PROGRAM OVERVIEW
This document presents the history, purpose, goals, and objectives of the Florida Department of Transportation (FDOT) Aviation and Spaceports Office (ASO) Statewide Airfield Pavement Management Program (SAPMP) and defines the intended efforts for the overall program and may be subject to phasing if deemed necessary.

This document has been prepared by the ASO as a summary of the major tasks that will be required of the selected Consultant. Scopes of work shall be determined at the Task Work Order level between the Consultant and FDOT ASO.

PROGRAM HISTORY
In 1992, the FDOT ASO implemented a SAPMP that improved the knowledge of pavement conditions at the public airports in the State system, identified airfield pavement maintenance needs at individual airports, automated information management, and established standards to deal with the future needs. More importantly, 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 Federal Aviation Administration (FAA) Advisory Circulars (AC) 150/5380-7B - Airport Pavement Management Program (PMP) and AC 150/5380-6C - Guidelines and Procedures for Maintenance of Airport Pavements. Furthermore, in accordance with AC 150/5380-7B; all Pavement Condition Index (PCI) survey 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.

Table 1 Participating Airport Types depicts the breakdown of the most recent participating airports by airport categorization type.

Table 1: Participating Airport Category Types

<table>
<thead>
<tr>
<th>Participating Airports (2016-2019)</th>
<th>General Aviation</th>
<th>Regional Reliever</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>21</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

PROGRAM GOALS
The SAPMP enables the FDOT ASO and the FAA to monitor the condition of the pavement infrastructure at the airports in the Florida Airports System (FAS) in an effective, efficient, and reliable manner. The SAPMP provides fact-based information needed to make better decisions.
regarding the significant capital investment the public use airport pavement infrastructure represents. The SAPMP goals consist of the following:

1. Assist airports in meeting the requirements of Public Law 103-305.
2. Evaluation of current airports’ functional pavement condition in accordance with ASTM D5340-12 (current) and with the FAA AC 150/5380-7B (current) based on visual inspection efforts to ensure participating airports maintain a current understanding of PCI values not older than three years.
3. Updating of the existing SAPMP System database to accurately reflect participating airport facilities (inventory, work history, geometry, and conditions).
4. Provide airports with guidance on Maintenance, Repair, and Rehabilitation (M&R) in accordance with FAA AC 150/5380-6C (current) based on pavement conditions and distress data collected (type, severity, and quantities).
5. Provide the statewide airports, FDOT Districts, FDOT ASO, and the FAA Airports District Office (ADO) with long term forecast of pavement performance and pavement rehabilitation budgetary needs (maintenance, repair, and major reconstruction) through effective reporting documentation.

**PROGRAM MANAGEMENT**

The SAPMP is managed by the ASO Aviation Engineering Manager, alternatively referred to as the ASO Program Manager (“ASO-PM”). ASO-PM will be assisted by a Consultant Team (“Consultant”) composed of well-trained engineering professionals that will be selected through a procurement process that meets the guidance set forth in the FAA AC 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The SAPMP typically maintains the following key personnel identified in Table 2: SAPMP Key Stakeholders Personnel.

