



CONTRACT# AIR/220118

CITY OF OCALA

CONTINUING PROFESSIONAL SERVICES

CONTRACT WORK ORDER

TASK WORK ORDER NO: 26-01

EFFECTIVE DATE: October 21, 2025

DS
Dr
Contracting Officer
Approval/Initials

Project Title: Construction Engineering Services Terminal Apron Rehabilitation

To: *Infrastructure Consulting and Engineering, PLLC*
5550 West Idlewild Ave, Suite 115
Tampa FL 33634

Attn: *Doug Hambrecht, P.E.*

FUNDING SOURCE: 341-331-000-000-09-33174
451-099-999-542-81-99800

EXPENDITURE ACCOUNT NUMBER: 341-060-763-542-69-65010 (FAA)
451-027-763-542-69-65010 (Airport)

In accordance with your executed City Council Agreement, you are hereby authorized to commence the work outlined in the attached scope of work. The approved work order amount as a maximum limiting amount shall not to exceed **\$112,476**

Requested By: *Matt Grow* **Date:** 09/30/2026
Department Director

Approved By: _____ **Date:** _____
Council President/City Manager



5550 West Idlewild Avenue, Suite 115, Tampa, Florida 33634

April 30, 2025

Mr. Matt Grow
Airport Director
Ocala International Airport
1770 SW 60th Ave. Suite 600
Ocala, Florida 34474

**Reference: Proposal for Construction Engineering Services
 Ocala International Airport (OCF)
 Terminal Apron Rehabilitation**

Dear Mr. Grow,

INFRASTRUCTURE CONSULTING & ENGINEERING is pleased to provide the enclosed proposal of Professional Construction Engineering Services & Inspection for the Rehabilitation of the Terminal Apron at Ocala International Airport.

Thank you for the opportunity to serve you with this important effort. We look forward to a successful project and a continued working relationship with the Ocala Intl. Airport (OCF).

The total cost for these services is a lump sum amount of **\$112,475.56.**

I hope you find this proposal acceptable, and we look forward to working with you.

Sincerely,
INFRASTRUCTURE CONSULTING & ENGINEERING

Doug Hambrecht PE
Vice President – Aviation

Enclosures:
EXHIBIT A – SCOPE OF SERVICES
EXHIBIT B – FEE ESTIMATE

Exhibit 'A'

OCALA INTERNATIONAL AIRPORT

Terminal Apron Rehabilitation

CONSTRUCTION PHASE SERVICES

Contract # AIR/220118

Infrastructure Consulting and Engineering 5550 W.
Idlewild Avenue
Suite 115
Tampa Florida 33634
P 813.330-2701



**Exhibit "A" – SCOPE OF SERVICES OCALA
INTERNATIONAL AIRPORT
Terminal Apron Rehabilitation**

**SCOPE OF SERVICES
BIDDING, CONSTRUCTION ADMINISTRATION & INSPECTION SERVICES**

INTRODUCTION

INFRASTRUCTURE CONSULTING AND ENGINEERING, PLLC (ICE) shall provide required professional services to oversee the construction of the **Rehabilitation of the Terminal Apron** project at the OCALA INTERNATIONAL AIRPORT in the CITY OF OCALA, FL. The existing surface PCI is 52 (poor), with cracking, spalling, and rutting. The current pavement section consists of 7.75" of asphalt over 12" of limerock base, supported by 12" of clay-stabilized subgrade. Issues with rutting in the asphalt exist due to fatigue. The project includes two bid schedules and phases. Phase one construction involves the removal of existing tie-downs, milling the existing pavement to a depth of 8", and replacing it with a 6" thick Asphalt Mix Pavement (P-403) and 2" of fuel-resistant asphalt mix (P-404) for the surface course. Additionally, two underground mini-hatch pits will be installed, along with related conduit work. Phase two construction includes milling the existing asphalt in front of the terminal building to a depth of 2" and replacing it with 2" of FDOT Superpave SP12.5, as well as the installation of underground conduits for the hatch pit installed in phase one. The project duration is 22 days with a punch list and remobilization for permanent paint marking at 30 days. This punch list inspection will be part-time, estimated at 14 days. All work shall be performed during the day, except for the area in front of the terminal building, which shall be completed at night.

