# TASK AUTHORIZATION FORM

In accordance with the Construction Trade Professionals for Continuing Contract Agreement (2024-RFQ-289) dated December 16, 2024, with Springer Voss Construction, Inc. ("Contractor"), the City of Lakeland ("City") hereby authorizes the services as set forth in the attached work order and/or attached scope of services proposed by the contractor and the following:

**Task Authorization No.:** 2024-05

**Project No:** 24-030

**Project Title:** Retention Pond Grading & Security Fencing Upgrades

**Schedule:** **Start:** Upon Acceptance
**Complete:** Two (2) Weeks

**Billing:** As set forth in the agreement and the approved proposal.

**Not-To-Exceed Cost:** $142,021.55

**Scope of Work:** Springer Voss' proposal dated, April 16, 2025, is attached herein as Exhibit "A". Engineer's reimbursable costs shall be in conformance with the City's Consultant Expense Reimbursement Policy, attached herein as Exhibit "B". The sketch of the Project Site is attached hereto as Exhibit "C". Exhibits "A", "B", and "C" are made a part of this Task Authorization.

**AUTHORIZATION:**

**SPRINGER VOSS CONSTRUCTION, INC.**

Accepted By: _____ Date: 5/29/2025

Name (Print) Jeremy Voss, President

**CITY OF LAKELAND**

Accepted By: _____ Date: 6/3/2025

H. William Mutz, Mayor

Attest By: _____ Date: 6/3/25

Kelly S. Koos, City Clerk 6-3-25

Approved as to form and Correctness:

By: _____

Palmer C. Davis, City Attorney

CITY OF LAKELAND FLORIDA
INCORPORATED JAN. 1 1885

**Exhibit "A"**
**Scope of Services**

This scope of work includes drainage maintenance to prevent further erosion of the Retention Pond bank in the area of the JBS Hanger and replacement of non-standard fence in the area of the Retention Pond and the Airport's Facilities Warehouse.

In terms of grading, Spring Voss Construction, Inc. is to import fill dirt and match the slope elevations provided on the as-builts (Dated 02/01/2004) along the West and Southwest Retention Pond bank (please see Exhibit "C" for Grading Scope Limits).

At the Retention Pond, new security fencing will be installed approximately one (1) foot in front of the existing fence line to enhance stability. The old panels will remain in place during installation to maintain security and will be removed in sections upon completion. Additionally, temporary fencing will be installed at the Retention Pond to facilitate the importing of soils for the bank's stabilization.

At the Airport Facilities Warehouse, a portion of this work includes demolition of an old secondary fence line. This secondary fence line will remain in place ensuring security of the Air Operations Area (AOA) while the new fence is installed in the same location as the existing primary fence line. The fence shall be constructed to match the Airport's fencing and gate specifications provided. Contractor will ensure security of the Air Operations Area (AOA) is maintained at all times.

**Division 01 – General Conditions**

- Work is to be completed Monday – Friday 7am to 4pm.
- A Part-Time Project Manager and Full-Time Superintendent are included.
- Temporary toilets are included.
- Temporary fencing is included at the Retention Pond during the duration of grading activities.
- Excludes Builders Risk Coverage.
- Excludes any Permitting and/or Permit Fees.

**Division 31 – Earthwork**

- Includes the following to prevent further erosion of the retention pond's bank:
    - General:
        - Mobilization
        - *Survey & As-Builts Excluded*
    - Earthwork:
        - See Exhibit "C" for Scope Limits
        - Import +/-100CY of Fill Dirt
        - Fine grade the restored area to match existing pond slopes and drainage patterns.
        - Compaction
        - Excludes removal of any muck or unsuitable soils if they are found.

**Division 32 – Exterior Improvements**

- Retention Pond Perimeter Fence:
    - Furnish and install approximately 795 feet of seven (7) foot high fence with three (3) strands of barbwire on top [total height is eight (8) feet], fence to be black vinyl coated.
    - Remove approximately 795 feet of six (6) foot high fence with three (3) strands of barbwire on top.
    - Dispose of used materials and backfill holes.
    - Install approximately 365 feet of six (6) high temporary fence panels.
    - Chain-Link Fabric. 9ga Core with a 6ga Finish. PVC Coated. Barb and Barb Selvage.
    - Line post 2 1/2" O.D. Sch 40. Hole Diameter 12"x 36".
    - Corner Post - 3" O.D. Sch 40. Hole Diameter 15'x 36".

