

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

**SUBJECT:** Task Order No. 9 – ROFA Grading Improvements – Construction Phase Services for November 10, 2023 through December 31, 2023 for Phase 3

**DATE:** January 9, 2024

- RECOMMENDATION
- POLICY DISCUSSION
- STATUS REPORT
- OTHER

**BUDGET INFORMATION:**

ANNUAL-  
CAPITAL- \$26,150.00

**PRESENTED BY:** Phil Eberly – Lead Edge Design Group

**COMMISSION ACTION REQUESTED ON:** January 16, 2024

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**PURPOSE:** To seek approval of Lead Edge Design Group Task Order No. 9, which covers Construction phase services for the period of November 10, 2023 through December 31, 2023 for Phase 3 of the ROFA Grading Improvements project.

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**BACKGROUND / HISTORY:** This task order covers the fees for the construction phase services for November 10, 2023, through December 31, 2023, for Phase 3 of the ROFA Grading Improvements project, which includes construction administration, on-site observation, and conducting site visits during the construction of the project.

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**FACTS AND ISSUES:**

- The 5-year Airport CIP was approved at the November 18, 2021 Board of Commissioners meeting.
  - The ROFA project was approved in the 5-year CIP for the Habersham County Airport.
  - This task order was unanimously recommended by the Airport Commission at their January 9, 2024 regular meeting.
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**OPTIONS:**

- 1) Approve recommendation
  - 2) Deny recommendation
  - 3) Commission defined alternative
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**RECOMMENDED SAMPLE MOTION:**

Motion to approve Lead Edge Design Group Task Order No. 9 for ROFA Grading Improvements – for construction phase services for November 10, 2023 through December 31, 2023.

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**DEPARTMENT:**

Prepared by: Patti McLarty

Director: \_\_\_\_\_

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**ADMINISTRATIVE  
COMMENTS:** \_\_\_\_\_

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\_\_\_\_\_ **DATE:** \_\_\_\_\_

County Manager

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**TASK ORDER NO. 9  
ROFA GRADING IMPROVEMENTS  
HABERSHAM COUNTY AIRPORT  
CORNELIA, GEORGIA**

This Task Order is written pursuant to the basic agreement entitled General Services Agreement, executed on July 1, 2021. The referenced basic agreement pertains to proposed improvements to the Habersham County Airport. This Task Order entered into and executed on the date indicated below the signature block, by and between the Habersham County Board of Commissioners (Owner) and Lead Edge Design Group, Inc. (Engineer), sets forth the project description, project schedule, and engineering fees related to the Construction Phase for Phase 3 of the ROFA Grading Improvements project at the Habersham County Airport.

**SECTION I - PROJECT DESCRIPTION**

The project is to consist of:

- A. Construction phase services for Phase 3 of the ROFA Grading Improvements project.

**SECTION II - PROJECT SCHEDULE**

From the time the Owner approves this Task Order, the Engineer shall begin construction phase services for the project.

**SECTION III - SCOPE OF SERVICES**

Engineer will provide those services listed in the basic agreement which are applicable to this specific Task Order. Specifically, this project will include:

- A. Provide construction phase services for November 10<sup>th</sup>, 2023, through December 31<sup>st</sup>, 2023, for Phase 3 of the ROFA Grading Improvements project, which includes construction administration, on-site project observation and conducting site visits during the construction of the project.

Services not included in this Task Order:

- A. Predesign geotechnical investigation
- B. Topographic survey for design
- C. 3-year Disadvantaged Business Enterprise Plan or Disadvantaged Business Enterprise Plan for a specific project
- D. Engineers design report
- E. ALP Update
- F. Design phase services
- G. Bid phase services
- H. Geotechnical quality assurance testing during construction

- I. Record drawings
- J. Utility location, removal, or relocation
- K. Preparation of design drawings, specifications, and contract documents
- L. As-built surveys
- M. Environmental services
- N. Removal or mitigation of hazardous materials

**SECTION IV - FEES AND PAYMENTS**

The following fees are to be paid to the Engineer as compensation for these services:

A. Basic services – Construction phase: \$ 26,150.00

**SECTION V - BASIC AGREEMENT IN EFFECT:**

Except as amended specifically herein, the basic General Services Agreement shall remain in full force as originally approved and executed.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be duly executed as of the date and year first written herein.

**HABERSHAM COUNTY BOARD OF COMMISSIONERS**

**LEAD EDGE DESIGN GROUP, INC.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_