

**TASK ORDER NUMBER 1  
TO AGREEMENT FOR PROFESSIONAL SERVICES  
ON A CONTINUING BASIS**

**THIS TASK ORDER** is made as of the 22<sup>th</sup> day of September 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 **AVCON, INC.** whose address is 5555 E. Michigan Street, Suite 200, Orlando, FL32822 (hereinafter referred to as the “PROFESSIONAL”).

**WITNESSTH:**

**WHEREAS**, on July 14, 2014, the CITY and PROFESSIONAL entered into an Agreement for Professional Engineering Services for Airport Planning and Engineering Projects 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 1 for a fee of **\$30,087.30**.

**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”**.
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.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have executed this Task Order on the date stated in the preamble to the Task Order.

AVCON, INC.

By: *Sandeep Singh*

Printed: SANDEEP SINGH

Its: PRESIDENT  
(Title)

THE CITY OF LEESBURG, FLORIDA

By: \_\_\_\_\_  
Mayor/Commissioner

Attest: \_\_\_\_\_  
City Clerk

**EXHIBIT “A”**  
**Task Order 1**  
**Scope of Services**

**FOCUSED ENVIRONMENTAL ASSESSMENT**  
**FOR THE**  
**TAXIWAY “A” EXTENSION AND SEAPLANE RAMP**  
**AT THE**  
**LEESBURG INTERNATIONAL AIRPORT**

The overall subject property is the Leesburg International Airport (LEE) located in the City of Leesburg, Lake County, Florida. For the purpose of this study, the proposed project is the extension of Taxiway “A” and the construction of the seaplane ramp into Lake Harris. This project is consistent with the approved Airport Layout Plan (ALP) and is located at the far east end of Taxiway A. The purpose of this study is to evaluate potential environmental impacts that would result from the proposed project, and provide National Environmental Policy Act (NEPA) level process and documentation, as described in detail below. The specific limits of the study area will be coordinated with the Federal Aviation Administration (FAA) Orlando Airport District Office (ADO). The level of assessment will be provided as described in the Focused Environmental Assessment as developed by the Orlando ADO.

The Leesburg International Airport is evaluating the design and construction of Taxiway “A” extension to the east past the Runway 31 end to the property line and the construction of a seaplane ramp from the taxiway extension to Lake Harris. The Airport currently has two runways: the primary runway, Runway 13/31, which has a length of 6,300 feet and a full-length parallel taxiway, Taxiway “A” and Runway 3/21, which has a length of 4,957 feet. The Runway 31 end is serviced by Taxiway “A”.

**JUSTIFICATION**

In accordance with Grant Assurances, the Federal Aviation Administration (FAA) requires Leesburg International Airport to complete a Focused Environmental Assessment prior to designing and constructing the taxiway extension and seaplane ramp. Through the course of this Focused EA, AVCON will determine the exact measures required for this project to move forward in a prudent, economical and logical progression to the design and construction.

In our judgment, the environmental impacts and mitigation options must be identified prior to initiating the design phase in order to determine the true design and construction costs. In other words, if the mitigation alternatives are unknown, as they are now, it is nearly impossible to determine the level of effort required and the cost to mitigate the impacts. This proposal includes the tasks necessary to prepare conceptual options for the design, identify the environmental impacts, identify the mitigation alternatives, establish the permitting requirements, and provide costs for each of those alternatives and set the course for the best design solution leading to construction. The information in this report will form the basis for the final design.

**FOCUSED ENVIRONMENTAL ASSESSMENT**

The Focused Environmental Assessment (FEA) for the proposed development areas at the Airport will be prepared in accordance with the guidance provided in Federal Aviation Administration (FAA) Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions* and 1050.1E – *Environmental Impacts: Policies and Procedures*, and the FAA *Environmental Desk Reference for Airport Actions*, which incorporate the Council on Environmental Quality's (CEQ) regulations for implementing NEPA, as well as U.S. Department of Transportation (DOT) environmental regulations, and many other Federal statutes and regulations designed to protect the Nation's natural and human resources. Accordingly, the FEA will address each of the informational requirements listed in Chapter 7 of FAA Order 5050.4B. The services to be provided to meet those requirements are listed below.

