

**TASK ORDER NUMBER 10  
TO AGREEMENT FOR PROFESSIONAL SERVICES  
ON A CONTINUING BASIS**

**THIS TASK ORDER** is made as of the 14<sup>th</sup> day of November in the year 2013, between **THE CITY OF LEESBURG, FLORIDA**, a Florida Municipal Corporation, whose address is 501 West Meadow Street, Post Office Box 490630, Leesburg, Florida 34749-0630 (hereinafter referred to as the “CITY”), and **HANSON PROFESSIONAL SERVICES, INC.** whose address is 9015 Town Center Parkway, Suite 105, Lakewood, Florida 34202 (hereinafter referred to as the “PROFESSIONAL”).

**WITNESSTH:**

**WHEREAS**, on April 26, 2010, the CITY and PROFESSIONAL entered into an Agreement for professional engineering services on a Continuing Basis (hereinafter referred to as the “Master Agreement”). The Master Agreement is referenced herein as though set forth in full text.

**WHEREAS**, the CITY and the PROFESSIONAL desire to enter into a Written Task Order Number 10 for a fee of **\$279,966.00**.

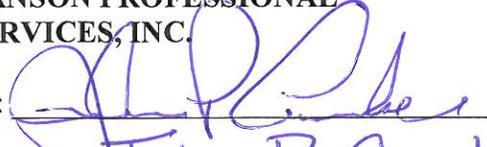
**NOW THEREFORE**, for and in consideration of the mutual covenants and promises contained in this Task Order, the CITY and the PROFESSIONAL do hereby agree as set forth below:

1. The above recitals are true and correct and are incorporated herein.
2. The Parties agree to the scope of work and budget pursuant to the terms and conditions set forth in **ATTACHMENT “A”**.
3. Counterparts. Original signatures transmitted and received via facsimile or other electronic transmission of a scanned document, (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such facsimile or electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The CITY shall determine legibility and acceptability for public record purposes. This Contract may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order on the respective dates under each signature.

**HANSON PROFESSIONAL SERVICES, INC.**

**THE CITY OF LEESBURG, FLORIDA**

By:   
Printed: John P. Coombe  
Its: Exec. Vice President  
(Title)  
Date: October 31, 2013

By: \_\_\_\_\_  
Mayor/Commissioner  
Attest: \_\_\_\_\_  
City Clerk  
Date: \_\_\_\_\_

Task Order No. 10  
ATTACHMENT A  
SCOPE OF SERVICES  
Leesburg International Airport  
Realign Taxiway "A"  
Design Updates and Construction Phase Services

**PROJECT BACKGROUND AND DESCRIPTION**

This Task Order will provide professional engineering design updates, and construction services as described below.

**PART 1 - BASIC SERVICES - CONSTRUCTION**

**Construction Phase Services**

1. General Contract Administration

Level of Service:

*Provide up to six (6) monthly project status reports to and up to two (2) FAA quarterly reports.*

Deliverables:

*Monthly status reports and FAA quarterly reports.*

2. Pre-Construction Meeting

Level of Service:

*Attend one (1) pre-construction conference, discuss project specifics, answer contractor questions, review construction safety and phasing plan, review administrative and reporting procedures, and establish start date for construction. Prepare meeting agenda, sign-in sheet and meeting notes.*

Deliverables:

*Meeting agenda, sign-in sheet and notes distributed to meeting attendees.*

3. Contractor Submittals

Level of Service:

*Review contractor submittals for general conformance with the design concept. Each submittal will be reviewed initially. One 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. Prepare and maintain submittal log.*

Deliverables:

*Returned submittals with action indicated stamp and submittal log.*

4. Coordinate Q/A Testing Program

Level of Service:

*Prepare the scope of work for the Q/A testing in accordance with the project specifications. Coordinate the testing program with the testing firm, contractor and resident project representative (RPR). Review tests result and RPR field notes for compliance with the project specifications. All work is to be performed by the Project Engineer or his/her designated team member. Prepare and maintain a test logs.*

