

**Task Order No. 03 Amendment No. 2
TO AGREEMENT FOR PROFESSIONAL SERVICES
ON A CONTINUING BASIS**

THIS TASK ORDER is made as of the ___ day of _____ in the year 2014, 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 03, Amendment No. 2.

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.**

By: _____

Printed: _____

Its: _____
(Title)

Date: _____

THE CITY OF LEESBURG, FLORIDA

By: _____

Mayor/Commissioner

Attest: _____

City Clerk

Date: _____

Task Order No. 03 Amendment No. 2
EXHIBIT "A"
SCOPE OF SERVICES
Leesburg International Airport
Airfield Signage Project
Grants, Design Updates, DBE Plan & Bidding Services

PROJECT BACKGROUND

On October 10, 2011 the City Commission authorized execution of Task Order No. 3 with Hanson Professional Services Inc. for the purpose of securing engineering services in connection with a project to replace existing Airfield Signage at Leesburg International Airport to conform to current FAA standards. The scope of work included design and bidding services.

On December 2, 2011, the FAA issued an e-mail stating that new guidelines (Advisory Circulars) have been issued and must be included on all current and new FAA funded airfield projects. The new Advisory Circular 150/5370-2F affected the Airfield Signage project by requiring a Construction Safety and Phasing Plan (CSPP) be developed. This new CSPP requirement was not included under the original Task Order 3.

In July of 2012, Hanson completed work on the airfield design and began work on the preparation of the CSPP and discussed various options on how to fund this work.

After discussions with the City and FAA, in January of 2013, the City elected to move the bidding and construction of the airfield signage project from FAA FY 2013 to FAA FY 2014. As a result, the FAA requested that the design and bidding grant be closed. In discussions with FAA and the City, it was decided to replace the bidding fees with the preparation efforts to date of the CSPP. As a result, on July 22, 2013, the City approved Amendment 1 to Task Order No. 3 to replace bidding services with efforts to date on the preparation of the CSPP.

In October 2013, the FAA announced that grant pre-applications for FAA FY 2014 projects be submitted on or before January 13, 2014.

As a result of the above, this Amendment 2 to Task Order No. 3 will provide professional engineering and management services to complete work on the CSPP, design updates, FAA grant applications, DBE Plan and conduct bidding services as described in the tasks 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:

The Project Manager will attend one (1) pre-bid meeting with Airport, Tenants, Tower, FAA and FDOT staff. The Electrical Engineer will attend the meeting via phone conference. The Project Manager will 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. Bidding Addenda and Clarification

Level of Service:

Prepare up to two (2) addenda packages in response to bidder questions under the direction of the Project Manager and 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 Manager 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 Manager in a spreadsheet format. The Project Manager 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 by the Project Manager. 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 by the Project Manager.

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.
- Changes in existing airfield conditions due to projects that has been or will be completed since the original project design.

Deliverables:

Updated construction plans and specifications.

2. Construction Safety Phasing Plan (CSPP)

Under Amendment 1 to Task Order 3, Hanson began preliminary work on the CSPP. The preliminary work completed under that task order is described below. The remaining work to be completed is listed under the Level of Service.

Preliminary Work Completed to Date

- Hanson completed work on two sets of CSPP plans. The first set was completed and submitted to the Air Traffic Control Tower (ATCT) on 07/31/12. A second set which incorporated ATCT review comments was submitted to the ATCT on 09/12/12. In addition, Hanson has completed work on a draft stand alone CSPP document.
- Hanson held meeting with the ATCT on 07/31/12 and dropped off revised plans on 09/12/12. In addition Hanson held meeting with new ATCT Manager on 12/12/12.

Level of Service:

This work included under this task order will update and complete work on the CSPP as described below.

- Complete work on the stand alone CSPP document along with CAD phasing plan exhibits in accordance with FAA Advisory Circular 150/5370-2F.
- Attend one (1) 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 and Hanson responses.

3. 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. DBE Plan for Fiscals Years 2013, 2014 and 2015

The Airport, as a condition to FAA Grant funding, must have a Disadvantaged Business Plan for the projects that are done with Airport Improvement Program funds. The current plan is outdated and a new plan, to establish and update DBE goals is required. This task shall be preparing a new DBE Plan, updating the DBE participation goals based on the projects currently proposed for FAA funding in federal fiscal years 2013 through 2015. The Plan will be done following requirements set forth in the United States Department of Transportation (DOT) 49 CFR Part 26, "Participation by Disadvantaged Business Enterprise in DOT Programs".

Level of Service:

DBE Directory

In accordance with Part 26 CONSULTANT will research and identify firms eligible to participate as DBEs in the program based on the market area, the proposed projects (a maximum of 25 projects total) , and the FDOT DBE Directory.

Phone calls to up to 25 identified DBE firms within the market area and listed in the FDOT DBE directory will be made and documented, with the purpose being to verify they are still offering services in the market area. A separate DBE directory for the airport will not be included in the final document, which will instead reference the FDOT DBE directory that will be reviewed as part of the plan preparation.

CONSULTANT will obtain information from the following resources and create a list of DBE firms for each discipline of each project for each of the three (3) years:

- Airports Bidder Lists - to the extent available and supplied by the City.
- Florida Department of Transportation (FDOT) Disadvantaged Business Directory –The Airport will use the DBE Directory from the FDOT web site as its official DBE Directory.
- Market Area DBE Directories.
- US Economic Census Data.
- The Airport will provide a list of its Capital Improvement Projects anticipated to be funded under Fiscal Years 2013, 2014 and 2015.