The FEA is to be used only for limited types of projects. The use of this format has been discussed with the Orlando ADO Environmental Program Specialist (EPS) prior to development of this scope of work to conduct the NEPA environmental process for the proposed Airport project. This FEA format is based upon the guidance in FAA Order 5050.4B –The information provided by this FEA will enable the FAA Orlando ADO to evaluate the proposed project's compliance with NEPA and applicable Federal special purpose laws. This format is intended to meet the intent of, and satisfy the FAA's regulatory requirements under NEPA.

#### **I. Focused Environmental Assessment**

The AVCON Team shall assess and document the following components as outlined in the Focused Environmental Assessment provided and developed by the FAA Orlando ADO.

1. Project Location
2. Airport Sponsor Information
3. Preparer Information
4. Proposed Project
5. Purpose of and Need
6. Alternatives to the Project (Including No-Action Alternative)
7. Affected Environment
8. Environmental Consequences-Impact Categories
  - (1) Air Quality (See Note 1 below)
  - (2) Coastal Resources
  - (3) Compatible Land Uses
  - (4) Construction Impacts
  - (5) DOT Section 4(f) and Land and Water Conservation Fund (LWCF) Section 6(f) Resources
  - (6) Farmland--Prime, Unique or state-significant Farmland
  - (7) Fish, Wildlife, and Plants
    - (a) Habitat Impact Assessment
    - (b) Plant Community and Wildlife Impact Assessment
    - (c) Federally Listed and Candidate Species Impact Assessment

This task will include informal consultation with the U.S Fish and Wildlife (FWS) and National Marine Fisheries Service (NMFS) as appropriate. Development of a complete Biological Opinion (BO) is not included nor is reasonably anticipated or allowed within a Focused Environmental Assessment.

(d) State Listed and Candidate Species Impact Assessment

This task will include informal consultation with the Florida Fish and Wildlife Conservation Commission (FWC) and the Florida Department of Environmental Protection (DEP) as appropriate.

(e) Migratory Bird Treaty Act Species Impact Assessment

This task will include informal consultation with the U.S. Fish and Wildlife (FWS) and National Marine Fisheries Service (NMFS) as appropriate.

(f) Avoidance, Minimization, and Mitigation Measures

(8) Floodplain Impact Assessment

(9) Hazardous Materials, Pollution Prevention, and Solid Waste

Use of the Airport's existing Stormwater Preventative Pollution Plan (SWPPP) shall be used in this evaluation. Phase I or greater Environmental Site Assessments are not included in this scope.

(10) Historical, Archaeological, and Cultural Resources National Historic Preservation Act (NHPA) Section 106

Coordination with three Tribal Historic Preservation Officers (THPO) and the State Historic Professionals Officer (SHPO) shall be coordinated through the FAA Orlando ADO EPS. Phase I or greater Cultural Resource Assessments are not included in this scope.

(11) Light Emissions and Visual Impacts

(12) Natural Resources, Energy Supply, and Sustainable Design

(13) Noise Analysis (See Note 1 below)

(14) Secondary (Included) Impacts

(15) Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks

(16) Water Quality

(17) Wetlands

(a) Wetland Identification and Assessment

(b) Impact Assessment- Avoidance

(c) Impact Assessment - Minimization

(d) Compensatory Mitigation

(e) Permits Required

(f) Airport Sponsor Mitigation Statement

(18) Wild and Scenic Rivers

9. Other Considerations

10. Permits Required

11. Mitigation Summary

12. Cumulative Impacts

This evaluation will include the cumulative impact of past (previous 3 years), current, and future (next 5 years) projects occurring within the Leesburg International Airport study area.

