

# TASK ORDER NO. 5

## ATTACHMENT A SCOPE OF SERVICES Leesburg International Airport for Security Fence Design and Bidding

### **Project Description**

This project includes design and bidding services for the installation of security fencing at the Leesburg International Airport for the Airport Operations Area (AOA).

The project is funded by the Florida Department of Transportation (FDOT) under the guidelines of Florida Statute 332.007 (8). The design is intended to comply with requirements and guidelines of Federal Aviation Administration's (FAA) Federal Aviation Regulations (FAR) Part 139 Certifications for Air Carrier Service and Department of Homeland Security's Transportation Security Administration (TSA) Code of Federal Regulation (CFR) 49 CFR 1542.

### **Part I - Basic Services**

#### **Preliminary Project Engineering Activities**

1. Pre-Design Conference at the Airport.

Deliverables:

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

Level of Service:

*Prepare meeting materials, conduct and attend the meeting, including coordination with Airport, Air Traffic Control Tower, Tenants, FDOT and TSA in accordance with FAA Advisory Circular 150/5300-9B. The final meeting notes and sign-in sheet will be electronically distributed to attendees.*

2. Conduct visual and photographic reconnaissance, document information.

Deliverables:

*One (1) original aerial map and/or plan view drawing along with photographs showing hand-written notes taken during the field visit to inventory the existing fence location.*

Level of Service:

*For each fence segment inventoried, the following data will be collected and recorded with hand written notes on aerial maps:*

- |                                  |           |
|----------------------------------|-----------|
| a) Type                          | f) Photos |
| b) Height                        |           |
| c) Condition of poles and fabric |           |
| d) Location of rails             |           |
| e) Signs affixed to fence        |           |

*In addition, all vehicle and pedestrian access gates will be collected and recorded.*

*This work for this task will be performed by two (2) field technicians and supervised by the project engineer. The work schedule and locations will be coordinated with the Airport Director and the Air Traffic Control Tower.*

## **Preliminary Design**

1. Develop the preliminary construction plans showing the geometric layouts for the proposed security fencing.

*Deliverables:*

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

*Level of Service:*

*The design and layout will be based upon applicable sections of FAA Advisory Circular 150/5300-13, FAA FAR Part 139 and TSA 49 CFR 1542, latest editions. The preliminary construction plans shall be prepared under the direction of the Engineer and consist of the following sheets:*

- *Cover Sheet*
- *Quantity Sheet*
- *Operational Safety Plan*
- *Existing Conditions/Demolition Plans*
- *Project Layout Sheet*
- *Fencing Plan Sheets*
- *Fence Detail Sheets*

*The preliminary plans shall be submitted to the Airport, Air Traffic Control Tower, FAA, FDOT and TSA requesting review comments.*

*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.*

2. Prepare specifications for the project.

*Deliverables:*

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

*Level of Service:*

*The specifications shall be prepared under the direction of the Engineer, following the guidelines of A/C 150/5370-10E, including latest changes, be coordinated with the City of Leesburg Purchasing Department and consist of the following items:*

- *Cover Sheet*
- *Invitation to Bid – City of Leesburg furnished*
- *General Provisions - City of Leesburg furnished*
- *Contract Forms - City of Leesburg furnished*
- *Special Provisions*
- *Technical Provisions*

*The specifications shall be submitted to the Airport, Air Traffic Control Tower, FAA, FDOT and TSA requesting review comments.*

*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 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 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 proposed security fencing. The final plans will incorporate review comments from the preliminary plans submittal. The final construction plan set will include the following sheets:
  - *Cover Sheet*
  - *Quantity Sheet*
  - *Operational Safety Plan*
  - *Existing Conditions/Demolition Plans*
  - *Project Layout Sheet*
  - *Fencing Layout Plan Sheets*
  - *Fence Detail Sheets*
2. Complete the specifications using the standard specifications of AC 150/5370-10E, latest change, adapted to the project. Specifications will include the City of Leesburg furnished Invitation to Bid, General Provisions/Conditions and Contract Forms along with Hanson prepared Special Provisions/Conditions and Technical Provisions.
3. 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.

4. Conduct in-house reviews for coordination of construction documents. These reviews will be done prior to document submittal.
5. Prepare the Engineer's Report. The report will discuss design criteria, specific design solutions, copies of design calculations, construction time and cost estimates, and information used to estimate liquidated damages.

Deliverables for Tasks 1 through 5 Final Design:

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

- *Final Construction Plans*
- *Project Specifications and Contract Documents*
- *Final Opinions of Probable Construction Costs*
- *Notes from the in-house reviews.*
- *Engineer's Report*

*The final plans will be submitted to the Airport, Air Traffic Control Tower, FAA, FDOT and TSA for approval and to check the incorporation of their preliminary plans review comments.*

Level of Service:

*The above deliverables shall be prepared under the direct supervision of the Engineer. The plans and specifications shall be signed and sealed by the 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.*

## **Bidding 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, 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 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 Engineer or a designated project team member.

