

# TASK ORDER NO. 3

## ATTACHMENT A SCOPE OF SERVICES Leesburg International Airport Design & Bidding Services for Airfield Signage Plan

### Part I - Basic Services

#### Preliminary Project Engineering Activities

1. Collect existing information for airfield signage, electrical service, and vault layout and details.

Deliverables:

*A section within the Existing Vault Analysis Report (see task 4) summarizing the information collected.*

Level of Service:

*The collection of existing information will be obtained from previous project design and construction as-built drawings and be used as base data for Tasks 2 and 4.*

2. Conduct visual and photographic reconnaissance, document information.

Deliverables:

*A section within the Existing Vault Analysis (see task 4) summarizing findings from the reconnaissance along with photographs.*

Level of Service:

*The visual and photographic reconnaissance will be conducted by the Project Team at the direction of the Electrical Engineer. The results will be included in the task 4 report.*

3. Coordinate the design survey. The design survey will include existing airfield signs including non-lighted signs. Field crews will document with photograph each sign surveyed. Additional electrical items including duct banks, junction boxes, adjacent edge lights, splice cans, visible during the survey will be collected.

Deliverables:

*This task has no deliverables.*

Level of Service:

*The Project Manger will coordinate with our survey sub-consultant in completing the sub-consultant agreement, scope of work and insurance items.*

4. Conduct an analysis of the existing vault. Document safety issues, along with a preliminary recommendation to correct any issue found during the analysis. Determine existing loads for each circuit.

Deliverables:

*Submit up to five (5) copies of the Existing Electrical Vault Report which incorporates task 1 and 2 items.*

Level of Service:

*The report will be prepared by the Electrical Engineer.*

5. Coordinate, conduct, and attend the Pre-Design Conference at Leesburg International Airport.

Deliverables:

*Meeting Sign-In Sheet, Agenda and Notes.*

Level of Service:

*Meeting will be coordinated with Airport, Tenant, Tower, FAA and FDOT staff. The final meeting notes and sign-in sheet will be electronically distributed to attendees.*

## **Preliminary Design**

1. Attend a meeting with the Owner and with airport users to discuss construction phasing and operational issues. Owner will invite users to attend. Keep and distribute meeting minutes. Prepare preliminary Safety and Operational Plan prior to meeting and update based upon input attained from the meeting.

Deliverables:

*Meeting Sign-In Sheet, Agenda and Notes. In addition, a preliminary safety and operational plan will be developed and included as a required item on the meeting agenda.*

Level of Service:

*Meeting will be coordinated with Airport, Tenant, Tower, FAA and FDOT staff. The meeting notes and sign-in sheet will be electronically distributed to attendees.*

2. Develop the preliminary geometric layouts for the proposed signs, counterpoise system, cable, and note existing signs expected to be removed. Airfield system design and layout will be based upon FAA Advisory Circulars 150/5340-30E, 150/5340-18F, and 150/5300-13 latest edition and changes.

Deliverables:

*Submit up to five (5) sets of 11x17 preliminary construction plans sheets.*

Level of Service:

*The preliminary construction plans shall be prepared under the direction of the Electrical Engineer.*

*The number of hard copies specified by the contract are transmitted to the City, and/or to the regulatory and funding agencies as appropriate.*

*Note: should agencies request or accept electronic copies in lieu of hard copies, the transmittal of the electronic copies shall be considered as fulfilling the Level of Service, and the number of hard copies required shall be appropriately reduced.*

3. Prepare outline specifications for the project. The standard specifications of AC 150/5370-10E, including latest changes, will be used.

Deliverables:

*Submit up to five (5) copies of outline specifications.*

Level of Service:

*The outline specifications shall be prepared under the direction of the Electrical Engineer.*

*The number of hard copies specified by the contract are transmitted to the City, and/or to the regulatory and funding agencies as appropriate.*

*Note: should agencies request or accept electronic copies in lieu of hard copies, the transmittal of the electronic copies shall be considered as fulfilling the Level of Service, and the number of hard copies required shall be appropriately reduced.*

4. Prepare a list of modifications to FAA/FDOT design or specification standards that are known or anticipated. Provide a justification for each and coordinate with FAA/FDOT on the request for deviations as applicable.

Deliverables:

*Submit up to five (5) copies of the list of modifications.*

Level of Service:

*The list of modifications shall be prepared under the direction of the Electrical Engineer.*

*The number of hard copies specified by the contract are transmitted to the City, and/or to the regulatory and funding agencies as appropriate.*

*Note: should agencies request or accept electronic copies in lieu of hard copies, the transmittal of the electronic copies shall be considered as fulfilling the Level of Service, and the number of hard copies required shall be appropriately reduced.*

5. 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 will likely change as design progresses.

