2024

TERMINAL AREA MASTER PLAN

LAL

Lakeland INTERNATIONAL AIRPORT

Task Authorization 12

Task Authorization No.	12	**Atkins Project No.**	TBD
Date:	July 12, 2024	**Client P.O. No.**	TBD
Owner:	City of Lakeland 228 S. Massachusetts Ave. Lakeland, FL 32801-5086	**Engineer:**	Atkins North America, Inc. 4030 W Boy Scout Blvd, Suite 700 Tampa, FL 33607

The vendor, AtkinsRéalis USA, Inc. (Atkins), is a corporation licensed to do business in the state of Florida with offices located at the address listed above, among others. As such, this task authorization is prepared in accordance with the terms and conditions of the master agreement *Continuing Contract and Agreement of Professional Municipal Engineering Services* executed between Atkins and the City of Lakeland on November 1, 2021. As part of this task authorization, Atkins will provide the following professional services:

Scope of Services

Professional planning and engineering services for the preparation of a Terminal Area Master Plan (the Project). The scope of services is further defined in Attachment A, Scope of Services.

Man-Hour Fee Estimate

A man-hour fee estimate is included in Attachment B, Man-Hour Fee Estimate.

The **Lump Sum Total** of this Task Authorization is: **$488,144**

Client Concurrence:

CITY OF LAKELAND

By: H. William Mutz
Authorized Signature

H. William Mutz
Printed Name

MAYOR
Title

10/23/2024
Date

CITY OF LAKELAND, FLORIDA INCORPORATED JAN. 1, 1885

Attest: Kelly S. Koos
KELLY S. KOOS, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

Palmer C. Davis, City Attorney

Vendor Concurrence:

ATKINSRÉALIS USA, INC.

By:
Authorized Signature

Thomas Roda PE
Printed Name

Sr. Division Manager
Title

July 12, 2024
Date

Lakeland
INTERNATIONAL AIRPORT

ATTACHMENT A

SCOPE OF SERVICES AND COMPENSATION

Terminal Area Master Plan

For

Lakeland Linder International Airport (LAL)

Lakeland, Florida

PROJECT UNDERSTANDING

The City of Lakeland (OWNER) has requested professional services from AtkinsRéalis USA, Inc. (CONSULTANT) for the preparation of a Terminal Area Master Plan (the Project). The site is located at 3900 Don Emerson Drive, Suite 210 in Lakeland, Polk County, Florida. The Project will focus on the short-, medium-, and long-term development of the terminal area including the ultimate development of a commercial passenger terminal, landside access, parking, ancillary facilities, and airside improvements to the terminal apron, taxiways, and runways. The proposed project will require federal actions that are subject to environmental review under the National Environmental Policy Act of 1969 (NEPA). Pursuant to Federal Aviation Administration (FAA) instructions implementing NEPA, the environmental review will be accomplished in the form of an Environmental Assessment (EA). This project will include preliminary efforts required for the EA and update and validate project information on which the EA will be based.

On December 19, 2023, the Lakeland Linder International Airport (LAL) announced the return of commercial airline service with Avelo Airlines. Commercial service will begin on June 13, 2024, with nonstop service to New Haven, CT. Additional destinations and frequencies are anticipated to be announced in the near future. The existing terminal can accommodate up to a maximum of four (4) aircraft on the terminal apron at any given time. Based on an expansion concepts report completed in 2012 by AtkinsRéalis (formerly Atkins North America), the interior capacity of the terminal is capable of accommodating approximately 10 flights per day with two (2) peaks of up to four (4) flights separated by 45 minutes each. Only one (1) operation can be completed at a time based on the current terminal capabilities. With the announcement of the return of commercial service, and an increase in interest by additional commercial airlines, an in-depth review of the terminal area is necessary to ensure adequate planning is completed in advance of any capacity restrictions. The Project will evaluate the potential ultimate development of the terminal, associated aprons, taxiways, landside access, parking, and more. It will include an analysis of interior space requirements and determine planning activity levels (PALs) that would trigger the phased terminal expansion.

Section 1. Scope of Services

The Project will be the result of an orderly series of activities based on FAA requirements, ACRP Studies, and industry best practices. Work will be broken down into major tasks with sub-tasks identified to fulfill the requirements of each task. For the purposes of scope definition and consultant fee development, the work has been divided into the tasks and sub-tasks indicated below. Any modification and/or revisions to these tasks will constitute a change in the project scope and may require a revision to the compensation to be paid to the consultant. These tasks will begin once the Airport provides the consultant with a written Notice to Proceed.

Task 1. Project Administration

Task 1.1. Project Management and Quality Control

This task involves the internal management of the contract including project bookkeeping, billing, and coordination with project stakeholders. The Project Manager (PM) will be readily available to the project team to oversee necessary project related elements. The PM will keep the OWNER advised of the work progress, schedule, and anticipated review dates. The PM will be the CONSULTANTS main point of contact and will be responsible for ensuring that the Project's goals and objectives are met within the agreed upon schedule.

