AtkinsRéalis

Professional Engineering Services - Addendum

Addendum No.	2	**AtkinsRéalis Project No.**	TBD
Date:	July 24, 2026	**Client P.O. No.**	TBD
Owner:	City of Lakeland 228 S. Massachusetts Ave. Lakeland, FL 32801-5086	**Engineer:**	AtkinsRéalis USA, Inc. 4030 W Boy Scout Blvd, Suite 700 Tampa, FL 33607

The vendor, AtkinsRéalis USA Inc. is a corporation licensed to do business in the state of Florida with offices located at the address listed above, among others. As such, this Addendum is prepared in accordance with the terms and conditions of the Agreement for Professional Engineering Services for Design of the Taxiway A Shoulders and Holding Bay dated December 2, 2024. As part of this addendum, AtkinsRéalis will provide the following professional services:

1. Objective

The City of Lakeland (Sponsor), located in Lakeland, Florida, owns and operates the Lakeland Linder International Airport (LAL). At the request of the Sponsor, AtkinsRéalis USA, Inc. (CONSULTANT) has drafted this scope of services to define the effort necessary to accomplish Bidding and Construction Phase Services for the Taxiway A Holding Bay (Project).

2. Scope of Services

The scope of services for this project are further defined in **Attachment A**, Scope of Services.

3. Scope Clarifications and Assumptions

Assumptions for this project are further defined in **Attachment A**, Scope of Services.

4. Cost and Schedule

Consultant services for this project will be performed on **Time & Materials** for a fee of **$377,745**. Services for this task will be performed as stated herein and under the *Agreement for Professional Engineering Services for Design of the Taxiway A Shoulders and Holding Bay* executed between AtkinsRéalis and the City of Lakeland on December 2, 2024. The CONSULTANT'S Estimate of Compensation is further outlined in **Attachment B**.

Work will commence on the date of the Notice to Proceed (NTP).

Client Concurrence:

CITY OF LAKELAND

By: _____
Authorized Signature

Sara Roberts McCarley
Printed Name

Mayor, City of Lakeland
Title

09-17-2026
Dated

CITY OF LAKELAND, FLORIDA
INCORPORATED
JAN. 1, 1885

Attest: _____
KELLY S. KOOS, CITY CLERK

APPROVED AS TO FORM
AND CORRECTNESS:

_____
Palmer C. Davis, City Attorney

Vendor Concurrence:

ATKINSRÉALIS USA, INC.

By: _____
Authorized Signature

Thomas E. Roda
Printed Name

Vice President
Title

September 1, 2026
Date

ATTACHMENT A

SCOPE OF SERVICES

I. BACKGROUND INFORMATION

The Lakeland Linder International Airport (LAL) is a public airport located in Lakeland, Florida that is owned and operated by the City of Lakeland (CITY). In accordance with the approved Airport Layout Plan (ALP), LAL previously completed the design of *Taxiway A Shoulders and Holding Bay* (Project).

This Project, designed by AtkinsRéalis USA Inc. (CONSULTANT), was split into two bid packages. Bid Package 1 (BP-1) included the addition of 30-foot-wide paved shoulders along existing Taxiway A, while Bid Package 2 (BP-2) included the Holding Bay north of Taxiway A between Taxiway G and Taxiway H. BP-1 was bid in May 2025, awarded late 2025, and commenced construction in January 2026. BP-1 is scheduled to be substantially complete prior to bidding phase for BP-2. The project will include construction of full depth flexible pavement, grading, drainage, and associated lighting, signage, and marking.

LAL has requested that the CONSULTANT prepare this scope of services for the Bidding Support and Construction Phase Services for the Holding Bay portion of the Project, BP-2. This will consist of providing professional services and technical support during bidding and construction, including providing resident project representative (RPR) services.

Time allotted for construction shall be **105 calendar days** from full notice to proceed (NTP) to substantial completion with an **additional 45 calendar days** allotted for final completion, acceptance, and close-out.