13. Report Preparation – AVCON shall incorporate each of the sections above into a comprehensive document in the format generally accepted by the FAA ADO. This section includes:

(1.) Publication of Preliminary Draft FEA

- (2.) Publication of Draft FEA
- (3.) Prepare electronic copy of Draft FEA
- (4.) Publication of Final FEA
- (5.) Prepare electronic copy of Final FEA
- (6.) Quality Control Review

14. Public meetings - AVCON shall attend 2 public meetings for this project. At the public meetings, AVCON will explain the project and will assist the Airport with answering any questions related to the project. If it is determined by the FAA or FDOT that public involvement above and beyond attending two public meetings is required, AVCON has prepared an optional scope and fee proposal for this additional effort. See Section II below.

Note 1: AVCON discussed the scope of the FEA with the FAA on July 11, 2014. In this discussion the FAA indicated the air quality and noise components from the Environment Assessment for the Runway 13-31 extension would remain applicable and these sections would not need to be updated for this project. This scope of work does not include an air quality study or noise modeling. In these sections, AVCON will reference applicable sections of the Runway 13-31 Environmental Assessment. If it is determined that additional documentation is required to complete the FEA, this proposal shall be revisited.

## **II. Public Involvement- OPTIONAL**

With the Public Notice of the Availability of a Draft Environmental Assessment, the public will be given a 15-day notice to request a Public Hearing. Should a Public Hearing be requested, the AVCON Team shall prepare all materials for one (1) Public Hearing. This will be coordinated with the Airport Sponsor and publicly noticed. The AVCON Team shall present the draft FEA for the meeting. The Airport Sponsor will be responsible for public record documentation. A summary of the meeting will be provided as an appendix to the FEA.

## **III. Deliverables:**

- A. Draft FEA to the Airport Sponsor and a revised draft FEA that incorporates any Airport Sponsor comments.
- B. Draft FEA to FDOT and the FAA Orlando ADO and appropriate components to the Florida State Clearing House
- C. Final draft FEA to FDOT and the FAA Orlando ADO EPS for transmittal and approval to the FAA.

## **III Fees**

Total Fee for Focused Environmental Assessment is \$30,087.30.

## **IV Schedule**

The first draft of the Focused Environmental Assessment shall be completed within 90 days from the notice to proceed. The final document shall be complete within 30 days of receipt of comments