Deliverables:

*Submit up to five (5) copies of the list of modifications.*

Level of Service:

*The preliminary opinion of probable construction costs shall be prepared under the direction of the Electrical Engineer and based on the most recent available unit cost information.*

*The number of hard copies specified by the contract are transmitted to the City, and/or to the regulatory and funding agencies as appropriate.*

*Note: should agencies request or accept electronic copies in lieu of hard copies, the transmittal of the electronic copies shall be considered as fulfilling the Level of Service, and the number of hard copies required shall be appropriately reduced.*

## **Final Design**

1. Complete design plans for the Airfield Signage layout. The plans will be designed for up to two stand alone projects or phases.

Electrical design is expected to include:

- a. Demolition of existing airfield lighting signs that no longer meet FAA standards or no longer needed.
  - b. Design of a counterpoise system
  - c. New and modified airfield signage within the airfield side
  - d. Design new electrical ducts in pavement area, if required.
  - e. Installation Details for electrical equipment associated with the airfield sign systems.
  - f. Load calculations for new and modified lighting systems
  - g. Upgrades and modification, based upon safety issues, to the vault
2. Complete the specifications using the standard specifications of AC 150/5370-10, latest change, adapted to the project including all FAA and/or FDOT approved deviations to standards. Contract documents will be included in the specifications along with suggested "Invitation to Bid" sections and advertisements as coordinated with the City of Leesburg Purchasing department.
  3. Complete final operational safety plan, incorporating concerns from Owner, ATCT, and tenants. Safety plan will be submitted to owner for distribution. Exhibits will be prepared for ATCT depicting phases for closures and aircraft operations.
  4. Prepare Final Opinions of Probable Construction Costs. 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. Include in the engineering report.
  5. Prepare estimates of required construction times. It will be used to establish the contract time in the bid documents. Make any minor adjustments to the Safety and Operational Plan indicated by the schedule. Include the estimate in the Engineer's Report.
  6. Prepare the Engineer's Report. A single Engineer's Report will be prepared. The report will discuss design criteria, specific design solutions, modifications to standards, copies of design calculations, construction time and cost estimates, and information used to estimate liquidated damages.
  7. Conduct in-house reviews for coordination of construction documents. These reviews will be done prior to document submittal.
  8. Conduct on-site constructability review.
  9. Complete and submit up to 5 (five), hard copy, sets of the Construction Documents for final review.

Deliverables for Tasks 1 through 9 Final Design:

Submit up to five (5) copies of the following items:

- Final Construction Plans
- Project Specifications and Contract Documents
- Operation Safety Plan
- Final Opinions of Probable Construction Costs
- Estimate of Construction Time
- Engineer's Report
- Notes from the in-house reviews.
- Notes from the on-site constructability review.

Level of Service:

The above deliverables shall be prepared under the direct supervision of the Electrical Engineer and the plans, specifications, operational safety plan and Engineer's report shall be signed and sealed by the Electrical Engineer.

The number of hard copies specified by the contract are transmitted to the City, and/or to the regulatory and funding agencies as appropriate.

Note: should agencies request or accept electronic copies in lieu of hard copies, the transmittal of the electronic copies shall be considered as fulfilling the Level of Service, and the number of hard copies required shall be appropriately reduced.

**Bidding or Negotiation Phase**

1. Assist Owner in preparing bid documents for project in electronic formats. Includes the creating of PDF files of the Contract Documents, Project Specifications and the Construction Plans.

Deliverables:

Electronic versions (PDF format) of the construction plans and project specifications.

Level of Service:

The electronic files shall be coordinated directly with the City of Leesburg Purchasing department.

2. Attend up to one (1) Pre-Bid Conferences.

Deliverables:

Meeting Sign-In Sheet, Agenda and Notes.

Level of Service:

Meeting will be coordinated with Airport, Tenant, Tower, FAA and FDOT staff. The meeting notes and sign-in sheet will be electronically distributed to attendees.

3. Issue addenda packages and clarification letters.

Deliverables:

*Responses to bidder questions and revisions to applicable construction plans and specifications shall be coordinated with and sent to the City of Leesburg Purchasing department.*

Level of Service:

Responses shall be submitted under the direction of the Electrical Engineer.

4. Attend up to one (1) Bid Openings

Deliverables:

*This task has no deliverable.*

Level of Service:

The bid opening shall be attended by the Electrical Engineer or a designated project team member.

