

Exhibit A

Scope of Work

I. Overview

SYR's fuel farm is a critical component of our operational infrastructure, ensuring the safe and efficient fueling of aircraft at Syracuse Hancock International Airport. In 2024, the fuel farm dispensed approximately 19.6 million gallons of Jet-A fuel, supporting a wide range of commercial and cargo operations. Additionally, 26,824 gallons of unleaded gasoline and 83,479 gallons of diesel were dispensed to support ground vehicles and equipment. The facility also includes storage and dispensing systems for Glycol Type I and Type IV, which play a vital role in winter de-icing operations. In 2024, approximately 100,586 gallons of Type I Glycol and 9,807 gallons of Type IV Glycol were dispensed to maintain safe aircraft operations during inclement weather.

The attached aerial exhibit illustrates the layout of the existing fuel farm. The **red-hatched area** indicates the Authority's preferred location for new building development. However, the Authority remains open to considering alternative locations that may offer greater operational efficiency, based on the selected proposer's assessment.

The scope of this project includes the design of new structure(s) to house an **electrical room, glycol mixing and pump area, bathroom, and office spaces**. The selected consultant may also serve as the Authority's CA/CI representative. CA/CI services are to be included as an add-alternate to the proposal. A key requirement is the **demolition of the existing facility**, with a design approach that ensures **continuous operations and minimal downtime** throughout the transition. Maintaining uninterrupted functionality of the fuel and glycol systems is essential.

II. Project Requirements

A. Building Design & Layout

- Develop an efficient layout that integrates all required spaces into one or more structure(s).
- Provide structural safety features, fire protection, and environmental compliance as required by relevant codes and standards.
- Design for HVAC, ventilation, insulation, and lighting in all work areas.
- Ensure security measures, access control, and monitoring systems are incorporated.

B. Demolition Plan & Continuous Operations

- Assess existing building utilities, connections, and dependencies.
- Establish a phased demolition strategy ensuring no disruption to fuel or winter-season deicing operations.
- Incorporate temporary utility rerouting where required to sustain ongoing functions.
- Maintain safe containment and disposal of debris per EPA & OSHA guidelines.
- Coordinate with airport stakeholders to schedule demolition plan for low-traffic periods.
- Where required, hazardous material abatement, in compliance with environmental laws. It should be assumed that at least one of the existing facilities to be demolished has mold, but other hazards may also be present.

C. Electrical Room

- Design a dedicated electrical area with necessary facility panels, MCC, and emergency shut-off systems.
- Assess current Cathodic protection system and replace/relocate rectifier.
- Relocate existing Programmable Logic Controller (PLC) into the electrical room and provide Human Machine Interface (HMI) for tank level, pump, truck offload, and refueler loading operation inside the office areas.
- Ensure no interruption of critical power feeds by planning for temporary backup systems.
- Comply with Federal, State and Local electrical safety regulations.

D. Glycol Mixing/Pump Area

- Ensure uninterrupted pumping, storage, and delivery operations during annual winter operations timeframe (August to April) for all construction and demolition planning.
- Specify a new blender to serve the deice vehicle loading position and a new splash fill glycol load station similar to the existing one. Blender and splash fill station to be equipped with Top Tech inventory management to match the existing fueling infrastructure.
- Develop a segmented construction and tie-in plan to maintain fluid distribution efficiency.
- Design spill containment, ventilation, and automation in the new facility.
- Include necessary plumbing and metered monitoring controls for safe delivery of glycol to multi-provider deice supply vehicles.
- Incorporate monitoring of the glycol/deicing facilities (tanks, pumps, blender, inventory controls) into the existing fuel facility PLC.

E. Bathroom & Office Space

- Existing temporary office and restroom facilities will be utilized during transition/construction.
- Office: Develop a functional workspace for fuel/glycol quality control, storage, and record keeping – a minimum of 2 offices and a restroom.
- Ensure all new areas meet ADA compliance, life safety requirements, HVAC, lighting, and ergonomic requirements.
- Provide new sanitary sewer connection for restroom and relocate water connection into the new building.

III. Compliance & Safety Standards

- Strict adherence to all relevant FAA, ATA, OSHA, NFPA, NEC, and environmental protection regulations.
- Develop fire suppression, hazardous material handling, and emergency evacuation plans for the new facility as required by relevant codes and standards.
- Design security access points, monitoring systems, and restricted zones for construction activities as part of the CSPP – the successful proposer is expected to work with the airport's access control vendor.
- Prepare FAA 7460 airspace review and approval for construction.

IV. Deliverables

- 30%, 60%, 90%, 100% and Conformed plans in PDF and CADD format
- Conceptual Design & Phased Transition Plan.
- Detailed Architectural & Engineering Plans with demolition sequencing and Construction Safety and Phasing Plan (CSPP).
- Regulatory Compliance, Permitting, and Safety Documentation.
- Cost Estimates & Material Specifications.
- Final Construction-Ready Documents with operational transition strategy for permitting and approval.

V. Timeline & Project Phases

- Phase 1: Site assessment, utility review (survey and Geotech), and demolition (environmental hazard testing) planning.
- Phase 2: Conceptual design and stakeholder feedback and stakeholder discovery meeting.
 - 30 percent review
 - 60 percent review
 - 90 percent review
- Phase 3: Proposed Construction Schedule, Demolition, and CSPP Review.
- Phase 4: Finalized engineering plans and construction bidding.
- Phase 5: Operational transition planning and final commissioning

VI. Proposal Submission Requirements

- Company qualifications & relevant experience in aviation fuel facility infrastructure.
- Proposed approach for phased demolition and continuous operations.
- Temporary Operation Plan Approach.
- Project team bios & engineering expertise.
- Scope and Fee, project timeline, and risk mitigation strategies.
- References & documentation of past successful implementations.