II. SCOPE OF SERVICES

For the purposes of scope definition and CONSULTANT fee development, the work has been divided into the tasks indicated below. Any modifications and/or revisions to these tasks will constitute a change in the project scope and may require a revision to the compensation to be paid to the CONSULTANT. These tasks will begin once the CITY provides the CONSULTANT with a written Notice to Proceed.

Task 1: Project Administration and Coordination

This task involves the internal management of the contract including project bookkeeping, billing, and coordination with project stakeholders. The Project Manager (PM) will be readily available to the project team and the Airport to oversee necessary project related elements. The PM will keep the Airport advised of the work progress, schedule, and anticipated review dates. The PM will be the CONSULTANT's main point of contact and will be responsible for ensuring that the Project's goals and objectives are met within the agreed upon schedule.

Task 2: Bid Documents

Utilizing comments from the CITY, LAL staff, and SWFWMD the CONSULTANT will complete the plans and specifications to a level necessary for bidding. In addition, the BP-2 plans will be updated to reflect BP-1 as existing conditions utilizing the best available design and/or as-built data from BP-1 at the time of bidding for BP-2. This will include finalizing necessary calculations, detailing, planning, etc. to complete the design process. Documents will be updated to include bidding dates and requirements as provided by the CITY.

Once final Bid Documents are created, the CONSULTANT will produce one electronic (PDF) copy of the drawings and specifications for the CITY to utilize during bidding. It is assumed the CITY will place the documents on their OpenGov website for distribution to potential bidders. The Design Report will not be distributed as part of the Bid Documents.

Task 3: Bidding Services

This task includes assistance to the CITY during the bidding phase of the Project. The CONSULTANT will prepare for and attend the Pre-Bid Conference and address technical questions. The CONSULTANT will also respond to written technical questions from prospective bidders which are submitted to the CITY with respect to the documents prepared under this scope of services. The CONSULTANT will prepare addenda relating to the design as necessary to interpret or clarify the Bidding Documents for construction. Once bids are received, the CONSULTANT will assist the CITY in evaluating the unit prices submitted and provide a written recommendation of award.

Task 4: Preparation of Conformed Documents

The CONSULTANT will prepare a set of "Conformed Documents" for use during construction of this project. Conformed Documents result from the integration of items modified and/or revised via addendum during the Bidding Phase into the Bid Set Documents (plans and specifications), resulting in an "official" set of Conformed Documents to be used for Construction. The CONSULTANT will prepare a signed & sealed PDF copy of drawings and specifications for OWNER use.

If the Contractor requests electronic AutoCAD files of the drawings, the CONSULTANT will provide them under the following stipulations: Electronic data files are provided to the Contractor solely as a convenience and in an "as is" condition. Electronic data files are not considered part of the Contract Documents. The information contained in these electronic data files is for informational purposes only and cannot be modified without the knowledge and written consent of the Engineer and the Owner. Differences may exist between the electronic files delivered and the PDF Contract Documents. In the event that such a conflict is found, the digitally signed PDF documents, which are signed and sealed with the Design Professional's registration stamp, shall be controlling and take precedence over the electronic version. These discrepancies shall not be the basis for a claim by the Contractor. The use of the information contained in electronic files is at the Contractor's sole risk without liability or legal exposure to the Engineer or the Owner.

Task 5: Preconstruction Conference

The CONSULTANT shall prepare for and lead a preconstruction conference at the Airport before the Contractor is provided with a Notice to Proceed. The purpose of this meeting will be to review general administrative procedures of the contract, establish communication protocols, review technical requirements, begin the submittal process, and other items as defined in the Contract Documents.

Task 6: Job Coordination Meetings

As required by the Contract Documents, there will be regular construction progress meetings held with the Airport, the Contractor, and the CONSULTANT. The purpose of the progress meeting will be to review completed Work, discuss upcoming Work, coordinate outstanding tasks, etc. The CONSULTANT will attend these progress meetings to provide interpretations of and review progress related to the Construction Documents. The CONSULTANT will prepare minutes of each meeting and distribute to attendees.

