



June 3, 2022

Mr. Jim Dean
City Manager
City of Marianna
2895 Jefferson Street
Marianna, Florida 32446

**Reference: Tabulation of Bids and Recommendation of Award
Concrete Apron Rehabilitation
Marianna Municipal Airport**

Dear Mr. Dean:

On Tuesday, April 26, 2022 at 2:00 p.m. local time, bids were opened at the City Hall for the Concrete Apron Rehabilitation project at the Marianna Municipal Airport. One (1) bid was received, and a tabulation of the bid is enclosed herein as **Attachment A** for your reference. The respective bid amounts are summarized as follows:

Bid Alternate	Pettibone Concrete Construction, Inc.	<i>Engineer's Estimate</i>
Base Bid	\$ 210,740.00	\$ 300,620.00
Additive Alternate No. 1	\$ 1,248,602.50	\$ 2,244,743.50

We have reviewed the scope of work with Pettibone Concrete Construction, Inc. (Pettibone) and have confirmed their understanding of the project. Pettibone has provided similar concrete apron rehabilitation services at nearby general aviation and commercial service airports, specializes in airfield concrete pavement construction, and appears to meet the contractor qualification requirements in the Instructions to Contractors.

The City has available \$363,865 in grants funds for construction. Based on this funding, it appears the City can award the Base Bid in the amount of \$210,740 and add additional pavement rehabilitation through a change order up to \$153,125. This additional pavement rehabilitation will likely include the pavement immediately northeast of the Base Bid limits of work.

The bid amount submitted by Pettibone is almost 30% below the engineer's estimate. We discussed this difference with the bidder and they confirmed their bid amount and their ability to successfully execute this project.

Notwithstanding the City's final review of the complete project documents and legal review of bid forms, we recommend the City award the Base Bid for the Concrete Apron Rehabilitation project to Pettibone Concrete Construction, Inc. at the bid amount of \$210,740.00, and execute Change Order No. 1 to add additional pavement rehabilitation work up to \$153,125, subject to concurrence by the FDOT.

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We stand ready to assist the City in the implementation of this important project based on your determination of the desirability of the award at this time. Should you have any questions or require additional information, please do not hesitate to contact us at your convenience.

Sincerely,

AVCON, INC.

A handwritten signature in blue ink that reads "John Collins". The signature is written in a cursive style with a large initial "J" and "C".

John Collins, P.E.
Senior Project Manager

Enclosures as identified above

**BID TABULATION
CONCRETE APRON REHABILITATION
MARIANNA MUNICIPAL AIRPORT
BIDS OPENED APRIL 26, 2022**

ATTACHMENT A

ITEM NUMBER	BID ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		PETTIBONE CONCRETE CONST.	
					UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
BASE BID - SLABS 2,162 TO 2,913								
	C-100-1	CONTRACTOR QUALITY CONTROL PROGRAM	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00
	C-105-1	MOBILIZATION	LS	1	\$ 26,420.00	\$ 26,420.00	\$ 15,000.00	\$ 15,000.00
	M-020-1	TIE DOWN ANCHORS, NEW	EA	4	\$ 2,000.00	\$ 8,000.00	\$ 725.00	\$ 2,900.00
	P-101-1	ROTARY-RANDOM SAW AND SEAL (RRS / S)	LF	3,760	\$ 15.00	\$ 56,400.00	\$ 5.25	\$ 19,740.00
	P-101-3	REMOVE AND REPLACE PATCH (R&RP)	SF	60	\$ 150.00	\$ 9,000.00	\$ 180.00	\$ 10,800.00
	P-101-4	REMOVE AND REPLACE EXISTING JOINT SEALANT	LF	6,800	\$ 6.00	\$ 40,800.00	\$ 4.75	\$ 32,300.00
	P-501-1	COMPLETE SLAB REPLACEMENT (SR)	SF	6,000	\$ 25.00	\$ 150,000.00	\$ 17.50	\$ 105,000.00
						\$ 300,620.00		\$ 210,740.00

ADDITIVE ALTERNATE 1 - SLABS 1,816 TO 2,908

	C-100-1	CONTRACTOR QUALITY CONTROL PROGRAM	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00	\$ 50,000.00
	C-105-1	MOBILIZATION	LS	1	\$ 203,158.50	\$ 203,158.50	\$ 15,000.00	\$ 15,000.00
	M-020-1	TIE DOWN ANCHORS, NEW	EA	168	\$ 2,000.00	\$ 336,000.00	\$ 600.00	\$ 100,800.00
	P-101-1	ROTARY-RANDOM SAW AND SEAL (RRS / S)	LF	16,420	\$ 15.00	\$ 246,300.00	\$ 5.25	\$ 86,205.00
	P-101-2	SAW CUT, REMOVE UNSOUND CONCRETE AND PATCH, FULL DEPTH (SRUC & P)	SF	45	\$ 100.00	\$ 4,500.00	\$ 200.00	\$ 9,000.00
	P-101-3	REMOVE AND REPLACE PATCH (R & RP)	SF	90	\$ 150.00	\$ 13,500.00	\$ 180.00	\$ 16,200.00
	P-101-4	REMOVE AND REPLACE EXISTING JOINT SEALANT	LF	33,880	\$ 6.00	\$ 203,280.00	\$ 4.75	\$ 160,835.00
	P-501-1	COMPLETE SLAB REPLACEMENT (SR)	SF	49,125	\$ 25.00	\$ 1,228,125.00	\$ 16.50	\$ 810,562.50
						\$ 2,244,743.50		\$ 1,248,802.50