This task will also include the documentation of the CONSULTANTS internal quality control and assurance plan. Project deliverables will be reviewed by a qualified technical expert to create a quality project that meets industry standards and applicable agency requirements.

Deliverable(s)

- Copies of correspondence, as applicable
- Consultants Quality Assurance Plan (QAP) (*available upon request*)

Task 1.2. Project Status Meetings

This task includes regular status meetings between the CONSULTANT, OWNER, and FAA (as requested by the OWNER). The CONSULTANT will conduct a kick-off meeting upon receipt of NTP. The CONSULTANT will provide an agenda and project overview, ensuring that all parties have a thorough understanding of the project and deliverables. Additionally, the CONSULTANT will prepare for and attend up to 12 monthly status meetings throughout the duration of the Project. Status meetings will be held virtually, or up to a maximum of four (4) status meetings may be held in-person, at the OWNERS request. The CONSULTANT will prepare an agenda for each meeting and distribute the agenda to all participants in advance of the meeting. The CONSULTANT will distribute meeting minutes to all participants following the meeting.

Task 2. Stakeholder Involvement

Task 2.1. Terminal Advisory Committee (TAC) Meetings

A Terminal Advisory Committee (TAC) will be formed. The TAC will be made up of members identified by the OWNER, stakeholders, airline representatives, federal and state agency representatives, and the travelling public, as applicable. Recommendations for federal and state agency involvement include the FAA, FDOT, TSA, CBP, Polk County Planning TPO, and the local fire marshal. The purpose of the TAC will be to assist in identifying goals and objects, terminal facility requirements, reviewing CONSULTANT findings, reviewing terminal concepts, and providing feedback to the CONSULTANT team.

Up to seven (7) TAC meetings will be held throughout the duration of the project. TAC meetings may be held in-person or virtually, however, a maximum of two (5) TAC meetings will be held in-person. The CONSULTANT will prepare an agenda for each meeting and distribute the agenda to all participants in advance of the meeting. The CONSULTANT will distribute meeting minutes to all participants following the meeting.

Deliverable(s)

- Agenda(s)
- Meeting Minute(s)

Task 2.2. Public Participation

Public involvement is a key aspect of any major infrastructure program. Ensuring public participation in the development of the Project is paramount to the acceptance and support of the airport users and local community. As airline service is scheduled to begin on June 13, 2024, involvement of early users will provide a unique insight into the needs and desires of the public.

A proactive approach will be taken to gather public input. The CONSULTANT will develop surveys that can be accessed via notices posted in the terminal, the airports website, printed materials, and social media. Surveys will be coordinated with the OWNER for approval prior to posting, and advertisement of survey availability will be coordinated with the OWNER for posting throughout the terminal and online.

Survey responses will be gathered by the CONSULTANT and summarized. Survey results will be shared with the OWNER and integrated into the Project to the greatest extent possible.

Task 3. Terminal Area Requirements

The purpose of this element is to determine the facility needs based on forecast demand. A forecast of aviation activity, including forecast of enplanements and peak period operations metrics, will be developed under a separate planning project. This information will be utilized for the purpose of identifying the terminal facility requirements. Facility requirements will be based on Planning Activity Levels (PALs), which will identify operational thresholds that will trigger the need for additional development.

Task 3.1. Terminal Area Guideline Development

A desktop review of anticipated facility needs will be conducted during an in-person Terminal Advisory Committee (TAC) meeting with the OWNER and stakeholders, as required. The desktop review will be used to identify terminal area development criteria, requirements, limits, required level of service, and all other terminal area requirements and guidelines. Brainstorming for terminal goals and objects will be completed during this initial meeting.

Following the desktop review, the CONSULTANT will document the results of the review and summarize the findings. A second desktop review (TAC Meeting) will be held in-person to review the terminal area requirements and review preliminary determinations of facility needs. The goals and objectives of the terminal will also be finalized with the TAC during this meeting. (Note: The terminal goals and objectives will continue to be refined throughout the planning process.) Facility needs will be identified for each PAL to anticipate phasing of the terminal area development throughout the forecast period.

This task includes two (2) in-person TAC meetings, outlined in Task 2.1.