- Top-Rail - 1 5/8" Sch 40.
- Barbwire: 12 ½ ga Finish.
- Grounding included.
- All post to be set on 10' centers.
- Concrete to be 4,000psi.
- Bottom tension wire: 6ga Finish.

- Airport Facilities Warehouse Perimeter Fence:
  - Furnish and install approximately 196' of seven (7) foot high fence with three (3) strands of barbwire on top [total height is eight (8) feet], fence to be black vinyl coated.
  - Remove approximately 391 feet of six (6) foot high fence with three (3) strands of barbwire on top.
  - Dispose of used materials and backfill holes.
  - Chain-Link Fabric. 9ga Core with a 6ga Finish. PVC Coated. Barb and Barb Selvage.
  - Line post 2 1/2" O.D. Sch 40. Hole Diameter 12"x 36".
  - Corner Post - 3" O.D Sch 40. Hole Diameter 15'x 36".
  - Top-Rail - 1 5/8" Sch 40.
  - Barbwire: 12 ½ ga Finish.
  - Grounding Included
  - All post to be set on 10' centers.
  - Concrete to be 4,000PSI.
  - Bottom Tension Wire: 6ga Finish.
  - *Fence Layout Excluded*
  - *Pivot Gate Removal Excluded*
  - *Signage Excluded*

- Landscape:
  - Retention Pond Sod:
    - 850 square yards of bahia sod at Retention Pond bank.
    - Temporary irrigation to establish sod during the project's duration is included.
    - *Excludes any upgrades to the existing irrigation.*

**Exhibit "B"**
**City of Lakeland**
**Consultant Expense Reimbursement Policy**
**Revised 6/18/2018**

General

This policy governs all eligible reimbursement expenses paid to consultants hired by City Departments under professional service contracts. All reimbursable expenses must adhere to the following provisions and be verified and approved by the appropriate department head, or their designated representative administering the professional contract. An exhibit to each contract or agreement must be accepted by each professional services consultant prior to the agreement being considered fully executed. All proposed reimbursable consultant expenses must be submitted to the managing designee with matching receipts and specific documentation outlining the nature of the business conducted in association with the expenditure prior to approval by the City.

Consultant Contract Provisions

- Reasonable expenses will be reimbursed for customary business activities deemed integral to the completion of the consulting assignment (i.e. phone calls, copies, printing, facsimile services, etc.)
- Reasonable travel expenses will be reimbursed at a rate not-to-exceed the following:
    - Car Rental – Limited to mid-size vehicles or smaller.
    - Airline Travel – Limited to tourist or coach class fare, all efforts will be made to identify the most economical flight options available at time of scheduling.
    - Use of private automobile for administration of project related requirements may be reimbursed at the current IRS mileage reimbursement rate. (www.irs.gov)
    - Local hotel accommodations will be reimbursed at a rate not-to-exceed the GSA lodging rate for Tampa, Florida per night plus sales tax. (www.gsa.gov) Incidentals related to the hotel stay will not be reimbursed.
    - Meal expenses will be reimbursed at a rate not-to-exceed the GSA M&IE rate for Tampa, Florida. A maximum of 15% gratuity on meals will be allowed.
    - No entertainment expenses will be reimbursed, including, but not limited to, alcoholic beverages, in-room entertainment, registrations, tickets to sporting events or entertainment events, banquet and or client entertainment.
    - No reimbursement will be provided for personal expenses of any nature.
    - When representing the interest of the City outside of the Lakeland area, reimbursement of reasonable hotel accommodation costs will be provided as determined by the responsible Department Head.

Collection of Back-up Documentation

All consultant expenditures submitted for reimbursement shall be properly documented and approved by the appropriate department head or designated representative managing the agreement. Original receipts must be provided for payment, along with documentation on purpose. The department head or designated representative will be responsible for the collection of this documentation and for communicating with the consultant on issues related to reimbursable costs or back- up documentation. It will be the responsibility of the department head or designated representative to obtain the necessary approvals from the City Managers' Office for variances to the policy.

Prior to payment of invoices, the following will be required:

1. Verification that invoice references the correct professional service contract.
2. Verification that the specific contract deliverables have been met and scope of work has been satisfactorily completed.
3. Verification that all consultant reimbursable expenses were incurred in conjunction with specified services rendered and billed at cost.
4. All reimbursable expenses must be submitted with receipts documenting expenses.
5. Verify all expense calculations are correct.