*Deliverables:*

*Q/A scope of work, results of tests reviews and test logs.*

5. Contractor Request for Information (RFI)

*Level of Service:*

*Review contractor requests for information and provide clarification of design intent. Prepare and maintain an RFI log.*

*Deliverables:*

*Returned RFI's and submittal log.*

6. Evaluate Contractor Pay Requests

*Level of Service:*

*Review up to six (6) Contractor pay requests based on RPR reports, test results and periodic on-site observation and recommend payment, including adjustments in accordance with the contract documents.*

*Deliverables:*

*Copies of approved pay requests along with backup information as applicable.*

7. Project Engineer Site Visits

*Level of Service:*

*The Project Engineer will make one site visit per month for up to six months to observe construction progress, general character and quality of the work.*

*Deliverables:*

*Provide memorandum of observations for each site visit.*

8. Change Orders

*Level of Service:*

*Prepare up to two (2) change orders as applicable to address changes in work and/or unforeseen field conditions. The work includes preparation of narrative justifications, forms, spreadsheets and minor revisions to existing drawings. In addition, the work includes negotiation of contractor costs and fees.*

*Deliverables:*

*Copies of change order packages and applicable backup items.*

*Deliverables:*

*Attendance at the site visits, copies of the punch list report, certification forms and closeout book.*

## **PART 2 – OTHER SERVICES**

1. Design Updates

Level of Service:

The existing construction plans and project specifications will be updated to incorporate the following:

- FAA guidelines as specified in new 150/5300-13A Advisory Circular for airport designs.
- Updates to reflect the as-built construction of the Mitigated Wetland Removal project.
- Incorporation of the Airfield Signage and Airfield Lighting project design elements.

Deliverables:

Updated construction plans and specifications.

2. Construction Safety Phasing Plan (CSPP)

Level of Service:

- Prepare the stand alone CSPP document along with CAD phasing plan exhibits in accordance with FAA Advisory Circular 150/5370-2F .
- Attend up to two (2) meetings with ATCT Tower Chief to review the CSPP, and to update the plan to reflect any potential safety conflicts identified. Change documents and phasing to reflect the meeting outcomes.
- Electronically submit the CSPP to FAA via their OE/AAA (Obstruction Evaluation/Airport Airspace Analysis) web site and revise the CSPP document by incorporating FAA review comments.

Deliverables:

One electronic version (PDF format) of the CSPP document and one hard copy delivered to the Airport, FAA and FDOT. Copies of FAA review comments.

3. Provide Grant Application Assistance

Level of Service:

Preparation of FAA pre-application and FAA application after receipt of construction bids. In addition, provide assistance in the preparation of FDOT JPA. The grant application package shall be prepared in accordance with FAA guidelines.

Deliverables:

Hard copy originals and electronic version in PDF format of the FAA and FDOT grant assistance packages.

4. Construction Management Program Manuals

Level of Service

The manual summarizes project responsibilities, reporting and testing requirements. It supplements, but does not supersede, the Project Plans and Specifications. It does not relieve the Contractor of responsibility for a Quality Control Plan.

Deliverables:

Prepare up to six (6) sets of Construction Management Program Manual.

5. Conformed Contract Documents

Level of Service:

The project manual, specifications and construction plans as prepared for bidding will be updated "conformed" to include the following items from the bidding phase; pre-bid meeting

notes, pre-construction meeting notes, fully executed contract, bidding addendums, bidder submittal items and construction plans sheets for distribution to the Airport, FAA, FDOT, Contractor and Engineer.

Deliverables:

Prepare up to six (6) sets of conformed contract documents, specifications and construction plans.

6. Record Drawings

Level of Service:

Coordinate the collection of project as-built information from the contractor. The as-built information shall be reviewed by the Project Engineer for conformance with the contract documents, specifications and construction plans. A record set of construction drawings shall be prepared and signed and sealed by the Project Engineer.

Deliverables:

Three (3) sets of record drawings submitted to the City of Leesburg, FAA and FDOT.