**Table 2: SAPMP Key Stakeholders and Personnel**

<table>
<thead>
<tr>
<th>Role</th>
<th>Role ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aviation Administration</td>
<td>FAA</td>
<td>Key Stakeholder, establishes Advisory Circulars and standards for the requirements of an effective Airfield Pavement Management System (APMS) through FAA AC 150/5380-7B and 150/5380-6C.</td>
</tr>
<tr>
<td>FAA Orlando Airports District Office</td>
<td>Orlando ADO</td>
<td>Key Stakeholder, local ADO Program Manager personnel that oversee the grant administration of AIP grant with Planning Agency Sponsor (“Florida Department of Transportation”).</td>
</tr>
<tr>
<td>Florida Department of Transportation</td>
<td>FDOT</td>
<td>Key Stakeholder, the Florida Department of Transportation (“FDOT”) is the “Sponsor” for the AIP grant agreement. Specifically the Aviation and Spaceports Office (“ASO”) of the Office of Freight, Logistics, and Passenger Operations provides development and operations support for the Florida Airport System.</td>
</tr>
<tr>
<td>Aviation and Spaceports Program Manager</td>
<td>ASO-PM</td>
<td>FDOT ASO Aviation Engineering Manager; oversees overall Program System Update, managing the FDOT ASO SAPMP with assistance from the consultants.</td>
</tr>
<tr>
<td>Role</td>
<td>Role ID</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Project Manager</td>
<td>PM</td>
<td>Responsible for all tasks associated with this contract. Experienced in Statewide Airfield Pavement Management Program System Update contract management.</td>
</tr>
<tr>
<td>Operations Project Manager</td>
<td>O-PM</td>
<td>Responsible for all day-to-day tasks associated with this contract, field inspection, attend the meeting with ASO-PM bi-weekly, and the point of contact for the ASO-PM. Also, the O-PM will be responsible for scheduling the airport pavement inspections and submittal of deliverables to the ASO.</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>PC</td>
<td>Local representation of project team to support ASO-PM and C-PM.</td>
</tr>
<tr>
<td>Field Team Leader</td>
<td>Team Leader</td>
<td>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. Responsible for efforts performed by Field Inspection Personnel</td>
</tr>
<tr>
<td>Field Inspection Personnel</td>
<td>Inspection Personnel</td>
<td>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</td>
</tr>
<tr>
<td>Independent Quality Assurance/QC Manager</td>
<td>I-QA/QCM</td>
<td>This position will be performed by qualified technical personnel who will be working directly under the ASO-PM as a special assistance. I-QA/QCM position is responsible for the QA/QC performance for the entire program to ensure that all the tasks will be performed smoothly/accordingly as detailed in the scope of work.</td>
</tr>
</tbody>
</table>

**QUALITY ASSURANCE PROGRAM**

The FDOT ASO SAPMP has maintained high quality assurance standards that are integrated throughout the entirety of each System Update. The SAPMP quality assurance consist of the planned staffing and process implementation throughout the duration of the System Update. The quality assurance elements consist of ensuring qualified staff, documented procedures, and in-house and independent review of performance.

**PROGRAM PHASING**

**OVERALL PROGRAM**

Historically, the FDOT System Updates have been performed over phases. Currently the program consists of 95 publicly owned publicly used airports recognized by the FDOT ASO and the FAA National Plan of Integrated Airport Systems (NPIAS) that are in each of the seven (7) FDOT Districts. Generally, each phase is distinguished by the categorical designation of the participating airports; Phase 1 mostly consisting of General Aviation (GA) facilities and Phase 2 mostly consisting of Regional Reliever (RL) and Primary/Commercial (PR) facilities. This is subject to change as appropriate.
The FDOT SAPMP System Update generally consists of two (2) phases:

**Phase 1 – General Aviation Airports:**

Phase 1 typically consists of the majority of the General Aviation ("GA") categorized airports – individual Airport Pavement Evaluation Reports are issued. This may be subject to change based on a case by case evaluation of airport needs and at the direction of the ASO-PM. During this phase, general support to FDOT ASO will be provided for airport stakeholder outreach. Phase 1 is anticipated to consist of a project duration of 16-months.

**Phase 2 – Regional Reliever, Primary/Commercial, and FDOT District/Statewide Summary Reports:**

Phase 2 typically consists of the remaining GA, regional reliever, and primary/commercial airports – individual Airport Pavement Evaluation Reports are issued. Furthermore, the FDOT summary reports at the District Level and at the Statewide Level are prepared. During this phase, general support to FDOT ASO will be provided for airport stakeholder outreach. Phase 2 is anticipated to consist of a project duration of 16-months.

**SCOPE OF WORK – OVERALL**

**TASK 1.1 PAVEMENT MANAGEMENT PROGRAM SYSTEM UPDATE**

Task 1.1 consists of the updating of the system elements of the prior SAPMP from the 2016-2019 system update. The 2020-2023 system update will consist of identifying all program airport participants, current airport type classification, estimate number of total samples for each airport, confirm airport identification, and confirm airport point of contact for program. The Consultant shall schedule a Program Kick-Off Meeting with the ASO-PM to review the program organization, scope, schedule, procedures, and deliverables.