TASK ORDER 02
PROFESSIONAL BID AND CONSTRUCTION PHASE SERVICES
GENERAL AVIATION APRON REHABILITATION
MARIANNA MUNICIPAL AIRPORT

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 20, 2021 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: June 3, 2022
- b. Owner: City of Marianna, Florida
- c. Engineer: AVCON, INC.
- d. Specific Project (title): General Aviation Apron Rehabilitation
- e. Specific Project (description): Professional Bid and Construction Phase Services for the General Aviation Apron Rehabilitation project.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are set forth in **Exhibit A: Scope of Services** (3 pages) dated June 2022 attached hereto and incorporated as part of this Task Order.
- B. Other Services: NONE
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

Additional Services that may be authorized or necessary under this Task Order are: NONE

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following. None.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, all bid and construction phase services shall be performed on a schedule acceptable to the City of Marianna.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Bid Phase Services	\$6,300	Lump Sum
Construction Administration Services	\$28,480	Lump Sum
Limited Construction Inspection Services (DHM, Inc.)	\$10,000	Not to Exceed
Material Acceptance Testing (NOVA)	\$5,000	Not to Exceed
TOTAL COMPENSATION	\$49,780	Lump Sum/NTE

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

a. AVCON, INC.

8. Other Modifications to Agreement and Exhibits:

None

9. Attachments:

a. Exhibit A: Scope of Services

10. Other Documents Incorporated by Reference:

None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is June 3, 2022.

OWNER: CITY OF MARIANNA, FLORIDA

ENGINEER: AVCON, INC.

By: _____

By: _____

Print Name: _____

Print Name: Virgil C. "Lee" Lewis, P.E.

Title: _____

Title: Vice-President

Engineer License or Firm's
Certificate No. (if required): # 5057

State of: Florida

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: John Collins, P.E.

Title: _____

Title: Senior Project Manager

Address: _____

Address: 320 Bayshore Drive, Suite A
Niceville, Florida 32578

E-Mail
Address: _____

E-Mail
Address: jcollins@avconinc.com

Task Order Form

**EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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EXHIBIT "A"
SCOPE OF SERVICES - AVCON, INC.
Professional Bid and Construction Phase Services

General Aviation Apron Rehabilitation
Marianna Municipal Airport
June 2022

SECTION A: PURPOSE

This scope of services describes professional Bid and Construction Phase Services to be performed by AVCON, INC. ("CONSULTANT") to administer the construction of the Concrete Apron Rehabilitation project at the Marianna Municipal Airport. The design documents to rehabilitate the entire general aviation apron were developed in a previous task order.

This scope of work details the bid, construction administration, and limited construction inspection services to be performed by CONSULTANT for this project which is funded by FDOT Public Transportation Grant Agreement G1181.

SECTION B: DESCRIPTION OF TASKS

Task 1 - Bidding Phase Services (Lump Sum)

1. **Prepare for and Attend Pre-Bid Conference:** CONSULTANT shall conduct a Pre-Bid Conference at the Marianna Municipal Airport to discuss specific project issues, specific construction features, operational phasing, special airfield construction limitations, and other applicable requirements.
2. **Prepare & Distribute Minutes of Pre-Bid Conference:** CONSULTANT shall prepare and distribute minutes of Pre-Bid Conference to conference attendees and funding agencies.
3. **Respond to Questions:** CONSULTANT shall prepare formal responses to questions submitted by potential contractors prior to awarding the contract.
4. **Prepare and Distribute Addenda:** CONSULTANT shall prepare and coordinate addenda to bid documents as required to address any revisions resulting from questions.
5. **Attend Bid Opening:** CONSULTANT shall attend the bid opening at City Hall and open the bids publicly. AVCON shall record the preliminary bid amounts and collect copies of the bids for further evaluation and recommendation.
6. **Prepare Recommendation of Award and Bid Tabulation:** CONSULTANT shall prepare a recommendation of award to the City based on bids received by prospective contractors. The recommendation shall include a tabulation of bids received.

Task 2: Construction Administration Services (Lump Sum)

1. **Prepare Conformed Construction Documents:** Following the project construction award, CONSULTANT shall incorporate addenda items as applicable and shall prepare and submit two (2) sets of the "Release for Construction" documents, including plans, specifications, and front-end

SCOPE OF SERVICES - AVCON, INC.

