

**Work Order No. 21
ATTACHMENT A
SCOPE OF SERVICES
Leesburg International Airport
Security Cameras**

PROJECT BACKGROUND AND DESCRIPTION

The City of Leesburg (City) has secured a grant from the Florida Department of Transportation (FDOT) for the design and installation of additional security camera at the City of Leesburg International Airport.

The scope of work includes design, bidding and construction services for the items outlined below and described further in Parts I, II and III:

- New cameras at Gates 1, 4, 5, and 6 along with card readers as applicable.
- New camera on top of “The Villages’ Hangar” for RW 21 blind spot with a feed to the tower.
- New camera at the Fire Station Gate with a wireless feed.
- New cameras at the Corporate Block Hangars and City owned T-Hangars.
- New remaining cameras strategically throughout the airport, for a total of up to 12 new cameras. The strategic locations will be selected based upon requirements for future certification as a Part 139 airport.
- Update up to four (4) existing pedestrian gates with electric locks with entry via badge/card system.
- A new automatic gate, access card reader, and camera on the north side of the electrical vault.
- Design a sliding glass door with electric locks to be installed in the FBO building that will allow the receptionist to open and close the door to let anyone out of the building to the airside.

PART I – DESIGN SERVICES

Preliminary Design

1. Conduct a preliminary plans site walk-over with the project team. Each new camera site location will be confirmed by the airport manager and field data will be collected for the preparation of the preliminary plans package submittal.
2. Prepare a set of preliminary construction plans for the installation of up to twelve (12) new cameras and a new gate to be constructed north of the existing electrical vault. The 11” x 17” plan set will include, but not limited to the following sheets:
 - a. Key Sheet – The cover sheet for the construction plan set.
 - b. General Notes, Legend and Symbols – One or two sheet showing these items.
 - c. Project Layout Sheet(s) – A base map of airport showing the locations of existing gates and cameras along with the locations of the proposed new cameras and new gate.
 - d. Detail Sheets – These sheets will show specific installation and connection details for each new camera location. The detail sheet will include mounting requirements, electric service and camera feeds. In addition, these sheets will include gate construction details.
3. Prepare a preliminary technical and special provisions specific to the project.
4. Prepare a preliminary opinion of probable construction cost based on the preliminary design. Owner recognizes and agrees that engineer does not have control over contractor’s pricing strategies or costs and that estimate may vary from actual bid or construction costs. Owner also recognizes and agrees that estimate is based on preliminary, not complete plans and that quantities and items may change as design progresses.
5. Conduct and in-house review for technical calculations and coordination of drawings.

Submit up to eight (8) hard copy sets of the above items for review by the City of Leesburg, Florida Department of Transportation and others as directed by the City. Electronic files in a PDF format will be submitted as well.

Final Design

1. Complete the final construction plan set which incorporates review comments from the preliminary plan submittal.

2. Prepare the final technical and special provisions specific to the project and preliminary project manual to include standard City of Leesburg Purchasing Department sections and forms.
3. Update the preliminary Opinion of Probable Construction Cost for the addition of security cameras, access card reader, additional gate and storm pipe relocation. Owner recognizes and agrees that Engineer does not have control over Contractor's pricing strategies or costs and that estimate may vary from actual bid and construction costs.

PART II - BIDDING SERVICES

1. Coordinate the preparation of the final project manual with the City of Leesburg Purchasing Department. Services include assembly and printing of up to ten (10) project manuals and construction plans. In addition, the creation of electronic PDF files of the Project Manual Contract Documents and Project Specifications and the Construction Plans. In addition, the Construction Plans will be prepared in PLT AutoCAD formats.
2. Attend one (1) Pre-Bid Conference.
3. Issue addenda packages and clarification letters.
4. Attend one (1) Bid Opening.

The City of Leesburg will provide the following services:

1. Prepare and place the newspaper advertisements.
2. Distribute the bidding documents and maintain a bidders list.
3. Prepare a tabulation of bids.

PART III - CONSTRUCTION SERVICES

1. Assist Owner with the preparation of "Conformed Contract Documents and Specifications"
2. Attend and prepare one (1) pre-construction conference, discuss project specifics, answer contractor questions, keep and distribute conference minutes, review operational and safety plan, review administrative and reporting procedures, and establish a start date for construction.
3. Review contractor submittals for general conformance with the design concept. Each submittal will be reviewed initially. Once subsequent review of a corrected or alternate submittal or required by non-conformance by the contractor is included. Any further reviews for the same material or component shall be additional services.

4. Respond to Contractor requests for information and provide clarification of design intent. Prepare change order(s) to effect minor field changes in the project, if needed, to address unforeseen field conditions expected for this type of work. This does not include change orders requiring extensive design changes, or for changes to previously accepted designs which may be subsequently requested by the City of Leesburg or regulatory agencies.
5. Evaluate contractor pay request based on Resident Project Representative (RPR) reports, test results and periodic observation and recommend payment, including adjustments, in accordance with the contract documents.
6. Conduct one (1) site visit for substantial completion and final acceptance observations and make appropriate recommendations to the Owner.
7. Provide limited Resident Project Representative (RPR) services for the work. The RPR will visit the site on an “as-needed” basis to specific items of the work based on the schedule submitted by the contractor.