The project area is 153,000 square feet (17,000 SY).

The work associated with this Scope includes the various tasks identified in the agreement, which are necessary to provide Construction Phase Services to include Construction Administration and Construction Inspection for the construction of this project.

Professional services to be provided by the consultant shall include the civil engineering services required to accomplish the following items:

TASK 1- BIDDING & AWARD SERVICES

The Consultant shall perform general coordination with the City and Bidders and will:

1. Prepare addenda as necessary
2. Assist the City in tabulating and evaluating bids;

3. Assist the City with the re-bid of the project if the City rejects the bids for any reason. This work will be performed as an additional service requiring a negotiated contract.
4. Assist in the contract award and preparation of construction contract documents

TASK 2 – CONSTRUCTION ADMINISTRATION SERVICES

During the construction phase of the project, the engineer will assist the airport to monitor and document progress for quality. The engineer will also review contractor payment requests, review all submittals and shop drawings, attend the final project inspection, and complete the Record Drawings.

Construction Phase Duties for the PROJECT shall commence at the preparation for the Pre-Construction Conference and extend to approximately one (1) month after the construction period.

Construction Phase Services will include the following activities:

1. Prepare for and attend the Preconstruction Conference and prepare meeting minutes.
2. Respond to Contractors' Requests for Information during bidding and send addendums as necessary.
3. Assist the Owner with construction contract execution.
4. Make periodic visits to the site to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the contract documents. These periodic visits shall be made a minimum of once every other week. In the performance of these services, the Engineer shall endeavor to protect the Owner against defects and deficiencies in the work of the contractors.
5. The Engineer shall prepare and submit reports to the Owner during construction summarizing construction activities, quality and acceptability of work, project schedule and any other concerns of the Projects.
6. Attend meetings with Contractor and Airport to review project requirements for all pay items prior to proceeding with work in field.
7. Review and approve Contractor's Quality Control Plan.
8. Review and approve all samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of materials and equipment, and other data submitted by the contractor, but only for conformance with the design concept of the Project and compliance with the information given in the contract documents.
9. Review contractor's construction schedule based on the contract documents. This schedule shall establish and substantiate the construction duration and project milestones to be monitored during construction.

10. Review and respond to Contractor's Requests For Information (RFI).
11. Review contractor's proposed Scope Changes.
12. Prepare Supplemental Field Drawings.
13. Prepare adverse weather reports as it relates to the construction project progress.
14. Review for accuracy and certify partial and final payment applications submitted by the contractor. Payment applications shall be reviewed and returned to the Owner.
15. Conduct, in the company of the Owner, a final inspection of the Project for conformance with the design concept of the Project and compliance with the contract documents.
16. Prepare Final As-Built drawings based on the as-constructed drawings provided by the Contractor. Furnish two (2) sets of the record drawings. In addition, drawings shall be supplied to the Owner in AutoCAD™ Version 2023 or more recent version of AutoCAD™ or as otherwise specified by the Owner.

The CONSULTANT will manage the construction contract for the CITY and maintain project record documentation. The CONSULTANT will be an extension of the CITY, assisting the CITY and providing up to date information on the project as may be needed throughout the project duration. Management of the contract will also include preparing final project documentation including contractor warranties, release of liens, consent of surety, and other City required forms. Closeout documents shall also include as-builts, pay requests, change orders, final project quantities and costs, copies of submittals, summation of all QA testing results, photo logs, and a project narrative.

TASK 3 – OVERSIGHT DURING CONSTRUCTION- RESIDENT PROJECT REPRESENTATION (RPR)

During the construction phase of the project, the engineer will provide FULL-TIME oversight of the project to monitor the contractor's performance and progress throughout construction and will strive to ensure that the construction is completed according to the plans and specifications.