Based on the project schedule, the CONSULTANT has budgeted for **18 job coordination meetings** held throughout the duration of the project. This assumes there will be 15 weekly meetings during the 105 days of construction between NTP and substantial completion, and three (3) additional meetings during the closeout period. If additional meetings are necessary, it may be justification for additional compensation. It is assumed the PM, or representative, will attend half of the meetings in person, while the remaining meetings will be attended virtually. The RPR will be in attendance in person for all meetings.

Task 7: Site Visits

Under this task, the CONSULTANT's PM and/or appropriate technical leads will make visits to the site during construction. Such visits are not intended to be exhaustive in examining the Contractor's work in progress, but rather to provide a general observation of the work based on the Engineer's professional judgment. The CONSULTANT will review the Contractor's work as observed for general conformance with the Contract Documents. The CONSULTANT will not visit the site to direct or supervise the Contractor's work.

Note that site visits may be coordinated to happen concurrently with regular project meetings, or they may be held at other times. Therefore, the design professional will not necessarily be represented at each of the weekly project meetings. For the purpose of scope definition, the following number of visits is anticipated by a technical lead from each discipline:

- Sr. Project Manager – 2
- Airfield Civil Engineer – 4
- Airfield Electrical Engineer – 1

Task 8: Shop Drawing Review

This task will include the CONSULTANT's coordination of review of shop drawings submitted by the Contractor as stipulated in the Contract Documents. The CONSULTANT will collect, and log shop drawings submitted by Contractor, review and comment, log responses, and return to the Contractor with necessary comments.

The CONSULTANT's review will be limited to design concepts and general compliance with the Contract Documents. Reviews by the CONSULTANT will not relieve the Contractor of the responsibility of compliance with the Contract Documents. The CONSULTANT shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work. The CONSULTANT will review and comment on each shop drawing or technical submittal a maximum of three (3) times. Additional reviews shall be eligible for additional compensation.

Task 9: Responses to Contractor Requests for Information (RFI's)

Under this task, the CONSULTANT will prepare technical responses to questions submitted by the Contractor in the format of a Request for Information (RFI). The CONSULTANT will collect, log, respond, and return the RFI to the CONTRACTOR.

The CONSULTANT shall act as interpreter of the requirements of the Contract Documents and judge of the acceptability of the work. The CONSULTANT shall have the authority to make decisions related to the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.

The CONSULTANT shall also provide technical support and clarifications related to the Construction Documents and shall provide any required revisions or supplemental information related to the contract documents that may be required during construction. If necessary, the CONSULTANT will issue necessary interpretations or clarifications in the form of an Engineer's Supplemental Instruction (ESI).

Task 10: Contractor Applications for Payment

Based on the CONSULTANT's on-site observations as an experienced and qualified design professional and on review of applications for payment and accompanying data and schedules, the CONSULTANT shall approve the amounts owed to the Contractor(s) based on the Contractor's monthly pay request.

Task 11: Inspections

The CONSULTANT's Project Manager and/or appropriate technical leads will attend the scheduled Substantial Completion and Final inspections to review the work for general conformance with the Contract Documents and assist RPR with determining a level of completeness. At these inspections, the CONSULTANT will develop a list of items for inclusion in the final punch list. The CONSULTANT will prepare the punch list, distribute to the Contractor, and track when items are completed.

Task 12: Preparation of Closeout and Record Documents

Under this task, the CONSULTANT will take the Contractor's red lined and surveyed as-built information and incorporate them into the Construction Drawings for the Airport's record purposes. Also, under this task, the CONSULTANT will prepare the technical documents related project closeout documentation in accordance with City of Lakeland, FAA, FDOT, and SWFWMD requirements.

