

**TASK ORDER NUMBER 9
TO AGREEMENT FOR PROFESSIONAL SERVICES
ON A CONTINUING BASIS**

THIS TASK ORDER is made as of the ___ day of _____ 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 9.

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 **EXHIBITS "A" and "B"**..

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:  _____

By: _____

Mayor/Commissioner

Printed: John P. Coombe

Attest: _____

Its: Exec Vice President
(Title)

City Clerk

Date: June 5, 2013

Date: _____

Task Order No. 9
EXHIBIT "A"
SCOPE OF SERVICES
Leesburg International Airport
Realign Taxiway "A"
Bidding Phase Services

PROJECT BACKGROUND AND DESCRIPTION

The project consists of relocation of a segment of Taxiway A. This relocation was previously designed and permitted but was not constructed due to funding limitations. This is the last realignment segment between Runway 3-21 and the threshold of Runway 31 and further extends from Runway 3-21 to intersection Taxiway Bravo.

The project as originally designed and permitted complied with the advisory circulars current at that time which is a condition for federal funding. However, the advisory circulars have changed and the project design and safety plans will need to be updated to meet the current circulars. Federal funding schedules and City of Leesburg bid schedules will preclude doing these updates in advance of bidding. Also, federal funding for this project is not assured since the available funds for FAA construction projects were reduced earlier this year. Consequently, this task order will bid the project as currently designed with the understanding that the design and safety plan updates will occur if, and only, if a federal grant is awarded. However the updates are required prior to construction and will be incorporated in a change order at the time of project award. The fees for the update will be included in a subsequent task order.

This Task Order will provide professional engineering services for project bidding as described below.

PART 1 - BASIC SERVICES - BIDDING

1. Bid Documents

Level of Service:

Assist owner in preparing bid documents in electronic formats. This task includes creating PDF files of the Contract Documents, Project Specifications and the Construction Plans. The electronic files shall be coordinated directly with the City of Leesburg Purchasing Department.

Deliverables:

Electronic versions (PDF format) of the bid documents.

2. Pre-Bid Meeting

Level of Service:

Attend one (1) pre-bid meeting with Airport, Tenants, Tower, FAA and FDOT staff. Prepare meeting agenda, sign-in sheet and meeting notes. The meeting notes and sign-in sheet will be electronically distributed to attendees.

Deliverables:

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

3. Addenda Packages and Clarification Letters

Level of Service:

Prepare up to two (2) addenda packages and clarification letters in response to bidder questions under the direction of the Project Engineer. The responses shall be submitted to the City of Leesburg Purchasing Department.

Deliverables:

Responses to bidder questions and revisions to applicable construction plans and specifications.

4. Bid Opening

Level of Service:

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

Deliverables:

This task has no deliverable.

5. Tabulation of Bids

Level of Service:

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

Deliverables:

Electronic versions (xls and pdf) of the tabulation of bids.

6. Recommendation of Award Letter

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.

Deliverables:

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

COMPENSATION

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

Service Description	Fee Type	Amount
Basic Services – Bidding	Lump Sum	\$11,480
TOTAL FEE		\$11,480

The total fee for the services as described in the Scope of Work above is Eleven Thousand, Four Hundred Eighty Dollars (\$11,480). Monthly billing for lumps sum items will be based on percentage of the work complete.

**Task Order No. 9
EXHIBIT "B"
FEE SUMMAY SPREADSHEET
Realign Taxiway "A"
Bidding Phase Services**

Task	Task Description	Fee	Total Hours	Engineer Civil	Engineer Electrical	Project Management/Coordination	Clerical Grade II
				\$185	\$150	\$120	\$65

BASIC SERVICES:

BIDDING PHASE SERVICES

1	Prepare Bid Documents	\$ 2,890	34	2		8	24
2	Attend Pre-Bid Conference	\$ 2,440	16	8		8	
3	Issue Addenda and Clarifications	\$ 3,340	32	4	4	8	16
4	Attend Bid Opening	\$ 960	8			8	
5	Prepare Tabulation of Bids	\$ 1,110	10	2		4	4
6	Prepare Award Letter	\$ 740	6	2		2	2
Sub Total:		\$ 11,480	106	18	4	38	46

TOTAL - BASIC SERVICES \$ 11,480