These services shall begin at mobilization and end upon final completion.

CONSULTANT will provide one (1) full time Resident Project Representative (RPR) for site work and overall project accountability. The RPR shall:

1. be on site daily to monitor the progress of the project and be able to assist the Airport Manager for the project when needed;
2. serve as a direct liaison between the Contractor and the Airport Manager and the Engineer;
3. coordinate construction activities with the Contractors / Subcontractors;
4. assist with the coordination and scheduling of quality assurance testing for the project;

5. inspect the site work to verify it is in accordance with the plans and specifications;
6. notify Engineer of defective work or materials and make recommendation for corrective action(s);
7. review progress schedules with work completed;
8. field verify and measure daily quantities for pay requests;
9. maintain daily project diary, photo log, and record drawings;
10. review and document siltation device inspections and recommendations;
11. assist the CITY with DBE requirements;
12. conduct weekly progress construction meetings; and
13. maintain project records for submittal to the CITY.

Quality Assurance Testing

The CONSULTANT shall employ the services of a qualified geotechnical firm to conduct Quality Assurance testing for the project. This will include materials testing for assurance that the Contractor's methods, materials, and techniques have produced a quality finished product that will meet the requirements of the plans and specifications. These tests shall include all requirements to meet CITY or FDOT specifications including such items as asphalt placement, earthwork and base course density testing, concrete testing, pressure tests for water, sewer pipe, and other tests as required in the contract documents.

END SCOPE OF WORK



OCALA INTERNATIONAL AIRPORT/ CITY OF OCALA
Terminal Apron Rehabilitation
EXHIBIT "B"



MANHOUR AND FEE ESTIMATE

CLASSIFICATION	Task 1			Task 2			Task 3		
	Bidding			Construction Administration			Construction Inspection		
	HOURS	COST	RATES	HOURS	COST		HOURS	COST	
Senior Project Manager	6	\$1,903.80	\$317.30	19	\$6,028.70				
Project Manager	5	\$1,023.60	\$204.72	102	\$20,881.44				
Engineer A	12	\$2,538.48	\$211.54	24	\$5,076.96				
Engineer B	9	\$1,013.22	\$112.58	99	\$11,145.42				
Designer	0	\$0.00	\$135.23	24	\$3,245.52				
Clerical	7	\$528.85	\$75.55	50	\$3,777.50				
Construction Inspector A			\$116.35				270	\$31,414.50	
TOTAL HOURS	39			318			270		
LUMP SUM AMOUNT COST		\$7,007.95			\$50,155.54			\$31,414.50	
NOT TO EXCEED COST									
DIRECT EXPENSES									
Inspector's vehicle and per diem								\$3,793.57	
SUBCONSULTANTS									
QA Testing (CalTech) (NTE)					\$20,104.00				
SUBTOTAL		\$7,007.95			\$70,259.54			\$35,208.07	

PROJECT TOTAL FEE = \$112,475.56

OCALA INTERNATIONAL AIRPORT/ CITY OF OCALA
Terminal Apron Rehabilitation
EXHIBIT "B"

Task 1 - Bidding Phase Services

MANHOUR AND FEE ESTIMATE

Item/Task Description	Senior Project Manager	Project Manager	Engineer A	Engineer B	Designer	Clerical	Total Hours
Coordination with Procurement	2						2
Attend Pre-Bid Conference							0
Answers to Bidders/ Minutes			8				8
Prepare Addenda		1		4		3	8
Review Bids	1			3			4
Certified Bid Tabulation		1		2		2	5
Prepare and Submit FAA Grant Application & Sponsor certifications	1	2	4			2	9
Prepare Formatted Construction Documents	1						1
Coordination with Owner	1	1					2

Total Hours:

6 5 12 9 0 7 39

OCALA INTERNATIONAL AIRPORT/ CITY OF OCALA
Terminal Apron Rehabilitation
EXHIBIT "B"