Task 13: Resident Project Representative (RPR) Services

Under this task, the CONSULTANT will provide on-site Resident Project Representative (RPR) services for the Project. The RPR shall serve as the liaison between the CITY, the CONTRACTOR, and the CONSULTANT team throughout the project. The foremost duty of the RPR is to observe construction for general conformance with the Contract Documents. The RPR will be responsible for reporting to the Project Manager, Engineer, Airport, and/or CITY when observing work that is unsatisfactory, faulty, defective, or such work as agreed upon with the CITY and the CONSULTANT. The duties of the RPR will include:

- coordinate the Contractor's mobilization to the site
- inspect and monitor Contractor activities
- maintain a daily construction log
- attend weekly progress meetings
- review Contractor's pay requests
- take project progress photographs
- monitor Contractor's Quality Control Plan
- organize, prepare for, and lead inspections
- create the Contractor's punch list of unfinished items
- verify the Contractor's completion of the punch list
- collect the Contractor's as-built information
- certify the completion of the project to general conformance with the Contract Documents

The Resident Project Representative shall have limited authority on site as follows:

- Shall not authorize any deviation from the construction Contract Documents or substitution of materials or equipment.
- Shall not exceed limitations of Owner or design professional as set forth in the construction Contract Documents.

- Shall not undertake any of the responsibilities of the Contractors, subcontractors, or Contractor's superintendents.
- Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the construction Contract Documents.
- Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Contractor's work.
- Shall not accept shop drawings or sample submittals from anyone other than the Contractor.
- Shall not authorize the Owner to occupy the Project in whole or in part.
- Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized.

The Project duration as established by the Contract Documents shall be 105 calendar days from notice to proceed (NTP) to substantial completion with an additional 45 calendar days allotted for final completion, acceptance, and close-out.

For purposes of CONSULTANT fee derivation, it is assumed that one (1) RPR will be assigned to the project. It is assumed that the RPR will provide part time support to project during the pre-construction phase to assist with project start-up. During the construction period it is assumed the RPR will work an average of 9 hours/day and 6 days/week for the 11-week period. During the closeout period it is assumed that the RPR will provide part-time support to project approximately 20 hours/week for 6 weeks.

The CONSULTANT may need to rotate personnel to provide full coverage. Actual time onsite may vary from week to week based on the Contractor's work schedule. Therefore, the CONSULTANT has also budgeted for 40 hours of an additional second RPR if necessary, for critical work periods.

III. BASIC ASSUMPTIONS

The following is a list of assumptions forming the basis of the CONSULTANT's cost proposal for providing the services detailed in the Scope of Services for this project. Any modification and/or revision to these basic assumptions will constitute a change in the project scope and may result in a revision to the CONSULTANT's cost proposal.

1. The fees for the provision of construction administration services are based on the construction duration for the project specified in the construction documents and an assumed level of staff effort as described above. In the event the construction duration or level of effort required of the CONSULTANT is greater than estimated and specified herein, the CONSULTANT shall be entitled to additional compensation and the terms of this agreement shall be re-negotiated and amended as needed.

2. Labor and expense dollars for the Project included in **Appendix "A"** are estimated and may be moved between tasks and between authorized labor and expense categories at the discretion of the CONSULTANT provided the maximum value of the Agreement is not exceeded.

3. Rate categories shown in the man-hour fee estimate are based on the CONSULTANT's assumed staffing at the time of preparation. If additional or different staff are required, the CONSULTANT will bill the hours in accordance with the following Schedule of Hourly Rates (subconsultant rates may vary based on their standard rate tables).

Classification Rates

Classification	Rate
Project / Technical Director	**$250.00**
Sr. Project / Sr. Technical Manager	**$220.00**
Project / Technical Manager	**$195.00**
Sr. Eng/Arch/Planner/Scientist IV	**$235.00**
Sr. Eng/Arch/Planner/Scientist III	**$215.00**
Sr. Eng/Arch/Planner/Scientist II	**$177.00**
Sr. Eng/Arch/Planner/Scientist I	**$140.00**
Eng/Arch/Planner/Scientist II	**$118.00**
Eng/Arch/Planner/Scientist I	**$101.00**
Sr. Clerical/Administrative	**$112.00**
Clerical/Administrative	**$96.00**
Sr. Designer/CAD Technician	**$135.00**
Designer/CAD Technician	**$112.00**
Sr. Construction Management Rep.	**$139.00**
Construction Management Rep.	**$117.00**

