the Florida general aviation, regional reliever, and/or primary commercial airports. Personnel shall have engineering experience in airfield planning, design, and construction in accordance with FAA-funded projects and experience in Florida airfield development projects. Personnel shall have an understanding of Florida airport development, Air Operations Area (AOA) access and movement training, and climate conditions.

Task 3.2 Data Collection – Airport Briefing

After the completion of the PCI data collection effort at each airport, the Consultant shall schedule an airport briefing meeting with available airport staff. Each airport briefing will consist of the Consultant's key personnel, an FDOT representative, and airport staff. The airport briefing efforts will provide the airport an overview of the data collection efforts, preliminary observations, request for information, and the development of the report documents. The intent of the preliminary observations is to provide the airport staff a high-level summary of the data collection efforts, general conditions, and/or critical issues observed on the airport's airfield pavements.

Task 3.3 Data Collection – Quality Assurance and Quality Control Evaluations

The quality assurance and quality control evaluations, hereinafter "Quality Evaluations," will be performed by the Consultant's in-house senior engineer personnel and by a designated subconsultant senior engineer personnel. The purpose of the Quality Evaluations is to perform a cursory assessment of the primary data collection efforts with senior engineering personnel. The assessment will review airport coordination, field methods, distress observations (type, rating, and measurement), and general data integrity and quality adherence to the ASTM D5340. Quality Evaluations will include the performance of an on-site evaluation led by senior engineering personnel with support from data collection personnel. The SAPMP requires quality data collection and the Quality Evaluations will systematically review procedures, data consistency, general conformance of ASTM D5340, and discrepancies during the duration of Task 3.1. FDOT AO-PM may participate on Quality Evaluations.

In-House Quality Evaluations

The in-house Quality Evaluations must be led by a well-qualified senior engineer who is not directly involved with the primary data collection efforts. A minimum of 5% of the total inspected sample units for each respective phase will be subject to in-house Quality Evaluation review to verify the quality of the field inspection data. Senior Engineer qualifications include a minimum of 15 years of experience in airfield development (planning, design, and construction), direct experience on Statewide programs of similar scope and magnitude, formal ASTM D5340 training, formal PAVER™ training, understanding of geographic information systems, and experience access and movement in AOA areas.

Subconsultant Quality Evaluations

The subconsultant Quality Evaluations must be led by a well-qualified senior engineer who is not directly involved with the primary data collection efforts. A minimum of 3% of the total inspected sample units for each respective phase will be subject to subject Quality Evaluation review to verify the quality of the field inspection data. Senior Engineer qualifications include a minimum of 15 years of experience in airfield development (planning, design, and construction), direct experience on Statewide programs of similar scope

and magnitude, formal ASTM D5340 training, formal PAVER™ training, understanding of geographic information systems, and experience access and movement in AOA areas.

Task 3.4 Data Review and Analysis

The Consultant shall prepare and enter the distress data collected in accordance with the ASTM D5340 in the SAPMP database system. A Quality Validation will consist of reviewing the distress sample unit data type, quantity, and severity. This task will consist of the following: distress data integrity analysis, transference into electronic database using approved Pavement Management System (PMS) software program, determination of current PCI, forecasting of annual PCI for a 5-year duration, and 5-year M&R planning. Both the 5-year PCI and 5-year M&R planning will require the development of prediction model curves. This task excludes analysis for non-standard pavement types not defined by the ASTM D5340; these pavement types may include, but are not limited to, whitetopping and other unconventional pavement sections.

Task 3.5 Pavement Performance Model Development and Analysis

The Consultant shall analyze the database dataset and develop updated pavement performance models. With the use of an FDOT-approved software program's predictive modeling tools, the Consultant shall analyze the work history, pavement composition, branch use, section definition, and historic condition performance to statistically develop prediction model curves to forecast future pavement performance. This task excludes prediction model curve development for non-standard pavement types not defined by the ASTM D5340; these pavement types may include, but are not limited to, whitetopping pavements.

Part 4 Technical Report Documentation Development

Task 4.1 Individual Airport Pavement Evaluation Technical Exhibits

Based on field verifications, data collection, Quality Evaluations, and the initial updates to the Airfield Pavement Network Definition Exhibits, the final Airfield Pavement Network Definition Exhibits and Airfield Pavement System Inventory Exhibits will be updated. Upon completion of these updates, the Airfield Pavement Condition Index Rating Exhibit and the Airfield Pavement Major Rehabilitation Exhibit will be developed based on the condition analysis and the major rehabilitation planning.

