

## SCOPE OF SERVICES

### SS-1. **BACKGROUND/OVERVIEW**

Leesburg International Airport (LEE) is a large General Aviation airport with over 50,000 flight operations per year located approximately 4 miles southeast of historic downtown Leesburg and 30.5 nautical miles northwest of Orlando. Leesburg International is the largest airport in Lake County. The airport has grown substantially in the past few years and it continues to grow. Approximately 140 fixed wing and 15 helicopters are permanently based at LEE. The airport serves a diversity of activities; with its two intersecting runways, being the main runway (13/31) 6,300 feet and the secondary runway (03/21) 4960 feet, the airport can support a variety of aircraft. Leesburg International is conveniently located near major highways including Florida's Turnpike and U.S. Highways 27 and 441. The airport features three GPS approaches, tie downs, hangar facilities, flight schools, maintenance shops, U.S. Customs and Border Protection office, Air-Traffic Control Tower, and a fire station on site. In addition, the airport is a Foreign-Trade Zone site.

### SS-2. **PROJECT DESCRIPTION**

The City of Leesburg (City) intends to rehabilitate Runway 13/31. The project is located at the Leesburg International Airport. The airport runway falls in the Runway Design Group CIII. The current runway is rated by the Florida Department of Transportation (FDOT) as in FAIR condition as per the FDOT 2015 Pavement Report provided in the Solicitation Package for reference. The City will be applying for an Airport Improvement Program Grant for the rehabilitation of the runway. The City will require professional services to design for construction the rehabilitation project.

The City anticipates the design work to include the following areas runway 13/31 resurfacing/rehabilitation; upgrades to the lighting, signage and striping. The City anticipates the updating the runway designation to 14/32 during the rehabilitation project.

The City will be applying for grant funding from the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT). This funding will cover a majority of the cost of this project. The City estimates the construction cost to be approximately \$5.2 million.

### SS-3. **GENERAL SCOPE OF SERVICES**

A project specific Scope of Services will be determined with the selected Professional. The City anticipates the Scope of Services provided by the selected Professional will include those listed below. All services are subject to negotiation.

#### **a. Design Phase**

The Consultant shall complete the design for the new pavement, electrical, and signage associated with the Runway 13/31 Rehabilitation Project. Design documents and associated design meetings will take place at the following intervals: 30% design, 60% design, 90% design and 100% completion of construction documents. Design Phase services may include:

- Coordination of special services, if needed, such as geotechnical testing and surveying.
- Provision of required documents and services to obtain all construction permits.
- Preparation of a Draft Construction Schedule.
- Engineering Calculations
- Schedule of Submittals
- Runway Pavement Design
- Runway Profile and Grading Design
- Phasing and Safety Design

- Airfield Electrical/Lighting Design – should be consistent or similar to previous lighting upgrades
- Specifications
- Opinion of Probable Construction Cost
- Engineer’s Report
- Project Coordination Meetings
- Design Review Meetings
- Specifications and Drawings for Bidding
- Final Specifications and Drawings for Construction
- Meeting Agendas and Minutes
- Quality Assurance/Quality Control

**b. Bidding/Permitting Phase**

The project will be publically advertised for contractors to bid on the project. The Consultant shall be responsible for the following during the bidding phase:

- Conduct a pre-bid meeting with potential bidders including site visit.
- Provide written responses to bidder’s questions.
- Provide information for addenda.
- Review the qualifications of the bidders and provide written recommendation of award.

**c. Construction Phase Services**

The consultant shall provide Construction Administration (CA) and Resident Project Representative (RPR) services during the construction of the project. Construction Phase services may include:

- Provide a RPR to the project to monitor and inspect the Contractors work during construction
- Attend the pre-construction conference
- Review submittals and shop drawings
- Review test results (as required)
- Make periodic site visits (civil & electrical)
- Prepare engineer’s field visit reports
- Review and respond to requests for information (RFIs) (as required)
- Review and approve Applications for Payment
- Review change orders, if necessary
- Attend pre-final and final inspection and prepare report
- Provide record drawings

**SS-4. PROFESSIONAL SERVICES AGREEMENT**

Following the ranking of responding Professionals the City will begin contract negotiations in accordance with Florida Statute 287.055. The City will negotiate scope of services and hourly billable rates to arrive at a total compensation for services fee.

The City will provide the negotiated Agreement to a Company selected by the City to conduct an Independent Cost Estimate (ICE) as required by FAA grant agreements.

A sample Professional Services Agreement is included in the RFQ Response Package for the review of all interested Professionals.

[END OF SECTION]