4. Documents will be created in the CONSULTANT's standard format. All drawings will be created in black and white AutoCAD format using English units. Technical specifications will be provided in Master Spec, FAA, or FDOT standard format as determined appropriate by the CONSULTANT.
5. The CITY will pay all costs required for permitting directly. The CONSULTANT shall not be responsible for payment of any permitting fees.
6. No additional CITY or FDOT reviews are anticipated for this scope of work.
7. CONSULTANT shall consult with and advise the CITY and act as the CITY's representative and advisor as provided for in the Contract Documents. The extent and limitations of the duties, responsibilities and authority of the CONSULTANT as assigned in the Contract Documents shall not be modified except as CONSULTANT may otherwise agree in writing.
8. CONSULTANT shall not be responsible for the acts or omissions of any Contractor, subcontractor, or supplier at the site or otherwise furnishing or performing any of the Contractor's work.
9. CONSULTANT shall have the authority to issue a stop work order to the Contractor when witnessing efforts that do not conform to the construction contract or that may in the

judgment of the CONSULTANT jeopardize safety. This shall not relieve the Contractor of their responsibility to meet these requirements.

10. When recommending payment, CONSULTANT is only representing that the RPR has made visual checks on items installed in field. The CONSULTANT will only check the quality or quantity of Contractor's work as stipulated to the design professional or RPR in the Contract Documents.
11. CONSULTANT's review of Contractor's work for the purposes of recommending payments shall not impose on CONSULTANT responsibility to supervise, direct or control such work or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto or contractor(s) compliance with laws, rules, regulations, ordinances, codes or orders applicable to their furnishing and performing the work.
12. CONSULTANT's review of Contractor's work for the purposes of recommending payments shall not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purposes any contractor has used the moneys paid on account of the Contract Price; or to determine that title to any of the work, materials or equipment has passed to CITY free and clear of any lien, claims, security interests or encumbrances; or that there may not be other matters at issue between CITY and contractor that might affect the amount that should be paid.
13. The CONSULTANT shall have authority, as the CITY's representative, to require special inspection or testing of the work, and shall receive and review certificates of inspections, testing and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).
14. Any electronic files provided to the Contractor will be done so under the following stipulations:
    a. Electronic data files are the property of the CITY and are provided by the CONSULTANT to the CONTRACTOR solely as a convenience and in an "as is" condition. The CONTRACTOR hereby acknowledges that electronic data files are not considered part of the Contract Documents. The CONTRACTOR also acknowledges that the information contained in these electronic data files is for informational purposes only and agrees not to modify them without the knowledge and written consent of the CONSULTANT and the CITY.
    b. The CONTRACTOR further acknowledges and agrees that differences may exist between the electronic files delivered and the PDF Contract Documents. In the event that such a conflict is found, the digitally signed PDF documents, which are signed and sealed with the Design Professional's Registration Stamp, shall be controlling and take precedence over the electronic version. The CONTRACTOR also agrees that such a discrepancy between the digitally signed PDF contract documents and the electronic files shall not form the basis for claim.
    c. The use of the information contained in electronic files is at the CONTRACTOR'S and others' sole risk without liability or legal exposure to the CONSULTANT or the CITY.
15. No additional environmental wetlands permitting (federal and/or local) or mitigation will be required for construction of this project.
16. No permitting for threatened or endangered species will be required for this project.

17. It will be the responsibility of the Contractor to obtain any permits necessary for construction. The CONSULTANT will not be applying for or obtaining any construction related permits.
18. The CONSULTANT shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the project site.
19. This scope of services does not include preparation for or testimony during any mediation or litigation which might arise from disputes between the Owner and Contractor. Such preparation for or testimony during litigation or mediation, should it be necessary, shall be considered outside the scope of this contract.
20. Uploading data in the FAA/GIS Database or creating a project on the FAA/GIS is not a part of the Scope of Services. If this information is required, the tasks associated with same will require additional fee negotiations.
21. The following items are excluded from the Project scope of services but can be added for additional fee if desired:
    a. Photometric testing
    b. Subsurface utility exploration and locations removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the project site.
    c. Boundary survey
    d. Landscaping Design
    e. Site Lighting
    f. Building related design services
    g. LEED Sustainable Design or Certification
    h. Modeling and evaluation of the existing utility systems
    i. Traffic studies
    j. Offsite utility extensions (water mains, sewer mains, etc.)
    k. FDOT Connection Permits
    l. Gopher Tortoise (or other endangered species) survey and/or relocation
    m. Water quality monitoring
    n. Noise modeling
    o. Special environmental studies
    p. Environmental resource permitting
    q. ALP Update

1. Any other service not specifically delineated within this scope is not included and would only be performed at Client's request and approved fee.