Task 3.2. Terminal Requirements Development

The CONSULTANT will conduct a detailed analysis of terminal requirements. The detailed analysis will include the following aspects of the terminal area:

- Land Use Compatibility and Landside Considerations
  - Regional and Local Land Use Plans
    - Highway and local roadway plans
    - Recreational Facilities

  - Utility Considerations (i.e. water, sewer, natural gas, electrical, solar)
  - Intermodal Connectivity, as applicable
  - Secondary Development (i.e. hotels, rental car facilities, gas stations, off-airport parking, etc.)
  - Environmental Concerns
  - Grading and Drainage
  - Ground Access Transportation
- Airport Ground Access System
  - Roadways
  - Parking
  - Pedestrian Facilities

› Airfield Considerations

- Taxiway and Taxilane Requirements
- Airfield Design Surfaces
- Air Traffic Control Tower Line of Sight
- Airside Security
- Apron Requirements
- Ground Service Equipment (GSE) Requirements

› Terminal Considerations

- Aircraft Gates
- Passenger and Baggage Processing
- Curb frontage
- Passenger Space Allocation (i.e. check-in counters, hold rooms, baggage, etc.)
- Passenger Convenience and Perception (i.e. wayfinding, layout, amenities, design)
- Concessions
- Operational Requirements (including security and passenger processing, gate usage, etc.)

Task 4. Development Alternatives

The primary objective of the development alternatives element will be to evaluate the best means of developing airport facilities that would meet the FAA design standards and the established strategic objectives of the OWNER and local community. The development alternatives formulated in the 2020 Airport Master Plan will be updated appropriately based on any pertinent changes found in subsequent tasks, as applicable.

Task 4.1. Terminal Area Alternatives

Terminal area alternatives will include an effort to identify terminal area needs throughout the 20-year planning period. An ultimate terminal area development will be identified to preserve the area on the ALP for future expansion. A phasing plan will be created based on meeting identified planning activity levels (PALs). Interior space requirements will be calculated to determine the overall terminal envelope.

Task 4.1.1. Opportunities and Constraints

Physical and non-physical opportunities and constraints will be evaluated and documented. Physical opportunities and constraints can include, but are not limited to, site constraints, boundaries, leases, etc.

Non-physical opportunities and constraints can include, but are not limited to, local and regional politics, policies, Leadership in Energy and Environmental Design (LEED) certification requirements, etc.

Physical opportunities and constraints will be evaluated and presented graphically, if possible, to determine the potential location(s) of the terminal area development. Non-physical opportunities and constraints will be noted on the illustration to the greatest extent possible.

The CONSULTANT will coordinate the opportunities and constraints illustration with the TAC for review and comment. Adjustments to the illustration will be made by the CONSULTANT following receipt of all TAC comments, as necessary.

The CONSULTANT will electronically transmit the opportunities and constraints to the TAC and request that comments be returned electronically.

This task includes two (2) virtual TAC meetings, outlined in Task 2.1.

Task 4.1.2. Initial Development Concept Options

The initial development concepts will include options based on the results of Task 3, as well as best planning practices. Up to six (6) initial concepts will be developed and reviewed with the OWNER. Concepts will include general space requirements identified in the demand capacity and facility requirements to compare options on a level basis.

All concepts will be completed in a "general" manner which includes general space requirements within the terminal and surrounding areas.

Task 4.1.3. Initial Evaluation

Upon the completion of the initial development concept options, a detailed evaluation of each initial concept will be conducted. Evaluation criteria will be developed based on the goals and objectives developed earlier in the study as well as input from the OWNER and TAC. The purpose of the initial evaluation will be to narrow down the initial development concepts to a maximum of three (3) preferred concepts. Evaluation criteria may include, but is not limited to, the following:

- Airside
- Terminal
- Landside
- Implementation Feasibility
- Flexibility
- Sustainability
- Environmental and Community Issues
- Land Use
- Capital Costs (Planning Level Estimate)
- Operating Costs (Planning Level Estimate)

High level cost study planning will be completed for up to six (6) initial concepts based on overall gross square feet (GSF) and/or basis of design (BoD) narratives.

All evaluation criteria will be defined and reviewed with the OWNER and TAC for consensus. Upon completion of the evaluation criteria, the CONSULTANT will complete an evaluation of each concept and document the results in an evaluation matrix. Evaluation criteria will be grouped based on major development areas (i.e. Landside, terminal, airside, etc.) and concepts will be evaluated using a simple scoring system of -2, -1, 0, +1, +2.

An in-person TAC meeting will be held to review the initial development concepts and evaluation matrix. The TAC, along with the CONSULTANT and OWNER, will identify up to three (3) preferred development concepts for further refinement. Note that certain aspects included in various concepts may be consolidated into a new concept during the refinement stage.

Note: All cost estimating included in this phase of the project will be planning level for comparison purposes only.

Task 4.1.4. Development Concept Options Refinement

Upon identification of up to three (3) preferred development concepts the CONSULTANT will refine each concept based on feedback, comments, and requests from the TAC and OWNER. Some aspects of other concepts may be incorporated into a new concept which will be refined and included as a preferred development concept. The CONSULTANT will also refine the evaluation criteria utilizing a narrower set of criteria and adjustments based on feedback from the initial evaluation stage. A restructured evaluation matrix will be developed.

High level Rough Order of Magnitude (ROM) estimates will be completed for up to three (3) refined concepts based on GSF and BoD narratives (AACE Class 5 Estimate).

