

### Federal Assistance Request Checklist

Airport:	Lake City Gateway Airport (LCQ)
Sponsor:	City of Lake City
City, State:	Lake City, Florida
Date of Application:	April 30, 2020
Type of Application:	FY 2021 Application - Design

#### **Cover Letter:**

- ☒ 1. Letter of Credit method of payment requested.
- ☐ 2. Project(s) identified. (Any changes from previous meetings/discussions should be discussed prior to submission.)
- ☐ 3. If pre-application, proposed application date identified.
- ☐ 4. If application, any changes to requested amount are identified and reasons provided.
- ☐ 5. If application, identify if any changes have taken place on Exhibit "A" Property Map since last grant.
- ☐ 6. If application, identify if any changes have taken place on Exhibit "C" Title Opinion since last grant.

#### **Pre Application:**

- ☐ 7. Standard Form 424; Form 5100-100 (Part II and Part III)
- ☐ 8. Detailed Project Information Sheet
- ☐ 9. Project Cost Estimates – One for each project and a summary
- ☐ 10. Project Sketch – One for each or one drawing with all projects
- ☐ 11. Environmental Determination Documentation for each project (CATEX Checklist, Copy of FONSI or ROD Signature Page)
- ☐ 12. Individual Project Schedules
- ☐ 13. Airport Sponsor AIP Certifications
- ☐ 14. Exhibit "A" (Airport Property Inventory Map)
- ☐ 15. Exhibit "C" (Title Opinion)

#### **Application:**

- ☒ 13. Standard Form 424; Form 5100-101 (Part II); Form 5100-101 (Part III)
- ☒ 14. Detailed Project Information Sheet
- ☒ 15. Individual Project Cost Breakdowns and Total Cost Summary
- ☐ 16. Bid Tabulations and Recommendation for Award Letter or:
  - ☐ 16.1 Construction Agreement
  - ☐ 16.2 Consultant-Inspection Agreement
  - ☒ 16.3 Consultant – Design Agreement
  - ☐ 16.4 Consultant – Planning Agreement
- ☒ 17. Project Sketch – One for each or one drawing with all projects
- ☒ 18. Environmental Determination Documentation for each project
- ☒ 19. Individual Project Schedules
- ☐ 20. Appraisals (Land Acquisition Projects)
- ☒ 21. Independent Cost Estimates (Design-Only Projects or Construction Phase Services)
- ☒ 22. Airport Sponsor AIP Certifications
- ☒ 23. Exhibit "A" (Airport Property Inventory Map)
- ☒ 24. Exhibit "C" (Title Opinion)

# Standard Form 424

### Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

LCQ

5b. Federal Award Identifier:

#### State Use Only:

6. Date Received by State:

7. State Application Identifier:

#### 8. APPLICANT INFORMATION:

\* a. Legal Name:

City of Lake City

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000352

\* c. Organizational DUNS:

0209831100000

#### d. Address:

\* Street1:

205 N Marion Avenue

Street2:

\* City:

Lake City

County/Parish:

\* State:

FL: Florida

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

32055-3918

#### e. Organizational Unit:

Department Name:

Airport

Division Name:

N/A

#### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

\* First Name:

Florence

Middle Name:

\* Last Name:

Straugh

Suffix:

Title:

Airport Manager

Organizational Affiliation:

\* Telephone Number:

386-752-2118

Fax Number:

\* Email:

straughf@lcfla.com

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Federal Aviation Administration

### 11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

### \* 12. Funding Opportunity Number:

N/A

\* Title:

N/A

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Taxiway C Realignment and Transient Apron Pavement Rehabilitation (Design Only)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

5

\* b. Program/Project

5

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

09/01/2021

\* b. End Date:

06/01/2022

**18. Estimated Funding (\$):**

\* a. Federal

166,520.00

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

166,520.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Ms.

\* First Name:

Florence

Middle Name:

\* Last Name:

Straugh

Suffix:

\* Title:

Airport Manager

\* Telephone Number:

386-752-2118

Fax Number:

\* Email:

straughf@lcfla.com

\* Signature of Authorized Representative:

\* Date Signed:

## Standard Form 5100-101 (Part II)

## Application for Federal Assistance (Planning Projects)

### Part II – Project Approval Information

#### Section A – Statutory Requirements

The term “Sponsor” refers to the applicant name as provided in box 8 of the associated SF-424 form.

<b>Item 1</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Item 2</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 3</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 4</b> Is the project covered by another Federal assistance program? If yes, please identify other funding sources by the Catalog of Federal Domestic Assistance (CFDA) number.  CFDA: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 5</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?  If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:  <input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414 <input type="checkbox"/> Negotiated Rate equal to ____% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII)  <i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

## Section B – Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Standard Form 5100-100 (Part III)

## Part III – Budget Information

### Section A – Budget Summary

Grant Program (a)	Federal Catalog No (b)	New or Revised Budget		
		Federal (c)	Non-Federal (d)	Total (e)
1. Airport Improvement Program	20-106	\$ 166520	\$ 0	\$ 0
2.				
3. TOTALS		\$ 166520	\$ 0	\$ 0

### Section B – Budget Categories (All Grant Programs)

4. Object Class Categories	Airport Improvement Program (1)		Other Program (2)		Total
	Amount	Adjustment + or (-) Amount (Use only for revisions)	Amount	Adjustment + or (-) Amount (Use only for revisions)	
a. Administrative expense	\$	\$	\$	\$	\$
b. Airport Planning	166520				166520
c. Environmental Planning					
d. Noise Compatibility Planning					
e. Subtotal	166520				166520
f. Program Income					
g. TOTALS (line e minus line f)	\$ 166520	\$	\$	\$	\$ 166520

### Section C – Non-Federal Resources

Grant Program (a)	Applicant (b)	State (c)	Other Sources (d)	Total (e)
5.	\$ 0	\$ 0	\$ 0	\$ 0
6.				
7. TOTALS	\$	\$	\$	\$

### Section D – Forecasted Cash Needs

Source of funds	Total for Project	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
8. Federal	\$ 166520	\$ 166520	\$	\$ 0	\$ 0
9. Non-Federal					
10. TOTAL	\$ 166520	\$ 166520	\$	\$ 0	\$ 0

### Section E – Other Budget Information

11. Other Remarks: (attach sheets if necessary)  
N/A

# Detailed Project Information Sheet

**Detailed Project Information Sheet**  
**Airport Improvement Program**  
**2021 Grant Application**

Airport: Lake City Gateway Airport (LCQ)

City, State: Lake City, Florida

Project Title: Taxiway C Realignment and Transient Apron Pavement Rehabilitation (Design Only)

Project Description: Rehabilitation of approximately 350,000 sq. ft. of airport apron pavement. Realignment of Taxiway C connector from the terminal apron to create a 90-degree intersection with Runway 10-28.

Project Justification: The apron pavement condition ranges from a PCI of 28, very poor, to a PCI of 68, fair. Taxiway C currently crosses Taxiway A from the terminal apron area at an angle of 126°/54° and continues to Runway 10-28 intersecting at the same angle. FAA design standards require a 90-degree connection to Runway 10-28.

Special Circumstances: None.

Project Cost Information:

Total Cost (100%)	FAA Share (100%)	State (0%)	Local (0%)
\$166,520.00	\$166,520.00	0	0

<b>Type of Funding Proposed (FAA Share Only)</b>			
<u>Fund Type</u>	<u>Funds Available</u>	<u>Funds to be Used</u>	<u>Funds Remaining</u>
NP Entitlement FY-2021	\$150,000.00	\$150,000.00	\$0.00
Total	\$150,000.00	\$150,000.00	\$0.00

Alternate Funding Plan: None.



Individual Project Cost Breakdown  
and  
Total Cost Summary

**Lake City Gateway Airport (LCQ)  
Airport Improvement Program  
2021 Grant Application**

**Estimated Project Costs**

Project Title: **Transient Apron Pavement Rehabilitation (Design Only)**

	<u>Cost (100%)</u>	<u>FAA (100%)</u>
Professional Consultant Services:		
Design Phase Services	\$103,370.00	\$103,370.00
Independent Fee Estimate (IFE)	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Total Amount	\$105,370.00	\$105,370.00

**Lake City Gateway Airport (LCQ)  
Airport Improvement Program  
2021 Grant Application**

**Estimated Project Costs**

Project Title: **Taxiway C Realignment (Design Only)**

	<u>Cost (100%)</u>	<u>FAA (100%)</u>
Professional Consultant Services:		
Design Phase Services	\$59,150.00	\$59,150.00
Independent Fee Estimate (IFE)	\$2,000.00	\$2,000.00
Total Amount	<u>\$61,150.00</u>	<u>\$61,150.00</u>

## Consultant Agreements

Supplemental Agreement 21-23

Supplemental Agreement 21-24

**City of Lake City**



**Lake City Gateway Airport**

**Taxiway C Realignment (Design Phase)**

**Design, Topographic Survey, Geotechnical  
Investigation, and Grants Administration Services**

by

**Passero Associates, LLC**

(PA Project No. 20070044.0023)

**Supplemental Agreement 21-23**

**Supplemental Agreement 21-23**  
**Taxiway C Realignment (Design Phase)**  
**Lake City Gateway Airport, Lake City, Florida**

PASSERO ASSOCIATES, LLC (PA or "Consultant") agrees to perform the following services, in accordance with the terms and conditions of this Supplemental Agreement and the Contract for Professional Airport Engineering Services, dated August 21, 2017, with the of City of Lake City (City or "Client"), all of which terms and conditions are incorporated herein by reference:

**Project Location:** Lake City Gateway Airport, 3256 East US Highway 90, Lake City, Florida, 32055

**Project Description:** The project will consist of the demolition and realignment of Taxiway C pavement between Taxiway A and Runway 10-28. The taxiway is being realigned to confirm to FAA airfield geometry criteria.

**Scope of Basic Services:** Professional Civil Engineering Design Services, and Grants Administration Assistance (Attachment A-1: Scope of Work).

**Scope of Special Services:** Topographic Survey and Geotechnical Investigation.

**City Manager:** Mr. Joe Helfenberger.

**City Project Coordinator:** Mr. Bradley Byrd, Interim Airport Manager.

**PA Program Manager:** Mr. Bradley Wentz

**PA Project Manager:** Mr. Matt Singletary

<b><u>Basic Services Compensation:</u></b>	Not-to-Exceed:	\$ 55,512.00
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<b><u>Special Services Compensation:</u></b>	Not-to-Exceed:	\$ 3,638.00
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<b><u>Total Project Cost (See Attachment A-1: Schedule B):</u></b>	Not-to-Exceed:	\$ 59,150.00
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**Schedule:** See Attachment A-1

**Meetings:** See Attachment A-1, Section IV

**Deliverables:** See Attachment A-1, Section IV

**"Client" - City of Lake City**

**"Consultant" – Passero Associates, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Stephen M. Witt, Mayor  
\_\_\_\_\_  
Typed Name, (Title)

Bradley Wentz, Vice President  
\_\_\_\_\_  
Typed Name, (Title)

ATTEST:

ATTEST:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Name, (Title)

Angela Witt, Grant and Contracts  
\_\_\_\_\_  
Name, (Title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A-1: Scope of Work**  
**Taxiway C Realignment (Design Only Phase)**  
**Lake City Gateway Airport, Lake City, Florida**

**I. Project Description**

The portion of Taxiway C between Taxiway A and Runway 10-28 at Lake City Gateway Airport currently does not meet FAA airfield geometry requirements. The proposed project will consist of the removal and reconstruction of that portion of Taxiway C between Taxiway A and Runway 10-28. Project elements include pavement and electrical demolition, earthwork and grading, storm sewer installation, limerock base, bituminous paving, pavement marking, new airfield lighting and signage, topsoiling and turfing. See attached Project Sketch for proposed project.

