

RESOLUTION NO 2026-112

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, APPROVING TASK ASSIGNMENT NO. EIGHT (8) PURSUANT TO THE CONTINUING CONTRACT WITH A VENDOR, PASSERO ASSOCIATES, LLC, A FLORIDA LIMITED LIABILITY COMPANY, TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE REPAIR OF ROOF PANELS AND SUBSTRUCTURE ON HANGARS 1 AND 2 AT THE LAKE CITY GATEWAY AIRPORT; RECOGNIZING TASK ASSIGNMENT NO. EIGHT (8) IS ALSO LABELED BY SAID VENDOR AS VENDOR'S WORK AUTHORIZATION NO 26-37A; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID TASK ASSIGNMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; AUTHORIZING THE CITY MANAGER WITH THE CONSENT OF THE CITY ATTORNEY TO MAKE MINOR CHANGES TO THE SCOPE OF WORK OF THE TASK ASSIGNMENT PROVIDED SUCH CHANGES DO NOT INCREASE THE QUOTED PRICE IN THE TASK ASSIGNMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (the "City") owns and operates the Lake City Gateway Airport (the "Airport"); and

WHEREAS, pursuant to City Council Resolution No 2022-091 the City of Lake City, Florida ("the "City") and Passero Associates, LLC., a Florida limited liability company, (the "Vendor") entered into that certain continuing contract for engineering services (the "Continuing Contract"); and

WHEREAS, the City has been awarded the Florida Department of Commerce Rural Infrastructure Fund Grant to support the repair of roof panels and substructure on Hangars 1 and 2 at the Airport (the "Project"); and

WHEREAS, under this agreement the Vendor will provide professional services for the Project, including replacement of the existing roofing systems on Hangars 1 and 2 at the Airport (the "Services"); and

WHEREAS, the Continuing Contract provides the Vendor shall provide services to the City only when requested and authorized in writing by the City; and

WHEREAS, each request from the City to the Vendor for services shall be for a specific project with the scope of the work defined by and embodied in a separate task assignment; and

WHEREAS, the City Council desires to enter into that certain Task Assignment No. Eight (8) – designed as Work Authorization No. 26-37A by the Vendor – pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project, in accordance with the terms and conditions of such task assignment set forth in Vendor’s proposal (the “Proposal”), a copy of which is attached as an Exhibit hereto; and

WHEREAS, entering into an agreement between the City and the Vendor for the scope of work set forth in the Proposal attached hereto (the “Agreement”) pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project is in the public interest and in the interests of the City; and

WHEREAS, the City Council desires the City Manager, with the consent of the City Attorney, be authorized to consent to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; now therefore

BE IT RESOLVED by the City of Lake City, Florida:

1. Approving the Agreement pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Agreement containing the material terms of the Proposal and the Continuing Contract should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City’s Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the Agreement; and
5. The City Manager, with the consent of the City Attorney, is authorized to agree to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; and
6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

City of Lake City, Florida

Lake City Gateway Airport / LCQ



Hangars 1 & 2 Roof Replacement

**Professional Services Consisting of Design, Bidding and Construction
Administration in association with
Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337**

**For
Lake City Gateway Airport (LCQ)**

**by
Passero Associates, LLC**
(Passero Project No. 20070044.A037)

Work Authorization 26-37A

Date: REV. September 17, 2026

Work Authorization 26-37A
LCQ Hangars 1 & 2 Roof Replacement
Professional Services Consisting of Design and Bidding
Lake City Gateway Airport (LCQ), Lake City, Florida

Passero Associates (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Authorization and the Continuing Services Agreement for Professional Engineering Services with the City of Lake City (Client or City), dated October 1, 2022, of which all terms and conditions are incorporated herein by reference.

Project Location: Lake City Gateway Airport (LCQ), 3524 East US Highway 90, Lake City, Florida 32055.

Project Description: The project consists of replacement of the existing roofing systems (roof panels and substructure) on Hangars 1 and 2 at the Lake City Gateway Airport, leased to AAR Airframe MRO, funded under Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337.

Work is anticipated to include demolition and disposal of the existing roof system (generally consisting of metal roof panels and purlins), and installation of a new 24-gauge standing seam metal roof system supported on new light-gauge metal purlins spanning the existing rigid frames (the replacement is intended as an “in-kind” replacement). The project will utilize a delegated design approach for the roof deck, purlins and associated connections. *See Attachment B, Reference Documents.*

The Consultants Scope of Work is generally defined as professional design, bidding and construction administration services and is covered in more detail under Attachment A – Scope of Work.

City Manager: Don Rosenthal
Airport Director: Chad Gomes
PA Project Manager: Justin Vollenweider, AIA, Vice President

Basic Services Compensation and Method of Payment (Lump Sum)	\$83,340
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Schedule: Services to begin upon receipt of a fully executed Work Authorization and Notice-to-Proceed from the City.

Meetings: See Attachment A, Scope of Work.