**TASK 1.2 PROGRAM COMMUNICATION**

The Consultant shall prepare, on behalf of the ASO-PM, program notice documentation to the Florida Airports System. Notice shall be provided to the public use publicly owned airports, FDOT District Office Aviation and Spaceports representatives, and the local 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 AIRFIELD INSPECTION SCHEDULE**

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 Order to be inspected. Schedule shall be developed to ensure timely and well coordinate inspection efforts.

**TASK 1.4 UPDATES TO METHODOLOGY AND STANDARDS REVIEW**

The current inspection is based on PCI Survey inspection methodology outlined by the FAA Advisory Circular 150/5380-7B and defined by the ASTM D5340 (current version D5340-12).
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 ASO-PM for approval.

Documents subject to review consist of the following:

- ASTM D5340-12 Standard Test Method for Airport Pavement Condition Index Surveys
- 150/5380-7B Airport Pavement Management Program
- 150/5380-6C Guidelines and Procedures for Maintenance of Airport Pavements

**TASK 1.5 DATA CALIBRATION AND CONVERSION**
The SAPMP currently utilizes PAVER™ pavement management system software. The Consultant, at the direction of the ASO-PM, will convert the existing PAVER database file set to the current version, PAVER 7 (or latest), for the SAPMP 2020-2023 System Update.

The Consultant shall calibrate the converted database to accurately reflect the conditions of the SAPMP participating airports and remove extraneous data table elements not relevant to the FDOT SAPMP. The database calibration will coincide with the changes to the pavement network definition updates to ensure consistency between field expectations and database definitions.

It’s the responsibility of the Consultant to install and maintain the latest PAVER software with the completed data from the program into two (2) laptops from the ASO.

**TASK 1.6 QUALITY ASSURANCE AND QUALITY CONTROL PROCEDURES MANUAL**
The Consultant shall review the existing FDOT ASO QA/QC Program Procedures Manual. The manual should reflect the results of any changes or improvements developed from review of the FAA Advisory Circular 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 AND COST UPDATE**
This task involves the review and refining of the FDOT SAPMP customization policies with regards to assigned airfield pavement maintenance, repair, and major rehabilitation. Preventative and Stopgap Maintenance planning by distress type will be based on the guidance established by the FAA AC150/5380-6C Guidelines and Procedures for Maintenance of Airport Pavements.

**TASK 1.8 RECORDS REVIEW, AIRPORT BASE DRAWING UPDATES, AND MAP 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. Prior to the actual field inspection schedule, the updated network definition must be submitted to the I-QA/QCM for review/comments and the ASO-PM for review and approval.
For this System Update, the Consultant shall develop CADD standards and GIS, for AutoCAD and ArcMap respectively; templates to ensure that the initial base drawing datasets are compatible for future GIS use and analysis. The result is intended for visual purposes only.

**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 (three categories: GA, RL, and PR). The Consultant shall develop recommendations and draft update document template that substantially complies with the reporting requirements of the FAA AC150/5380-7B and 150/5380-6C.

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 10-year program of projects based on functional need.

**TASK 2.2 FDOT ASO DISTRICT EXECUTIVE SUMMARY REPORT TEMPLATE**

The Consultant shall review and update the existing FDOT ASO 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 representatives and submit to the ASO-PM for review and approval. The Consultant shall provide the ASO-PM a draft FDOT District Airport Pavement Evaluation Summary template for review and approval. Upon receipt of comments, the Consultant shall incorporate ASO-PM comments and prepare a final template to be utilized for the seven (7) District Airport Pavement Evaluation Summary Updates.