**II. Basic Services**

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Lake City (City) with the Design Phase of the Taxiway C Realignment Project. Project services include design validation and conformance with FAA applicable design guidance. FAA guidance documents include but are not limited to:

- Advisory Circular 150/5300-13 Change 1, Airport Design
- Advisory Circular 150/5320-5, Airport Drainage Design
- Advisory Circular 150/5320-6, Airport Pavement Design and Evaluation
- Advisory Circular 150/5370-2, Operational Safety on Airports During Construction
- Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports

**A. Joint Automated Capital Improvement Program (JACIP) and FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) Assistance**

The Consultant shall assist the City in the update to the Airport JACIP in the following areas:

1. Coordinate the Engineer's opinion of probable costs for design and construction with existing input in the JACIP
2. Update the JPM with Engineer's certifications of plans and specifications.
3. Upload plans and specifications into JPM.
4. Assist City in uploading signed task orders and third-party agreements.
5. Create "Non-Rule making Airport" (NRA) case on FAA OE/AAA site for FAA review of the project construction.

**B. Grant and Administration Phase:**

The Consultant shall aid the City by acting as its liaison and Project coordinator with FAA and FDOT during the Project's design. In addition, the Consultant shall assist the City in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the City; and submission to the funding agencies.
2. During the Design Phase, to aid the City by acting as its liaison and Project coordinator with the funding agencies.
3. The estimated construction cost of this improvement is \$650,000. The Consultant shall evaluate and validate the proposed construction budget and keep the City apprised during each phase of the Project of the results of such evaluation. The Consultant shall advise the City as to options available for reducing

construction costs to maintain the budget, if it appears likely that contractor bid prices will exceed this budget.

4. Perform Project management duties such as Project planning, invoice preparation, schedule coordination, coordination of design team and internal cost control.
5. Schedule coordination: Consultant shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Phases of design may be delayed by the FAA or other review agencies.
6. The design schedule is anticipated to be as follows:

Time from Contract Execution

Receipt of Notice to Proceed (NTP)

Schematic Design (includes Field Data Collection)	60 days
Pre-Final Design	60 days
Final Design	60 days

**C. Schematic Design Phase:**

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The Consultant will evaluate pavement rehabilitation and phasing alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction Projects to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the City, FAA, and FDOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction. Prepare and distribute meeting minutes.
2. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
3. Schedule and conduct a meeting with the key Airport stake-holders to review project elements and to better understand constraints related to Airport user and tenant operations and gather input related to impact of possible airfield pavement closures. Prepare and distribute meeting minutes.
4. Perform a preliminary Project site inspection to further familiarize the design team with the Project areas.
5. Prepare preliminary plans identifying required topographic field surveys, subsurface soils investigations, and other field investigative programs. Develop a schedule of completion of required surveys and investigations to minimize interference with airport and tenant operations.
6. Acquire the necessary topographic survey of and utility data for the Project site including related office computations and drafting.
7. Acquire the necessary soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics.
8. Perform a preliminary environmental review, including review of the previous Master Plan. Complete appropriate NEPA forms and submit to the FAA, as required. A CATEx is assumed to be the appropriate documentation.
9. Analyze data obtained from subsurface soils and existing pavement investigation program and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.



10. Develop pavement design in accordance with FAA Advisory Circular 150/5320-6, latest edition.
11. Develop schematic designs, including preliminary vertical alignment and horizontal geometric layouts.
12. Develop schematic construction safety phasing plans to support the above referenced pavement designs, including preliminary pavement horizontal geometric layouts, as needed.
13. Prepare preliminary opinion of probable construction costs for each major element of the Project.
14. Develop a detailed Engineer's Report which evaluates alternatives to achieve project goals. The Consultant shall provide the Airport with a report 1) identifying appropriate pavement rehabilitation alternatives, 2) establish the shortcomings and benefits of each alternative with a matrix ranking the various alternatives, 3) develop a preliminary construction, phasing and sequencing plan for each alternative, and 4) develop the associated estimate of probable construction cost of each alternative.
15. Submit Engineer's Report to the City, FAA, and FDOT for review.
16. Schedule and conduct a Engineer's Report presentation meeting with the City to review project design elements, alternatives, and anticipated construction costs.

#### **D. Pre-Final (60%) Design Phase**

The services to be performed during this Phase consist generally of services required to furnish the City with a set of Pre-Final Plans, Contract Document, Technical Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Conduct site inspections to verify topographic survey, inventory pavement distresses, inventory visual aid features, and other Project-related existing physical features and facilities.
2. Finalize horizontal pavement geometrical layouts and place sufficient information on drawings to layout proposed pavements in field during construction, as needed.
3. Develop a preliminary design to develop pavement centerline profiles, typical sections, and other grading details for the proposed work, as needed.
4. Evaluate the existing airfield drainage in the Taxiway A / Runway 10-28 infield including any drainage improvements that may be required.
5. Develop preliminary airfield marking layouts, as needed.
6. Develop preliminary designs of structural Project elements, such as catch basins, manholes, and culverts as needed.
7. Meet with Airport and ATCT personnel to develop a draft construction phasing and operations plan that endeavors to limit interference by the Project's construction with airport and tenant operations.
8. Develop a draft storm water pollution prevention plan that encompasses all phases of the Project.
9. Prepare preliminary Contract Drawings (approximately 60% complete) providing sufficient detail for review of design concepts by the City, FAA, and FDOT.
10. Develop general provisions and overall City contract documents, as necessary.
11. Develop technical specifications expected to be required for the proposed work. Standard technical specifications shall be used whenever possible, with supplemental specifications developed by the Consultant.
12. Prepare a detailed opinion of probable construction cost to reflect the outcomes of Project design.
13. Prepare written design report documenting items such as design concepts, assumptions, and alternative designs.
14. Perform an internal quality control review on all design documents.

15. Submit sufficient copies of preliminary design documents to the City, FAA, and FDOT for their review and comment.
16. Schedule and conduct a pre-final design review meeting to discuss and resolve any City comments and perform airfield site visit to verify pre-final design.

#### **E. Final Design Phase**

The services included under this Phase shall generally consist of services required to furnish the City with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with City comments and then completion of the final design. Plans and Specifications will be completed; final design will be coordinated with the City; and a complete set of bid documents will be furnished to the City. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety Phasing Plan (CSPP) and Construction Management Plan will be provided as well.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize the grading and drainage system design.
2. Prepare final construction plans, supplemental documents such and construction phasing plans.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final contract agreements and technical specifications.
6. Submit advance final documents to the City, FAA, and FDOT for final review and comment. The design team and the City will conduct a final design review meeting to discuss contents, costs and other comments.
7. Reproduce copies of the bid documents which include plans, specifications, and construction phasing plans, soil boring logs and typical cross sections. These documents will be supplied to the City.

After final comments are provided by the City, FAA and FDOT, Passero will develop a complete BID Set of contracts plans and specifications.

### **III. Special Services**

1. Special services associates with this project are topographic survey and geotechnical investigation.
2. This Phase of the Project does not include any other special services. However, if during the later stages of the design phase of this project, other special services are needed, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

### **IV. Meetings, Presentations and Deliverables**

1. Passero Associates will prepare for and attend the following meetings:
  - ◇ Project Design Kick-off Meeting
  - ◇ Site Inspection of project area
  - ◇ Project Stakeholder Coordination Meeting
  - ◇ Project Engineer's (Alternatives) Report Review Meeting with Airport, FAA, FDOT
  - ◇ Project 60% Design Review Meeting with Airport, FAA, FDOT.
  - ◇ Project 60% Design Review Meeting with Suwannee River Water Management District.
  - ◇ Field Check of Pre-Final Plans

- ◇ Project 100% Design Review Meeting with Airport, FAA, FDOT, and City.
- 2. Passero Associates will provide the following deliverables to the City, FAA and FDOT:
  - ◇ FAA AIP Grant Pre-application for signatures.
  - ◇ 3 Sets of 30% Plans and Outline Specifications, Cost Estimate & Preliminary Engineer's Report.
  - ◇ 3 Sets of 60% Plans and Specifications, Cost Estimate
  - ◇ 3 Sets of 90% Plans and Specifications, Cost Estimate & Final Engineer's Report.
  - ◇ 3 Sets of Construction Safety Phasing Plan.
  - ◇ 3 Sets of Construction Management Plan.
  - ◇ 3 Sets of 100% (Bid Set) Plans.
  - ◇ 3 Sets of Bid Specifications.
  - ◇ 3 Final Engineer's Report.

**V. Exclusions**

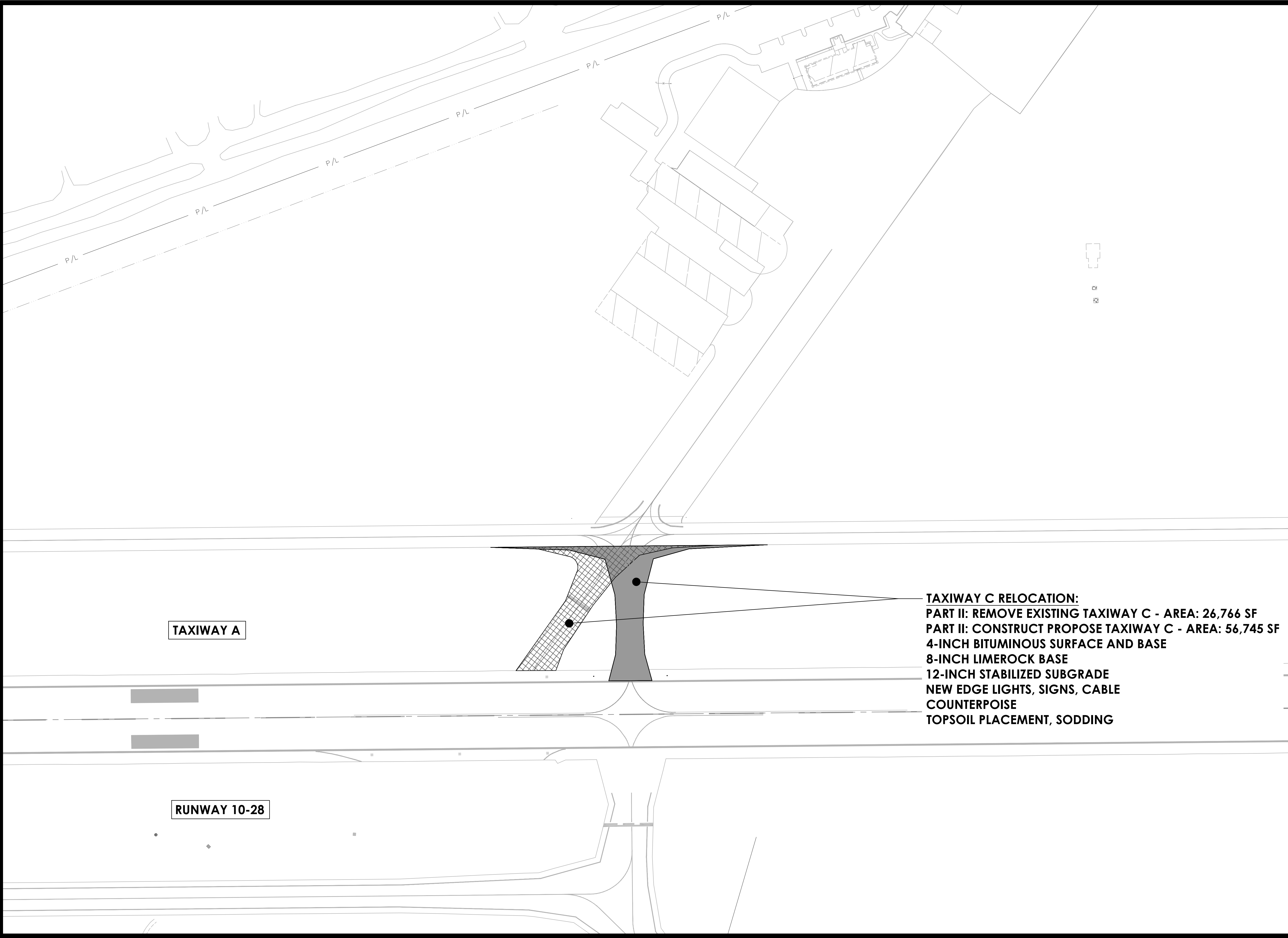
The following items are not included in this Work Order, but are anticipated to be included in a future authorization:

- ◇ Bidding Phase and Recommendation of Award Services
- ◇ Construction Administration
- ◇ Resident Project Representation or Construction Observation services.

**End of Scope of Services**

### Consultant Services Fees and Costs

Airport: Lake City Gateway Airport										
Project: Taxiway C Realignment										
PA Project No: 20070044.0023										
Date: 3/19/21										
Prepared By: Bradley Wentle										
	Employee Classifications									
Project Phases	Project Tasks	Project	Sr.	Project	Gr/Contract	Designer	Sr.	Clerical	Task	Phase
		Manager	Engineer	Engineer	Admin.		(Reports)	Totals	Totals	
A. JACIP	JACIP Coordination	2			2				190.00	190.00
B. Grant & Administration	Project Planning & Funding Agencies Coordination	2	2		2				300.00	2,140.00
	Preliminary Construction Budget		2	2					180.00	
	Grant Pre-Application Coordination & Submission	2	2		10				460.00	
	General Project Management	16							1,200.00	
C. Schematic Design (30%)	Start-up, Pre-design meeting & Initial Site Inspection		2	2					180.00	2,640.00
	Data Collection: Sub Coordination & Field Walkthrough		4						220.00	
	Develop Design Engineer's Report	2	6	12					900.00	
	Internal QA/QC	4							300.00	
	Review Meeting with City, FAA, FDOT	8	8						1,040.00	
	Project Management (see Part B above)								-	
D. PreFinal Design (60%)	Pre-Final Design Development									8,315.00
	Develop Construction Phasing and Operation Plan	2	4	4					510.00	
	Finalize Pavement Designs	2	4	6					580.00	
	Develop Pre-Final Plans (assume 15 sheets)	4	24	64					3,860.00	
	Coordination Meeting with Suwannee River WMD	2	4	4					510.00	
	Develop and Submit Environmental Resource Permit		4	4					360.00	
	Update Engineer's Report		4	4					360.00	
	Opinion Cost Update		4	4					360.00	
	Develop Construction Safety Phasing Plan	1	4	4					435.00	
	Internal QA/QC	4							300.00	
E. Final Design (100%)	Review Meeting with City, FAA, FDOT	8	8						1,040.00	4,965.00
	Project Management (see Part B above)								-	
	Finalize Contract Plans (assume 15 sheets)		16	32					2,000.00	
	Finalize Technical Specs		1	2					125.00	
	Finalize Contract Documents		1	2					125.00	
	Finalize Qty Takeoff		4	8					500.00	
	Finalize Opinion Cost and project reports	1	2	2					255.00	
	Finalize Construction Safety Phasing Plan	1	2	4					325.00	
	Internal QA/QC	4							300.00	
	Final Review Meeting with City, FAA, FDOT	8	8						1,040.00	-
	Finalize and Submit Bid Documents	1	2	2	2				295.00	
	Project Management (see Part B above)								-	
									-	
Total Hours:		74	122	162	16	0	0	0		374
Hourly Rate (2021):		75.00	55.00	35.00	20.00	24.25	29.50	18.00		
Direct Salary Cost:		5,550.00	6,710.00	5,670.00	320.00	-	-	-		\$ 18,250.00
Summary of All Fees and Costs:										
Travel: Number of Trips		3							Total Hours:	374
Travel: Mileage per Trip		200							Total Direct Salary Costs:	18,250
Travel: Cost per Mile		\$ 0.57							Overhead/OH (168% of Direct Labor Costs):	30,660
Total Travel Costs:		\$ 339.00							Total Labor Cost:	48,910
Per Diem: Number of Days		0							Fixed Fee (12% of Total Labor Cost):	5,869
Per Diem Rate		\$ -							Subtotal:	54,779
Total Per Diem Costs:		\$ -							Total Direct Non-salary Expenses:	4,377
									Total Cost (Labor, OH, Fixed Fee & Expenses):	59,156
									SAY:	\$ 59,150
Topographic Survey		\$ 1,500.00								
Geotechnical Investigation		\$ 2,137.50								
Total Subconsultant Costs:		\$ 3,637.50								
Reproduction (copies, presentations, boards, plans)		\$ 250.00								
Miscellaneous Expenses		\$ 150.00								
Total Direct Non-salary Expenses		\$ 4,376.50								



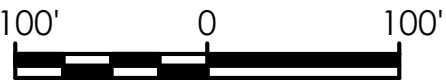
TAXIWAY A

RUNWAY 10-28

**TAXIWAY C RELOCATION:**  
**PART II: REMOVE EXISTING TAXIWAY C - AREA: 26,766 SF**  
**PART II: CONSTRUCT PROPOSE TAXIWAY C - AREA: 56,745 SF**  
**4-INCH BITUMINOUS SURFACE AND BASE**  
**8-INCH LIMEROCK BASE**  
**12-INCH STABILIZED SUBGRADE**  
**NEW EDGE LIGHTS, SIGNS, CABLE**  
**COUNTERPOISE**  
**TOPSOIL PLACEMENT, SODDING**



PASSERO ASSOCIATES  
engineering architecture



SUBMITTAL

CIP FY 2021

STAMP

OWNER

LAKE CITY, FLORIDA, U.S.A.



3524 U.S. Highway 90  
Lake City, Florida 32055

**Passero Associates**

4730 Casa Cola Way, Suite 200  
St. Augustine, FL 32095 (904) 757-6106

Project Manager: Bradley J. Wente, P.E.  
Prepared By: Harrison A. Korb, E.I.T.  
www.passero.com

Revisions

No.	Date	By	Description

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LOCATION

**LAKE CITY GATEWAY  
AIRPORT (LCQ)**

TOWN/CITY: LAKE CITY  
COUNTY: COLUMBIA STATE: FLORIDA

PROJECT TITLE

**TAXIWAY C REALIGNMENT  
& TRANSIENT APRON  
REHABILITATION**

PROJECT NUMBER

**20070044.0000**

DATE

**NOVEMBER 2020**

DRAWING TITLE

PROJECT SKETCH

DRAWING NUMBER

1

**City of Lake City**



**Lake City Gateway Airport**

**Rehabilitate Transient Apron and Taxilanes  
(Design Phase)**

**Design, Topographic Survey, Geotechnical  
Investigation, and Grants Administration Services**

**by**

**Passero Associates, LLC**

(PA Project No. 20070044.0024)

**Supplemental Agreement 21-24**

**Supplemental Agreement 21-24**  
**Rehabilitate Transient Apron and Taxilanes (Design Only)**  
**Lake City Gateway Airport, Lake City, Florida**

PASSERO ASSOCIATES, LLC (PA or "Consultant") agrees to perform the following services, in accordance with the terms and conditions of this Supplemental Agreement and the Contract for Professional Airport Engineering Services, dated August 21, 2017, with the of City of Lake City (City or "Client"), all of which terms and conditions are incorporated herein by reference:

**Project Location:** Lake City Gateway Airport, 3256 East US Highway 90, Lake City, Florida, 32055

**Project Description:** The Rehabilitate Transient Apron and Taxilane project at Lake City Gateway Airport consist of pavement milling, bituminous overlay, pavement marking, and verification of aircraft tie down locations for approximately 28,000 square yards of apron and 6700 square yards of existing taxilanes. The project also includes 300 square yards of full depth pavement repair.

**Scope of Basic Services:** Professional Civil Engineering Design Services, and Grants Administration Assistance (Attachment A-1: Scope of Work).

**Scope of Special Services:** Topographic Survey and Geotechnical Investigation.

**City Manager:** Mr. Joe Helfenberger.

**City Project Coordinator:** Mr. Bradley Byrd, Interim Airport Manager.

**PA Program Manager:** Mr. Bradley Wentz

**PA Project Manager:** Mr. Matt Singletary

**Basic Services Compensation:** Not-to-Exceed: \$ 87,635.00

**Special Services Compensation:** Not-to-Exceed: \$ 15,735.00

**Total Project Cost (See Attachment A-1: Schedule B):** Not-to-Exceed: \$ 103,370.00

**Schedule:** See Attachment A-1

**Meetings:** See Attachment A-1, Section IV

**Deliverables:** See Attachment A-1, Section IV

**"Client" - City of Lake City**

By: \_\_\_\_\_

Stephen M. Witt, Mayor  
\_\_\_\_\_  
Typed Name, (Title)

ATTEST:

BY: \_\_\_\_\_

\_\_\_\_\_  
Name, (Title)

Date: \_\_\_\_\_

**"Consultant" – Passero Associates, LLC**

By: \_\_\_\_\_

Bradley Wentz, Vice President  
\_\_\_\_\_  
Typed Name, (Title)

ATTEST:

BY: \_\_\_\_\_

Angela Witt, Grant and Contracts  
\_\_\_\_\_  
Name, (Title)

Date: \_\_\_\_\_

**Attachment A-1: Scope of Work**  
**Rehabilitate Transient Apron and Taxilanes (Design Only)**  
**Lake City Gateway Airport, Lake City, Florida**

**I. Project Description**

The Rehabilitate Transient Apron and Taxilane project at Lake City Gateway Airport consist of pavement milling, bituminous overlay, pavement marking, and verification of aircraft tie down locations for approximately 28,000 square yards of apron and 6700 square yards of existing taxilanes. The project also includes 300 square yards of full depth pavement repair. See attached Project Sketch for proposed project.