Task 4.2 Draft Airport Pavement Evaluation Reports

Upon completion of performance models, the Consultant will prepare Draft Airport Pavement Evaluation Reports for each participating airport type in accordance with the appropriate document template. Airport Pavement Evaluation Reports will communicate a summary of each airfield pavement system inventory, current PCI, forecasted PCI, current preventative and stopgap M&R needs, and major rehabilitation planning needs. Each report will contain the technical exhibits and representative photograph documentation of the data collection, standard PAVER™ reports, and the collected distress data.

The Draft Airport Pavement Evaluation Reports will be submitted electronically to each corresponding participating airport for review, structured comments and feedback, and/or acceptance. Comments and/or feedback will be structured in a formal form for incorporation into the final Airport Pavement Evaluation Reports.

Task 4.3 Final Airport Pavement Evaluation Reports

The Consultant will prepare Final Airport Pavement Evaluation Reports for each participating airport in accordance with the appropriate document template and based on FDOT-approved incorporation of comments, feedback, and/or suggestions from the airport sponsor review period. The final report documents

will be finalized and formatted for electronic distribution and posting on the FDOT website. No hardcopy report documents will be published.

Task 4.4 FDOT District Executive Summary Reports

Based upon the completion of the Individual Airport Pavement Evaluation Reports for all participating airports, the Consultant shall develop summary reports for each of the seven (7) FDOT Aviation District Offices. Each summary report, based on the template, will communicate an overall summary of the pavement condition and major rehabilitation needs at the respective participating airport facilities for each District.

Task 4.5 Statewide Executive Summary Report

Based upon the completion of the Individual and District reports, the Consultant shall prepare a Statewide Airport Pavement Evaluation Summary Report. The Summary Report will provide a synopsis of the SAPMP System Update, pavement condition, and major rehabilitation needs. The Summary Report shall discuss the general trend of pavement performance based on the observations from the prior two (2) System Updates.

Task 4.6 Statewide FAA Executive Summary Report

Based upon the completion of the Individual and District reports, the Consultant shall prepare a Statewide FAA Airport Pavement Evaluation Summary Report. The Summary Report will provide a synopsis of the SAPMP System Update, pavement condition, and major rehabilitation needs in a highly visual Executive Summary document that is based on the FAA ADO informed template.

Task 4.7 Interactive Map Application Development, Testing, and Update

The purpose of this task will be to develop, update, and test the interactive map application that visually depicts the results of the pavement management system for each airport. The map should allow users to access data on multiple platforms. The updated application is required to incorporate all changes in pavement geometry and work as cataloged during the network definition process, updated PCI values and ranges, updated PCI forecasts, and updated M&R needs analysis results. The Consultant shall publish the application, making the application available to the public via a web address.

Part 5 Program Management

Task 5.1 SAPMP Program Aviation Office and Outreach Support

The Consultant will support the AO-PM on support services to the Aviation Office as it relates to the SAPMP program initiation, documentation standards, data collection efforts, and technical reporting. Support services may consist of the development of presentation material for the various lines of business of the Aviation Office. Aviation Office support may also consist of providing technical discussion and response development for Airport Sponsor inquiries as it relates to the SAPMP program and progression.

Task 5.2 SAPMP Stakeholder Engagement and Support

The Consultant shall provide support services to the AO-PM and AO staff for stakeholder engagement of participating airports, FDOT District Aviation staff, and FAA ADO staff. The Consultant shall provide updates that may consist of participation with the Continuing Florida Aviation System Planning Process (CFASPP) events, Florida Airports Council (FAC) events, FAA Southern Region events, or other FDOT-related aviation events that may benefit from general updates for the FDOT SAPMP. The Consultant shall also meet with participating airports and FDOT District staff to solicit input on the refinement and enhancement of the report deliverables. The Consultant may be requested, on behalf of the FDOT AO-PM, to provide general support of inquiries from participating airports, FDOT District staff, and FAA ADO staff

and may provide technical services related to the response development for the FDOT SAPMP System Update. If requested by the airports and approved by the AO-PM, the Consultant may be required to provide in-person post-inspection or post-report technical brief meetings with participating airports on behalf of the FDOT AO-PM to provide assistance in reviewing and interpreting the results of the report documents.

Task 5.3 SAPMP Technical Workshops and Training

The Consultant will support the AO with Technical Workshops and Training development and delivery. The Technical Workshops will consist of working sessions with the AO-PM on elements of the SAPMP ranging from airport inspection scheduling, network definition updates, data collection, pavement design and rehabilitation techniques, ASTM standard, FAA ACs, and interactive map development. The Technical Workshops and/or Training will be subject to the AO-PM approval on technical topic and delivery format (in-person, virtual, and/or hybrid).