5. Prepare and submit a bid tabulation from all the bids received.

Deliverables:

*An electronic version (xls and pdf) of the tabulation of bids.*

Level of Service:

*The tabulation of bids shall be prepared under the direction of the Electrical Engineer in a spreadsheet format. The Electrical Engineer shall certify the bid tabs.*

6. Review bids to determine a responsive low bidder. In addition, prepare and submit to the Owner a letter recommending the award.

Deliverables:

*A recommendation of award letter will be submitted to the City of Leesburg.*

Level of Service:

*The tabulation of bids and bidder submittal items will be reviewed. The recommendation of award letter will comment on the responsiveness and regularity of the bidders submittal items.*

### **Construction Phase Services**

1. Construction Phase Services are excluded from this contract but will be added as separate Task Order for negotiated fees as Federal and State funding become available.

### **Part II - Additional Services**

#### **Additional Services**

1. Provide grant application assistance to include: assistance with the grant narratives, exhibits, and forms.

Deliverables:

*A grant application package ready for review and signature by the Airport Director.*

Level of Service:

The grant application package shall be prepared in accordance with FAA guidelines.

2. Conduct design surveys needed for design purposes.

Deliverables:

Submit two (2) copies of original existing condition design survey drawings.

Level of Service:

The task deliverables shall be prepared by a Florida Registered Surveyor.

3. Prepare a certification letter for both the FAA and FDOT certifying the project has been design in accordance with FAA and FDOT standards, except approved modifications.

Deliverables:

Submit one (1) original certification letter to FAA and FDOT.

Level of Service:

The task deliverables shall be prepared by the Electrical Engineer.

### Schedule

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

- Preliminary Project Engineering Activities and Preliminary Design Phase – Completed within 75 calendar days from the notice to proceed date.
- Final Design Phase - Completed within 30 calendar days after receipt of City of Leesburg review comments of the preliminary plans package submittal.
- Bidding Services will begin upon completion of the Final Design.

### COMPENSATION

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

Service Description	Fee Type	Amount
Preliminary Project Engineer Activities	Lump Sum	\$11,720
Preliminary Design Phase	Lump Sum	\$24,285
Final Design Phase	Lump Sum	\$66,295
Bidding Services	Lump Sum	\$9,160
Additional Services	Lump Sum	\$16,170
<b>TOTAL FEE</b>		<b>\$127,630</b>

The total fee for Design, Bidding and Additional services is One Hundred Twenty Seven Thousand Six Hundred Thirty Dollars (\$127,630.00). Monthly billing for lump sum items will be based on percentage of the work complete.

**AGREED AS TO SCOPE OF SERVICES AND FEE:**

**City of Leesburg**

**Hanson Professional Services Inc.**

\_\_\_\_\_  
By: MAYOR

  
\_\_\_\_\_  
G. Kelly Rubino, Senior Vice President

ATTEST: \_\_\_\_\_  
CITY CLERK

ATTEST: 

