

TASK ORDER NO. 4

ATTACHMENT A SCOPE OF SERVICES Leesburg International Airport

Wildlife Hazard Assessment

BACKGROUND

The Wildlife Hazard Assessment at Leesburg International Airport (LEE), will be conducted in accordance with 14 CFR Part 139.337, and will include the following key elements:

- An analysis of the events or circumstances that prompted the assessment
- Identification of the wildlife species observed and their numbers, locations, local movements, and daily and seasonal occurrences
- Identification and location of features on and near the airport that attract wildlife
- A description of wildlife hazards to aircraft operations
- Recommended actions for reducing identified wildlife hazards to airport operations

SCOPE OF WORK

Task 1: Project Development, Scheduling, and Coordination

Prior to conducting the initial site visit and kickoff meeting, Hanson will coordinate with airport staff to compile certain background information related to the vicinity, and airport design, environs and operations. Based on this information, a preliminary list of areas will be identified for further field evaluation. In addition, the team will work with airport management to identify airport ground operations personnel to log wildlife observations throughout the assessment period.

Hanson will provide the following deliverables as part of this task:

1. Kick off meeting and draft initial site visit agenda.
2. Summary of documents and information needed to further study progress.
3. Schedule of site visits (12) and coordination meetings (4).

Task 2: Field Activities

An initial two-day site inspection and meeting will be held at the airport with key staff to identify proper survey points and areas of concern, such as onsite features that represent potential wildlife attractants. In addition, the project team will provide a set of simple observation logs for airport and airport traffic control tower personnel to complete periodically throughout the project and in the event birds and/or other wildlife are observed on the airport property during the observation period.

Site visits will be conducted to assess the wildlife populations and activities during all seasons over a 12-month period, as required by 14 CFR Part 139.337. Site visits will be conducted each month over a two-day period to provide the data necessary to supplement research data and to prepare the wildlife hazard assessment. Field surveys will include point counts on the airport and in the surrounding areas including any identified attractants (i.e. agricultural operations, nearby landfills, etc.,). Additionally, significant concentration areas such as roost sites, water features, and breeding areas will also be identified and monitored.

Hanson will provide the following deliverables as part of this task:

1. Site visit meeting agenda and meeting summary. Summary of data and documents collected and outstanding information needed to further study progress.
2. Monthly site visit summaries identifying activities and findings.

Task 3: Research

The wildlife hazard assessment will include a review of local and regional bird and wildlife populations, including their numbers, their movement patterns near the airport and surrounding areas related to land use patterns. The assessment will also include a review of airport design, current operating procedures, airport wildlife studies or surveys completed by others, habitat management practices, and wildlife dispersal efforts, if applicable. Vicinity and regional research will also be conducted to identify other potential wildlife attractants in the area that may not have been ascertainable from initial site and vicinity inspections.

Hanson will provide the following deliverables as part of this task:

1. Technical memorandums (3) of local and regional bird and wildlife populations and movement patterns.
2. Technical memorandum (1) of other potential wildlife attractants.

Task 4: Draft and Final Assessment Reporting

Following completion of the research phase and necessary field activities, one (1) electronic copy and one (1) hard copy of the interim hazard assessment report will be provided to airport staff and others for review and comment. The report will describe preliminary findings and recommendations, as applicable.

Comments will be received and incorporated into a Draft Wildlife Hazard Assessment. The Draft Report will be circulated for review and comment by designated representatives. Once comments have been received, five (5) electronic copies and two (2) hard copies of the final Wildlife Hazard Assessment will be provided.

Hanson will provide the following deliverables as part of this task:

1. One (1) electronic copy and one (1) hard copy of the interim hazard assessment report will be provided to airport staff and others for review and comment.
2. Once comments/corrections/additions are received, five (5) electronic copies and two (2) hard copies of the final Wildlife Hazard Assessment will be provided.

Task 5: Project Management and Oversight

Principal and senior level staff will conduct routine/periodic reviews of collected data, project memorandums and progress of the project. Additionally, the interim status report and the final Wildlife Hazard Assessment document will be reviewed by principal and/or senior level staff to ensure the highest level of work product accuracy and quality.

Schedule

Upon receipt of the Notice to Proceed, we will proceed with scheduling the project kick-off meeting and discuss the site visit days that are to occur over the 12 month observation period. Upon completion of the observation period, the Research phase will occur followed by the preparation of the draft assessment report.

Compensation

Compensation to complete the work as described above is summarized below and detailed in the attached fee summary spreadsheet:

Service Description	Fee Type	Amount
Task 1 – Project Development, Scheduling and Coordination	Lump Sum	\$19,050
Task 2 – Field Activities	Lump Sum	\$47,340
Task 3 – Research	Lump Sum	\$15,440
Task 4 – Draft and Final Assessment Reporting	Lump Sum	\$22,480
Task 5 – Project Management and Oversight	Lump Sum	\$6,520
Direct Costs	Lump Sum	\$6,706
TOTAL FEE		\$117,536

The total fee for the services described in the scope of work above is One Hundred Seventeen Thousand Five Hundred Thirty Six Dollars (\$117,536.00). 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: Nancy Simmer

DATE: _____

DATE: 9-8-11

TASK ORDER NO. 4
 ATTACHMENT B - FEE SUMMARY
 WILDLIFE HAZARD ASSESSMENT
 LEESBURG INTERNATIONAL AIRPORT

Task	Task Description	Total Cost	Total Hours	Senior Consultant	Project Manager	Sr. Biologist	Staff Biologist	Staff Planner	Clerical Grade II	Sub-Consultant Fees	Sub Fee + Handling & Profit @ 12%
				\$175	\$165	\$110	\$95	\$75	\$55		
Scope of Work											
1	Project Development, Scheduling and Coordination	\$ 19,050	130	8	64	20	20	16	2	2	\$ 1,500
2	Field Activities	\$ 47,340	476	2	32	40	360	40	2	2	\$ -
3	Research	\$ 15,440	120	16	16	40	20	24	4	4	\$ 1,500
4	Draft and Final Assessment Reporting	\$ 22,480	184	8	24	40	60	40	12	12	\$ 3,000
5	Project Management and Oversight	\$ 6,520	48	4	24	8	8	0	4	4	\$ -
Sub-Total:		\$ 110,830	958	38	160	148	468	120	24	24	\$ 6,000
Direct Costs											
1	Direct Costs including telephone, copies and mailing at 9.26% of basic service professional fees	\$ 5,841									
2	Travel from Sarasota (304 miles RT @ 7 Trips) and West Palm Beach (352 miles RT @ 5 Trips) plan \$50.00 per day per diem.	\$865									
Sub-Total:		\$ 6,706									

PLANNING SERVICES TOTAL: \$ 117,536

\$ 117,536 **958** **38** **160** **148** **468** **120** **24** **24** **\$ 6,000** **\$ 720**