

**TASK ORDER UNDER AN  
AGREEMENT FOR PROFESSIONAL SERVICES  
ON A CONTINUING BASIS**

**THIS TASK ORDER** is made as of the 11th day of October in the year 2021, 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”, or “SPONSOR”), and **GAI CONSULTANTS, INC.** whose address is 618 E. South Street, Suite 700, Orlando, FL 32801 (hereinafter referred to as the “PROFESSIONAL”, or “CONSULTANT”).

**WITNESSTH:**

**WHEREAS**, on July 12, 2021, pursuant to resolution 10879 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 (hereinafter referred to as “Task Order”) for professional services providing construction oversight services on the below referenced Project.

**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. **Recitals.**

The above recitals are true and correct and are incorporated herein.

2. **Scope of Services.**

The Parties agree to the Scope of Services and Fee pursuant to the terms and conditions set forth in the PROFESSIONAL’s proposal included as ATTACHMENT ‘A’ for the project generally described as:

**Project:  
LEESBURG INTERNATIONAL AIRPORT APRON REHABILITATION  
CONSTRUCTION SERVICES**

3. **Compensation.**

The PROFESSIONAL shall perform the Scope of Services for an amount not to exceed **\$229,730.00**. The cost of these services shall not exceed this amount unless the CITY has executed a written Change Order approving additional Services and additional compensation.

*[Signature page follows.]*

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

**GAI CONSULTANTS, INC.**

By: Jack E. Thompson, Jr.  
Jack E. Thompson, Jr. (Oct 5, 2021 10:42 EDT)


Printed: Jack E. Thompson, Jr.

Its: Aviation Director  
(Title)

**THE CITY OF LEESBURG, FLORIDA**

By:   
John Christian, Mayor

ATTEST:

  
J. Andi Purvis, City Clerk  
Anna Rottermond, Deputy City Clerk

APPROVED AS TO FORM:

  
Fred A. Morrison, City Attorney



## ATTACHMENT 'A'

### SCOPE OF SERVICES FOR LEESBURG INTERNATIONAL AIRPORT APRON REHABILITATION (CONSTRUCTION SERVICES)

**Project Description:** The Leesburg International Airport (LEE) existing aircraft parking apron was identified in the 2019 FDOT Statewide Airfield Pavement Management Program report as being a top priority for pavement rehabilitation. FDOT

**Project Justification:** Three apron sections, 4105, 4120, and 4125, identified in the report have Pavement Condition Index (PCI) values of 51, 57 and 64 respectively. Apron pavements have a Minimum Service Level PCI of 60. At this point in the pavement's lifecycle, rehabilitation is recommended. If the pavement is allowed to deteriorate further, full reconstruction may be required. Reconstruction is more costly and has a far greater impact on airport operations.

**Tasks and Cost:** This scope of services includes Construction Administration, Resident Engineering, Construction Inspection and QA Material Testing Services. Total Lump Sum cost of this scope of services is **\$229,730.00**.

#### **CONSTRUCTION PHASE SERVICES:**

##### **Task 1 - Contract Administration (\$24,000.00)**

Construction Contract Administration shall consist of observation of the construction to become generally familiar with the progress and quality of the Contractor's work to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FDOT during the construction of the Project.

Construction Contract Administration includes the following services:

1. Preparation of reimbursement request packages; coordination of their execution by the Sponsor; and submission to the funding agency.
2. During Construction Phase, aid the Sponsor by acting as its liaison and Project coordinator with the funding agencies.
3. Schedule and conduct a pre-construction conference. Prepare and distribute minutes.
4. Schedule and conduct weekly construction coordination meetings. Prepare and distribute minutes. The Project Manager will attend sixteen (16) meetings in person and the remainder by conference call.
5. Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, catalog cuts, and samples.

6. Review alternative construction methods proposed by the Contractor and advise the Sponsor of the impact of these methods on the schedule and quality of the Project.
7. Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the Sponsor in resolving contractor claims and disputes.
8. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the Sponsor when necessary.
9. Prepare, review, and approve monthly and final payments to Contractor(s).
10. Conduct final inspections of the completed Project with the Sponsor's airport personnel, FDOT, and the Contractor.
11. Furnish the Sponsor one reproducible set of the record drawings for the completed Project taken from the annotated record drawings prepared by the resident engineer based upon Contractor-provided information.
12. Issue certificates of construction completion to the Sponsor and FDOT.
13. Perform an orderly closeout of the Project as required by the Sponsor and FDOT.

**Task 2 - Construction Observation (\$171,280.00)**

The construction observation phase shall consist of construction observation by a resident engineer and a full-time inspector who will:

1. Maintain project records and documentation in accordance with FDOT requirements.
2. Review documents and submissions by Contractor(s) pertaining to scheduling and advise the Sponsor as to their acceptability.
3. Observe the Work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Work.
4. Attend and conduct pre-paving and pre-installation conferences and weekly progress meetings.
5. Observe testing and inspection. Arrange for, conduct, or witness field, laboratory, or shop tests of construction materials as required by the plans and specifications for the Project.
6. Prepare and submit inspection reports of construction activity and problems encountered as required by the Sponsor and FDOT.

