

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
CONTINUING ENGINEERING AGREEMENT – ZHA, INC.**

**EXHIBIT II  
TASK ORDER # 55-B  
7-28-21**

**AGREEMENT:** Professional Engineering, Architectural, Project Inspection, Construction Management and Planning Services

**OWNER:** Panama City-Bay County Airport and Industrial District

**CONSULTANT:** ZHA Inc. and its sub-consultants noted below

**SUBCONSULTANTS:** AVCON, Inc., Voltair, SCR & Associates, NOVA Engineering

**TASK ORDER DESCRIPTION:** North Terminal Concourse Apron Expansion – Design Services

**SCOPE OF SERVICES:** The CONSULTANT shall provide professional engineering services to provide design services related to the construction of a new Aircraft Apron to support the North Terminal Concourse expansion. The apron will include paving, drainage, stormwater management system modifications, security, potential relocation of some existing utilities, apron edge lighting and high mast lighting modifications, apron markings, final grading, grassing, and other components related to the project.

The apron will provide aircraft loading/unloading from the North Terminal Concourse expansion at the airport. The apron will be approximately 23,300 sy of PCC concrete and designed to accommodate all classifications of aircraft. The apron will connect to the existing terminal apron and will include apron edge lighting and high mast lighting as required.

1. The CONSULTANT interface with the OWNER FAA, TSA, FDOT, Bay County and others as the project is developed through design and procurement. It is anticipated that two (2) meetings may be required for this purpose in addition to the other meetings noted in this scope of work and the normal communications with the parties for development of the design, compliance with all applicable standards, codes and requirements, FAA approval and the procurement process.
2. The CONSULTANT shall prepare and submit the FAA Airspace Study Checklist, if required by FAA, for proposed on-airport improvements, after review by OWNER.
3. The CONSULTANT shall review as-built information available, existing conditions, and inspect the site to ensure existing conditions are dealt with in the design documents.
4. The CONSULTANT shall commission a survey and geotechnical testing required to prepare the design for the project.
5. The CONSULTANT shall participate in coordination meetings with the OWNER to confirm the requirements. It is anticipated that one (1) coordination meeting may be required during the development of the design.
6. The CONSULTANT shall prepare 10% design drawings for review by the OWNER, and others the OWNER designates and participate in three (3) meeting with the

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OWNER, and others the OWNER designates of the 10% design development and approval.

7. Any modifications to the stormwater management system will be discussed and reviewed by the CONSULTANT'S stormwater engineer for compliance with the stormwater permit. The CONSULTANT shall identify the changes or modifications required, incorporate those changes or modifications in his design.
8. The CONSULTANT shall prepare 90% design/permitting drawings and technical specifications for the project to be procured under a lump sum bid construction contract, with unit pricing for change orders purposes only, to include the following:
  - a. Drawings required fully describing existing conditions, existing systems modifications, new work, utility and existing facility relocations, and all other required drawings to fully describe the work in accordance with all applicable standards, codes, and requirements.
  - b. Technical specifications with all sections necessary to fully specify the work in the project and in accordance with all applicable standards, codes and requirements.
  - c. Non-technical specification sections for the front portion of the bid documents (instruction to bidders, bid proposal forms, bond forms, insurance forms, compliance statements, general conditions, special conditions, construction contract, and related documents) shall be provided by the CONSULTANT.
  - d. Probable cost estimate shall be prepared by the CONSULTANT utilizing the 90% design documents.
9. The CONSULTANT shall participate with the OWNER, and others as the OWNER designates in a meeting to review the 90% documents and discuss the project and its procurement and implementation. The CONSULTANT shall incorporate all review comments from the review meeting and others received and prepare a 90% review submittal as necessary and, if required, participate with the OWNER, in a meeting with FAA for presentation of the 90% documents and their review.
10. The CONSULTANT shall prepare 100% design/permitting/procurement documents including all review comments of the 90% design documents. Following review of the 100% documents by the OWNER, the CONSULTANT shall incorporate any review comments and provide the 100% documents for submission to Bay County and shall provide any additional information (RAIs) required, for Bay County to approve a Development Order for the project. The OWNER will submit the documents for Bay County review and action.

**DELIVERABLES:** Duplicate digital copies of all submittals in both CAD and PDF formats; submittals to include: FAA Airspace Submittal; 10% Submittal, 90% Submittal, 100% Submittal.

**SERVICES NOT INCLUDED:** Services not included in this task order include any bidding or construction related services; bidding & award, construction administration, CEI or material testing services that would occur under a separate task order. All meetings with the CONSULTANT and his other SUBCONSULTANTS shall be considered a part of basic

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services.

**SCHEDULE OF SERVICES:** The CONSULTANT shall prepare 10% design documents for review on or before 60 calendar days from the Notice to Proceed (NTP). The CONSULTANT shall prepare 90% construction documents within 90 days of receipt of review comments of 10% documents. The CONSULTANT shall prepare 100% design/permitting/procurement documents within 30 days of receipt of review comments of 90% documents. The CONSULTANT shall prepare the 100% set of CONTRACT documents within 14 days of receipt of review comments of 100% documents.

**COMPENSATION:** As noted below

For a Total Not-To-Exceed Budget with monthly periodic billing for professional services for the North Terminal Concourse Apron Expansion – Design Services, of Three Hundred Fifty-six Thousand Three Hundred Dollars and No Cents (\$356,300.00), composed of the following components:

**A. N-T-E Hourly Rate Basis for the CONSULTANT:** Hourly compensation with monthly periodic billing to provide professional services for the North Terminal Concourse Expansion Apron Expansion – Design Services with a Not-to-Exceed budget of Sixty-three Thousand Four Hundred Twenty-five Dollars and No Cents (\$63,425.00).

**B. Lump Sum Basis for Civil and Engineering expenses** a budget of Two Hundred Ten Thousand One Hundred Dollars and No Cents (\$210,100.00).

**C. Lump Sum Basis for Electrical Engineering expenses** a budget of Fifty-eight Thousand One Hundred Dollars and No Cents (\$58,100.00).

**D. Allowance Basis for Survey and Geotechnical investigation for CONSULTANT'S** geotechnical investigation expenses a budget of Fifteen Thousand Seven Hundred Fifty Dollars and No Cents (\$15,750.00).

**E. Lump Sum Basis for SUBCONSULTANT:** for MySmartPlans mobilization and setup and maintenance fees of Six Thousand Three Hundred Dollars and No Cents (\$6,300.00).

**F. Reimbursable Expenses of Two Thousand Six Hundred Twenty-five Dollars and No Cents (\$2,625).**

End of Task Order

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**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives, under seal, as of the day and year first above written above,

**ZHA INCORPORATED**

**PANAMA CITY-BAY COUNTY  
AIRPORT AND INDUSTRIAL**

By: 

Print Name: Frederick J. Mellin, Jr.  
Title: President/CEO

By: 

Print Name: Glen McDonald  
Title: Board Chairman