7. Project Closeout

Level of Service:

Conduct one (1) site visit for substantial completion by the civil project engineer, electrical engineer and project coordinator. Prepare a punch list of items to be corrected prior to the final acceptance.

Conduct one (1) site visit for final acceptance by the project coordinator to review contractor's compliance and corrections of the substantial completion punch list items.

Deliverables:

Prepare and execute the FDOT 1) Certification of Compliance and 2) Project Completion, Agency Certification forms which state the project has been designed and constructed in accordance with the project contract documents.

Prepare a project closeout book summarizing compliance with FAA and FDOT construction standards, except approved modifications. Summarize project costs and changes.

## **PART 3 – INSPECTION SERVICES**

1. Resident Project Representative (RPR)

Level of Service:

Provide full time RPR services during construction. THE RPR schedule is based on a six (6) month construction schedule allowing 1 week of preparation prior to construction and 1 week after construction for closeout activities as shown in the table below.

Deliverables:

Summary of RPR reports. Copies of daily reports and notes from project meetings will be kept on file for three years.

2. Quality Assurance Testing

Level of Service:

Provide Q/A testing services in accordance with the project specifications.

Deliverables:

*Copies of test results signed and sealed by a professional engineer.*

**COMPENSATION**

Compensation to complete the work as described above, is summarized below and detailed in the attached Exhibit B –Fee Summary Spreadsheet.

<b>Service Description</b>	<b>Fee Type</b>	<b>Amount</b>
Basic Services – Construction Phase	Lump Sum	\$47,180
Basic Services – Direct Costs	Lump Sum	\$1,651
Basic Services – Engineer Travel	Not to Exceed	\$906
Other Services	Lump Sum	\$55,640
Inspection Services - RPR and Q/C Testing	Cost Plus Fixed Fee	\$166,320
Inspection Services - Direct Costs	Not to Exceed	\$8,269
<b>TOTAL FEE</b>		<b>\$279,966</b>

The total fee for the services as described in the Scope of Work above is Two Hundred Seventy Nine Thousand, Nine Hundred Sixty Six Dollars (\$279,966). Monthly billing for lumps sum items will be based on percentage of the work complete. Monthly billings for Not-to-Exceed services will be based on actual costs.

**SCOPE OF SERVICES FOR  
LEESBURG INTERNATIONAL AIRPORT  
REALIGN TAXIWAY "A"  
CONSTRUCTION**

FDOT ITEM NO. 434306-1-94-01

**PROJECT DESCRIPTION:** This project continues the re-alignment of Taxiway "A" begun under prior projects to provide a standard runway to taxiway separation. This Scope of Services includes the construction of the Taxiway "A" Realignment. The construction will be performed by C.W. Roberts.

**PROJECT JUSTIFICATION:** Standard separations will enhance safety particularly during low visibility operations. Re-alignment should also minimize pilot ground operation deviations.

Contractor scope of services include:

1. Furnishing all materials, labor, incidentals, and supplies required to construct the project at Leesburg International Airport and deliver the same to the Owner, ready for use.
2. Providing performance and payment bonds; surveying services to lay out and control the work; Contractor Quality Control testing; all work required to maintain traffic and meet the construction safety requirements; final clean-up and restoration, surveying services for record ("As-Built") drawings, and all paperwork that is required from the Contractor.

These Services are fully defined in the Contract Documents, which include all documents bound together in the "Contract Documents and Specifications" book, the Drawings, the Addenda, and the Proposal submitted by C.W. Roberts.

Payment to the Contractor will be based on actual constructed quantities at the contract unit prices, along with any authorized changes. The cost, based on the bids received, is **\$1,322,637**.

Contractor Payment Deliverables / Milestones: Payment will be made on a monthly basis, based on Periodic Pay Requests listing all work in-place as of the cut-off date (generally the last day of the month,). The Pay Requests will be reviewed by the RPR and the Engineer, who will make any required adjustments and deliver the pay request to the Owner with recommendation for payment. All work must be in place; there is no provision for payment for materials delivered to site.

Upon completion of the work, execution of the final change order, and submittal of all required project completion documents, the final (100%) payment will be made.