The Consultant agrees to perform the services in the Construction Observation Phase of this Project during the construction contract period, estimated to be as follows:

Pre-Construction:	Inspector	24 hours
	Resident Eng.	24 hours
Inspection:	Inspector	20 weeks @ 50 hrs/week
	Resident Eng.	20 weeks @ 20 hrs/week
Post-Construction:	Inspector	24 hours
	Resident Eng.	24 hours

### **Task 3 – Quality Assurance Material Testing (\$34,450.00)**

During the construction phase the Engineering Laboratory shall consult with and advise the Engineer concerning geotechnical considerations affecting construction of those portions of the Project for which the Engineering Laboratory is to render QA Material Testing services. In connection with observations of the Contractor's work in progress, the Engineering Laboratory shall:

1. Make visits to the site at intervals appropriate to the various stages of construction as requested by the Engineer to perform on-site quality control inspections and/or field tests to ensure compliance of the Contractor's work with Contract Documents. The Engineering Laboratory shall notify the Engineer of its findings on a daily basis. If compliance is not being met, the Engineering Laboratory shall notify the Engineer immediately.
2. Collect such samples and perform such tests as are necessary to check the Contractor's work for compliance with the Contract Documents.
3. The Engineering Laboratory shall provide the following:
  - a. Laboratory Supervisor. The Laboratory Supervisor shall be an employee of the Engineering Laboratory and shall have prior quality control experience on a project of comparable size and scope.
  - b. Asphalt Technician. The Engineering Laboratory shall provide a sufficient number of Asphalt Technicians to adequately inspect the contractor's production.
  - c. Soils/Concrete Technician. The Engineering Laboratory shall provide a sufficient number of Soils/Concrete Technicians to adequately inspect the contractor's operations.
  - d. Field and laboratory reports covering the investigations and analyses.
4. The Engineering Laboratory shall advise the Engineer concerning special monitoring, testing or redesign required because of unforeseen conditions encountered during construction.
5. The Engineering Laboratory shall communicate with Contractor(s) only through, or with the knowledge of, the Engineer.

### **PAYMENT DELIVERABLES / MILESTONES:**

Payment for the above listed items or tasks will be made after the following deliverables are received or milestones occur:

- Payment will be made for activities performed in accordance with the tasks above. A progress report or other means of verification will be provided with each invoice attesting to the work performed.
- Invoices shall be prepared monthly and may be based on a percentage of completion
- Verification of a Pre-construction Conference and Conference Minutes
- Construction Observation Reports
- Construction Inspection Reports
- Record Drawings for the completed project
- Final Inspection and Closeout Documentation
- QA Material Testing results and reports

**END OF ATTACHMENT A**

**FEE PROPOSAL**  
 CONSTRUCTION ADMINISTRATION AND OBSERVATION SERVICES FOR APRON REHABILITATION  
 LEESBURG INTERNATIONAL AIRPORT

**LABOR SUMMARY**

TASK	DESCRIPTION	Project Manager		Resident Engineer		Inspector		Subconsultant		Labor Costs	
		Rate/Hour: \$	Hours	Rate/Hour: \$	Hours	Rate/Hour: \$	Hours	Rate/Hour: \$	Hours	Hours	Cost
<b>1</b>	<b>CONTRACT ADMINISTRATION</b>										
1.1	Agency Coordination	\$ 4,800	32	\$ -	-	\$ -	-	\$ -	-	32	\$ 4,800
1.2	Pre-construction meeting	\$ 1,200	8	\$ -	-	\$ -	-	\$ -	-	8	\$ 1,200
1.3	Weekly Construction meetings	\$ 6,000	40	\$ -	-	\$ -	-	\$ -	-	40	\$ 6,000
1.4	Submittal review and approval and RFI resolution	\$ 3,600	24	\$ -	-	\$ -	-	\$ -	-	24	\$ 3,600
1.5	Pay application review and approval	\$ 2,400	16	\$ -	-	\$ -	-	\$ -	-	16	\$ 2,400
1.6	Final Punchwalk, Final Punchlist, and Final Inspection	\$ 2,400	16	\$ -	-	\$ -	-	\$ -	-	16	\$ 2,400
1.7	Project closeout	\$ 3,600	24	\$ -	-	\$ -	-	\$ -	-	24	\$ 3,600
	<b>Subtotal</b>	\$ 24,000	160	\$ -	0	\$ -	0	\$ -	-	160	\$ 24,000
<b>2</b>	<b>CONSTRUCTION OBSERVATION</b>										
2.1	Pre-construction coordination and existing condition documentation	\$ -	-	\$ 3,000	24	\$ 2,640	24	\$ -	-	48	\$ 5,640
2.2	On site Resident Engineer	\$ -	-	\$ 50,000	400	\$ -	-	\$ -	-	400	\$ 50,000
2.3	Full-time inspector	\$ -	-	\$ -	-	\$ 110,000	1000	\$ -	-	1,000	\$ 110,000
2.4	Post-construction records preparation & Construction As-Built Review	\$ -	0	\$ 3,000	24	\$ 2,640	24	\$ -	-	48	\$ 5,640
	<b>Subtotal</b>	\$ -	0	\$ 56,000	448	\$ 115,280	1048	\$ -	-	1,496	\$ 171,280
<b>3</b>	<b>QUALITY ASSURANCE MATERIAL TESTING</b>										
3.1	Quality Assurance Material Testing	\$ -	0	\$ 1,000	8	\$ -	0	\$ -	-	8	\$ 34,450
	<b>Subtotal</b>	\$ -	0	\$ 1,000	8	\$ -	0	\$ -	-	8	\$ 34,450
<b>Total Labor and Expenses</b>										<b>1664</b>	<b>\$ 229,730</b>