**TASK 2.3 FDOT ASO STATEWIDE EXECUTIVE SUMMARY REPORT TEMPLATE UPDATE**

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

**TASK 2.4 UPDATE TO METHODOLOGY AND PROCEDURES FOR DATA COLLECTION AND CONDITION ANALYSIS FOR WHITETOPPING PAVEMENTS**

Three (3) airports in Florida have pavement overlaid with a thin, Portland Cement surface referred to as conventional whitetopping, thin whitetopping or ultra-thin whitetopping; Williston Municipal Airport (X60), Fernandina Beach Municipal Airport (FHB), and New Smyrna Beach Municipal Airport (EVB).

Since the whitetopping pavement is constructed differently compared to the regular Portland Cement Concrete (e.g. there are no joints between the slabs, the thickness is too thin (2”, 4”),
the size of slabs is very small (2’ x 6’) etc. the behavior of whitetopping pavement is also
different. As a result, whitetopping pavement produces several types of distresses that are not
included from either ASTM or AC.

The Consultant will update the inspection procedure for this type of pavement with the intent of
establishing a method for calculating an identical numeric condition index and appropriate
distress deterioration deduction values for distresses. Task 2.4 will define whitetopping
pavement distress types, severity levels, and methods of measurement and data collection. If
applicable, the Consultant may also establish a clear and defined means to establish
whitetopping pavement network definition that consists of branch, section, and sample unit
characterization. The condition analysis procedures shall define the steps for condition index
determination and forecasting of whitetopping condition indices.

**TASK 2.5 UPDATE TO MAINTENANCE, REPAIR, AND MAJOR
REHABILITATION POLICIES FOR WHITETOPPING PAVEMENTS**

The Consultant shall study the construction technique, published information on distresses that
occur in these pavements, and draft a methodology for repairing and rehabilitation whitetopping
pavement distress conditions. If the above sources are not available, the Consultant may have
to establish a methodology. The Consultant shall calculate the most identical pavement
condition index (PCI) values, recommend rehabilitation treatments and prepare a PCI cost
scale, if applicable, for major rehabilitation efforts. The Consultant shall prepare a draft repair
procedure for this type of pavement and submit it to the ASO-PM for review and approval.

**TASK 3.1 DATA COLLECTION PAVEMENT CONDITION INDEX SURVEYS**

The pavements will be inspected utilizing the PCI methodology as defined in the FAA Advisory
Circular 150/5380-7B “Airport Pavement Management Program (PMP)” using the documented
procedures set forth by ASTM D5340-12 “Standard Test Method for Airport Pavement Condition
Index Surveys.”

**PCI Survey Inspection Overview**

The sample unit rate schedule will not deviate from the prior established sample units from the
2016-2019 SAPMP system update unless field conditions as determined by the Team Leader
prohibit inspection (inaccessible, subject to reconstruction, or subject impact to airport
operations).

It is the responsibility of the Consultant to provide the inspection field data to the ASO-PM and
the Independent QA Manager for each airport inspected with ten (10) business days from the
completion of inspection week (e.g. inspection week Monday through Friday, ten business days
from Friday).

**PCI Survey Personnel Qualifications and Safety**

To maintain consistency in this Program, the ASO requires that all inspectors be "Certified". The
successful completion of the FDOT Airfield Pavement Inspection and Airfield Distress Repair
training courses shall be the method for certification and shall be attended by all inspectors on
an annual basis.

**Airport Inspection Coordination**

The Consultant shall contact all the airports at least four weeks prior to the scheduled inspection
date and reconfirm one week prior to inspection of the airports.
**Scheduling**

The schedule will be designed to group airports geographically as much as possible to minimize travel time and expense. It is recognized, however, that the degree to which this can be accomplished is limited by the need to schedule airports for a survey within approximately three (3) years of the last survey as required by the FAA and by the airport's ability to provide access when requested.

No PCI Survey Inspections are to be performed at night-time or on weekends without written approval and authorization from the ASO-PM.

**TASK 3.2 QUALITY ASSURANCE AND QUALITY CONTROL PCI SURVEY INSPECTIONS**

The Quality Assurance and Quality Control PCI Survey Inspections will be performed by both an in-house QA/QC Engineer and an independent QA/QCM. The in-house QA/QC Engineer will be working under the directions of the I QA/QCM. The results from the in-house QA/QC Engineer must be forwarded to the I-QA/QCM and the ASO-PM for the program QA/QC purposes.