**II. Basic Services**

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Lake City (City) with the Design Phase of the Taxiway C Realignment Project. Project services include design validation and conformance with FAA applicable design guidance. FAA guidance documents include but are not limited to:

- Advisory Circular 150/5300-13 Change 1, Airport Design
- Advisory Circular 150/5320-5, Airport Drainage Design
- Advisory Circular 150/5320-6, Airport Pavement Design and Evaluation
- Advisory Circular 150/5370-2, Operational Safety on Airports During Construction
- Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports

**A. Joint Automated Capital Improvement Program (JACIP) and FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) Assistance**

The Consultant shall assist the City in the update to the Airport JACIP in the following areas:

1. Coordinate the Engineer's opinion of probable costs for design and construction with existing input in the JACIP
2. Update the JPM with Engineer's certifications of plans and specifications.
3. Upload plans and specifications into JPM.
4. Assist City in uploading signed task orders and third-party agreements.
5. Create "Non-Rule making Airport" (NRA) case on FAA OE/AAA site for FAA review of the project construction.

**B. Grant and Administration Phase:**

The Consultant shall aid the City by acting as its liaison and Project coordinator with FAA and FDOT during the Project's design. In addition, the Consultant shall assist the City in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the City; and submission to the funding agencies.
2. During the Design Phase, to aid the City by acting as its liaison and Project coordinator with the funding agencies.
3. The estimated construction cost of this improvement is \$1,750,000. The Consultant shall evaluate and validate the proposed construction budget and keep the City apprised during each phase of the Project of the results of such evaluation. The Consultant shall advise the City as to options available for reducing



construction costs to maintain the budget, if it appears likely that contractor bid prices will exceed this budget.

4. Perform Project management duties such as Project planning, invoice preparation, schedule coordination, coordination of design team and internal cost control.
5. Schedule coordination: Consultant shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Phases of design may be delayed by the FAA or other review agencies.
6. The design schedule is anticipated to be as follows:

Time from Contract Execution

Receipt of Notice to Proceed (NTP)

Schematic Design (includes Field Data Collection)	60 days
Pre-Final Design	60 days
Final Design	60 days

**C. Schematic Design Phase:**

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The Consultant will evaluate pavement rehabilitation and phasing alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction Projects to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the City, FAA, and FDOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction. Prepare and distribute meeting minutes.
2. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
3. Schedule and conduct a meeting with the key Airport stake-holders to review project elements and to better understand constraints related to Airport user and tenant operations and gather input related to impact of possible airfield pavement closures. Prepare and distribute meeting minutes.
4. Perform a preliminary Project site inspection to further familiarize the design team with the Project areas.
5. Prepare preliminary plans identifying required topographic field surveys, subsurface soils investigations, and other field investigative programs. Develop a schedule of completion of required surveys and investigations to minimize interference with airport and tenant operations.
6. Acquire the necessary topographic survey of and utility data for the Project site including related office computations and drafting.
7. Acquire the necessary soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics.
8. Perform a preliminary environmental review, including review of the previous Master Plan. Complete appropriate NEPA forms and submit to the FAA, as required. A CATEx is assumed to be the appropriate documentation.
9. Analyze data obtained from subsurface soils and existing pavement investigation program and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.

10. Develop pavement design in accordance with FAA Advisory Circular 150/5320-6, latest edition.
11. Develop schematic designs, including preliminary vertical alignment and horizontal geometric layouts.
12. Develop schematic construction safety phasing plans to support the above referenced pavement designs, including preliminary pavement horizontal geometric layouts, as needed.
13. Prepare preliminary opinion of probable construction costs for each major element of the Project.
14. Develop a detailed Engineer's Report which evaluates alternatives to achieve project goals. The Consultant shall provide the Airport with a report identifying appropriate pavement rehabilitation alternatives, develop a preliminary construction phasing for each alternative, and develop an estimate of probable construction cost of each alternative.
15. Submit Engineer's Report to the City, FAA, and FDOT for review.
16. Schedule and conduct an Engineer's Report presentation meeting with the City to review project design elements, alternatives, and anticipated construction costs.

#### **D. Pre-Final (60%) Design Phase**

The services to be performed during this Phase consist generally of services required to furnish the City with a set of Pre-Final Plans, Contract Document, Technical Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Conduct site inspections to verify topographic survey, inventory pavement distresses, inventory visual aid features, and other Project-related existing physical features and facilities.
2. Finalize horizontal pavement geometrical layouts and place sufficient information on drawings to layout proposed pavements in field during construction, as needed.
3. Develop a preliminary design to develop pavement centerline profiles, typical sections, and other grading details for the proposed work, as needed.
4. Evaluate the existing airfield drainage in the Taxiway A / Runway 10-28 infield including any drainage improvements that may be required.
5. Develop preliminary airfield marking layouts, as needed.
6. Develop preliminary designs of structural Project elements, such as catch basins, manholes, and culverts as needed.
7. Meet with Airport and ATCT personnel to develop a draft construction phasing and operations plan that endeavors to limit interference by the Project's construction with airport and tenant operations.
8. Develop a draft storm water pollution prevention plan that encompasses all phases of the Project.
9. Prepare preliminary Contract Drawings (approximately 60% complete) providing sufficient detail for review of design concepts by the City, FAA, and FDOT.
10. Develop general provisions and overall City contract documents, as necessary.
11. Develop technical specifications expected to be required for the proposed work. Standard technical specifications shall be used whenever possible, with supplemental specifications developed by the Consultant.
12. Prepare a detailed opinion of probable construction cost to reflect the outcomes of Project design.
13. Prepare written design report documenting items such as design concepts, assumptions, and alternative designs.
14. Perform an internal quality control review on all design documents.

15. Submit sufficient copies of preliminary design documents to the City, FAA, and FDOT for their review and comment.
16. Schedule and conduct a pre-final design review meeting to discuss and resolve any City comments and perform airfield site visit to verify pre-final design.

#### **E. Final Design Phase**

The services included under this Phase shall generally consist of services required to furnish the City with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with City comments and then completion of the final design. Plans and Specifications will be completed; final design will be coordinated with the City; and a complete set of bid documents will be furnished to the City. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety Phasing Plan (CSPP) and Construction Management Plan will be provided as well.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize the grading and drainage system design.
2. Prepare final construction plans, supplemental documents such and construction phasing plans.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final contract agreements and technical specifications.
6. Submit advance final documents to the City, FAA, and FDOT for final review and comment. The design team and the City will conduct a final design review meeting to discuss contents, costs and other comments.
7. Reproduce copies of the bid documents which include plans, specifications, and construction phasing plans, soil boring logs and typical cross sections. These documents will be supplied to the City.

After final comments are provided by the City, FAA and FDOT, Passero will develop a complete BID Set of contracts plans and specifications.

### **III. Special Services**

1. Special services associates with this project are topographic survey and geotechnical investigation.
2. This Phase of the Project does not include any other special services. However, if during the later stages of the design phase of this project, other special services are needed, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

### **IV. Meetings, Presentations and Deliverables**

1. Passero Associates will prepare for and attend the following meetings:
  - ◇ Project Design Kick-off Meeting
  - ◇ Site Inspection of project area
  - ◇ Project Stakeholder Coordination Meeting
  - ◇ Project Engineer's (Alternatives) Report Review Meeting with Airport, FAA, FDOT
  - ◇ Project 60% Design Review Meeting with Airport, FAA, FDOT.
  - ◇ Project 60% Design Review Meeting with Suwannee River Water Management District.
  - ◇ Field Check of Pre-Final Plans

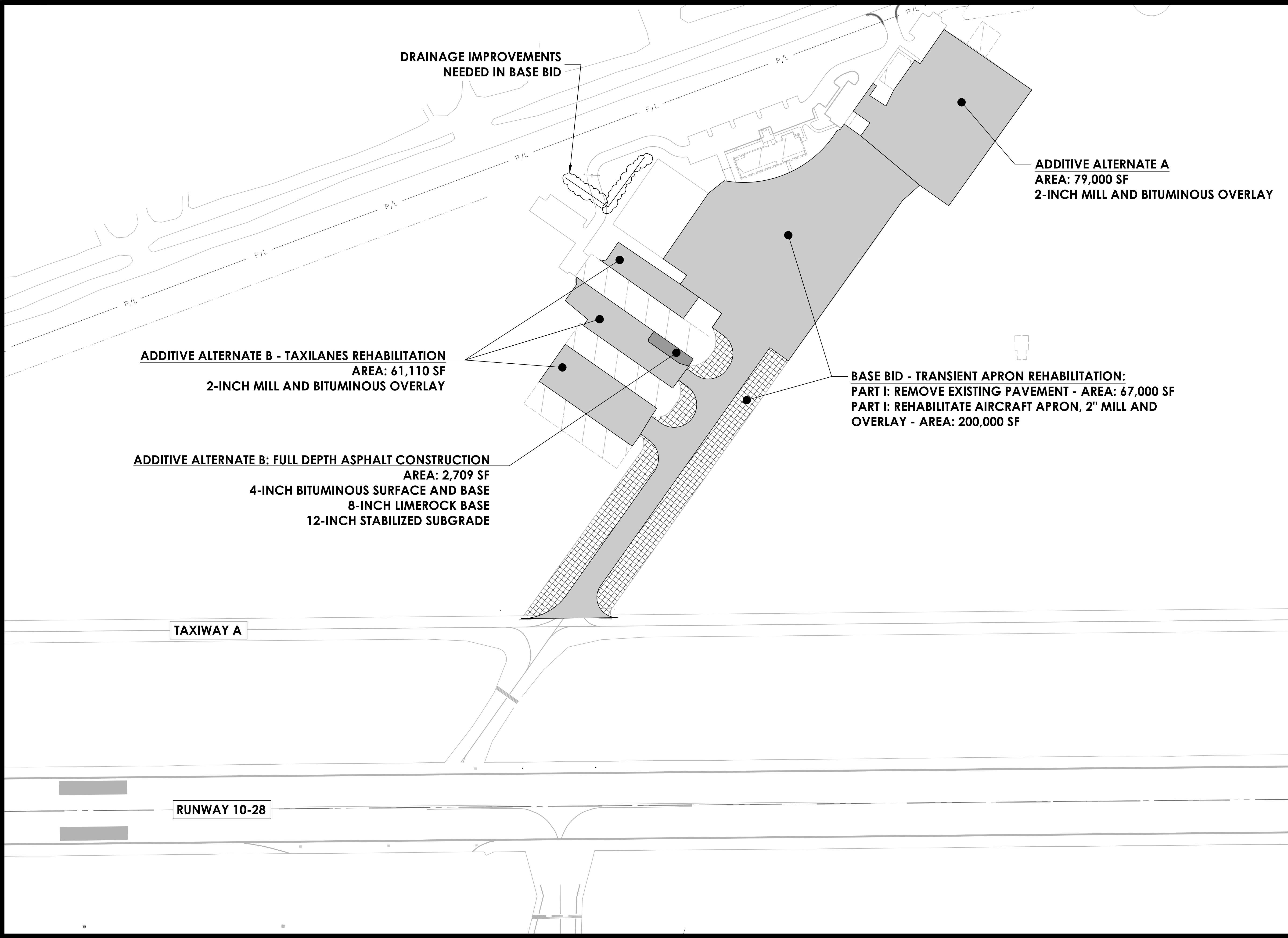
- ◇ Project 100% Design Review Meeting with Airport, FAA, FDOT, and City.
- 2. Passero Associates will provide the following deliverables to the City, FAA and FDOT:
  - ◇ FAA AIP Grant Pre-application for signatures.
  - ◇ 3 Sets of 30% Plans and Outline Specifications, Cost Estimate & Preliminary Engineer's Report.
  - ◇ 3 Sets of 60% Plans and Specifications, Cost Estimate
  - ◇ 3 Sets of 90% Plans and Specifications, Cost Estimate & Final Engineer's Report.
  - ◇ 3 Sets of Construction Safety Phasing Plan.
  - ◇ 3 Sets of Construction Management Plan.
  - ◇ 3 Sets of 100% (Bid Set) Plans.
  - ◇ 3 Sets of Bid Specifications.
  - ◇ 3 Final Engineer's Report.

