

**EXHIBIT A  
SCOPE OF WORK  
3-YEAR DBE PLAN  
AT THE  
GRIFFIN-SPALDING COUNTY AIRPORT  
GRIFFIN, GEORGIA**

Griffin-Spalding County Airport Authority will provide DBE Plan preparation services for the following projects at the Griffin-Spalding County Airport:

1. Airport CIP FY2018-2020 Projects

The Engineering Services will consist of a 3-year DBE Plan. The services will include the following elements of work:

**Element 1 – DBE Plan** includes coordination with an independent consultant that specializes in the preparation of the DBE plans, providing project details, cost estimates, etc. as required for production of the DBE plan as well as attendance at a Public Meeting prior to publishing of the DBE plan. This element also includes the production of the DBE Plan, and completion and submittal of the required Uniform Report via the FAA DBE-connect system, in accordance with the provisions of 49 CFR Part 26 by the independent consultant. This element includes the production of the DBE Plan by the independent consultant for FY19-20. A waiver will be filed for FY18, as the projects for this year are under the required threshold for plan development. The independent consultant services will include the following:

1. Provide a proposed legal advertisement for public input into proposed DBE goals for the Griffin-Spalding County Airport within seven working days of the issuance of a "Notice to Proceed;
2. Develop Interim goals for DBE participation in FAA projects with its associated methodology for Croy Engineering to be coordinated with the Griffin-Spalding County Airport Authority, and FAA, within seven working days following the issuance of a "Notice to Proceed;
3. Within seven working days, following final input from the public pertaining to proposed DBE goals, establish final goals and methodology for submission to the FAA;
4. Develop a DBE Plan in accordance with 49 CFR, Part 26 suitable for final coordination by the Griffin-Spalding County Airport Authority with the Southern Region of the FAA, Atlanta, Georgia;
5. Provide two copies of the final plan for coordination.

Deliverables will consist of two hard copy (2) sets of the final DBE plan provided to the Airport Authority for coordination; and one (1) electronic copy of the final plan in pdf format provided to GDOT and the Airport Authority. Construction contracts from GDOT will not be initiated until receipt of all deliverables.

Exhibit 1

GRIFFIN-SPALDING COUNTY AIRPORT  
3-YEAR DBE PLAN

Design Cost Summary

ELEMENT 1 - DBE PLAN

Labor Subtotal	\$10,375
Direct Expenses	<u>\$0</u>
TOTAL (Lump Sum)	<b>\$10,375</b>
ENGINEERING DESIGN TOTAL	<u><u>\$10,375</u></u>

<b>DBE PLAN</b>																
<i>Element 1</i>	<i>Hourly Breakdown</i>														<i>Total Man Hours</i>	<i>Labor Cost</i>
	<i>Principal</i>	<i>Project Manager</i>	<i>Engineer 1</i>	<i>Engineer 2</i>	<i>Engineer 3</i>	<i>Designer 1</i>	<i>Designer 2</i>	<i>Tech 1</i>	<i>Tech 2</i>	<i>Cadd Operator</i>	<i>Admin</i>	<i>RLS/Survey Manager</i>	<i>Survey Crew (2-Person)</i>	<i>Survey Crew (3-Person)</i>		
	250	175	145	125	115	125	110	90	85	75	55	135	150	175		
Cost Estimates for FY 18 Projects															0	\$ -
Cost Estimates for FY 19 Projects		1													1	\$ 175.00
Cost Estimates for FY 20 Projects		2													2	\$ 350.00
Stakeholder Meeting		0.5													0.5	\$ 87.50
Subconsultant Agreement		0.5									3				3.5	\$ 252.50
Document Review and Coordination with Client		2									1				3	\$ 405.00
Historical DBE Info and Bids		2									1				3	\$ 405.00
Public Meeting		4													4	\$ 700.00
DBE Plan or Update															0	\$ -
<i>Use below if subconsultant preforms this task and not above</i>																\$ -
<i>Subconsultant's Rates -----&gt;</i>	\$4,500	\$3,500														
DBE Plan or Update (FY2018) - Waived																\$ -
DBE Plan or Update (FY2019)	1															\$ 4,500.00
DBE Plan or Update (FY2020))		1														\$ 3,500.00
Coordination and Admin. For subconsultant (no hours, percentage)																
<b>LABOR TOTAL</b>	0	12	0	0	0	0	0	0	0	0	5	0	0	0	17	\$ 10,375.00

**YEAR 2018**

**STANDARD HOURLY RATES**

Principal	\$250.00
Project Manager	\$175.00
Engineer 1	\$145.00
Engineer 2	\$125.00
Engineer 3	\$115.00
Designer 1	\$125.00
Designer 2	\$110.00
Tech 1	\$90.00
Tech 2	\$85.00
Cadd Operator	\$75.00
Admin	\$55.00
RLS/Survey Manager	\$135.00
Survey Crew (2-Person)	\$150.00
Survey Crew (3-Person)	\$175.00

**NOTE: Hourly Rates to include overhead and profit**