

**HABERSHAM COUNTY BOARD OF COMMISSIONERS**

**EXECUTIVE SUMMARY**

**SUBJECT:** Lead Edge Design Group Task Order #12 – Runway Overlay

**DATE:** May 15, 2024

**RECOMMENDATION**

**POLICY DISCUSSION**

**BUDGET INFORMATION:**

**STATUS REPORT**

~~ANNUAL-~~ \$27,000

**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 #12, for construction phase services for the Runway Overlay project.

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**BACKGROUND / HISTORY:** Lead Edge Design Group will provide construction phase services for the Runway Overlay project, which includes construction administration, on-site project observation, and conducting site visits during the construction of the project. Also included in the scope of services is attending the pre-construction conference and the final inspection, and also to prepare record drawings at project completion.

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**FACTS AND ISSUES:**

- 1) Task Order #12 covers construction phase services for the Runway Overlay project.
  - 2) Includes construction administration, on-site project observation, and conducting site visits during the construction of the project.
  - 3) Also included in the task order is preparation of record drawings at project completion.
  - 4) Task Order #12 is written pursuant to the basic agreement entitled General Services Agreement, executed on July 1, 2021.
  - 5) Task Order #12 was approved by the Airport Commission on May 14, 2024.
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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 #12 for Runway Overlay Construction Phase services.

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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. 12  
RUNWAY OVERLAY  
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 the Runway Overlay project at the Habersham County Airport.

**SECTION I - PROJECT DESCRIPTION**

The project is to consist of:

- A. Construction phase services for the Runway Overlay 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 the project, which includes construction administration, on-site project observation and conducting site visits during the construction of the project.
- B. Attend the Preconstruction Conference and the Final Inspection.
- C. Prepare record drawings at project completion.

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. Utility location, removal, or relocation

- I. Preparation of design drawings, specifications, and contract documents
- J. As-built surveys
- K. Assistance with obtaining permits
- L. Agency permit fees
- M. Environmental services
- N. Removal or mitigation of hazardous materials
- O. Printing and shipping

**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: \$ 27,000.00

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