

## EXHIBIT A

### SCOPE OF SERVICES FOR AIRPORT ENVIRONMENTAL DOCUMENTATION FOR AIRSIDE/LANDSIDE DEVELOPMENT PROJECTS AT FLAGSTAFF PULLIAM AIRPORT

#### INTRODUCTION

The purpose of this Scope of Services is to identify the process and potential projects for which Coffman Associates (Consultant) will provide environmental support to the City of Flagstaff and Flagstaff Pulliam Airport (Sponsor) under Arizona Department of Transportation (ADOT), Multimodal Planning Division, Aeronautics Group, Grant No. E2S1F 01E. The City of Flagstaff has received this multi-year ADOT grant to prepare environmental studies and state and federal environmental compliance documentation for upcoming airside and landside development projects. Based on discussion with airport staff and the most recent Airport Capital Improvement Program submittal, the following projects are anticipated. This list is not intended to be all-inclusive, as environmental services for other projects may be needed over the life of the ADOT grant.

- Construct enhancements to the terminal building;
- Construct a terminal apron (commercial service ramp) drainage project;
- Acquire land from United States Forest Service (per the *Townsite Act*);
- Construct terminal apron expansion, including relocation of Taxilane W and the addition of “no taxi” islands to prevent direct runway access from the apron;
- Upgrade 4.5 miles of internal perimeter access road;
- Rehabilitate Taxiway W pavement, including application of a seal coat;
- Reconstruct Runway 3/21 pavement and install Runway 3 runway end identifier lights (REILs);
- Conduct airport-wide environmental inventories, which will inform future ADOT or FAA-required environmental documentation, as well as future airport master plan updates;
- Acquire new ARFF, snow removal, or other airport maintenance equipment;
- Relocate the Department of Public Safety hangar to allow future airport development; and
- Conduct other miscellaneous environmental-related tasks, as required by ADOT and/or the Federal Aviation Administration (FAA).

## SCOPE OF SERVICES

The following process will be used to provide flexibility in meeting the airport's needs, while ensuring that accountability in the use of the grant funding is in place. For each project for which Consultant's environmental services are desired, the Consultant will provide the following, in writing, prior to receiving a written Notice to Proceed from the Sponsor:

1. Description of project to be evaluated
2. Project deliverables (and assumptions upon which the deliverables are based)
3. Estimated fee – Can be based on 1) actual time and expenses incurred by Consultant up to a not-to-exceed (NTE) amount, or 2) a negotiated, lump sum, fixed fee. (If a time and expenses NTE estimate is provided, Consultant's current billing rates will be specified. See **Exhibit B** for Coffman Associates' 2022 rates)
4. Anticipated project schedule
5. Identification of any needed subconsultants along with their project deliverables, estimated fees, and anticipated project schedule

The Consultant will bill the Sponsor monthly for any active projects. Payments shall also be at monthly intervals and within thirty (30) days of receipt of requisitions for payments from the Consultant. At no time will payment of requisitions exceed thirty (30) days from the date of the invoice without notification to the Consultant.

It is expressly understood that the Sponsor has the right to withhold payment on any invoice if they feel that the Consultant has not performed the requisitioned work efforts in a satisfactory manner. If the Sponsor does decide to withhold payments to the Consultant for any reason, the Sponsor must provide written notification and an explanation to the Consultant within ten (10) days of the date of the invoice.

Note: Per coordination between the Sponsor and Consultant, there may be other projects that fall outside ADOT Grant No. E2S1F 01E. A Supplemental Agreement will be undertaken for these projects with a separate scope of services.