ATTACHMENT B
MAN-HOUR FEE ESTIMATE
CONSTRUCTION PHASE SERVICES FOR THE
TAXIWAY A HOLDING BAY
AT THE LAKELAND LINDER INTERNATIONAL AIRPORT

	PROJECT MGMT			AIRFILED CIVIL				AIRFIELD ELECTRICAL		RPR		
Task Description	Project Director	Sr. Project Manager	Sr. Admin	Sr. Eng. IV	Sr. Eng. III	Sr. Eng. II	Eng. II	Sr. Eng. III	Sr. Eng. I	Sr. Cons. Inspec.	Cons. Inspec.	Total Man-Hours
Task 1: Project Administration and Coordination												
Project Management	5	65	22									92
												0
Task 2: Bid Documents												
Respond to 100% Comments		2		2		8						12
Bid Document Drawings		4		2		25	50					81
Bid Document Specifications & Project Manual		2	4			25						31
Quantity Take-Off and Estimate of Costs		2				8	16					26
Quality Control of Bid Documents		4		2	25							31
Prepare and Submit Bid Documents			16				16					32
Task 3: Bidding Services												
Pre-Bid Conference		4				8						12
Respond to Bidder Questions / Prepare Addenda		8		2		42	28					80
Evaluation of Submitted Bids		2				16						18
Task 4: Conformed Documents												
Prepare and submit Conformed Documents				2	8	16	16					42
Task 5: Preconstruction Conference												
Preconstruction Conference		2				8						10
Task 6: Job Coordination Meetings												
Weekly Meetings (Assume 18)		18				72						90
Task 7: Site Visits												
Site Visits (Assume 6)		6				24						30
Task 8: Shop Drawing Review												
Shop Drawing Review			25			40						65
Task 9: Responses to Contractor Requests for Information (RFI's)												
Responses to RFI's			25		20	40	24					109
Task 10: Contractor Applications for Payment												
Contractor Applications for Payment			5			15						20
Task 11: Inspections												
Substantial Completion and Final Inspection		8				16						24
Task 12: Preparation of Closeout and Record Documents												
Closeout and Record Docs	1	2	8		8	16	24					59
Task 13: Resident Project Representative												
Pre-Construction										80		80
Construction										594	20	614
Closeout										120		120
TOTAL MAN-HOURS	6	129	105	10	61	379	174	0	0	794	20	1,678
LABOR RATES - HOURLY	$250	$220	$112	$235	$215	$177	$140	$215	$140	$139	$117	
SUB-TOTAL LABOR COSTS	$1,500	$28,380	$11,760	$2,350	$13,115	$67,083	$24,360	$0	$0	$110,366	$2,340	$261,254
	PM fee:		$ 41,640	Civil fee:			$ 106,908	lectrical fee:	$ -	RPR fee:	$ 112,706	

SUBCONSULTANT COSTS									**$88,933**
Electrical EOR Services (Walls Engineering)		$72,825.00							
Quality Assurance Testing (Tierra)		$16,108.00							
REIMBURSABLE COSTS									**$5,750**
Printing, Reproduction, Binding, Shipping, Etc.		$2,000.00							
Travel Reimbursement	15 Trip @ $250/EA	$3,750.00							
RPR REIMBURSABLE COSTS									**$21,808**
Lodging Per Diem		$110.00	/day	96	days	1	RPR	$10,560	
MEI Per Diem		$68.00	/day	96	days	1	RPR	$6,528	
Vehicle		$295.00	/week	16	weeks	1	RPR	$4,720	
SPECIAL SERVICES									**$0**
N/A									
TOTAL FEES - PROFESSIONAL SERVICES									**$377,745**