An in-person TAC meeting will be held to complete the scoring of each refined concept. The CONSULTANT will complete an analysis and gather data on each evaluation criteria for each concept. A presentation of information will be provided to the TAC to assist in the scoring process. The CONSULTANT will collect the scoring information following the TAC scoring process and consolidate the results. The results will be presented to the OWNER and TAC for review and validation.

Task 4.2. Selection of the Recommended Alternative

The consultant will confer with the Airport to select a series of recommended development alternatives that meet the requirements for each PAL and will do so in a viable manner from a cost, phasing, engineering, construction, and environmental perspective.

Task 4.2.1. Terminal Area Development Final Evaluation

Up to three (3) terminal area development concept alternatives will be included in the final development alternatives. A final TAC meeting will be held to evaluate the development alternatives and select a preferred development concept. Following the TAC meeting, the CONSULTANT will review the final evaluation results with the OWNER and any stakeholders identified by the OWNER to select the preferred development concept. The preferred development concept may include aspects from each of the alternatives forming a new final concept. Evaluation of the alternatives will be based on the results of the initial and refined concept evaluation criteria. Additional criteria, identified by the TAC during the refined concept evaluation, may be included as necessary. The preferred development concept will be broken down into phases based on anticipated implementation. A detail Elemental Uniformat estimate will be provided for the first phase scope (AACE Class 4).

Task 4.2.2. Develop Preferred Airport Development Concept

Refinements to the recommended alternatives will be made as deemed necessary after input is received from the OWNER, FAA, FDOT, and other stakeholders identified by the OWNER. Up to a maximum of two (2) rounds of refinements will be made based on comments received. This task will result in the revision of individual alternatives or the combination of individual alternatives into a single preferred

development alternative for implementation. This task will identify the rationale for the refinement, and each refinement will be discussed using the same criteria used to evaluate the initial set of alternatives.

Task 4.3. Development Alternatives Documentation

The CONSULTANT will document all findings and summarize in the Development Alternatives Chapter of the narrative report. The chapter will contain all findings, graphics, and exhibits essential to outlining the development alternatives and selection of the preferred development alternative.

A draft report will be submitted to the OWNER and any stakeholders identified by the OWNER for review and comment. The CONSULTANT will make up to one revision to the Report based on collection of all comments and revisions from the OWNER and stakeholders. A Draft Final Report will be submitted to the FAA for review and comment. The CONSULTANT will make up to one revision to the Report based on collection of all comments and revisions from the FAA. A Final Report will be issued by the CONSULTANT to the OWNER and FAA.

Deliverable(s)

- Draft Airport Development Alternatives (up to a maximum of 3)
- Draft Final Airport Development Alternatives
- Draft Preferred Development Alternative
- Draft Final Preferred Development Alternative
- Draft Alternatives Chapter
- Draft Final Alternatives Chapter
- Final Alternatives Chapter

Task 5. Terminal Capital Improvement Plan

This task includes the development of a terminal Capital Improvement Plan (CIP), which will later be integrated into the overall airport CIP. The CIP will prioritize projects in the short-, medium-, and long-term based on the development needs identified in previous elements of this study and outlined in the preferred development alternative.

Projects will be logically phased, and order of magnitude cost estimates will be derived for each phase/project. Detailed cost estimates will be developed for projects identified in the short-term only.

Task 5.1. Terminal Development Phasing Plan

The CONSULTANT will identify capital projects and programs necessary to implement the preferred terminal development plan. The CONSULTANT will develop a listing of projects, project descriptions, priority, and eligibility for AIP funding. Eligibility for other funding programs, such as funding provided through the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL) will be evaluated and identified, if applicable. Projects will be grouped within the short- (1-5 year), medium- (6-10 year), and long-term (11-20 year) based on the anticipated year in which the overall project or program is needed to meet airport demand.

The CONSULTANT will coordinate the listing of projects with the OWNER for approval. Although the projects/programs will be depicted in a chronological format, the actual implementation will be tied to the PALs outlined in the forecast of aviation activity. The short-term development schedule will be coordinated closely with the OWNER to reflect near term priorities and funding availability.

Upon agreement on short-term development projects, the CONSULTANT will develop a project data sheet for each short-term project or program, up to a maximum of 12. The project data sheet will include the following information:

- Project Description
- Project Trigger (i.e. PAL)
- Project Exhibit
- AIP Eligibility determination and reference, as applicable
- Detailed project cost estimate

Note: The detailed cost estimates will include percentage-based estimates for any necessary environmental documentation, design, and construction phase services, if not otherwise determined. These percentages will be reviewed with the OWNER for concurrence.

The CONSULTANT will identify the metrics and variables which will trigger specific development needs. As part of the schedule, the CONSULTANT will provide instructions on how to manage, update, and periodically revise the development schedule to keep it current and relevant. Funding availability and required pre-development tasks will also be considered during scheduling.