DBE Goals

CONSULTANT will follow the methodology described in Part 26 in determining the DBE goals based on the DBE data collected in subtask 1. The methodology will include the following steps:

- Step 1 Determine a Base Figure representing DBEs Relative Availability.
- Step 2 Examine Available Evidence to determine what adjustment, if any is needed to the base figure from:

- Past Participation
- Disparity Studies if available.
- Step 3 Calculate the Race/Gender-Neutral Split.

DBE Program Document

Upon completion of sub-tasks 1 and 2, Hanson will prepare a draft copy of the DBE Program document for the Airport's and FAA review. The Document will include the following elements:

- Introduction
- Definitions of Terms
- Objectives / Policy Statement
- Non-Discrimination
- Federal Financial Assistance Agreement Assurance
- Contract Assurance
- DBE Program Updates
- DBE Liaison Officer (DBE/LO)
- DBE Financial Institutions
- Directory - The DBE directory shall reference the FDOT DBE directory.
- Over Concentration
- Monitoring and Enforcement Mechanisms
- Quotas
- Overall Goals
- Contract Goals
- Good Faith Efforts
- Information Collection and Reporting
- Counting DBE Participation
- Certification - This will be modified to reference the FDOT certification program.
- Confidentiality

Hanson will prepare a suggested advertisement for the plan and submit this to the Airport with the DBE Program Document. The County will advertise the program for 30 days and collect comments for 45 days. Upon receipt of comments collected and/or generated by the Airport, Consultant will revise the document and submit to the Airport for transmittal to the FAA for approval. Airport recognizes that Consultant cannot guarantee DBE Plan Approval, although Consultant has had success with prior efforts of this type.

Deliverables:

- One draft DBE Program Plan for review by Airport and Public (Draft No. 1). One PDF file and three (3) hard copies.
- One draft DBE Program Plan revised to incorporate Airport and Public comment for submission to FAA for review. (Draft No. 2). One PDF file and three (3) hard copies.
- One final DBE Program Plan revised to incorporate FAA comments. One PDF file and three (3) hard copies.
- One suggested advertisement for the DBE plan in electronic format (Microsoft Word) for the Airport to use as-is or at Airport discretion to modify and advertise the DBE Plan.

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	\$13,320
Basic Services – Direct Costs	Not to Exceed	\$771
Other Services	Lump Sum	\$38,740
Other Services – Direct Costs	Not to Exceed	\$1,508
TOTAL FEE		\$54,339

The total fee for the services as described in the Scope of Work above is Fifty Four Thousand, Three Hundred Thirty Nine Dollars (\$54,339.00). Monthly billing for lumps sum items will be based on percentage of the work complete. Monthly billings for the not to exceed services will be based on actual charges.

Task Order No. 03, Amendment No. 2
EXHIBIT "B"
FEE SUMMARY
Leesburg International Airport
Airfield Signage Project
Grants, Design Updates, DBE Plan & Bidding Services

Task	Task Description	Fee	Total Hours	Engineer Electrical	Project Manager	Planner	Tech Grade III	Clerical Grade II
				\$185	\$120	\$95	\$85	\$65

PART 1 - BASIC SERVICES:

BIDDING PHASE SERVICES

1	Bid Documents	\$ 3,120	36	4	4		4	24
2	Pre-Bid Meeting	\$ 1,810	14	2	12			
3	Bidding Addenda and Clarification	\$ 6,320	56	16	8		16	16
4	Bid Opening	\$ 960	8		8			
5	Tabulation of Bids	\$ 740	8		4			4
6	Recommendation of Award Letter	\$ 370	4		2			2
Sub Total:		\$ 13,320	126	22	38	0	20	46

DIRECT COSTS

1	Direct Costs including telephone, copies and mailing at 3.5% of basic service professional fees	\$ 466
2	Travel cost (Sarasota to Leesburg (2 trips) 272 Miles at .56	\$ 305
Sub Total:		\$ 771

TOTAL PART 1 - BASIC SERVICES \$ 14,091

PART 2 - OTHER SERVICES

1	Design Updates	\$ 12,960	104	40	8		48	8
2	Construction Safety and Phasing Plan							
	Complete Work on Document and Plans	\$ 1,720	18	2	2		10	4
	Attend ATCT Meetings - Incorporate Comments	\$ 2,900	28	4	8		8	8
	Submit CSPP to FAA - Respond to Questions	\$ 2,900	28	4	8		8	8
3	Grant Application Assistance							
	Pre-Application	\$ 2,190	22	2	8		4	8
	Application after Receipt of Bids	\$ 1,190	10	2	4		4	
4	DBE Plan	\$ -	0					
	Calls to DBE Firms	\$ 520	8					8
	DBE Directory	\$ 5,520	56		8	48		
	DBE Goal	\$ 1,760	18		2	16		
	DBE Program Document & Ad	\$ 2,800	34		2	16		16
	Incorporate Airport, Public and FAA Comments	\$ 4,280	48		8	24		16
Sub Total:		\$ 38,740	374	54	58	104	82	76

DIRECT COSTS

1	Direct Costs including telephone, copies and mailing at 3.5% of other service professional fees	\$ 1,356
2	Travel cost (Sarasota to Leesburg (1 trip) 272 Miles at .56	\$ 152
Sub Total:		\$ 1,508

TOTAL PART 2 - OTHER SERVICES \$ 40,248

SUMMARY OF FEES

TOTAL PART 1 - BASIC SERVICES \$ 14,091
TOTAL PART 2 - OTHER SERVICES \$ 40,248

TOTAL FEE \$ 54,339