**V. Exclusions**

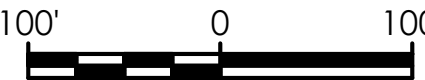
The following items are not included in this Work Order, but are anticipated to be included in a future authorization:

- ◇ Bidding Phase and Recommendation of Award Services
- ◇ Construction Administration
- ◇ Resident Project Representation or Construction Observation services.

**End of Scope of Services**



PASSERO ASSOCIATES  
engineering architecture



SUBMITTAL

CIP FY 2021

STAMP

OWNER

LAKE CITY, FLORIDA, U.S.A.



3524 U.S. Highway 90  
Lake City, Florida 32055

**Passero Associates**

4730 Casa Cola Way, Suite 200  
St. Augustine, FL 32095 (904) 757-6106

Project Manager: Bradley J. Wente, P.E.  
Prepared By: Harrison A. Korb, E.I.T.  
www.passero.com

Revisions

No.	Date	By	Description

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LOCATION

**LAKE CITY GATEWAY  
AIRPORT (LCQ)**

TOWN/CITY: LAKE CITY  
COUNTY: COLUMBIA STATE: FLORIDA

PROJECT TITLE

**TAXIWAY C REALIGNMENT  
& TRANSIENT APRON  
REHABILITATION**

PROJECT NUMBER

**20070044.0000**

DATE

**NOVEMBER 2020**

DRAWING TITLE

PROJECT SKETCH

DRAWING NUMBER

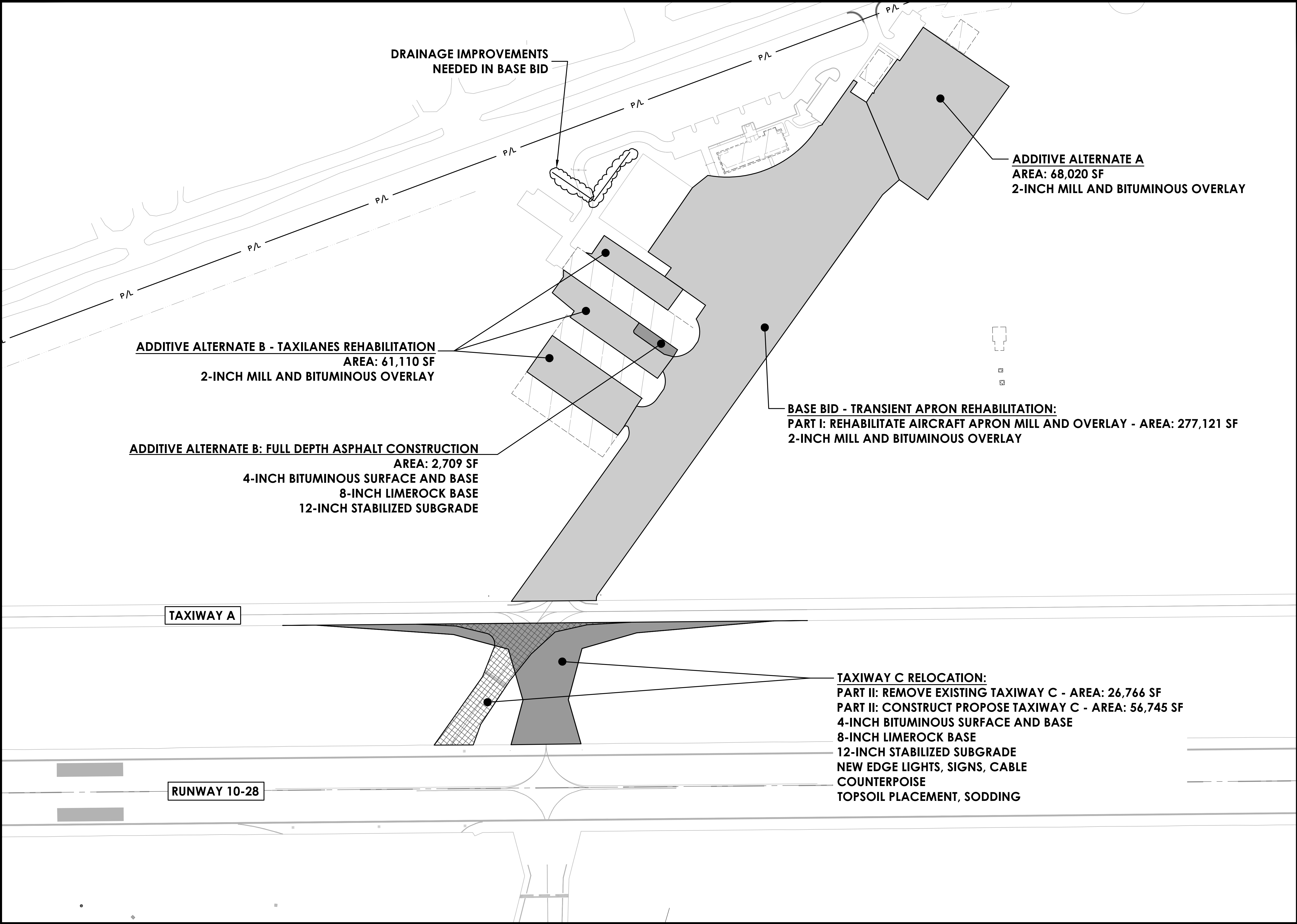
2

**Schedule B**  
**Passero Associates, LLC**  
**Consultant Services Fees and Costs**

Airport: Lake City Gateway Airport										
Project: Rehabilitate Transient Apron and Taxilanes										
PA Project No: 20070044.0024										
Date: 3/19/21										
Prepared By: Bradley Wentle										
Project Phases	Project Tasks	Employee Classifications							Task Totals	Phase Totals
		Project Manager	Sr. Engineer	Project Engineer	Gr/Contract Admin.	Designer	Sr. Inspector	Clerical (Reports)		
A. JACIP	JACIP Coordination	2			2				190.00	190.00
	Project Planning & Funding Agencies Coordination	2	1		2				245.00	
	Preliminary Construction Budget		2	2					180.00	
	Grant Pre-Application Coordination & Submission	2	1		10				405.00	2,630.00
	General Project Management	24							1,800.00	
C. Schematic Design (30%)	Start-up, Pre-design meeting & Initial Site Inspection	2	4	4					510.00	
	Data Collection: Sub Coordination & Field Walkthrough	12	8	8					1,620.00	
	Develop Design Engineer's Report	4	12	16					1,520.00	5,290.00
	Internal QA/QC	8							600.00	
	Review Meeting with City, FAA, FDOT	8	8						1,040.00	
	Project Management (see Part B above)								-	
D. PreFinal Design (60%)	Pre-Final Design Development									
	Develop Construction Phasing and Operation Plan	2	8	8					870.00	
	Finalize Pavement Designs	1	4	8					575.00	
	Develop Pre-Final Plans (assume 30 sheets)	4	40	110					6,350.00	
	Coordination Meeting with Suwannee River WMD	8	8						1,040.00	
	Develop and Submit Environmental Resource Permit		6	8					610.00	12,970.00
	Update Engineer's Report		6	8					610.00	
	Opinion Cost Update		4	8					500.00	
	Develop Construction Safety Phasing Plan	1	8	16					1,075.00	
	Internal QA/QC	4							300.00	
	Review Meeting with City, FAA, FDOT	8	8						1,040.00	
	Project Management (see Part B above)								-	
E. Final Design (100%)	Finalize Contract Plans (assume 30 sheets)		32	72					4,280.00	
	Finalize Technical Specs		2	4					250.00	
	Finalize Contract Documents		2	4					250.00	
	Finalize Qty Takeoff		4	8					500.00	
	Finalize Opinion Cost and project reports		4	4					360.00	
	Finalize Construction Safety Phasing Plan	1	4	6					505.00	7,835.00
	Internal QA/QC	4							300.00	
	Final Review Meeting with City, FAA, FDOT	8	8						1,040.00	
	Finalize and Submit Bid Documents	1	3	2	2				350.00	
	Project Management (see Part B above)							-		
								-		
								-		
								-		
	Total Hours:	106	187	296	16	0	0	0		605
	Hourly Rate (2021):	75.00	55.00	35.00	20.00	24.25	29.50	18.00		
	Direct Salary Cost:	7,950.00	10,285.00	10,360.00	320.00	-	-	-		\$ 28,915.00

# Project Sketch





PASSERO ASSOCIATES  
engineering architecture

N

100' 0 100'

PROGRESS SET

Stamp:

Client:

**LAKE CITY**

**LAKE CITY GATEWAY**  
Airport

**3524 East U.S. Highway 90**  
**Lake City, Florida 32055**

**Passero Associates**  
4730 Casa Cola Way, Suite 200  
St. Augustine, FL 32095  
(904)-757-6106

Project Manager: Brad Wentz, P.E.  
Designed By: Bruce Bradley, EI

Revisions				
No.	Date	By	Description	

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PROJECT SKETCH

TAXIWAY C REALIGNMENT  
& AIRCRAFT APRON  
REHABILITATION

**LAKE CITY  
GATEWAY AIRPORT**  
Municipality: Lake City  
County: Columbia State: Florida

Project No.  
**20070044.0000**

Drawing No.  
**1**

Date  
**NOVEMBER 2020**



# Environmental Determination Documentation

**FAA ORLANDO AIRPORTS DISTRICT OFFICE – CATEGORICAL EXCLUSION (CATEX)  
SHORT FORM**

Airport: Lake City Gateway Airport (LCQ) Project Title: Taxiway C Realignment & Transient Apron Rehab

Use this CATEX Short Form if the Proposed Action is a federal action subject to NEPA and normally would not individually or cumulatively have a significant effect on the human environment. **Identify the applicable paragraph on the line below from FAA Order 1050.1F, paragraphs 5-6.1 through 5-6.6 for the Proposed Action.**

FAA Order 1050.1F, paragraph 5-6.1(o). \_\_\_\_\_.

**List** all components of the Proposed Action and Connected Actions (if any) on a separate sheet. *A CATEX should not be used for a segment or an interdependent part of a larger proposed action.* **Include** a summary of existing conditions at the Proposed Action site. **Attach** a site map identifying the Proposed Action area on the airport's current ALP and a recent aerial of the Proposed Action area.