Task 5.2. Cost Estimates

Following approval of the CIP phasing schedule developed in Task 5.1 and approved by the OWNER, preliminary cost estimates will be developed for each project identified in the short-term that were not already completed in previous tasks. Rough Order of Magnitude (ROM) cost estimates will be developed for each project identified in the medium- (6-10 year) and long-term (11-20 year).

All cost estimates will be developed in current year constant net present value (NPV) dollars. Cost data from recent construction projects in the airport vicinity, cost schedules provided by the FAA ADO, and industry queries (if necessary) will be used in the process.

Task 5.3. Capital Improvement Plan (CIP) Update

The AIRPORT's CIP will be updated based on the approved listing of projects identified in Task 8.1 and the associated cost estimates identified in Task 8.2. The AIRPORTS current CIP will be obtained from the OWNER and integrated into the listing of projects. Duplicate projects, or those that are no longer required based on the selected airport development plan, will be updated or removed as appropriate. Cost estimates for existing projects not associated with the selected airport development plan will be updated based on the methodology used in Task 8.2.

Deliverable(s)

- Draft CIP Chapter
- Final CIP Chapter

Task 6. Environmental Planning

The CONSULTANT will retain the services of Environmental Science Associates (ESA) for the completion of the environmental planning services contained in this scope of services. The CONSULTANT will provide quality control reviews of all deliverables developed by ESA.

Task 6.1. Project Definition and Background

For the purpose of developing a description of the proposed project for the EA, ESA will support the project definition development. ESA will work with AtkinsRéalis to develop the project description which will include, at a minimum, major and minor project elements, connected elements or actions, and supporting graphics.

ESA will support the compilation of current and relevant planning studies and documentation, identify any potential participating or cooperating agencies, identify points of contact for the EA, and work with the Client to identify community and stakeholders that may be affected.

Task 6.2. Purpose and Need Support

The Purpose and Need statement will identify what goals/objectives will be met and/or what shortfalls will be alleviated by the proposed project. This task will also identify the federal actions necessary to implement the proposed project; anticipated project development timelines; and likely project costs and funding sources. ESA will assist AtkinsRéalis with the development of the purpose and need statements and the compilation of data/information that supports the purpose of and need for the proposed project. Conceptual development timeframe and conceptual costs will be provided by others.

ESA will support the review of the Purpose and Need statement by the FAA as needed and directed by AtkinsRéalis. ESA will address FAA comments and obtain approval of the Purpose and Need by the FAA. Any outstanding minor editorial comments will be incorporated into the Preliminary Draft EA to be developed.

Task 6.3. Alternatives Analysis Support

The pre-EA planning requires the development of a range of alternatives that would be evaluated in the EA. The identification of alternatives may include sites previously evaluated and possibly alternate sites not reviewed or identified. For the EA, evaluation of alternatives will be limited to alternatives that would meet the purpose and need for the proposed project, however this planning element may have additional alternatives that would be screened.

ESA will define criteria for a multi-level screening evaluation. The first screening level would determine whether or not an alternative satisfies the Purpose and Need criteria. Subsequent screening levels would evaluate environmental, operational, and construction complexity criteria. ESA will review the proposed screening criteria with AtkinsRéalis, the CLIENT, and ultimately with the FAA prior to initiating substantial work on the alternatives analysis. Alternatives will be concisely compared in narrative, tabular, and graphic form. A brief discussion will state the reasons for either eliminating an alternative or retaining an alternative for further evaluation in the EA.

A draft version of the Alternatives Analysis will be submitted to Client and the FAA for review and comment. ESA will incorporate FAA comments and provide a revised draft to FAA for approval. Any outstanding minor editorial FAA comments will be incorporated into the Preliminary Draft EA.

Task 6.4. Early Identification of Potential Environmental Impacts

Task 6.4.1. Screening and Potential Impacts Analysis

This task includes ESA conducting a preliminary desktop and field reviews to determine potential significant environmental impacts requiring a more in-depth technical analysis during the EA. Potential mitigation strategies for significant impacts will be documented for a full technical analysis in the EA. The

specific environmental impact categories listed in the FAA's Order 1050.1F Desk Reference are identified below:

- Air Quality
- Biological Resources
- Climate
- Coastal Resources
- Department of Transportation Section 4(f) Resources
- Farmlands
- Hazardous Materials and Waste, Solid Waste, and Pollution Prevention
- Historic, Architectural, Archaeological, and Cultural Resources
- Land Use and Surface Transportation
- Natural Resources, Energy Supply, and Sustainable Design
- Noise and Noise-Compatible Land Use
- Socioeconomics, Environmental Justice, and Children's Environmental Health and Safety Risks
- Visual Effects
- Water Resources

This screening will identify any potentially impacted resources and detail what additional studies / investigation will be required. If potentially significant impacts or community concerns are identified, this would be discussed and coordinated with the CLIENT and the FAA. If required, potential mitigation strategies would be identified for any potentially significant effects.