Variance Approval

All variances or modifications to the provisions in this policy must be approved by the City Manager or authorized designee.

**Exhibit "C"**
**Sketch of Site and Work Limits**

**FIGURE 1: Site Overview**

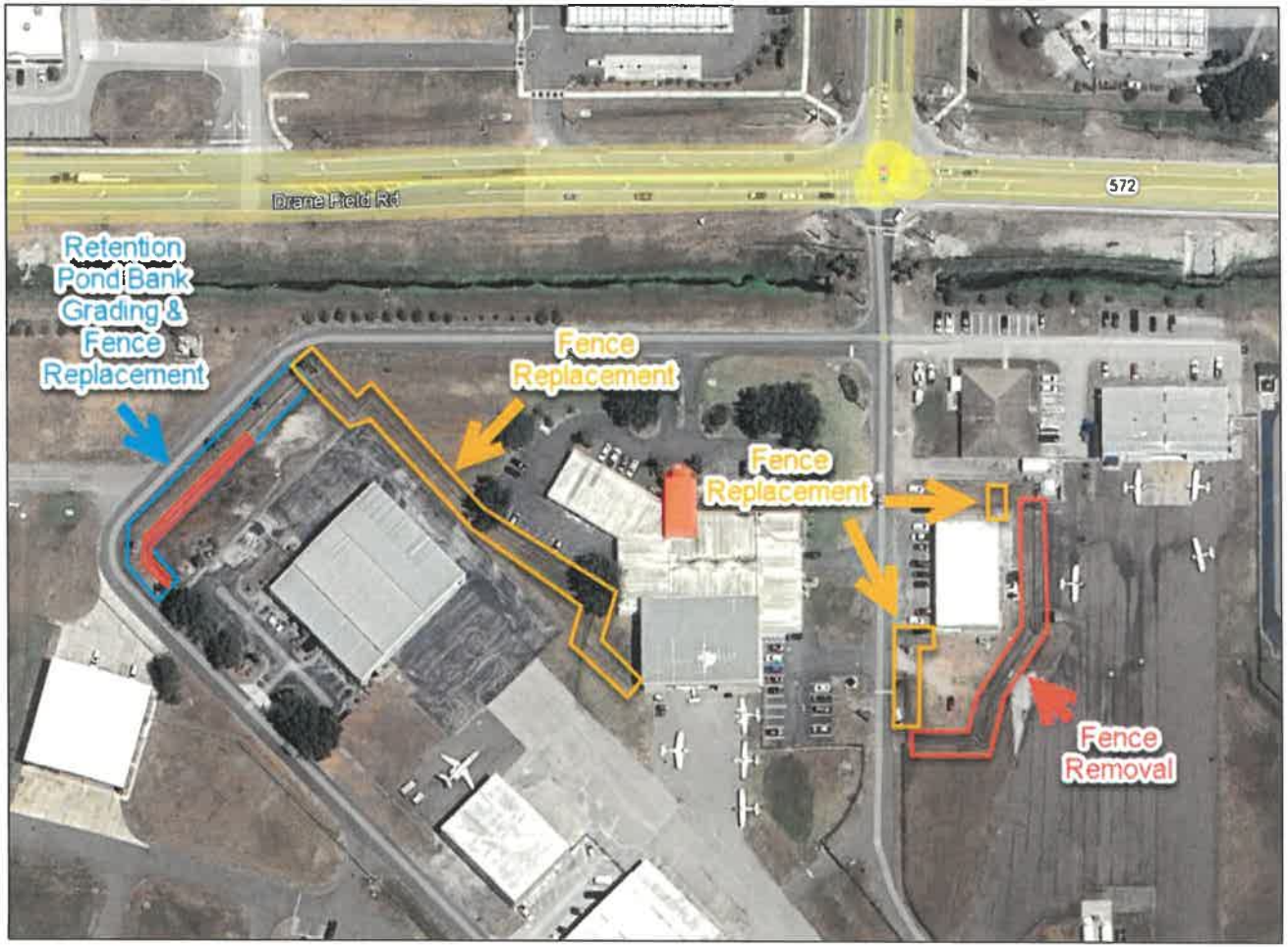


**FIGURE 2: Retention Pond Bank Gading**