**Certify** that the Proposed Action and Connected Actions are **NOT** likely to have extraordinary circumstances or significant impacts. Significance thresholds and factors to consider are in FAA Order 1050.1F Exhibit 4-1. Extraordinary circumstances are listed in FAA Order 1050.1F paragraph 5-2, and summarized below:

- An adverse effect on cultural resources protected under the National Historic Preservation Act of 1966, as amended, 54 U.S.C. §300101 et seq.;
- An impact on properties protected under Section 4(f);
- An impact on natural, ecological, or scenic resources of Federal, state, tribal, or local significance (e.g., federally listed or proposed endangered, threatened, or candidate species, or designated or proposed critical habitat under the Endangered Species Act, 16 U.S.C. §§ 1531-1544);
- An impact on the following resources: resources protected by the Fish and Wildlife Coordination Act, 16 U.S.C. §§ 661-667d; wetlands; floodplains; coastal zones; national marine sanctuaries; wilderness areas; National Resource Conservation Service-designated prime and unique farmlands; energy supply and natural resources; resources protected under the Wild and Scenic Rivers Act, 16 U.S.C. §§ 1271-1287, and rivers or river segments listed on the Nationwide Rivers Inventory (NRI); and solid waste management;
- A division or disruption of an established community, or a disruption of orderly, planned development, or an inconsistency with plans or goals that have been adopted by the community in which the project is located;
- An increase in congestion from surface transportation (by causing decrease in level of service below acceptable levels determined by appropriate transportation agency, such as a highway agency);
- An impact on noise levels of noise sensitive areas;
- An impact on air quality or violation of Federal, state, tribal, or local air quality standards under the Clean Air Act, 42 U.S.C. §§ 7401-7671q;
- An impact on water quality, sole source aquifers, a public water supply system, or state or tribal water quality standards established under the Clean Water Act, 33 U.S.C. §§ 1251-1387, and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j-26;
- Impacts on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "highly controversial on environmental grounds" means there is a substantial dispute involving reasonable disagreement over the degree, extent, or nature of a proposed action's environmental impacts or over the action's risks of causing environmental harm.
- Likelihood to be inconsistent with any Federal, state, tribal, or local law relating to the environmental aspects of the proposed action; or
- Likelihood to directly, indirectly, or cumulatively create a significant impact on the human environment, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses, likely to cause environmental contamination by hazardous materials, or likely to disturb an existing hazardous material contamination site such that new environmental contamination risks are created.

Based on the information in this Short Form CATEX and supporting information, I certify that the Proposed Action and Connected Actions meet(s) all requirements for a CATEX in accordance with FAA Order 1050.F and do not have any extraordinary circumstances or significant impacts.

\_\_\_\_\_  
Signature of Authorized Airport Representative Date

FAA Determination (signature of Program Manager):

Categorically Excluded: \_\_\_\_\_ Date: \_\_\_\_\_

Requires further environmental analysis: \_\_\_\_\_ Date: \_\_\_\_\_

**CATEGORICAL EXCLUSION ENVIRONMENTAL DETERMINATION CHECKLIST**

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

Prepared and certified by: **Passero Associates, LLC** Date: **4/30/2021**

	YES**	NO	COMMENTS
<b>THE PROPOSED ACTION MUST BE LISTED IN FAA ORDER 1050.1F PARAS. 5-6.1-5-6.6 AS AN ACTION THAT WOULD NORMALLY BE CATEGORICALLY EXCLUDED</b>			CatEx under FAA Order 1050.1F, paragraph 5-6.1(o)
<b>THE PROPOSED ACTION CONSISTS OF:</b>			
Helicopter facilities or operations		x	
Land acquisition		x	
New airport serving general aviation		x	
Access or service road construction		x	
New airport location		x	
New runway		x	
Runway extension, strengthening, reconstruction, resurfacing or widening		<b>X</b>	
Converting prime or unique farmland		x	
Runway Safety Area (RSA) improvements		x	
ILS or ALS installation		x	
Airport development (hangars, terminal expansion)		x	
On-airport aboveground or underground fuel storage tanks		x	
Construction, reconstruction, or relocation of an ATCT		x	
<b>THE PROPOSED ACTION WILL AFFECT:</b>			
Historic/Archeological/Cultural Resources		x	
Section 4(f) or 6(f) resources		x	
Federally listed, endangered, threatened, or candidate species, or designated/proposed critical habitat		<b>X</b>	
Federal, state, tribal, or local natural, ecological, or scenic resources		<b>X</b>	
Wetlands, floodplains, waterways		x	
Energy supply or natural resources		x	
Protected rivers or river segments		x	
Established community(s), planned development, or plans/goals adopted by the local community		<b>X</b>	
Surface vehicular traffic (reduce LOS)		x	
Air quality or violate Federal, state, tribal or local standards		x	
Water quality, a sole source aquifer, public water supply system, or federal, state, or tribal water quality standards		<b>X</b>	
<b>THE PROPOSED ACTION IS LIKELY TO:</b>			
Be Highly Controversial on Environmental Grounds		x	
Be Inconsistent with Federal, state, tribal, or local law relating to environmental aspects		<b>X</b>	
Cause residential or business relocations		x	
Increase noise levels over Noise Sensitive Land Uses within the 65 dBA noise contour or newly include Noise Sensitive Land Uses within the 65 dBA noise contour.		<b>X</b>	
Cause Environmental Justice Impacts		x	
Contain Hazardous Materials or Affect Hazardous Materials/Sites		<b>X</b>	
Create a Wildlife Hazard per AC 150/5200-33		x	
Increase lighting impacts on residential communities or impact the visual nature of surrounding land uses		<b>X</b>	

\*\* Attach detailed explanations or analysis for all "yes" answers on a separate sheet that supports a Categorical Exclusion determination.

# Project Schedule

**Lake City Gateway Airport (LCQ)  
Airport Improvement Program  
2021 Grant Application**

**Proposed Project Schedule**

**Project: Taxiway C Realignment and Transient Apron Rehabilitation**

<b>Task</b>	<b>Date</b>
Submit FAA Grant Application	April 2021
FAA Approval of Scope for Design Services	May 2021
FAA Grant Offer	June 2021
Accept Grant Offer	July 2021
Execute Grant Agreement	July 2021
Project Completed	March 2022
Grant Closeout	April 2022

## Independent Cost (Fee) Estimate

**James L. Pearce, P.E**  
Civil Engineer

9957 Moorings Drive, Suite 201  
Jacksonville, Florida 32257  
(904) 551-2109 / (904) 551-3057 Fax  
e-mail: jpearce@jpearcelaw.com

April 29, 2021

Mrs. Florence Straugh  
Airport Manager  
City of Lake City  
3524 East US Hwy 90  
Lake City, FL 32055

and

Mr. Brad Byrd  
Operations Coordinator  
205 N. Marion Ave.  
Lake City, FL 32055

Ref: Lake City Gateway Airport  
Rehabilitate Transient Apron and Taxilanes, SA 21-24  
Independent Review of Consultant Design Fee  
Scope of Work and Consulting Fee  
Lake City PO NO.: TBD

Dear Mrs. Straugh and Mr. Byrd,

The purpose of this letter is to communicate our opinion of cost of the consulting fee for the Rehabilitation of the Transient Apron and Taxilanes at the Lake City Gateway Airport. Attached to this letter are the Scope of Services developed by Passero Associates, LLC, **Exhibit A** and our itemized Estimate of Work with our estimate of man hours and average hourly rates, **Exhibit B**.

We were asked to review the scope of work prepared by Passero and Associates and prepare an Independent Estimate of the Consulting Fee for the project. Based on our understanding of the work, we have divided our estimate into two areas. These areas are Design and Plan Set Development including Meetings, Phasing/Additive Bid Items, and Sub-Consultants. We have estimated the consulting fee for each of these areas at \$113,000.00 and \$24,000.00 respectively. We were not provided Passero's sub-consultant fee quotes and therefore estimated the fees based on past experience with similar types of work and did not get quotes from others. We have estimated that the total consulting fee for the Taxiway C Realignment to be \$137,000.00.

Mrs. Straugh and Mr. Byrd

April 29, 2021

Page 2 of 2

The consulting fee stated is based on the provided Scope of Services with the following assumptions and clarifications. The work includes designing a mill and resurface of the Taxiway C extension, Transient Apron and Adjacent Taxilanes. In addition, the design includes the evaluation of the existing drainage and correcting detatched problems and rehabbing the existing drainage structures as needed. The Design and engineering fee includes assisting Lake City with FAA and FDOT grant applications, field investigations, preliminary, pre-final and final design submissions for approval, surveying and geotechnical sub-consultants, and certain deliverables including a biddable plan set with additive bids and specifications, engineers estimate of quantities and probable cost of construction, and an engineer's report. The work does not include bidding, construction administration or resident project representation.

Thank you for choosing our firm in this important matter. Please let us know if there are any questions of if you need anything else concerning this project. We look forward to working with you in the future.

Warmest Regards,

A handwritten signature in blue ink, appearing to read "James L. Pearce".

James L. Pearce, P.E., Esq.



# **EXHIBIT “A”**

**Passero’s Scope**

**City of Lake City**



**Lake City Gateway Airport**

**Rehabilitate Transient Apron and Taxiways  
(Design Phase)**

**Design, Topographic Survey, Geotechnical  
Investigation, and Grants Administration Services**

by

**Passero Associates, LLC**

(PA Project No. 20070044.0024)

**Supplemental Agreement 21-24**

**Attachment A-1: Scope of Work**  
**Rehabilitate Transient Apron and Taxilanes (Design Only)**  
**Lake City Gateway Airport, Lake City, Florida**

**I. Project Description**

The Rehabilitate Transient Apron and Taxilane project at Lake City Gateway Airport consist of pavement milling, bituminous overlay, pavement marking, and verification of aircraft tie down locations for approximately 28,000 square yards of apron and 6700 square yards of existing taxilanes. The project also includes 300 square yards of full depth pavement repair. See attached Project Sketch for proposed project.

**II. Basic Services**

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Lake City (City) with the Design Phase of the Taxiway C Realignment Project. Project services include design validation and conformance with FAA applicable design guidance. FAA guidance documents include but are not limited to:

- Advisory Circular 150/5300-13 Change 1, Airport Design
- Advisory Circular 150/5320-5, Airport Drainage Design
- Advisory Circular 150/5320-6, Airport Pavement Design and Evaluation
- Advisory Circular 150/5370-2, Operational Safety on Airports During Construction
- Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports

**A. Joint Automated Capital Improvement Program (JACIP) and FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) Assistance**

The Consultant shall assist the City in the update to the Airport JACIP in the following areas:

1. Coordinate the Engineer's opinion of probable costs for design and construction with existing input in the JACIP
2. Update the JPM with Engineer's certifications of plans and specifications.
3. Upload plans and specifications into JPM.
4. Assist City in uploading signed task orders and third-party agreements.
5. Create "Non-Rule making Airport" (NRA) case on FAA OE/AAA site for FAA review of the project construction.

**B. Grant and Administration Phase:**

The Consultant shall aid the City by acting as its liaison and Project coordinator with FAA and FDOT during the Project's design. In addition, the Consultant shall assist the City in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the City; and submission to the funding agencies.
2. During the Design Phase, to aid the City by acting as its liaison and Project coordinator with the funding agencies.
3. The estimated construction cost of this improvement is \$1,750,000. The Consultant shall evaluate and validate the proposed construction budget and keep the City apprised during each phase of the Project of the results of such evaluation. The Consultant shall advise the City as to options available for reducing

construction costs to maintain the budget, if it appears likely that contractor bid prices will exceed this budget.