Task 6.4.2. Cultural Resource Investigation and Coordination

ESA will investigate potential direct and indirect impacts to cultural (historic/architectural/archaeological) resources that meets the needs of Section 106 and Module 3 by an SOI qualified cultural resources professional. ESA will provide documentation for coordination with the State Historic Preservation Officer (SHPO) if required. Based on prior surveys and knowledge of the site, it is anticipated that a Cultural Resources Assessment Survey (CRAS) will not be required. If ESA's specialist determines that additional survey is required, a CRAS may be warranted.

Task 6.4.3. Cultural Resource Assessment Survey

If, based on the ESA specialist determining that additional survey is required, a CRAS will be performed by a qualified professional cultural resources firm. The CRAS requires that shovel tests be performed in areas where proposed project-related surface disturbance is anticipated to occur, including areas that may be disturbed by construction materials transport, staging, and other temporary disturbances. CLIENT will provide personnel knowledgeable of buried utility locations to join the survey team in the field for the purpose of identifying inappropriate locations to perform these shovel tests. ESA (subconsultant) will prepare a draft CRAS that includes photographs, locations, descriptions, histories, contexts, and National Register eligibility assessments and recommendations. ESA will submit the draft report to CLIENT and FAA for review and comment. The CRAS will be a stand-alone document that will be incorporated into the EA once initiated.

Task 6.4.4. Biological / Habitat Memorandum

ESA will develop a biological resources memorandum that will document the existing habitat conditions within the study area. Efforts will include review of publicly available data, prior studies, field conditions, and other resources as well as field investigation. The memo will include, at a minimum:

- A description of habitat(s) found within the project area;

- Supporting graphics and maps;
- List of federally listed species in the USFWS iPac and identification of species with potential for occurrence;
- Discussion of conservation areas (if applicable); and,
- Other relevant information.

Based on preliminary review of the proposed project and a knowledge of the site conditions, it is not anticipated that there are likely impacts to listed species or their habitats. As such, the memorandum is anticipated to be sufficient to support the FAA's effect determination for federally listed species. It is not anticipated that full consultation with the USFWS under section 7 of the Endangered Species Act will be required. This task includes providing support to the FAA for informal coordination with USFWS. The information from the memorandum will be incorporated into the EA once initiated.

Task 6.4.5. AEM Noise Screening

ESA will coordinate with the FAA on inputs (data and source for concurrence) prior to conducting an aircraft noise screening using the Area Equivalent Method (AEM). Upon concurrence, the fleet mix for the no action condition will be compared to the fleet mix for the proposed action for up to two (2) future study years to determine the increase in area of the DNL 65 contour.

Task 6.4.6. AEDT

If, based on the AEM noise screening, the increase in area within the DNL 65 dB contour is greater than 17 percent (approximately DNL 1 dB) or if otherwise requested by the FAA, the FAA's Aviation Environmental Design Tool (AEDT) will be used to generate noise exposure. It is ESA's understanding that the noise contours that have been used in recent analyses have been based off the ESA modeling that was completed prior to much of the recent development at LAL. This analysis would include a comprehensive update of the noise and operational conditions at the airport. One year of flight track and operational data would be collected from a third-party vendor and processed to determine current flight track, runway, fleet, and other operational parameters. Noise exposure would be generated using AEDT for the DNL 65 and higher contours for the baseline, year of opening with and without the project and year of opening plus five years with and without the project (5 scenarios total). Noise contours would be overlain on an aerial mapping and land use mapping and noise sensitive uses and residential population within the DNL 65 and higher contour would be calculated. Forecast activity would be based on the most recent FAA Terminal Area Forecast (TAF) for the no action scenarios and include the projected induced activity (by others) for the proposed action scenarios. Results from Task 3 of this project will be incorporated into this analysis.

Task 6.5. Environmental Planning Coordination and Meetings

This task involves the administrative and managerial activities necessary for ESA to implement and oversee the Pre-EA Planning. It includes:

- ESA will support up to 12 virtual meetings with the CLIENT and / or FAA in support of the Pre-EA Planning. ESA will support development of agenda, meeting notes, and other supporting information.
- Routine and regular ESA management and administrative tasks, necessary to complete the project. This includes, but is not limited to, preparing and coordinating contract and insurance documents, reviewing project-related financial reports, preparing monthly invoices and progress reports, providing administrative documentation to the CLIENT (e.g., DBE participation reports), and completing internal and external project administration.

- Routine and regular coordination calls and discussions with the CLIENT on administrative matters, project progress and issues that may arise, and other topics not related to specific tasks outlined in this Scope of Services.

Note: Environmental Planning Coordination and Meetings are separate from all project coordination meetings and TAC meetings identified in Task 1.2 and Task 2.

