

Los Angeles World Airports

EXHIBIT A

SCOPE OF SERVICES

Types of Duties

The Consultant's staff may be asked to perform the following, but not limited to, types of duties:

- manage project planning efforts, including environmental reviews
- manage design efforts
- perform constructability reviews
- provide or suggest value engineering (VE) methods and VE review
- provide quality control for administration procedures, design, and construction processes
- manage requests for information and clarification, submittals, samples, and shop drawings
- coordinate with LAWA's design consultant to resolve design and construction issues
- perform field engineering and prepare field directives/change directives
- conduct dispute resolution
- provide risk and claims avoidance analysis
- direct weekly design and construction meetings
- direct various tenant and other LAWA division coordination meetings as needed, including the preparation and distribution of meeting minutes to all attendees
- conduct meetings and make presentations to all stakeholders, LAWA staff and management, regulatory agencies and others as necessary and determined by LAWA
- provide site logistics coordination and interface
- provide commissioning and activation services as needed
- interface with other LAWA consultants and coordinate on major on-going studies and projects, as needed and as required by LAWA
- coordinate with various utility companies and public/private agencies having jurisdiction, including FAA, TSA, DWP, telephone companies, and other Federal, City, and County agencies
- provide impact analysis, oversight and coordination for utility shut downs
- provide safety compliance monitoring and contractor safety oversight
- monitor regulatory agency and Owner Controlled Insurance Program (OCIP) compliance
- provide on-going construction inspection, quality assurance, including all specialty inspections
- provide material testing as directed by LAWA
- provide survey services as requested by LAWA
- conduct project closeout administration including coordination and assistance with the punch list, final inspection, testing and commissioning, activation, record drawings, and others
- other duties as needed or required by LAWA

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Types of Positions

The Consultant's Project Management/Construction Management Support Services may require, but not be limited to, any or all types of positions to support implementation of capital development projects. Below are typical classifications for these positions:

Architect – Provides support on design review, planning, project definition, conceptual development, managing CAD standards, drawings and additional duties as assigned.

BIM Administrator - Responsible for the overall management, direction and implementation of the BIM Process, facilitates the successful implementation of BIM technology and the related processes

CADD Drafter – Manages and edits engineering drawings, documents existing conditions, performs various surveys for incorporation into various documents, drawings and/or databases, and supports project definition.

Construction Manager – Monitors execution of project's construction technical requirements, manages construction projects, including resolution of field issues, the Request for Information (RFI) process, etc. and other tasks as needed during construction.

Design Manager – Ensures compliance with program/project design criteria requirements, coordinates with all stakeholders to assure design accuracy and quality.

Element Manager – Provides overall leadership and technical engineering management direction to project managers and staff that are assigned to and responsible for all activities in a specific element such as Airside, Landside, Utilities, Terminals, and others.

Engineering Intern – Provides engineering support to construction managers, design managers, project managers, and field engineers overseeing ADG projects.

Field Engineer – Monitors and assists in field construction coordination efforts, coordinates with contractors, terminal and airfield operations divisions, and other stakeholders as needed, documents field construction activities, etc., and other duties as needed.

GIS Database Architect – Responsible for GIS Database development, oversees GIS CAD staff assigned to Airports development.

Inspector – Reviews and inspects contractor's work, inspects delivered materials and verifies certifications, and samples for quality assurance, ensuring compliance with approved construction documents and other relevant LAWA issued policies and procedures, including construction site safety, records observations and reports non-compliance, observes work in progress, coordinates and verifies field testing of materials as required, reviews and approves completed USRs, DONs, and Impact Analysis, and performs other tasks as needed.

Inspector (Safety) - Monitors LAWA construction sites for conformance to LAWA safety plan requirements

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Inspector (Specialty) – Responsible for inspection of structural steel & welding, reinforced concrete, structural masonry, pre-stressed concrete, sprayed applied fireproofing, drilled-in-anchors, grading and seismic resistance. Building electrical inspections including service distribution and low voltage communications and fire/life safety systems. Mechanical inspections including baggage handling/conveying systems, HVAC, and plumbing. (Licensing/certification by the Los Angeles Department of Building & Safety is required.)

IT Specialist – Follows established procedures to troubleshoot, coordinate and resolve IT systems related issues, performs hardware/software installations, provides training and orientation to new staff, coordinates with LAWA IT and others as needed.