Section I. Focused Environmental Assessment	Position: Rate (\$/hour)	Principal		Project Manager		Project Engineer		Planner		Technician		Clerical		Total AVCON Labor		DRMP, Inc. Lump Sum	Taylor Engineering Lump Sum
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Task 1.0 Project Location	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	3	\$ 201.00	
Task 2.0 Airport Sponsor Information	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 67.00	
Task 3.0 Preparer Information	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 67.00	
Task 4.0 Proposed Project	\$ -	-	\$ 350.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	6	\$ 660.00	
Task 5.0 Purpose and Need	\$ -	-	\$ 640.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	12	\$ 1,360.00	
Task 6.0 Alternatives to the Project	\$ -	-	\$ 320.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	6	\$ 660.00	
Task 7.0 Affected Environment	\$ -	-	\$ 320.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	16	\$ 1,576.00	\$ 2,760.00
Task 8.0 Environmental Consequences	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-		
Task 8.1 Air Quality	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	2	\$ 180.00	\$ -
Task 8.2 Coastal Resources	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 250.00
Task 8.3 Compatible Land Uses	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 300.00
Task 8.4 Construction Impacts	\$ -	-	\$ -	-	\$ -	-	\$ 792.00	-	\$ -	-	\$ -	-	\$ -	-	8	\$ 792.00	\$ 100.00
Task 8.5 DOT Section 4(f) and LVCF Section 8(f)	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 350.00
Task 8.6 Farmland	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 300.00
Task 8.7 Fish, Wildlife, and Plants	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 1,850.00
Task 8.8 Floodplain Impact Assessment	\$ -	-	\$ 180.00	-	\$ -	-	\$ 792.00	-	\$ -	-	\$ -	-	\$ -	-	17	\$ 1,468.00	\$ -
Task 8.9 Hazardous Materials, Pollution Prevention, & Solid Waste	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 200.00
Task 8.10 Historical, Archeological, and Cultural Resources	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 200.00
Task 8.11 Light Emissions and Visual Impacts	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	2	\$ 180.00	\$ 200.00
Task 8.12 Natural Resources, Energy Supply, & Sustainable Design	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 300.00
Task 8.13 Noise Analysis	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	2	\$ 180.00	\$ 300.00
Task 8.14 Secondary (Included) Impacts	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 300.00
Task 8.15 Socioeconomic Impacts, Env., Justice, & Cumulative Impacts	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 500.00
Task 8.16 Air Quality	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 1,000.00
Task 8.17 Wetlands	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 200.00
Task 8.18 Wild and Scenic Rivers	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1	\$ 180.00	\$ 200.00
Task 8.19 Task 8.0 Environmental Consequences	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	34	\$ 4,950.00	\$ 6,350.00
Task 9.0 Other Considerations	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	4	\$ 407.00	\$ 200.00
Task 10.0 Permits Required	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	4	\$ 407.00	\$ 150.00
Task 11.0 Mitigation Summary	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	4	\$ 407.00	\$ 1,100.00
Task 12.0 Cumulative Impacts	\$ -	-	\$ 320.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	6	\$ 660.00	\$ 800.00
Task 13.0 Report Preparation & Distribution	\$ -	-	\$ 350.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	5	\$ 520.00	\$ -
Task 13.1 Publication of Preliminary Draft EA	\$ -	-	\$ 350.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	5	\$ 520.00	\$ -
Task 13.2 Publication of Draft EA	\$ -	-	\$ 350.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	2	\$ 134.00	\$ -
Task 13.3 Prepare electronic copy of Draft EA	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	5	\$ 520.00	\$ -
Task 13.4 Publication of Final EA	\$ -	-	\$ 180.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	2	\$ 134.00	\$ -
Task 13.5 Prepare electronic copy of Final EA	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	4	\$ 660.00	\$ -
Task 13.6 Quality Control Review	\$ -	-	\$ 850.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	3	\$ 465.00	\$ -
Task 13.7 Task 13.0 Report Preparations & Distribution	\$ -	-	\$ 640.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	3	\$ 465.00	\$ -
Task 14.0 Public Meetings	\$ -	-	\$ 640.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	4	\$ 640.00	\$ -
<b>Total Labor</b>	<b>4</b>	<b>\$ 860.00</b>	<b>36</b>	<b>\$ 6,760.00</b>	<b>16</b>	<b>\$ 1,664.00</b>	<b>52</b>	<b>\$ 4,880.00</b>	<b>49</b>	<b>\$ 4,206.00</b>	<b>10</b>	<b>\$ 870.00</b>	<b>135</b>	<b>\$ 14,760.00</b>	<b>11,350.00</b>	<b>\$ 1,500.00</b>	

AVCON, INC.

July 15, 2014

Miscellaneous and Out-of-Pocket Expenses

Reimbursable Expenses	Unit	Quantity	Unit Cost	Total
Shipping (20 documents)	Each	10	\$30.00	\$ 300.00
Printing & Graphics	LS	1	2,000.00	\$ 2,000.00
Communications	LS	1	\$2,450.00	\$ 2,450.00
Travel (6 trips @ 30 miles/trip)	Miles	360	\$0.51	\$ 181.80
Subtotal Reimbursable Expenses:				\$ 2,778.80
Subconsultants Fees				\$ 11,350.00
DRPM Labor				\$ 1,250.00
DRMP Expenses				\$ 1,500.00
Taylor Engineering				\$ 1,500.00
Subtotal Subconsultants Fees:				\$ 15,600.00

Total Reimbursable Expenses and Subconsultants Fees: \$ 15,327.80

Section I. Focused Environmental Assessment

SUMMARY	AVCON LABOR EXPENSES	AVCON LABOR SUBCONSULTANTS	TOTAL
	\$ 14,760.00	\$ 2,726.80	\$ 12,600.50
			\$ 30,087.30



EXHIBIT B - FEE ESTIMATE  
LEESBURG INTERNATIONAL AIRPORT  
TAXIWAY A EXTENSION AND SEA PLANE RAMP  
FOCUSED ENVIRONMENTAL ASSESSMENT