Task 7. Terminal Area Master Plan Documentation

Upon completion of all previous tasks, the CONSULTANT will summarize all findings in a Terminal Area Master Plan Report (the Report). The Report will summarize all preliminary data collected, input received from the TAC, development concepts and scoring, selection of the preferred alternative, capital improvement plan phasing and cost estimates, and exhibits/illustrations generated.

Task 7.1. Draft Report

A draft Report will be prepared and provided to the OWNER and other stakeholders identified by the OWNER for their review. Exhibits will be prepared (as applicable) to clarify and summarize the various items addressed. The draft Report will be delivered in PDF format. It is anticipated that the OWNER will review the draft Report and provide comments in return.

Task 7.2. Draft Final Report

Upon receipt of all comments, the CONSULTANT will revise the report and prepare a Draft Final Report. The Draft Final Report will be delivered to the OWNER, FAA, FDOT, TAC, and other stakeholders identified by the OWNER for final review and comment. The Draft Final Report will be delivered in PDF format. A presentation of the Draft Final Report will be made in-person to the TAC.

Task 7.3. Final Report and Presentation

Upon receipt of all comments from the Draft Final Report, the CONSULTANT will revise the report as needed and develop the Final Report. The Final Report will be delivered to the OWNER in PDF format. The Final Report will be distributed to all stakeholders identified by the OWNER.

Deliverable(s)

- Draft Report
- Draft Final Report
- Final Report
- Report Presentation

Section 2. Scope Clarifications and Assumptions

The following is a list of clarifications and assumptions forming the basis of the CONSULTANTS cost proposal for providing the services detailed in the Scope of Services for this Project. Any modification and/or revision to these clarifications and/or assumptions will constitute a change in the project scope and may result in a revision to the cost proposal.

- OWNER, OWNER Representative, or OWNER identified stakeholder, will provide detailed operational data for all current and planned operations at LAL.
- OWNER will coordinate with airfield tenants and operators to collect or facilitate coordination meetings, as required.

- CONSULTANT will utilize the current approved Airport Layout Plan as a basis for the existing and future airfield configuration.
- All deliverables will be provided in electronic PDF format and/or AutoCAD (.dwg) format.
- The CONSULTANT will provide up to a maximum of four (4) hardcopies of each final report and Airport Layout Plan set, if requested.
- All in-person meetings will be held in OWNERS office or at the FAA Orlando ADO office, if requested.
- This Project does not include an AGIS survey, the acquisition of new obstruction data, aerial photo, topographic data, or any other survey data.
- The development of noise contours is included as an optional task.
- Base year will be the last full calendar year of data available.
- Future years (i.e. +5 years, +10 years, etc.) will be based on the estimated date that the subject development is anticipated to be completed.
- All cost estimating will be prepared using the cost estimates in Uniformat.
- Cost estimating will include a single update of the reconciled cost estimate at each stage to incorporate team review comments.
- Cost estimating of the following elements are not covered by this scope:
  - Hazardous material abatement
  - Movable furniture, fixtures, and equipment
  - Artwork
  - Process equipment
  - Technology/IT equipment
  - Swing space or Enabling Works
  - Owner/project costs and fees
- Cost estimating does not include the following services:
  - Site based meetings
  - Estimate reconciliation meetings with owner or construction manager
  - Travel expenses
  - Consideration of reissued documents
  - Consideration of multiple design options, unless indicated otherwise above
  - Estimate breakouts beyond those in Services to be Provided above
  - Provision of cost estimate detail in alternative work breakdown structures
  - Separate identification of labor and material costs
  - Construction alternates analysis beyond those in Services to be Provided above
  - Cost reduction analysis beyond those in Services to be Provided above
  - Value engineering workshops
  - Life cycle costing analysis
  - Risk review/analysis
  - Schedule review/analysis
  - Construction phase support services
  - Extensive reproduction costs
- Formal species surveys are not included in this Scope of Services. Additional species surveys, supplemental assessments, development of detailed mitigation plans and drawings, attendance at

consultation meetings, and specialized technical support services related to "consultation" between the FAA and USFWS are not included in this Scope of Services.

- Information related to stormwater management / drainage will be required. ESA does not provide those services.
- Planning level information related to surface transportation and traffic will be developed by others
- ESA will support planning elements but will not provide planning services. This includes but is not limited to development of a project specific aviation forecast, development of site plans or graphics.

Section 3. Cost and Schedule

Planning services for this project will be performed on a **lump sum** basis for a fee of: **$488,144**. Services for this task will be performed as stated herein and under the Continuing Contract for Professional Municipal Engineering Services dated November 1, 2021.

The period of performance for this project will be a period of 52 weeks from the date that Notice-to-Proceed (NTP) is given. As this project will include updates to the Airport Layout Plan (being completed separately), agency review periods will impact completion of the Project. The period of performance is exclusive of final agency review periods for the Airport Layout Plan set. The contract will remain open, and the CONSULTANT will be available to perform any outstanding work under this scope of services for a period of 12 weeks following the end of the period of performance.