5. Prepare and submit 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 Engineer in a spreadsheet format. The 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**

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

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

#### **Additional Services**

1. Conduct design surveys needed for the preparation of the final construction plans.

Deliverables:

*Submit two (2) copies of design survey drawings along with the electronic CAD files.*

Level of Service:

*The design survey work is intended to support the visual photographic reconnaissance work and the final construction plans. The design survey work will begin upon receipt of review comments to the preliminary plans submittal. The task deliverables shall be prepared by a Florida Registered Surveyor or as directed by the Project Engineer. The deliverable will include design survey line work*

for the preparation of the final plans, including; existing fencing and gates, change in directions and ties to building corners.

2. Additional Project Meetings.

Deliverables:

Meeting Sign-In Sheet, Agenda and Notes.

Level of Service:

This task includes attendance at up to four (4) additional project meetings with the Airport, FDOT and/or TSA to review project design items. This task includes the preparation of meeting materials, conducting and attending the meeting, including coordination with Airport, Air Traffic Control Tower, Tenants, FDOT and TSA in accordance with FAA Advisory Circular 150/5300-9B. The final meeting notes and sign-in sheet will be electronically distributed to attendees.

**Exclusions**

1. Design of automated gate systems.
2. Design of lighting systems.
3. Property Boundary Survey.

**Schedule**

The project shall be completed in accordance with the attached Attachment “C” Project Schedule.

**Compensation**

Compensation to complete the work is summarized below and detailed in the attached Attachment “B” Fee Summary spreadsheet:

<b>Service Description</b>	<b>Fee Type</b>	<b>Amount</b>
Preliminary Engineering Activities	Lump Sum	\$6,856
Preliminary Design Phase	Lump Sum	\$21,606
Final Design Phase	Lump Sum	\$19,344
Bidding Services	Lump Sum	\$11,144
Additional Services	Lump Sum	\$14,032
<b>TOTAL FEE</b>		<b>\$72,982</b>

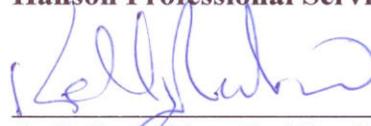
Compensation to complete the lump sum tasks will be a fee of Seventy Two Thousand Nine hundred eighty two Dollars (\$72,982.00). Monthly billing for lump sum items will be based on the deliverables and level of service submitted each month.

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

**City of Leesburg**

**Hanson Professional Services, Inc.**

\_\_\_\_\_

  
\_\_\_\_\_

G. Kelly Rubino, Sr. Vice President

ATTEST: \_\_\_\_\_

CITY CLERK

ATTEST:   
\_\_\_\_\_

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

DATE: 6/24/11  
\_\_\_\_\_

**TASK ORDER 5  
ATTACHMENT B - FEE SUMMARY  
SECURITY FENCE DESIGN AND BIDDING  
LEESBURG INTERNATIONAL AIRPORT**

Task	Task Description	No. of Sheets	Total Cost	Total Hours	Senior Consultant Grade IX	Project Manager/Engineer Grade VII	Tech Grade III / CAD	Clerical Grade II	Sub Consultant	Sub Fee + Handling & Profit @
					\$187	\$135	\$78	\$62		12%

**BASIC SERVICES:**

**PRELIMINARY PROJECT ENGINEERING ACTIVITIES**

1	Prep/Conduct/Attend the Pre-design Conference		\$ 2,656	24		16		8		\$ -
2	Visual & Photographic Reconnaissance		\$ 4,200	48		8	40			\$ -
<b>Sub-Total:</b>			<b>\$ 6,856</b>	<b>72</b>	<b>0</b>	<b>24</b>	<b>40</b>	<b>8</b>	<b>\$</b>	<b>\$ -</b>

**PRELIMINARY DESIGN PHASE**

1	Preliminary Construction Plans		\$ 1,496	8	8					\$ -
	Cover Sheet	1	\$ 312	4			4			\$ -
	Quantity Sheet	1	\$ 624	8			8			\$ -
	Operational Safety Plan	2	\$ 2,328	24		8	16			\$ -
	Existing Conditions	2	\$ 1,872	24			24			\$ -
	Demolition Plans	2	\$ 894	10		2	8			\$ -
	Project Layout Sheet	3	\$ 1,248	16			16			\$ -
	Fencing Plan Sheets	5	\$ 5,280	56		16	40			\$ -
	Fence Details	2	\$ 1,164	12		4	8			\$ -
2	Specifications		\$ 5,224	56		24		32		\$ -
3	Cost Estimate		\$ 1,164	12		4	8			\$ -
<b>Sub-Total:</b>			<b>\$ 21,606</b>	<b>230</b>	<b>8</b>	<b>58</b>	<b>132</b>	<b>32</b>	<b>\$</b>	<b>\$ -</b>