DATE: \_\_\_\_\_

DATE: 9/22/11

TASK ORDER No. 3  
 ATTACHMENT B - FEE SUMMARY  
 AIRFIELD SIGNAGE PLAN

LEESBURG INTERNATIONAL AIRPORT

Task	Task Description	Total Cost	Total Hours	Senior Consultant Grade IX	Project Manager/Engineer Grade VII	Electrical Engineer EV/III	Senior Designer Grade III	Tech Grade III	Clerical Grade II	Sub Consultant	Sub Fee + Handling & Profit @
				\$200	\$130	\$130	\$90	\$75	\$60		12%
<b>BASIC SERVICES:</b>											
<b>PRELIMINARY PROJECT ENGINEERING ACTIVITIES</b>											
1	Review Existing Electrical Drawings	\$ 2,600	20		4	16					\$ -
2	Conduct Visual and Photo Reconnaissance	\$ 2,080	16		8	8					\$ -
3	Coordinate Design Survey	\$ 640	6		4				2		\$ -
4	Existing Vault Analysis	\$ 4,160	32		8	24					\$ -
5	Conduct and Attend the Pre-design Conference	\$ 2,240	14	6	8						\$ -
	<b>Sub-Total:</b>	<b>\$ 11,720</b>	<b>88</b>	<b>6</b>	<b>32</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>\$</b>	<b>\$ -</b>
<b>PRELIMINARY DESIGN PHASE</b>											
	Attend Meeting and Prepare Preliminary Operational Safety Plan	\$ 3,445	30.066	6	8			16			\$ -
2	Complete preliminary plans	\$ 12,400	112		24	40	32	16			\$ -
3	Prepare outline specifications	\$ 2,560	24		8	8			8		\$ -
4	Prepare modifications to FAA/FDOT specifications	\$ 2,680	26	2	8	4			12		\$ -
5	Prepare a Preliminary Opinion of Probable Construction Cost	\$ 3,200	26	2	12	4	8				\$ -
	<b>Sub-Total:</b>	<b>\$ 24,285</b>	<b>218</b>	<b>10</b>	<b>60</b>	<b>56</b>	<b>40</b>	<b>32</b>	<b>20</b>	<b>\$</b>	<b>\$ -</b>
<b>FINAL DESIGN</b>											
	Prepare Construction Plans										
1	Cover Sheet (NTS)	\$ 860	10		2			8			\$ -
	Quantity Sheet (NTS)	\$ 2,240	24		8			16			\$ -
	Proj. Layout/Operational Safety Plan (1":300')	\$ 3,080	26	2	16			8			\$ -
	Electrical Legend and Notes (NTS)	\$ 2,240	24		4	4		16			\$ -
	Airfield Electrical Layout Plan (1":40')	\$ 9,480	82	2	40	16		24			\$ -
	Electrical Details (NTS)	\$ 2,680	24		8	8		8			\$ -
	Electrical Vault Modifications (NTS)	\$ 14,060	124	2	2	80		40			\$ -
	Miscellaneous Details (NTS)	\$ 1,120	12		4			8			\$ -
2	Complete Specifications & Contract Documents	\$ 5,360	52	4	16	8			24		\$ -
3	Complete the Operational Safety Plan	\$ 3,255	25	4	16			5			\$ -
4	Prepare Final Opinions of Construction Costs	\$ 1,960	14	2	8	4					\$ -
5	Prepare an Estimate of required Construction Time	\$ 1,800	16		8	4					\$ -
6	Prepare the Engineer's Report	\$ 10,160	76	4	40	32			4		\$ -

TASK ORDER No. 3

ATTACHMENT B - FEE SUMMARY

AIRFIELD SIGNAGE PLAN

LEESBURG INTERNATIONAL AIRPORT

Task	Task Description	Total Cost	Total Hours	Senior Consultant Grade IX	Project Manager/Engineer Grade VII	Electrical Engineer EV/III	Senior Designer Grade III	Tech Grade III	Clerical Grade II	Sub Consultant	Sub Fee + Handling & Profit @
7	Conduct In-house review	\$ 2,880	20	4	8	8			\$60		12%
8	Conduct on-site Constructability Review	\$ 3,120	24		12	12					
9	Complete and Submit Construction Plans & Specs.	\$ 2,000	24		8			16			
	<b>Sub-Total:</b>	<b>\$ 66,295</b>	<b>577</b>	<b>24</b>	<b>200</b>	<b>176</b>	<b>0</b>	<b>133</b>	<b>44</b>	<b>\$</b>	<b>\$</b>
	<b>BASIC SERVICES TOTAL</b>	<b>\$ 102,300</b>	<b>883</b>	<b>40</b>	<b>292</b>	<b>280</b>	<b>40</b>	<b>165</b>	<b>66</b>	<b>\$</b>	<b>\$</b>
	<b>BIDDING SERVICES</b>										
1	Assist Owner in preparing bid documents	\$ 1,340	18		1	1		8			
2	Attend Pre-Bid Conference	\$ 2,080	16		8	8					
3	Issue Addenda and Clarifications	\$ 3,460	42		8	2		16			
4	Attend Bid Opening	\$ 1,040	8			8					
5	Prepare Tabulation of Bids	\$ 740	10		1	1		8			
6	Prepare Award Letter	\$ 500	6		1	1		4			
	<b>BIDDING SERVICES TOTAL - Lump Sum</b>	<b>\$ 9,160</b>	<b>100</b>	<b>0</b>	<b>19</b>	<b>21</b>	<b>0</b>	<b>24</b>	<b>36</b>	<b>\$</b>	<b>\$</b>
	<b>ADDITIONAL SERVICES</b>										
1	Grant Application Assistance	\$ 6,010	55	6	17	8		8	16		
2	Design Survey	\$ 9,520	0							\$ 8,500	\$ 1,020
3	Project Letter Certification	\$ 640	6		4				2		
	<b>OTHER SERVICES PHASE TOTAL:</b>	<b>\$ 16,170</b>	<b>61</b>	<b>6</b>	<b>21</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>18</b>	<b>\$ 8,500</b>	<b>\$ 1,020</b>
	<b>TOTAL FEE:</b>	<b>\$ 127,630</b>	<b>1044</b>	<b>46.0</b>	<b>332.0</b>	<b>309.0</b>	<b>40.0</b>	<b>197.1</b>	<b>120.0</b>	<b>\$ 8,500</b>	<b>\$ 1,020</b>