

EXHIBIT 1 SCOPE OF SERVICES

The scope herein represents a general scope of services. Detailed scopes, as required, shall be determined for specific projects / task orders associated with this contract. Task orders will be assigned via a Fund Allocation Request Form (Exhibit 5)

The Consultant under each duly executed Task Order shall perform the scope of work required by such Authorization. The amount of compensation and method of payment will be established when each Task Order is developed and presented for approval on the Fund Allocation Request Form.

PROGRAM MANAGEMENT AND GENERAL CONSULTING SERVICES

The general consulting services to be provided under this section are undefined, general in nature, and only required periodically by the City. Typical services anticipated might include:

1. Presentation preparation;
2. Coordination of meetings with local, state, and federal officials;
3. Site visits;
4. Facility inspection;
5. Obstruction surveys;
6. Property surveys;
7. Other services requested by the City that are not otherwise directly associated with

a current project.

Specific program management services will be reviewed in advance with the City and set forth in each Task Order.

ENGINEERING SERVICES

For elements of any assigned projects which are primarily engineering projects, the consultant shall perform professional services as hereinafter described, which shall include customary civil, structural, mechanical, and electrical engineering services, as necessary.

A. BASIC SERVICES. Basic Engineering Services will generally be completed in four to five phases:

1. Preliminary design phase;
2. Final design phase;
3. Bidding phase; and,
4. Construction phase.
5. Closeout phase.

The general types of services to be performed in each phase are described herein. However, typical services may be changed or deleted as required for each project. Additional services may be added as mutually agreed upon between City and the Consultant. Such additions, changes, or deletions will be outlined in each Task Order.

B. Preliminary Design Phase

This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Items of work for this phase of a project may include:

1. Coordinating with the City on project requirements, finances, schedules, early phases of the project, and other pertinent matters; and meeting with concerned agencies and parties on matters affecting the project;
2. Advising the City as to the necessity of providing or obtaining from others, data or services of the types such as, but not limited to field surveys, soil borings, aerial mapping and laboratory testing.
3. Developing design schematics, sketches, project recommendations and preliminary layouts and cost estimates.

C. Design Phase

This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, and engineering.
3. Where necessary, prepare environmental assessments (EA) or Environmental Impact Assessments (EIA). However, the requirement to perform these studies will be undertaken separately from the design work for the same project. Engineering design and EAs/EIAs will be conducted by separate consultant firms for the same project.
4. Preparing necessary engineering reports and recommendations.
5. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
6. Preparing Construction Safety and Phasing Plan (CSPP).
7. Printing and providing necessary copies of engineering drawings and contract specifications. Distribute documents for approvals to the City, TxDOT, and other regulatory agencies, as necessary.

D. Bidding Phase

The Bidding Phase will typically require the following

1. Assist the City and TxDOT in advertising for and obtaining bids for each separate prime contract for construction, materials, equipment and services;
2. Where projects are being bid through TxDOT, follow all applicable TxDOT procedures.
2. Assist the City and TxDOT in conducting a prebid conference for each separate prime contract to share pertinent bidding and technical information and requirements with prospective bidders.
3. Issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.
4. Distribute sets of Bidding Documents to Prospective Bidders and plan offices during the Bidding Phase (if required).
5. Attend, and if required administer, the bid opening, prepare bid tabulation sheets and assist City and TxDOT in evaluating bids or proposals and in assembling and awarding contracts for construction, materials, equipment and services.

E. Construction Phase

1. Attend and administer the preconstruction conference;
2. Visits to Site and Observation of Construction: In connection with observations of the work of Contractor(s) while it is in progress:
3. Provide Resident Project Representative (RPR) services to observe and inspect the progress of all aspects of Contractor(s)' work for the contracted performance time. The RPR services may include:
 - a. Preparation and submission of regular TxDOT Aviation Division RPR forms e.g. RPR Inspection Report, Storm Water Pollution Prevention Plan Inspection Report, Contractor Work Reports.
 - b. conducts safety meetings with the Contractor, as necessary.
 - c. Coordinate with the firm providing construction materials quality assurance testing. Coordinate with this firm to ensure that all material tests required for construction are scheduled and accomplished in a manner that will not delay the Contractor unnecessarily and will meet specification requirements as to location and frequency.
 - d. Perform intermediate inspections in advance of the substantial and final completion inspections.
 - e. Maintain a file of quantities incorporated into the work, test reports, certifications, shop drawings and submittals, and other appropriate information.
 - f. Administer the "Construction Management Plan" prepared by the design engineer
 - g. Monitor the contractor's conformance to the approved construction safety and phasing plan.

Based on information obtained during such visits and on such observations, endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and keep the City and TxDOT informed of the progress of the work;

4. Interpretations and Clarifications: issue necessary interpretations and clarifications of the Contract Documents and in connection therewith, prepare work directive changes and change orders as required;
5. Shop Drawings: review and approve (or take other appropriate action in respect of) Shop Drawings
6. Substitutes: evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s)
7. Inspections and Tests: coordinate special inspection or testing of the work
8. Determine amounts owed to contractors and assisting the city and/or TxDOT in the preparation of payment requests for amounts reimbursable from grant projects.
9. Contractor(s)' Completion Documents: review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents

F. Project Closeout Phase

This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to, the following:

1. Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
2. Providing record drawings.
3. Preparing summary of material testing reports

4. Preparing summary of project change orders
5. Preparing grant amendment request and associated justification, if applicable.
6. Preparing final project reports including financial summary.
7. Obtaining release of liens from all contractors.

2. SUPPLEMENTARY SERVICES

Some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. Some examples of supplementary services that might be employed for airport projects include, but are not limited to, the following:

1. Preparation of applications and supporting documents for governmental grants, loans or advances in connection with a project.
2. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by City; commonly referred to as A/E survey.
3. Providing renderings or models for the City's use.
5. Soils and material investigations including test borings, laboratory testing of soils and materials, related analyses and recommendations.
7. Quality assurance testing during construction.
8. Project feasibility studies.
9. Special environmental studies including biotic studies, historical and archeological studies, noise studies and other related work.