4. Perform Project management duties such as Project planning, invoice preparation, schedule coordination, coordination of design team and internal cost control.
5. Schedule coordination: Consultant shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Phases of design may be delayed by the FAA or other review agencies.
6. The design schedule is anticipated to be as follows:

Time from Contract Execution

Receipt of Notice to Proceed (NTP)

Schematic Design (includes Field Data Collection)	60 days
Pre-Final Design	60 days
Final Design	60 days

**C. Schematic Design Phase:**

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The Consultant will evaluate pavement rehabilitation and phasing alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction Projects to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the City, FAA, and FDOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction. Prepare and distribute meeting minutes.
2. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
3. Schedule and conduct a meeting with the key Airport stake-holders to review project elements and to better understand constraints related to Airport user and tenant operations and gather input related to impact of possible airfield pavement closures. Prepare and distribute meeting minutes.
4. Perform a preliminary Project site inspection to further familiarize the design team with the Project areas.
5. Prepare preliminary plans identifying required topographic field surveys, subsurface soils investigations, and other field investigative programs. Develop a schedule of completion of required surveys and investigations to minimize interference with airport and tenant operations.
6. Acquire the necessary topographic survey of and utility data for the Project site including related office computations and drafting.
7. Acquire the necessary soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics.
8. Perform a preliminary environmental review, including review of the previous Master Plan. Complete appropriate NEPA forms and submit to the FAA, as required. A CATEx is assumed to be the appropriate documentation.
9. Analyze data obtained from subsurface soils and existing pavement investigation program and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.

10. Develop pavement design in accordance with FAA Advisory Circular 150/5320-6, latest edition.
11. Develop schematic designs, including preliminary vertical alignment and horizontal geometric layouts.
12. Develop schematic construction safety phasing plans to support the above referenced pavement designs, including preliminary pavement horizontal geometric layouts, as needed.
13. Prepare preliminary opinion of probable construction costs for each major element of the Project.
14. Develop a detailed Engineer's Report which evaluates alternatives to achieve project goals. The Consultant shall provide the Airport with a report identifying appropriate pavement rehabilitation alternatives, develop a preliminary construction phasing for each alternative, and develop an estimate of probable construction cost of each alternative.
15. Submit Engineer's Report to the City, FAA, and FDOT for review.
16. Schedule and conduct an Engineer's Report presentation meeting with the City to review project design elements, alternatives, and anticipated construction costs.

#### **D. Pre-Final (60%) Design Phase**

The services to be performed during this Phase consist generally of services required to furnish the City with a set of Pre-Final Plans, Contract Document, Technical Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Conduct site inspections to verify topographic survey, inventory pavement distresses, inventory visual aid features, and other Project-related existing physical features and facilities.
2. Finalize horizontal pavement geometrical layouts and place sufficient information on drawings to layout proposed pavements in field during construction, as needed.
3. Develop a preliminary design to develop pavement centerline profiles, typical sections, and other grading details for the proposed work, as needed.
4. Evaluate the existing airfield drainage in the Taxiway A / Runway 10-28 infield including any drainage improvements that may be required.
5. Develop preliminary airfield marking layouts, as needed.
6. Develop preliminary designs of structural Project elements, such as catch basins, manholes, and culverts as needed.
7. Meet with Airport and ATCT personnel to develop a draft construction phasing and operations plan that endeavors to limit interference by the Project's construction with airport and tenant operations.
8. Develop a draft storm water pollution prevention plan that encompasses all phases of the Project.
9. Prepare preliminary Contract Drawings (approximately 60% complete) providing sufficient detail for review of design concepts by the City, FAA, and FDOT.
10. Develop general provisions and overall City contract documents, as necessary.
11. Develop technical specifications expected to be required for the proposed work. Standard technical specifications shall be used whenever possible, with supplemental specifications developed by the Consultant.
12. Prepare a detailed opinion of probable construction cost to reflect the outcomes of Project design.
13. Prepare written design report documenting items such as design concepts, assumptions, and alternative designs.
14. Perform an internal quality control review on all design documents.

15. Submit sufficient copies of preliminary design documents to the City, FAA, and FDOT for their review and comment.
16. Schedule and conduct a pre-final design review meeting to discuss and resolve any City comments and perform airfield site visit to verify pre-final design.

#### **E. Final Design Phase**

The services included under this Phase shall generally consist of services required to furnish the City with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with City comments and then completion of the final design. Plans and Specifications will be completed; final design will be coordinated with the City; and a complete set of bid documents will be furnished to the City. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety Phasing Plan (CSPP) and Construction Management Plan will be provided as well.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize the grading and drainage system design.
2. Prepare final construction plans, supplemental documents such and construction phasing plans.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final contract agreements and technical specifications.
6. Submit advance final documents to the City, FAA, and FDOT for final review and comment. The design team and the City will conduct a final design review meeting to discuss contents, costs and other comments.
7. Reproduce copies of the bid documents which include plans, specifications, and construction phasing plans, soil boring logs and typical cross sections. These documents will be supplied to the City.

After final comments are provided by the City, FAA and FDOT, Passero will develop a complete BID Set of contracts plans and specifications.

### **III. Special Services**

1. Special services associates with this project are topographic survey and geotechnical investigation.
2. This Phase of the Project does not include any other special services. However, if during the later stages of the design phase of this project, other special services are needed, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

### **IV. Meetings, Presentations and Deliverables**

1. Passero Associates will prepare for and attend the following meetings:
  - ◇ Project Design Kick-off Meeting
  - ◇ Site Inspection of project area
  - ◇ Project Stakeholder Coordination Meeting
  - ◇ Project Engineer's (Alternatives) Report Review Meeting with Airport, FAA, FDOT
  - ◇ Project 60% Design Review Meeting with Airport, FAA, FDOT.
  - ◇ Project 60% Design Review Meeting with Suwannee River Water Management District.
  - ◇ Field Check of Pre-Final Plans

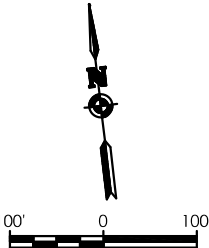
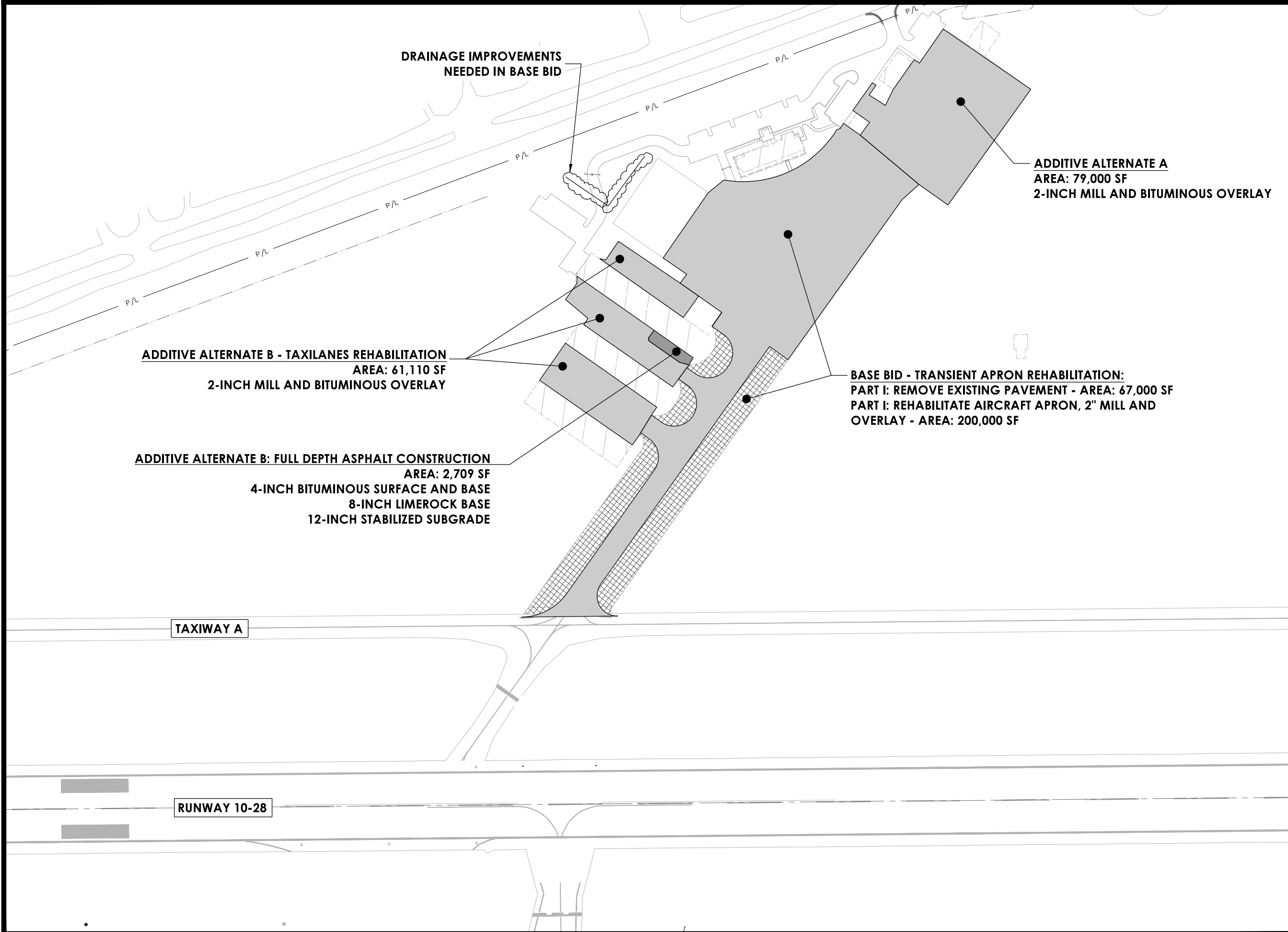
- ◇ Project 100% Design Review Meeting with Airport, FAA, FDOT, and City.
- 2. Passero Associates will provide the following deliverables to the City, FAA and FDOT:
  - ◇ FAA AIP Grant Pre-application for signatures.
  - ◇ 3 Sets of 30% Plans and Outline Specifications, Cost Estimate & Preliminary Engineer's Report.
  - ◇ 3 Sets of 60% Plans and Specifications, Cost Estimate
  - ◇ 3 Sets of 90% Plans and Specifications, Cost Estimate & Final Engineer's Report.
  - ◇ 3 Sets of Construction Safety Phasing Plan.
  - ◇ 3 Sets of Construction Management Plan.
  - ◇ 3 Sets of 100% (Bid Set) Plans.
  - ◇ 3 Sets of Bid Specifications.
  - ◇ 3 Final Engineer's Report.

**V. Exclusions**

The following items are not included in this Work Order, but are anticipated to be included in a future authorization:

- ◇ Bidding Phase and Recommendation of Award Services
- ◇ Construction Administration
- ◇ Resident Project Representation or Construction Observation services.