ATTACHMENT B

COMPENSATION ESTIMATE

Terminal Area Master Plan

Lakeland Linder International Airport (LAL), Lakeland, Florida

	Category	Project Management		Planning					Engineering						Totals	
	Title	Project Director	Sr. Project Manager (Planning)	Sr. Planner II	Sr. Planner II	Sr. Planner I (Environmental)	Planner II	Planner I	Sr. Engineer II	Sr. Engineer I	Engineer II	Chief Cost Manager	Sr. Estimator	Estimator	Total Hours	Total Labor Price
	Billing Rate	$ 255.00	$ 235.00	$ 165.00	$ 165.00	$ 130.00	$ 110.00	$ 95.00	$ 165.00	$ 130.00	$ 110.00	$ 235.00	$ 150.00	$ 110.00		
Task 1	Project Administration	20	46	18	64	27	0	52	0	0	0	0	0	0	227	$ 37,890.00
1.1	Project Management & Quality Control		6	10	24										40	$ 7,020.00
1.2	Project Status Meetings	20	40		40			52							152	$ 26,040.00
1.3	Quality Control			8		27									35	$ 4,830.00
Task 2	Stakeholder Involvement	0	44	8	52	0	0	68	0	0	0	0	0	0	172	$ 26,700.00
2.1	Terminal Advisory Committee (TAC) Meetings		44		44			44							132	$ 21,780.00
2.2	Public Participation			8	8			24							40	$ 4,920.00
Task 3	Terminal Area Requirements	0	24	80	63	0	0	116	0	0	0	0	0	0	283	$ 40,255.00
3.1	Terminal Area Guideline Development		12	40	36			36							124	$ 18,780.00
3.2	Terminal Requirements Development		12	40	27			80							159	$ 21,475.00
Task 4	Development Alternatives	23	75	179	150	0	238	289	0	0	0	82	41	41	1118	$ 161,340.00
4.1	Terminal Area Alternatives	16	24	84	90		153	198				58	41	41	705	$ 98,360.00
4.2	Selection of the Recommended Alternative	5	10	31	36		45	51							178	$ 24,475.00
4.3	Development Alternatives Documentation	2	9	24	24		40	40							139	$ 18,745.00
4.4	Quality Control		32	40								24			96	$ 19,760.00
Task 5	Terminal Capital Improvement Plan	4	10	26	17	28	18	62	18	18	18	0	0	0	219	$ 29,265.00
5.1	Terminal Development Phasing Plan			14	9	28	18	62							131	$ 15,305.00
5.2	Cost Estimates	4								18	18				40	$ 5,340.00
5.3	Capital Improvement Plan (CIP) Update			4	8										12	$ 1,980.00
5.4	Quality Control		10	8					18						36	$ 5,640.00
Task 6	Environmental Phasing	0	0	0	0	32	0	0	0	0	0	0	0	0	32	$ 4,160.00
6.1	Project Definition and Background					8									8	$ 1,040.00
6.2	Purpose and Need Support					8									8	$ 1,040.00
6.3	Alternatives Analysis Support					8									8	$ 1,040.00
6.4	Early Identification of Potential Environmental Impacts					8									8	$ 1,040.00
6.5	Environmental Planning Coordination and Meetings														0	$ -
Task 7	Terminal Area Master Plan Documentation	0	10	36	22	0	0	72	0	0	0	0	0	0	140	$ 18,760.00
7.1	Draft Report		2	8	6			18							34	$ 4,490.00
7.2	Draft Final Report		2	8	6			18							34	$ 4,490.00
7.3	Final Report and Presentation		6	20	10			36							72	$ 9,780.00
	Total Hours	47	209	347	368	87	256	659	18	18	18	82	41	41	2191	
	Total Labor Price	$ 11,985.00	$ 49,115.00	$ 57,255.00	$ 60,720.00	$ 11,310.00	$ 28,160.00	$ 62,605.00	$ 2,970.00	$ 2,340.00	$ 1,980.00	$ 19,270.00	$ 6,150.00	$ 4,510.00	$ -	$ 318,370.00

Travel & Expenses		$	10,207.00
Airfare	(Average $500 per flight)	$	3,500.00
Lodging	(Polk County - $219/night; 20% included for taxes and fees)	$	2,847.00
Per Diem	(Polk County - $59/day)	$	1,770.00
Car Rental	(est. @ $69/day)		
Mileage	($0.67 per mile)	$	1,930.00
Fuel			
Tolls		$	160.00
Parking			
Copies and Prints		$	3,700.00
	Copies & Print: (8.5 x 11 - $0.05 per sheet; 8.5 x 11 (20/28 lbs) - $0.13 per sheet; Plotting - $1.95 per SqFt)	$	3,700.00
Subconsultant		$	155,867.00
ESA	Environmental Planning	$	155,867.00
	Total Expenses	$	169,774.00
	Total Project Cost	$	488,144.00