Deliverables: See Attachment A, Scope of Work.

"Client"
City of Lake City, Florida

By: _____

Noah Walker, Mayor

Name & Title

Date: _____

ATTEST:

By: _____

Typed Name & Title

Date: _____

"Consultant"
Passero Associates, LLC

By: _____

Bradley J. Wentz, PE, President
Name & Title

Date: _____

ATTEST:

By: _____

Angela Witt, Sr. Grants/Contracts Administrator
Typed Name & Title

Date: _____

Attachment A - Scope of Work
LCQ Hangars 1 & 2 Roof Replacement
Professional Services Consisting of Design, Bidding, and Construction Administration
Lake City Gateway Airport (LCQ), Lake City, Florida

1. Project Description

The project consists of replacement of the existing roof systems (roof panels and substructure) on Hangars 1 and 2 at the Lake City Gateway Airport, leased to AAR Airframe MRO, funded under Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337.

Work is anticipated to include demolition and disposal of the existing roof system (generally consisting of metal roof panels and purlins), and installation of a new 24-gauge standing seam metal roof system supported on new light-gauge metal purlins spanning the existing rigid frames (the replacement is intended as an "in-kind" replacement). The project will utilize a delegated design approach for the roof deck, purlins and associated connections. *See Attachment B, Reference Documents.*

The Consultants Scope of Work is generally defined as professional design, bidding and construction administration services and is as follows.

2. Basic Services

Passero Associates (Consultant) will provide the following basic services to assist the City of Lake City (Sponsor) with professional services related to the LCQ Hangars 1 & 2 roof replacement:

A. Project Management, Coordination and Grant Administration Assistance

- Coordinate with the City, the airport, and the tenant (AAR) regarding access, sequencing, and operational constraints during design and construction.
- Coordinate grant compliance requirements with the City as they relate to the design and bidding deliverables required under Grant No. D0337.

B. Preliminary Design

- Create conceptual drawings based on the documents created by C4 Design, dated June 2, 2026.
- Research applicable local and state building codes and regulations.
- Meeting with client to review preliminary documents and confirm final scope of work and recommended repairs/modifications.
- Revisions to preliminary documents based on client input.

C. Final Design (Construction Documents)

Passero, as Architect and Engineer of Record, will prepare construction documents for the roof replacement, signed and sealed by a Florida-licensed Professional Architect and Structural Engineer. The documents will include:

- Roof demolition and replacement plans, building sections, and connection and flashing details, as required.
- Project specifications establishing materials, performance, and quality requirements.
- Establish structural design criteria, performance requirements, loading criteria, wind uplift, connection design parameters and other related requirements necessary for the delegated design of the roof deck (and diaphragm), purlins and associated connections.
- **Delegated Structural Design Criteria Clarifications:**
 - Structural engineering, analysis, sizing, detailing, and final design of the roof deck, purlins and associated connections shall be performed by the Contractor's Florida-Licensed engineer.
 - Contractor shall submit signed and sealed delegated design calculations, drawings, and supporting documentation demonstrating compliance with contract documents for review by the Engineer of Record.
- Factory Mutual submittal requirements, including FM approval, RoofNav assembly documentation, Contractor's Package, and Checklist for Roofing System (Form X2688), and the required FM roof zone classifications (1-135, 1-165, and 1-210).

- Systems specified shall meet Florida Product Approval requirements for the roof panel system and components. (it is the contractor's responsibility to submit product approvals for submitted systems)
- Owner to provide documents related to the fire suppression project (by others). Passero shall review the documentation provided solely to assess potential impacts to the roof replacement project and existing building structure. Based on this review, Passero will provide recommendations to the Owner regarding the need for additional structural evaluation, if warranted. This scope excludes the design, analysis, detailing, or verification of any fire suppression system or associated structural modifications.

Permitting Support

- Contractor is responsible to apply and submit for permit. Architect will assist contractor by providing applicable permit documents created by architect generally including: plans, specifications and energy analysis (ComCheck), if applicable.
- Respond to comments from the building official and fire marshal during the permit review process.

D. Bidding Phase Services

- Prepare the "advertisement for bids" and assist the City with the legal advertisement and tracking of contract document holders, consistent with applicable Florida procurement requirements.
- Respond to bidder questions by addendum as required.
- Attend a pre-bid conference and prepare and distribute minutes to attendees and document holders.
- Assist the City at the bid opening, review bids for conformance with the contract documents, and review the apparent low bidder's qualifications and references.
- Prepare a bid tabulation and a recommendation of award or rejection of bids for the City's use.
- Prepare conformed contract documents and coordinate execution, and assist the City with issuance of the Notice-to-Proceed.