Task 5.4 Interactive Map Application User-Guide Development

The Consultant shall develop a User-Guide document to be made available with the interactive web application. The User-Guide should convey basic instructions on the use and navigation of the interactive web application. The presentation of the information should be conveyed in an easy-to-understand format for a wide range of users.

Task 5.5 Interactive Map Application Training Modules

The Consultant shall develop an Interactive Map Application Training that assists airports, FDOT staff, and FAA ADO staff in accessing SAPMP data, educate users on how to access, navigate, lookup, view, and extract SAPMP data, and provide a deliverable that can be viewed again for any new participants.

The training content process will include creation of an outline, expected training duration, and graphic development. It is expected that the outline would cover/convey the following items:

1. SAPMP Introduction
2. Web Application Features/Elements
3. Web Application Navigation
4. Data Viewing
5. Data Query
6. Common FAQs

Part 6 Program Administration

Task 6.1 Administrative Coordination and Communication

This project will require periodic meetings with the FDOT AO-PM and with various regulatory agencies. The meetings will consist of bi-weekly SAPMP meetings with the AO-PM and quarterly program management meetings. The Consultant will provide administrative support to document quarterly meetings.

Task 6.2 Administration

Monthly invoicing using FDOT Consultant Invoice Transmittal System (CITS), FAA reporting support, and general program administrative support. General program administrative support may consist of development of an interactive schedule map, management of SAPMP meetings, scheduling data collection efforts with airports, request for information, organization of record documentation, and document control. Specialized administrative support services may consist of graphic development, document grammar review, document publishing, and end-user engagement.

Part 7 Project Management

Task 7.1 Project Management

The SAPMP requires adequate and structured management by the Consultant. At a minimum, the Consultant will have the following individuals assisting the FDOT in the execution of the SAPMP program.

Project Manager (PM)

Representative responsible for all tasks associated with this contract. Program engagement with Aviation Office, FAA ADO, Airport Sponsors, and SAPMP Stakeholders. Experienced in Statewide Airfield Pavement Management Program System.

Program Coordinator (PC)

Local Representative responsible for all tasks associated with this contract. Program engagement with Aviation Office, FAA ADO, Airport Sponsors, and SAPMP Stakeholders. Experienced in Statewide Systems and FDOT Aviation Office procedures.

Deputy Project Manager (D-PM)

Responsible for all day-to-day tasks associated with this contract, field inspection, attend the meeting with AO-PM weekly, and the point of contact for the AO-PM. D-PM will be responsible for coordinating the scheduling the data collection at airports and submittal of deliverables to the Aviation Office.

Task 7.2 Quality Management

The PM will be responsible for the overall Consultant Team's quality deliverables to the FDOT AO-PM. As part of the overall Quality Management, the Consultant Team will retain a subconsultant with senior engineer personnel to perform Quality Evaluations separate from the in-house Quality Evaluations senior engineer personnel ("External Quality Engineer"). The subconsultant Quality Evaluations will be provided to the PM, in-house Quality Evaluation senior engineers, and the D-PM. The overall Quality Management will consist of documentation of procedures, reviews, and standard adherence. The Consultant shall retain all records of airport communication and follow up, record documentation received, network definition update review markups, quality checklists, in-brief and out-brief forms, data integrity checklist, report review checklist, and deliverable submittals.

Project Manager (PM)

Responsible for all tasks associated with this contract and Quality Management. Program engagement with Aviation Office, FAA ADO, Airport Sponsors, and SAPMP Stakeholders. Experienced in Statewide Airfield Pavement Management Program System.

Principal Engineer

Responsible for technical program oversight, quality workshops, deliverable "End User" review (user-friendly, visual graphics, content logic, and project planning). Principal Engineer shall have a minimum of 30-years of airfield development (planning, design, and construction), demonstrated experience on Statewide Programs similar to the FDOT SAPMP, strong understanding of pavement design and construction in accordance with FAA requirements, and experience at medium and large-hub commercial airports.

In-House Quality Engineer

Responsible for the performance of on-site airfield Quality Evaluations. The In-House Quality Engineer shall have a minimum of 15 years of airfield development (planning, design, and construction), airport

pavement management, pavement condition index surveys at complex airports, and experience with general aviation airport operations.

External Quality Engineer

Responsible for the performance of on-site airfield Quality Evaluations. The External Quality Engineer shall have a minimum of 15 years of airfield development (planning, design, and construction), airport pavement management, pavement condition index surveys at complex airports, and experience with general aviation airport operations.

