

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

**SUBJECT:** Lead Edge Design Group Task Order #11 – ROFA Grading Improvements

**DATE:** May 13, 2024

**RECOMMENDATION**

**POLICY DISCUSSION**

**BUDGET INFORMATION:**

**STATUS REPORT**

**ANNUAL-** \$15,600

**OTHER**

**CAPITAL-**

**PRESENTED BY:** Phil Eberly

**COMMISSION ACTION REQUESTED ON:** May 20, 2024

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**PURPOSE:** To seek approval for Lead Edge Design Group Task Order #11, ROFA Grading Improvements

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**BACKGROUND / HISTORY:** Lead Edge Design Group provided construction phase services for Phase 1 of the ROFA Grading improvements project from March 1, 2024 through March 29, 2024, which includes construction administration, on-site project observation, and conducting site visits during the construction of the project, and to attend the final inspection for Phases 1, 2, and 3.

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**FACTS AND ISSUES:**

- 1) Task Order #11 is for construction administration, on-site project observation, and conducting site visits during construction of the project, as well as attending final inspections for phases 1, 2, and 3.
  - 2) Covers time period of March 1, 2024 through March 29, 2024.
  - 3) Task Order #11 is written pursuant to the basic agreement entitled General Services Agreement, executed on July 1, 2021.
  - 4) The Airport Commission approved this task order at their May 14, 2024 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 #11 for ROFA Grading Improvements Construction Phase services for March 1-March 29, 2024.

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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. 11  
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 1 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 1 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 March 1<sup>st</sup>, 2024, through March 29<sup>th</sup>, 2024, for Phase 1 of the ROFA Grading Improvements project, which includes construction administration, on-site project observation and conducting site visits during the construction of the project.
- B. Attend the Final Inspection for Phase 1, 2 and 3.

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: \$ 15,600.00

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