

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

EXHIBIT II
TASK ORDER # 57
LONGTERM & EMPLOYEE PARKING EXPANSION
11-17-21

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

OWNER: Panama City-Bay County Airport and Industrial District

CONSULTANT: ZHA Incorporated

SUBCONSULTANTS: AVCON, SCR, NOVA, SmartPlans

TASK ORDER DESCRIPTION: Long Term and Employee Parking Expansion Planning, Design and Bid & Award

SCOPE OF SERVICES: The CONSULTANT will provide engineering services to support the planning, preparation of design and construction documents, bid package, bid evaluation and bid award of the Long Term and Employee parking expansion, in line with the Airport's Master Parking Development Plan and in anticipation of continued, increased long term and employee parking demand. The project will address the following proposed improvements:

- Long Term & Employee Parking Lot Expansion (Approximately 144 spaces)
- Stormwater Management (Secondary Conveyance)
- Relocation of Existing Utilities (as required)
- Marking & Signage Plan
- Other associated modifications, reconfigurations, and/or improvements required of the project

DETAILED SCOPE OF SERVICES

The following elements describe the scope of services to be provided as part of this work effort:

PRELIMINARY PLANNING SERVICES:

1. **Coordinate Design Criteria:** CONSULTANT shall determine and confirm civil criteria, including design assumptions, operational characteristics, and related features. The proposed development scope and limits shall be coordinated and confirmed with airport staff.
2. **Prepare FAA Airspace Study:** CONSULTANT shall prepare the FAA Airspace Study Checklist required by FAA for proposed on-airport improvements and submit supporting to ECP staff for submittal to the FAA.
3. **Perform Civil Site Review:** CONSULTANT shall review the current site conditions to evaluate any potential conflicts to be coordinated prior to design.

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4. **Prepare 10% Conceptual Layout:** CONSULTANT shall prepare a 10% conceptual layout drawing depicting the geometric layout of parking lot and general stormwater conveyance.

DESIGN PHASE SERVICES:

1. **Determine Design Pavement Section:** CONSULTANT shall perform a pavement design evaluation in accordance with FDOT standards based on the total anticipated traffic loads within the parking area. The pavement design will assume an asphalt pavement section.
2. **Prepare Secondary Drainage Conveyance and Coordinate with Drainage Consultant:** CONSULTANT shall conduct a secondary drainage conveyance design assessment to be coordinated with the Drainage Consultant incorporating into the master drainage design.
3. **Prepare 90% Design Drawings:** CONSULTANT shall prepare and submit 90% design drawings in accordance with FDOT dimensional and grading standards.
4. **Conduct 90% Design Review Meeting with Airport:** CONSULTANT shall conduct a design review meeting with Airport staff to discuss the features of the 90% design documents. Review comments received from the Airport shall be documented.
5. **Coordinate 90% Construction Safety and Phasing Plan (CSPP) with FAA:** In accordance with FAA AC 150/5370-2F, SUBCONSULTANT shall coordinate the 90% CSPP plan with the FAA via the OEAAA website for approval prior to proceeding to final design drawings. CONSULTANT shall review comments provided by the FAA and revise the 90% CSPP as needed.
6. **Technical Specifications:** CONSULTANT shall prepare technical specifications in accordance with FAA and FDOT design standards to govern the proposed construction.
7. **Identify Pay Items and Prepare Bid Forms/Schedule:** CONSULTANT shall identify proposed project pay items and shall prepare bid forms and bid schedules for the work. Based on the nature of the work, the bid forms shall represent a unit price contract.
8. **Prepare Opinion of Probable Construction Cost:** CONSULTANT shall prepare an opinion of probable construction cost based on the 90% design drawings. Task shall include updating the opinion following preparation of the final bidding documents.
9. **Perform QA/QC Review of Design Documents and Update:** CONSULTANT shall perform and document an internal review of the technical elements and bidding format of the 90% design documents. The design documents shall be updated in accordance with the review results prior to submittal to the Airport.
10. **Prepare and Submit Design Documents:** CONSULTANT shall prepare and submit four (4) sets of the updated 100% design documents to the Airport for review and coordination with FDOT as a condition of receiving approval for advertising the project. Each set shall include:

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BID PHASE SERVICES

1. **Attend Pre-Bid Conference and Prepare Minutes:** CONSULTANT shall participate in a Pre-Bid Conference. CONSULTANT shall provide and distribute meeting minutes of the Pre-Bid Conference to participants, CONSULTANT, and Airport staff.
2. **Prepare and Distribute Addenda and Responses to Questions:** CONSULTANT shall prepare formal responses to questions by potential bidders as recorded during the Pre-Bid Conference and during the specified period prior to the project bid opening and prepare and distribute addenda to bidding documents as required to address required clarifications or revisions resulting from bidder's questions.
3. **Prepare Bid Tabulation and Recommendation of Award:** CONSULTANT shall review all bids received, including the Engineer's estimate. Based on the review, CONSULTANT shall provide a formal recommendation of the award.

SERVICES NOT INCLUDED: Services do not include construction administration, CEI or materials testing services associated with the construction phase, which will be authorized under a separate task order.

SCHEDULE OF SERVICES: The CONSULTANT shall prepare 10% Conceptual Design Layout for review on or before 2 weeks from the Notice to Proceed (NTP). The CONSULTANT shall prepare 90% Construction Documents for review on or before 2 months after receipt of review comments. The CONSULTANT shall prepare Permit Documents 2 weeks after receipt of review comments.

COMPENSATION: As noted below

The Total Fee for Long Term and Employee Parking Expansion Planning, Design and Bid & Award Services with monthly periodic billing is of One Hundred Thirty-Nine Thousand Six Hundred Two Dollars and No Cents (\$139,602.00) which includes the following components:

- A. **Hourly Not-to-Exceed Design Services Fees for the CONSULTANT:** Hourly compensation with monthly periodic billing to provide professional services, a Not-to-Exceed budget of Five Thousand One Hundred Ninety-six Dollars and No Cents (\$5,196.00).
- B. **Lump Sum Basis Engineering Fees for SUBCONSULTANT:** Lump Sum compensation with monthly periodic billing to provide professional services, a Lump Sum fee of One Hundred Thirteen Thousand Nine Hundred Sixty-seven Dollars and No Cents (\$113,967.00).
- C. **Allowance Basis for Survey Fees for SUBCONSULTANT:** Hourly compensation with monthly periodic billing to provide professional services, a Not-to-Exceed budget of Five Thousand Two Hundred Fifty Dollars and No Cents (\$5,250.00).
- D. **Allowance Basis for and Geotechnical investigation for CONSULTANT'S** geotechnical investigation expenses a budget of Five Thousand Two Hundred Fifty Dollars and No Cents (\$5,250.00).

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- E. Lump Sum Basis for SUBCONSULTANT: for MySmartPlans mobilization and setup and maintenance of Three Thousand Nine Hundred Thirty-eight Dollars and No Cents (\$3,938.00).
- F. Allowance Basis for Reimbursable Expenses for CONSULTANTS reimbursable expenses a budget of One Thousand Fifty Dollars and No Cents (\$1,050.00)

End of Task Order.

IN WITNESS WHEREOF, the parties hereto have caused Ibis 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: 

By: 

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

Print Name: Glen McDonald
Title: Board Chair