Task 2 - Construction Phase Services

MANHOURLY AND FEE ESTIMATE

Item/Task Description	Senior Project Manager	Project Manager	Engineer A	Engineer B	Designer	Clerical	Total Hours
General Coordination with the City		16		8		4	28
General Coordination with the Contractor and Inspector		16		16		5	37
Prepare Construction Management Program CMP	2	4	8	8		2	24
Pre-Construction Conference Agenda		1	2			2	5
Pre-Construction Conference		8	2	8		4	22
Pre-Construction Conference Minutes		1		1		2	4
Bi-Weekly Meetings		8				8	16
Review Shop Drawings/Submittals	1	6		16		2	25
Review Pay Applications	2	4		8		4	18
Review Test Results	2	2		16		2	22
Review and Respond to RFI's		8		8	8	2	26
Prepare Change Orders	2	4				2	8
Engineer's Periodic Site Visits (monthly 3 Visits)		8	8				16
Substantial Completion Inspection/ Punch List items		8		8		2	18
Final Inspection	2		2			2	6
Prepare Record Drawings			2	2	8	1	13
Review/ Submit Record Drawings	2	2				1	5
Review Contractor's Closeout Documents	4	4				1	9
Submittal of Final Report/ Close Out Grant	2	2			8	4	16
Total:	19	102	24	99	24	50	318

OCALA INTERNATIONAL AIRPORT/ CITY OF OCALA

Terminal Apron Rehabilitation

EXHIBIT "B"

Task 3- Construction Inspection

Contract time = 22 punch list = 14

5.143 weeks 27 work days (not including weekends)

Task	Rate		TOTALS
1) DIRECT SALARY COSTS			
Inspector @ 10 hours per day =	270	\$116.35 per hour =	\$31,414.50
2) DIRECT NON-SALARY EXPENSES			
Company Vehicle use:	\$400.00	per week	\$2,057
Per Diem:	\$65.00	per work day	\$1,736
SUBTOTAL			\$3,793.57
Total Construction Oversight =			\$35,208.07

CAL-TECH TESTING, INC.

Cost Estimate to: Infrastructure Consulting & Engineering

April 29, 2025

Ocala International Airport

Terminal Apron Rehabilitation

Ocala, Florida



	Geotechnical Engineer	Project Manager	Engineering Tech		Administration	Total
			Level 1	Level 2		
Mobilization	5	2	4	2	3	\$1,470.00
LBR Pipe Backfill per plans	2	1	4	14	1	\$1,750.00
LBR Base	1		1	1	1	\$320.00
Density Tests	2	2		4	2	\$930.00
Concrete Cylinders Duct Bank				8	2	\$710.00
Earthwork Technician				14		\$1,050.00
Concrete Technician				2		\$150.00
Asphalt Plant QA (est. 8 days)	10	6	40	58	12	\$9,670.00
Clerical/Administration					9	\$495.00
Management		6			2	\$920.00
Engineering and Report Preparation	5	8			8	\$2,145.00
Administration					4	\$220.00

Direct Costs - Printing, Fedex =

\$274.00

Total= \$20,104.00

Certificate Of Completion

Envelope Id: D5345CA9-2833-4DBF-A738-D03886B5E42E

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Subject: INITIAL: Task Work Order #26-01 - Terminal Apron Rehab Construction Engineering - ICE (AIR/220118)

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Envelope Originator:

Certificate Pages: 4

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Patricia Lewis

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Envelopeld Stamping: Enabled

City Hall, Third Floor

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Ocala, FL 34471

plewis@ocalafl.org

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Daphne Robinson

drobinson@ocalafl.org

Contracting Officer

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

10/2/2025 4:09:51 PM

Certified Delivered

Security Checked

10/7/2025 3:10:45 PM

Signing Complete

Security Checked

10/7/2025 3:10:49 PM

Completed

Security Checked

10/7/2025 3:10:49 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.