E. Construction Administration *(Assumed 8-month construction period)*

- Process of Submittals, including receipt, review of, and appropriate action on Shop Drawings.
 - Review delegated design submittals, including structural calculations and signed/sealed drawings, for conformance with the design criteria established in the Contract Documents.
- Distribution of submittals to Client and Contractor, as required.
- Review, preparation, and distribution of Client-requested changes in Scope of Work (Change Orders).
- Preparation, reproduction, and distribution of supplemental drawings or interpretations in response to requests for clarification by Contractor(s) or the Client.
- Certification of Contractor's monthly application for payment.
- Site Visits/Meetings: A total of nine (9) site visits are assumed, as follows:
 - Attend one (1) pre-construction meeting.
 - Attend field meetings, and as requested by Client (six (6) meetings assumed).
 - Field Reports (documenting observations during site visits) will be provided following site visits, as applicable.
 - Final punch-list inspection.
 - One (1) Project Completion/Closeout inspection and report necessary to close out grant.
 - *Additional site visits can be provided at \$1,250 per visit.*
- Assist Client with Project Closeout requirements.
- Review and Comment on contractor's closeout manual/O&M and warranty documents.
- Review contractor provided as-builts.

3. Other Considerations and Exclusions

- A. The following are excluded from the basic professional services. If during the project any of these services are required, Passero will identify the associated costs.
- Any item not explicitly outlined herein.
 - Structural repairs of deficiencies or unforeseen conditions that arise during subsequent assessments or construction are not included.
 - Field visits related to structural work are not included (field visits to obtain information on existing diaphragm layout and member sizes). It is assumed the contractor's delegated design engineer will visit the site as needed to obtain the information they require for their design.
 - Diaphragm loads to individual elements are excluded and will need to be determined by the contractor's delegated design engineer.
 - Final structural construction details and calculations are not included.
 - It is assumed the new roof system will be limited to no greater than 5 percent heavier than the existing roof system (to avoid code required structural evaluation of entire structure). If the contractor's design includes increasing the weight of the roof system by more than 5 percent, it is assumed the contractor's delegated design engineer will analyze the supporting structure (roof trusses, truss columns, foundations, etc.) and determine if it is adequate to support the additional load.
 - Hazardous materials and asbestos consultation, identification, testing, or abatement design. The existing roof may contain regulated materials; survey and abatement design, if required, will be performed by others or added as an Additional Service.
 - Environmental testing and auditing.
 - Mechanical, electrical, and plumbing design or modifications.
 - Modifications to existing hangar doors.
 - Civil, site, grading, drainage, and utility design.
 - Geotechnical and subsurface investigation.
 - Special inspections and construction materials testing, other than preparation of the statement of special inspections. Threshold inspection, if applicable, by others.
 - Commissioning services.
 - LEED certification and approval process.
 - Payment of any utility, permit, plan review, or agency fees.
 - Record documents and CAD files, unless otherwise included herein.
 - Consultants review of delegated design submittals is intended solely to assess conformance with the design criteria established in the Contract Documents and shall not constitute a detailed review, verification, or approval of the delegated design calculations, engineering, or code compliance.
- B. The City is responsible for providing complete and accurate project data in a timely manner as requested by the Consultant, including available record drawings and archives. The Consultant is not responsible for data that is not provided in the course of this Agreement.
- C. Clarification of Responsibility:
- The City acknowledges and confirms that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction administration work tasks for the Project are limited to those specified in this Work Order.
 - The City acknowledges and confirms that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors or suppliers.
 - The City confirms that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.
 - The City acknowledges and confirms that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

4. Schedule

Upon receipt of the Notice-to-Proceed from the City, the Consultant will immediately begin work. The schedule will be coordinated with the City to support the grant period and reimbursement requirements of Grant No. D0337, including timely completion of design (4-6 weeks from Notice to Proceed).

5. Fee Summary

Passero Associates (PA) will provide professional services for the scope of work above for a fee of **\$83,340 (Eighty-Three Thousand Three Hundred Forty Dollars and Zero Cents)**, unless there is a change in scope, complexity, character, or duration of the work to be performed by the Consultant. The fee is summarized below.

	Fee Schedule Summary	
2.A	Project Management, Coordination, and Grant Administration Assistance	\$14,080
2.B	Preliminary Design	\$9,560
2.C	Final Design	\$20,160
2.D	Bidding Phase Services	\$9,940
2.E	Construction Administration	\$29,600
	Subtotal, Basic Services	\$83,340
	<i>Estimated Expenses</i>	<i>Included</i>
	Total Professional Services Fee	\$83,340

End of Scope of Services

Attachment B - Reference Documents

Lake City Gateway Airport (LCQ) Hangars 1 & 2 Roof Replacement

The following documents are referenced in this Work Authorization and are provided under separate cover:

- C4 Design, AAR Airframe MRO Hangar 1 & 2 Roof Replacement, bid set dated June 2, 2026.
- Factory Mutual wind criteria correspondence (AAR / City of Lake City), dated June 4, 2026.
- Executed Grant Agreement No. D0337, State of Florida Department of Commerce and City of Lake City.