General Aviation Apron Rehabilitation, Bid and Construction Phase Services

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documents, for City records. In addition, Consultant shall prepare and submit one (1) additional set of "Release for Construction" documents for FDOT review prior to issuing the Notice-To-Proceed for construction work.

2. **Coordinate with Owner and Contractor During Construction:** CONSULTANT shall provide routine updates and coordination with the City and Contractor throughout construction.
3. **Participate in Pre-Construction Conference; Prepare Minutes:** CONSULTANT shall coordinate and participate in a Pre-Construction Conference to present and discuss specific project issues, specific construction features, operational phasing, special airfield construction limitations, and other applicable requirements. The work shall include responding to questions related to AVCON design features and distributing meeting minutes from the meeting.
4. **Participate in Six (6) On-Site Visits to Review Work:** CONSULTANT shall participate in up to six (6) site visits during construction to observe progress of work. Visits shall be intended to enable observations of the progress to ensure that construction is generally consistent with the design objectives and with applicable safety and security requirements.
5. **Review Contractor Shop Drawings:** CONSULTANT shall review shop drawings as submitted by the Contractor and shall evaluate compliance with respect to contract requirements. An owner-specified review period (approximately two weeks) shall be specified in the project documents for shop drawing review and response from receipt of the respective shop drawing.
6. **Review Contractor Pay Applications:** CONSULTANT shall review pay requests as submitted by the Contractor on a monthly basis to review and evaluate the requested values versus the actual work completed and accepted for the payment period. The task shall include review of the work completed in conjunction with the Construction Inspector and certification by the Inspector and the Professional Engineer that the pay application reflects the work performed and stored materials accepted.
7. **Coordinate JPA Grant Eligibility and Reimbursement:** CONSULTANT shall prepare a summary of funding eligibility and recommended reimbursement based on copies of grants provided by City. Task shall include a summary of anticipated funding prior to construction and updates on a monthly basis. A summary of eligibility and recommended reimbursement totals shall be provided at project close-out.
8. **Coordinate RFIs with Contractor:** CONSULTANT shall respond to Contractor Requests for Information (RFIs) as required to provide clear interpretation of the contract requirements. The work shall include preparation of Work Directives or other instruction during the construction phase as appropriate to ensure proper completion in accordance with the contract documents.
9. **Participate in Substantial Completion Inspection:** CONSULTANT shall attend a punch-list walk-through of the construction upon completion to verify completeness of work. The work shall include an evaluation to determine whether the work items satisfy substantial completion requirements. The task shall include a review of project close-out requirements for the Contractor.

SCOPE OF SERVICES - AVCON, INC.

General Aviation Apron Rehabilitation, Bid and Construction Phase Services

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- 10. Administer Punch-List:** CONSULTANT shall prepare and monitor a project punch-list to verify final completion in accordance with contract documents as part of this task. The task shall include a review of the list with the Contractor to clarify remaining contract requirements.
- 11. Participate in Final Completion Walk-Thru:** CONSULTANT shall attend a final inspection walk-through of the construction upon completion of the identified punch-list items in order to verify completeness of work and to determine acceptance of the constructed work. The work shall include an evaluation to determine whether the work items satisfy substantial completion requirements and certification of the completion.
- 12. Prepare and Provide Record Drawings/Close-Out Documents:** Prepare and provide one (1) set of record drawings and one (1) set of electronic files (in ACAD format) reflecting the installation of features as constructed on site. CONSULTANT shall assist City with the preparation of the close-out documentation and shall prepare a close-out package documenting the project. The close out documentation shall include field visit summaries, testing results, approval and clearance letters, and general project information to address FDOT close-out requirements.
- 13. Coordinate and Perform Material Acceptance Testing:** CONSULTANT shall coordinate with a licensed geotechnical subconsultant to perform material acceptance testing necessary to confirm compliance with contract specifications. Material acceptance testing shall include, but not be limited to, subgrade densities prior to pipe placement and new subgrade and base densities below new pavements.

SECTION C: ASSUMPTIONS AND EXCLUSIONS

1. Limited construction inspection shall be provided by David H. Melvin, Inc. Inspection assumes 10 days of inspections as 10 hours per day (100 hours total) at an average billing rate of \$100 per hour.
2. Material acceptance testing will be provided by NOVA Engineering and Environmental, LLC.
3. Construction duration will be 90 days to substantial completion and 110 days to final completion. Any extension to this time may result in additional administration or inspection fees.

SECTION D: OUT-OF-POCKET EXPENSES

All job-related travel, job-related reprographic costs and supplies, interim review document printing, fax and long distance charges, mail and express mail services, and printing and plotting costs associated with the design and preparation of design documents shall be included in the lump sum budgets for which the work is a part.

SECTION E: ADDITIONAL SERVICES

Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service tasks without the written authorization of the City of Marianna.

END OF SCOPE