General Requirements

Responsibilities of the Department

The Department shall provide a Project Manager who shall be responsible for all coordination with the Consultant pertaining to all contractual matters, invoicing and reporting. The Department may also designate a manager for each Task Work Order who shall be responsible for working with the Consultant Project Manager to define the specific work to be performed and the schedule for completion of each task, the Consultant staffing to be provided, and the cost. The Department Project Manager shall be responsible for approval of any additional staffing to be provided including additional Consultant staff (approval must be coordinated with the Procurement Office), and shall give approval of all work products and services.

Responsibilities of the Consultant

The Consultant shall provide and maintain an up-to-date list of staff with agreed-to classifications and approved salaries (subject to the contract Exhibit "B") that would be available to be assigned to specific Task Work Orders. No Consultant staff, except those specifically identified in a Task Work Order or those specifically agreed to by the Department Project Manager, shall charge time to that particular Task Work Order.

Consultant must request approval from the Department's Project Manager for any modifications or additions to the list of available staff prior to the initiation of any work by that individual. If applicable, new job classifications may be added to the contract via contract amendment. Consultant shall submit a copy of the resume and payroll register before new staff can be added.

For a Task Work Order where Consultant staff are anticipated to work the majority of a 40 hour week at Department facilities, the Consultant will be reimbursed at the field rate, and staff who are anticipated to work on average the majority of the week at the home office should be reimbursed at the home rate.

The Consultant shall maintain an office and staff in Tallahassee as defined and agreed to in Task Work Orders. Limited short-term office space may be provided by the Department for technical staff where close proximity with Department staff is necessary for the work being performed. Such arrangements will be made between the Consultant Project Manager and the Department Program Manager on an "as needed" basis and will be expressly stipulated in the individual Task Work Orders.

Personnel Qualifications

The Consultant shall assign only competent technical and professional personnel qualified by the necessary experience and education to perform assigned work. The Consultant is responsible for ensuring that staff assigned to work under this Agreement has the training established by the Department as a prerequisite for Consultant staff to perform work. If the required training is such that it can be applied by the trainee to work on other contracts, (regardless of whether or not the trainee would work on other agreements), the cost of the trainee's time and expenses associated with the training is not directly billable to the Department on this contract, and shall only be recoverable through overhead for the Consultant firm.

Subconsultant Services

Services assigned to any subconsultants must be approved in writing and in advance by the Department Project Manager, Procurement Office, and the Consultant Project Manager in accordance with this Agreement. All subconsultants must be technically qualified by the Department to perform all work assigned to them. Additional subconsultants with specialized areas of expertise may be required to complete specific Task Work Order assignments. Any subconsultant to be hired and all work assignments to be performed, and all rates of compensation shall be agreed to by the Department Project Manager,

Procurement Office and the Consultant Project Manager and documented in the contract file prior to any work being performed by the subconsultant.

Any new subconsultant must be added to the contract via contract amendment (in coordination with the Procurement Office) prior to any issuance of work on a Task Work Order.

Consultant Not Employee or Agent

The Consultant and its employees, agents, representatives, or subconsultants/ subcontractors are not employees of the Department and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, Consultant and its employees, agents, representatives, or subconsultants/subcontractors are not agents of the Department or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the Department or the State. The Department shall not be bound by any unauthorized acts or conduct of Consultant.

Ownership of Works and Inventions

The Department shall have full ownership of any works of authorship, inventions, improvements, ideas, data, processes, computer software programs, and discoveries (hereafter called intellectual property) conceived, created, or furnished under this Agreement, with no rights of ownership in Consultant or any subconsultants/subcontractors. Consultant and subconsultants/subcontractors shall fully and promptly disclose to the Department all intellectual property conceived, created, or furnished under this Agreement. Consultant or subconsultant/subcontractor hereby assigns to the Department the sole and exclusive right, title, and interest in and to all intellectual property conceived, created, or furnished under this Agreement, without further consideration. This Agreement shall operate as an irrevocable assignment by Consultant and subconsultants/subcontractors to the Department of the copyright in any intellectual property created, published, or furnished to the Department under this Agreement, including all rights thereunder in perpetuity. Consultant and subconsultants/subcontractors shall not patent any intellectual property conceived, created, or furnished under this Agreement. Consultant and subconsultants/subcontractors agree to execute and deliver all necessary documents requested by the Department to effect the assignment of intellectual property to the Department or the registration or confirmation of the Department's rights in or to intellectual property under the terms of this Agreement. Consultant agrees to include this provision in all its subcontracts under this Agreement.