**In-House QA/QC PCI Survey Inspections**

The In-House QA/QC field inspections must be performed by a well-qualified airfield engineer from a different area/office/states who is not directly involved with the local field inspection. A minimum of 5% of the total inspected sample units will be subject to in-house Consultant QA/QC review to verify the quality of the field inspection data. Results from the in-house QA must be submitted to the ASO-PM and I-QA/QCM on time for their review.

**Independent QA/QC PCI Survey Inspections**

The Consultant shall engage with an independent subconsultant to perform QA/QC PCI Survey Inspections. Based on the results from the in-house QA/QC reports, the independent QA/QCM will inspect a minimum of 3% of the total inspected sample units inspected by the in-house QA/QC Engineer. The I-QA/QCM must have a minimum of 15 years of experience in the SAPMP. To prevent a conflict of interest, the I QA/QCM must not be employed by the same company and will work directly under the direction of ASO-PM. The ASO-PM may participate in the QA/QC inspection either with the in-house consultant personnel and/or the independent QA consultant.

**Quality Assurance and Quality Control Reporting**

The Consultant shall prepare a reporting template that provides the ASO-PM a QA/QC summary of the analysis performed as a result of the QA/QC PCI Survey Inspection. This template will be used to report the results of each Inspection performed in Task 3.2. The QA/QC reports from both the In-House and Independent QA/QC PCI Survey Inspections will be submitted directly to the ASO-PM/I-QA/QCM within 30-days from completion of the respective inspection.

**TASK 3.3 CONDITION DATA ENTRY AND ANALYSIS**

The Consultant shall prepare and enter the distress data in accordance to the ASTM D5340 into the established electronic database. Task 3.3 will consist of the following; distress data integrity analysis, transference into electronic database using approved PMS software program, determination of current PCI, forecasting of annual PCI for a 10-year duration, and 10-year M&R planning. Both the 10-year PCI and 10-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 pavements.

**TASK 3.4 UPDATE TO THE PAVEMENT PERFORMANCE MODELS**
The Consultant shall develop updated pavement performance models. With the use of an ASO-PM 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.

**TASK 3.5 INDIVIDUAL AIRPORT PAVEMENT EVALUATION TECHNICAL EXHIBITS**
Based on field verifications, PCI Surveys, QA/QC PCI Surveys, 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 3.6 INDIVIDUAL AIRPORT PAVEMENT EVALUATION REPORTS**
Upon completion of performance models, the Consultant will prepare Individual Airport Pavement Evaluation Reports for each participating airport type in accordance with the appropriate document template. It is anticipated that only reports for GA airports will be prepared in the first phase with the remaining airport reports being completed in phase 2 of the project. Individual Airport Pavement Evaluation Reports will communicate a summary of each airfield pavement system inventory, current PCI, 10-year forecasted PCI, current preventative and stopgap M&R needs, and the 10-year major rehabilitation planning needs. Each report will contain the technical exhibits defined in Task 1.8 and Task 3.5, representative photograph documentation of the PCI Survey Inspection, standard PMS reports (Branch and Section Condition Tables), and the PCI Survey Inspection distress data (Re-Inspection Report).

**TASK 3.7 FDOT DISTRICT EXECUTIVE SUMMARY REPORTS**
Based upon the completion and approval by the ASO-PM of the individual airport pavement evaluation reports for all participating airports, the Consultant shall develop summary reports for each of the seven (7) FDOT District 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 3.8 FDOT ASO STATEWIDE AIRPORT PAVEMENT EVALUATION SUMMARY REPORT**
Based upon the completion and approval by the ASO-PM of Task 3.6 and Task 3.7, 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 System Updates.

**TASK 4.1 PERFORM STUDIES AND EVALUATION FOR THE FDOT ASO PILOT PROJECT PROGRAM**

In the on-going efforts to comply with the FAA Advisory Circulars 150/5380-7B and 150/5380-6C and ensure proactive pavement management of the FAS through the SAPMP System Updates, the FDOT ASO has conducted pavement pilot projects to test various new pavement treatments and applications in the Florida environment.