**FINAL DESIGN**

1	Final Construction Plans		\$ 1,496	8	8					\$ -
	Cover Sheet	1	\$ 78	1			1			\$ -
	Quantity Sheet	1	\$ 156	2			2			\$ -
	Operational Safety Plan	2	\$ 1,164	12		4	8			\$ -
	Existing Conditions	2	\$ 156	2			2			\$ -
	Demolition Plans	2	\$ 312	4			4			\$ -
	Project Layout Sheet	3	\$ 624	8			8			\$ -
	Fencing Layout Sheets	5	\$ 4,200	48		8	40			\$ -
	Fence Details	2	\$ 348	3		2	1			\$ -
2	Complete Specifications & Contract Documents		\$ 4,144	48		16		32		\$ -
3	Prepare Final Opinions of Construction Costs		\$ 1,164	12		4	8			\$ -
4	Conduct In-house review		\$ 1,848	16	4	4	4	4		\$ -
5	Engineer's Report		\$ 3,654	34	2	16	8	8		\$ -
<b>Sub-Total:</b>			<b>\$ 19,344</b>	<b>198</b>	<b>14</b>	<b>54</b>	<b>86</b>	<b>44</b>	<b>\$</b>	<b>\$ -</b>

**TASK ORDER 5**  
**ATTACHMENT B - FEE SUMMARY**  
**SECURITY FENCE DESIGN AND BIDDING**  
**LEESBURG INTERNATIONAL AIRPORT**

Task	Task Description	No. of Sheets	Total Cost	Total Hours	Senior Consultant Grade IX \$187	Project Manager/ Engineer Grade VII \$135	Tech Grade III / CAD \$78	Clerical Grade II \$62	Sub Consultant	Sub Fee + Handling & Profit @ 12%
1	Assist Owner in preparing bid documents		\$ 2,072	24		8		16		\$ -
2	Attend Pre-Bid Conference		\$ 2,408	20		16		4		\$ -
3	Issue Addenda and Clarifications		\$ 3,904	40		16	16	8		\$ -
4	Attend Bid Opening		\$ 1,080	8		8				\$ -
5	Prepare Tabulation of Bids		\$ 766	10		2		8		\$ -
6	Prepare Award Letter		\$ 914	6	2	4				\$ -
<b>BIDDING SERVICES TOTAL</b>			<b>\$ 11,144</b>	<b>108</b>	<b>2</b>	<b>54</b>	<b>16</b>	<b>36</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL BASIC SERVICES \$ 58,950 608 24 190 274 120 \$ - \$ -**

**ADDITIONAL SERVICES**

1	Design Surveys - Final Plans		\$ 6,720	0					\$ 6,000	\$ 720
2	Additional Project Meetings		\$ 7,312	48	16	32				\$ -
<b>ADDITIONAL SERVICES TOTAL:</b>			<b>\$ 14,032</b>	<b>48</b>	<b>16</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>\$ 6,000</b>	<b>\$ 720</b>

**TOTAL FEE: \$ 72,982 656 40 222 274 120 \$ 6,000 \$ 720**

**Leesburg International Airport Security Fencing Design and Bidding**

**Exhibit "C" PROJECT SCHEDULE**

Prepared by Hanson Professional Services Inc.  
Task Order No. 5

ID	Task Name	Duration	Month -1	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
1	Security Fencing	91 days	0%									
2	Begin Project (Notice to Proceed Issued)	1 day	0%	◆								
3	Preliminary Engineering Activities	15 days	0%	◆								
4	Conduct the Pre-Design Conference	5 days	0%	◆								
5	Conduct Visual Reconnaissance	10 days	0%	◆								
6	Preliminary Design Phase	25 days	0%	◆								
7	Preliminary Design Plans	15 days	0%	◆								
8	Prepare Specifications	5 days	0%	◆								
9	Prepare Opinion of Probable Construction Cost	5 days	0%	◆								
10	Submit Preliminary Design	0 days	0%	◆								
11	Review and Respond to Comments Period	10 days	0%	◆								
12	Final Design	15 days	0%	◆								
13	Prepare Final Construction Drawings	15 days	0%	◆								
14	Conduct Design Surveys	5 days	0%	◆								
15	Prepare Engineer's Report	5 days	0%	◆								
16	Final Project Specifications	5 days	0%	◆								
17	Final Opinion of Probable Construction Cost	5 days	0%	◆								
18	Complete and Submit Construction Plans & Specs	0 days	0%	◆								
19	Bidding Phase Services	35 days	0%	◆								
20	Prepare Bid Documents	10 days	0%	◆								
21	Advertise Bid	20 days	0%	◆								
22	Attend Pre-Bid Meeting	1 day	0%	◆								
23	Issue Addenda and Clarifications	15 days	0%	◆								
24	Attend Bid Opening	0 days	0%	◆								
25	Prepare Tabulation of Bids	5 days	0%	◆								
26	Prepare Recommendation of Award	5 days	0%	◆								
27	End Project	0 days	0%	◆								

Prepared by Hanson Professional Services Inc.  
Last Updated on May 2, 2011. Note: Duration is shown as working days.

Task Summary  
External Tasks  
External Milestone  
Deadline