LEED Administrator/Green Building Expert - Reviews submittals for compliance with the project's specifications as well as with LEED requirements or the Green Building Code.

Logistics Communications Manager - Makes recommendations for procedural adjustments to mitigate future logistics construction adverse impacts affecting airport customers. Compiles data on scope, location, and schedule of future projects for use in resource scheduling, and construction packaging and sequencing. Builds and updates Central Terminal Area (CTA) plans, showing areas of construction, barricades, materials delivery routes, alternate passenger routes, curb and road closures, rubbish removal, contractor parking, etc.

Logistics Coordinator – Identifies areas of conflict between different but adjacent projects and facilitates their resolution with appropriate LAWA staff. Attends weekly design and/or project construction meetings for projects within a given area. Develops comprehensive plans for ramp use, construction areas within terminals, road and curb impacts. Extracts look-ahead data for barricades, utility shutdowns, and other public area activities that would affect airport customers.

Materials Testing Engineer – Performs soils testing, non-destructive tests on structural steel and welds, concrete, asphalt, and various other materials testing services (registration as a Professional Engineer is required).

Materials Testing Technician – Performs a variety of materials testing as needed. Personnel shall possess at least three (3) years of experience in their materials testing areas of expertise and be certified at NICET Level II or higher.

Office Engineer – Performs a broad spectrum of technical and administrative duties primarily associated with drawings management and construction management support as required.

Planner – Provides support on various aviation planning assignments including development of project definition documents, and other tasks as needed.

Project Manager – Leads the successful development and implementation of a LAWA Capital Project. Provides direction and input on projects from design development stage through construction. Acts as LAWA primary representative on a project, establishes standards for meeting minutes, records, etc. and ensures Designers and Contractors are meeting LAWA quality standards. Facilitates coordination with other LAWA divisions and regulatory agencies (Inspection, Planning, CMS, Ops, Police, TSA, FAA etc.) as appropriate. Coordinates construction barricade and messaging

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plan, Utility Shutdown requests, impact notices, disruption notices, contingency planning and other tasks as needed.

Quality Assurance Coordinator - Provides ongoing support to the CID in the review, evaluation and development of quality assurance (QA) standards and procedures manual documents; assists in identifying problems/deficiencies, coordinates with LAWA inspection managers and professional staff to obtain input/feedback and prepares summary reports with recommendations. The Quality Assurance Coordinator assists with the preparation and implementation of changes and/or updates to the CID standards & procedures manual as appropriate and provides training to ADG staff.

Safety Manager – Manages LAWA's Airports Development safety program and team of safety technicians, assists LAWA management in setting and monitoring safety program policies and goals and reports back to LAWA management on compliance of those policies.

Safety Technician - Responsible for safety management including contractor safety enforcement, construction safety programs, developing and implementing new safety training initiatives, insurance risk management and loss.

Survey Party Chief – oversees and leads a team of surveyors who conduct surveys, prepare data, charts, plots, maps, records, and documents related to surveys, verify and certify the accuracy of survey data, including measurements and calculations conducted at project sites.

Surveyor - Directs or conducts surveys, prepares data, charts, plots, maps, records, and documents related to surveys, verifies the accuracy of survey data, including measurements and calculations conducted at project sites.

Technical Specialist – Provides EDM/GIS technical support including GIS data conversion and maintenance, mapping, etc. Technical writer in support of assessment of existing Inbound and Outbound baggage and other systems. Updates schedule information in CALM Geodatabase, updates changes to boundary data, produces boundary/schedule conflict reports, DDMS drawing research, etc. Provides technical editing and document formatting services in support of LAWA Design & Construction Handbook and other tasks as requested by LAWA.

Utility Coordinator – Manages all Utility Shutdown Requests (USRs) and Disruption Notices (DONs), extracts current and projected USRs from contractors. Coordinates with TSA, Ops, Police, CDG, IT, Airlines, others to prepare recommendation for approval and timing of shutdown and an Impact Analysis Notice (IANs). Works closely with LAWA CMS and Inspection to anticipate shutdown dates and needed resources.

Paygrades

In general, positions may consist of three paygrades:

I = less than 5-years' experience

II = 5 to 10-years' experience

III/Lead/Manager = more than 10-years' experience, but 15 years or more is preferred.