Excluded Services

1. This scope of work does not include construction. Once the design has been completed, the project will be advertised for construction bids.
2. Electronic CADD record drawings are not included. The contractor will provide a set of mark-up drawings of the final plans and submit to the City as record drawings.
3. Electronic underground utility and facility locations. Known underground utilities and facilities will be shown on the construction plans based on information from the City and observations made during the site walk over.
4. Field design survey work for control and topography.
5. SJRWMD permitting.
6. Design of an impervious (hard surface) driveway access road along the north side of the existing electrical vault. This design would involve SJRWMD permitting, which is excluded from this scope of work.

Schedule

Upon receipt of the Notice to Proceed, we will proceed as follows:

- Preliminary Design Site Walk-Over – completed within seven (7) days.
- Preliminary Design Plans, Specifications, Cost Estimate – completed within three (3) weeks after the site walk-over.
- Final Design Plans, Specifications, Preliminary Project Manual, Cost Estimate, – completed within two (2) weeks after receipt of review comments of the preliminary plans package submittal.
- Bidding and Construction Services will begin upon notice to proceed from the City of Leesburg.

COMPENSATION

Compensation to complete the Design, Bidding and Construction Services is summarized below and detailed in the attached fee summary spreadsheet:

Service Description	Fee Type	Amount
Part I - Design Services Preliminary Design Final Design	Lump Sum Lump Sum	\$16,640 \$ 3,480
Part II – Bidding Services	Lump Sum	\$ 5,960
Part III – Construction Services Items 1 thru 6	Lump Sum	\$ 6,140
Item 7 – RPR Services	Hourly Not to Exceed	\$3,400
TOTAL FEE		\$35,620

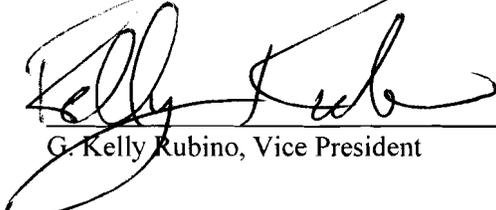
The total fee for Design, Bidding and Construction services is Thirty-five Thousand, Six Hundred Twenty Dollars (\$35,620.00). Monthly billing for lump sum items will be based on percentage of the work complete. Monthly billings for Not to Exceed services will be based on actual hours.

AGREED AS TO SCOPE OF SERVICES AND FEE:

City of Leesburg

Hanson Professional Services Inc.

By: MAYOR _____


G. Kelly Rubino, Vice President

ATTEST: _____
CITY CLERK

ATTEST:  _____

DATE: _____

DATE: 10/13/09

Work Order No. 21
Leesburg International Airport
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Fee Summary

Task	Task Description	Total Cost	Total Hours	Project Manager / Staff Engineer	Tech Grade III or RPR	Clerical Grade II	Sub-Consultant Fees
				\$100	\$75	\$60	
PART I - DESIGN SERVICES							
Preliminary Design							
1	Site Walk-Over	\$ 3,600	32	16	16		\$ 800
2	Construction Plans	\$ 7,600	88	24	64		\$ 400
3	Technical and Special Provisions	\$ 3,240	40	8	8	24	\$ 400
4	Opinion of Probable Construction Cost	\$ 1,000	10	2	8		\$ 200
5	In-house Review	\$ 1,200	12	4	8		\$ 200
Final Design							
1	Construction Plans	\$ 2,200	24	8	16		\$ 200
2	Technical and Special Provisions - City Forms	\$ 780	10	2		8	\$ 100
3	Opinion of Probable Construction Cost	\$ 500	5	1	4		\$ 100
PART II - BIDDING SERVICES							
1	Assist in Preparing Bid Documents	\$ 1,840	28	4		24	
2	Pre-Bid Conference	\$ 1,840	20	8	8	4	\$ 200
3	Issue addenda packages and clarification letters	\$ 1,680	20	4	8	8	\$ 200
4	Attend one Bid Opening	\$ 600	8		8		
PART III - CONSTRUCTION SERVICES							
1	Conformed Documents	\$ 1,160	18	2		16	
2	Prepare and Attend Pre-construction Conference	\$ 1,780	20	8	4	8	\$ 200
3	Review Contractor Submittals	\$ 1,200	8	8			\$ 400
4	Respond to Contractor RFI	\$ 1,000	8	8			\$ 200
5	Review Pay Requests	\$ 200	2	2			
6	Conduct Substantial Completion Site Visit	\$ 800	8	8			
7	RPR Services	\$ 3,400	0				\$ 3,400
TOTAL		\$ 35,620	361	117	152	92	\$ 7,000.00