It is the Consultant's responsibility to conduct nationwide studies and/or seek out innovative procedures to enhance the knowledge of the statewide airport staff and the engineers that are assisting these airports. The Consultant will endeavor to provide a minimum of three criteria, procedures, or methods for consideration of a possible pilot project. Additionally, it's the responsibility of the consultant to perform airfield pavement inspection on these pilot projects. A technical report contains all the necessary data that sufficiently reflects the purposes of each unique pilot project.

**TASK 5.1 INTERACTIVE MAP APPLICATION DEVELOPMENT**

The purpose of this task will be to develop an interactive map application that visually depicts the results of the pavement management system for each airport.

The Consultant will develop an interactive map application that effectively communicates the results of the pavement condition evaluation. The map should allow users to access data on multiple platforms. The map application will be highly graphical and give users access to PCI results, Maintenance Programs, and Major Rehabilitation Recommendations.

**TASK 5.2 STATEWIDE FAA EXECUTIVE SUMMARY**

The Consultant shall develop a Statewide FAA Executive Summary that will be highly visual depicting the results of the SAPMP analysis. The document draft will be submitted to the ASO-PM for review and approval. The prepared document will then be forwarded to the FAA ADO staff for review and feedback. The Consultant shall collaborate with the FDOT and FAA representatives to obtain feedback and suggestions for consideration in the development of the summary. The Consultant shall summarize the feedback and comments from the representatives and submit to the ASO-PM for review and approval. The Consultant shall incorporate comments and prepare a final Executive Summary.

**TASK 5.3 STATEWIDE STAKEHOLDER ENGAGEMENT**

If requested and approved by the ASO-PM, the Consultant shall provide support services to the ASO 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 System Update. 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 ASO-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 ASO-PM, the Consultant may be required to provide post-inspection or post-report technical brief meetings with participating airports on behalf of the FDOT ASO-PM to provide assistance in reviewing and interpreting the results of the report documents.

**TASK 6.1 ADMINISTRATION**
This project will require periodic meetings with the FDOT ASO and with various regulatory agencies. The meetings will consist of bi-weekly project team meetings with the IQA/QCM and ASO-PM and quarterly program management meetings. The Consultant will provide administrative support to document quarterly meetings. The Consultant shall provide administrative support in documenting appropriate information for Equal Opportunity Compliance (EOC) and Disadvantage Business Enterprise (DBE) inclusion participation.

Furthermore, it’s the job of the Consultant to accordingly prepare and update the Quarterly Reports which is required by the FAA. The reports must be submitted to the ASO-PM on time for review and submission.

**TASK 7.1 PROJECT MANAGEMENT**
Project Manager (PM): Responsible for all tasks associated with this contract.

Operation Project Manager (O-PM): Responsible for all day-to-day tasks associated with this contract, field inspection, attend the meeting with ASO-PM bi-weekly, and the point of contact for the ASO-PM. Also, the O-PM will be responsible for scheduling the airport pavement inspections and submittal of deliverables to the ASO.

Project Coordinator (PC): Responsible to attend the bi-weekly meetings and working with ASO-PM a minimum of one day per week. This position must have an extensive knowledge in the SAPMP to address and assist the ASO-PM to resolve any emergency issues.

Independent Quality Assurance/Control Manager (I-QA/QCM): The I-QA/QCM will also act as a Project Coordinator (PC). This position will be served and worked directly under the ASO-PM as a special assistance. Besides reviewing the field data collection, it’s the responsibility of the I-QA/QCM to review the task deliverables prior to submitting to the FDOT’s ASO-PM.

**TASK 7.2 INDEPENDENT QUALITY ASSURANCE MANAGEMENT**
This task involves Quality Assurance Management for the SAPMP. The task will be performed by well-qualified technical personnel who are not involved with the field inspection, designated as the Independent Quality Assurance Manager (“IQA/QCM”).

**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 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.

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 Project Manager on an “as needed” basis, and will be expressly stipulated in the individual Task Work Orders. 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.

**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.