**End of Scope of Services**



SUBMITTAL  
**CIP FY 2021**

STAMP

OWNER  
LAKE CITY, FLORIDA, U.S.A.



3524 U.S. Highway 90  
Lake City, Florida 32055

**Passero Associates**  
4730 Casa Cola Way, Suite 200  
St. Augustine, FL 32095 (904) 757-6106  
Project Manager: Bradley J. Wentz, P.E.  
Prepared By: Harrison A. Korb, E.I.T.  
www.passero.com

Revisions			
No.	Date	By	Description

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LOCATION  
**LAKE CITY GATEWAY  
AIRPORT (LCQ)**  
TOWN/CITY: LAKE CITY  
COUNTY: COLUMBIA STATE: FLORIDA  
PROJECT TITLE  
**TAXIWAY C REALIGNMENT  
& TRANSIENT APRON  
REHABILITATION**

PROJECT NUMBER  
**20070044.0000**

DATE  
**NOVEMBER 2020**

DRAWING TITLE  
**PROJECT SKETCH**

DRAWING NUMBER  
**2**





# McMillen Surveying, Inc.

444 Northwest Main Street  
Williston, Florida, 32696  
steve@mcsurveying.com  
352 528-6277

March 9th, 2021

**Brad Wente, P.E.**  
Passero Associates

Ref: Lake City Gateway Airport – Terminal Apron Rehabilitation

Brad,

I appreciate the opportunity to prepare the following proposal for *Professional Land Surveying* at the above-referenced site located at the Lake City Gateway Airport, lying in Section 35, Township 3 South, Range 17 East, Columbia County, Florida. Pursuant to your emailed "RFP", the scope of work necessary to prepare a Topographic Survey is as follows:

- ❶ All typical concerns relating to Airport Safety will be followed by this firm first. These concerns include, but are not limited to: constant monitoring of air traffic, visual observation and check-in check-out procedures with Roland at the Airport.
- ❷ this proposal includes 1 survey limit: a 550'x1965' rectangle, centered on Taxiway Charlie/Terminal Apron. Said limits contain approximately 20 Acres.
- ❸ A GPS horizontal and vertical control loop will be run thru control points which will be set within said limits. State Plane Coordinates will be reported of all control points which will be set via a long observation based on N.A.D. 83, horizontally and N.A.V.D. 88, vertically.
- ❹ topographic Elevations will be collected in a typical 50' grid AND where necessary to show breaks and ditches. Elevations will be taken in enough quantity to report 0.5' vertical contours.
- ❺ all limits will include the location (and pertinent vertical information) of all improvements, including, but not limited to: edge of pavements, centerlines, high strength runway edges, concrete, curbing, striping, lights, visible utilities, drainage structures, duct markers, cable markers and tree lines.
- ❻ above ground utilities will be located and shown per field observations, detailing accessible inverts. Underground utilities will be located and shown per field observations and available as-built maps only. (note: Sunshine Call One Center will NOT show up for a survey/design ticket). Digging for utilities is not a part of this proposal.

The above-described Topographic Survey can be completed for a lump sum of \$zzz (which includes travel expenses) and will include 3 signed and sealed sets of prints, an Autocad Version 09 CD. Projection: 9 days in field & 8 days in office. Completion is expected within 6 weeks of approval. If you have any questions, please feel free to call.

Sincerely,

**Stephen M. McMillen, P.S.M.**  
Professional Surveyor & Mapper



## Cal -Tech Testing, Inc.

- Engineering
- Geotechnical
- Environmental

**LABORATORIES**

P.O. Box 1625 • Lake City, FL 32056  
Tel. (386) 755-3633 • Fax (386) 752-5456

450 SR 13N, Suite 106-308, Jacksonville, FL 32259  
Tel. (904) 381-8901 • Fax (904) 381-8902

March 2, 2021

Mr. Brad Wentz, P.E.  
Passero Associates, LLC  
4730 Casa Cola Way, Suite 200  
St. Augustine, Florida 32095

**RE: Proposal for Geotechnical Soil Survey & Pavement Evaluation  
Lake City Gateway Airport-Tway C Realignment & Transient Apron Rehab.  
Lake City, Florida**

Dear Mr. Brad Wentz, P.E.:

Cal-Tech Testing, Inc. (CTTI) is pleased to submit this proposal to perform a geotechnical soil survey and pavement evaluation for the proposed Taxiway C realignment and the transient apron rehabilitation work at the Lake City Gateway Airport in Lake City, Florida.

### **SITE & PROJECT INFORMATION**

Based on the project sketch dated November 2020 you provided to us, the site is the airport's Taxiway C and the adjacent apron which are proposed for realignment and rehabilitation work.

### **SCOPE OF SERVICES**

Per your request, the project scope of services comprises the exploration of the subsurface soil conditions within the proposed Taxiway C realignment section with the drilling of one (1) 15-ft deep Standard Penetration Test (SPT) boring and the evaluation of the taxiway and apron pavements by core drilling at 21 locations.

The SPT boring and pavement cores will be drilled at locations laid out by our field crew from Global Positioning System (GPS) coordinates approximately obtained by superposition of the provided sketch on a web-available mapping system and using a hand-held device.

The SPT boring will be performed in general accordance with applicable ASTM standards. The pavement core will be drilled with a 6-in diameter core barrel. At completion, each borehole will be backfilled with soil cuttings and asphalt-patched where required.

All soil samples and core specimens will be delivered to our laboratory for examination, measurement and classification by our geotechnical engineer.

Prior to the drilling work, we will contact the Sunshine One-Call Center to mark-out the location of known underground utilities in the vicinity of the SPT boring location.

Proposal for Geotechnical Soil Survey & Pavement Evaluation  
Lake City Gateway Airport-Tway C Realignment & Transient Apron Rehab.  
Lake City, Florida

At completion of the field and laboratory work, we will prepare a report summarizing the work done and presenting the subsurface soil conditions and the pavement section along with our evaluations and recommendations for site preparation and the support of the proposed taxiway realignment.

### **ESTIMATED FEE**

Based on the scope of services and presuming site accessibility to our personnel/equipment with no anticipated delays (vegetation clearance by others), the fee for our geotechnical soil survey and pavement evaluation is as follows:

**Mobilization**  
**SPT Borings (15 ft. @ 13.50\$/ft)**  
**Pavement Cores (21 @ \$100 each)**  
**Laboratory Testing (Soil Classification)**  
**Management (utility clearance, coord., layout)**  
**Engineering and Report Preparation**  
**Administration**



### **Schedule**

We anticipate that our field work will encompass one (1) working day. Our report should be issued within 5 working days of completion of the field and laboratory work.

### **Limitations**

The soil borings detailed in this proposal presumes standard geotechnical drilling and does not include provisions for drilling through or into environmentally contaminated material.

### **Authorization**

If this proposal is acceptable, please sign below and return to our office. A sub-contract agreement will also be sufficient as authorization.

### **Closing**

CTI appreciates the opportunity to provide this proposal and we look forward to serving you on this and future projects. Should you have any questions concerning this proposal or the services proposed, please do not hesitate to contact me at our Lake City, FL office (386) 755-3633.

Sincerely,  
**Cal-Tech Testing, Inc.**

Ivan E. Marcano, P.E.  
Sr. Geotechnical Engineer

A blue ink signature of Ivan E. Marcano.

A blue ink signature of Mike Stalvey, Jr.

Mike Stalvey, Jr.  
Vice-President

Proposal for Geotechnical Soil Survey & Pavement Evaluation-Lake City Gateway Airport, Tway C Realignment & Transient Apron Rehab., Lake City Florida

Name of Representative  
(Print)

Date:

Title:

Representative Signature:

# **EXHIBIT “B”**

## **Estimate of Hours and Fee**

**ESTIMATE OF CONSULTING/ENGINEERING COST  
FOR  
REHABILITATE TRANSIENT APRON AND TAXILANES - Lake City Gateway Airport**

**PLAN SET**

Print Date:

29-Apr-21

<b>Drawing</b>	<b>PM/Engr</b>	<b>Technician</b>	<b>Clerical</b>
G-1 Title Sheet	1	4	0
G-2 Quantities (Base Bid and Alternatives)	4	24	0
G-3 Site & Safety Plan	4	24	0
G-4 Pre Drainage Map	4	12	0
G-5 Post Drainage Map	4	12	0
G-6 Phasing Plan	12	32	0
C-1 Demolition and Erosion Control Plan	8	32	0
C-2 Txwy C Layout and Grading Plan (50 Scale)	8	32	0
C-3 Apron Layout and Grading Plan (50 Scale)	8	32	0
C-4 Taxilane Layout and Grading Plan (50 Scale)	8	32	0
C-5 Profile and Enlarged Plan (25 Scale)	8	32	0
C-6 Typical Sections and Details	8	32	0
C-7 Details	8	32	0
C-8 Drainage Details and Cross Sections	8	32	0
C-9 thru C-11 Cross Sections	16	48	0
C-12 thru 14 Striping Plan and Details	12	32	0
Dwg. Quality Control / Quality Assurance	40	0	0
Field Investigation	16	24	0
FAA/FDOT Coordination	60	0	0
Engineering Report	16	40	0
Drainage Design	40	80	0
SWRWMD Permits	24	0	0
County/City Permits	0	0	0
Cost Estimates	8	40	0
Specificaitons	20	0	40
<b>Total Hours</b>	<b>345</b>	<b>628</b>	<b>40</b>

**COST**

<b>Category</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>	<b>Use</b>
PM	80	\$ 78.00	\$ 6,240.00	
Sr. Engineer	120	\$ 65.00	\$ 7,800.00	
Jr. Engineer	245	\$ 30.00	\$ 7,350.00	
Technician	528	\$ 25.00	\$ 13,200.00	
Clerical	40	\$ 24.00	\$ 960.00	
Sub-Total Labor			\$ 35,550.00	
Overhead	165.00%		\$ 58,657.50	
			\$ 94,207.50	
Fee Above Labor Costs (15%)	15%		\$ 14,131.13	
<b>SUB-TOTAL DESIGN LABOR</b>			<b>\$ 108,338.63</b>	

OTHER DIRECT COSTS		Total	Use
Travel (12 trips @\$100.00)		\$ 1,200.00	
Reproduction Mail Etc.		\$ 3,500.00	
Permit Fee		<u>\$ -</u>	
	SUB-TOTAL ODCs	\$ 4,700.00	
TOTAL DESIGN FEE		\$ 113,038.63	\$ 113,000.00
SUBCONSULTANTS			
Topographic Surveying (Estimated)		\$ 14,000.00	
Geotechnical Investigation (Estimated)		<u>\$ 10,000.00</u>	
		\$ 24,000.00	
Markup	0%	<u>\$ -</u>	
	TOTAL SUBCONSULTANTS	\$ 24,000.00	<u>\$ 24,000.00</u>
TOTAL CONSULTANT FEE			\$ 137,000.00

**James L. Pearce, P.E**  
Civil Engineer

9957 Moorings Drive, Suite 201  
Jacksonville, Florida 32257  
(904) 551-2109 / (904) 551-3057 Fax  
e-mail: jpearce@jpearcelaw.com

April 29, 2021

Mrs. Florence Straugh  
Airport Manager  
City of Lake City  
3524 East US Hwy 90  
Lake City, FL 32055

and

Mr. Brad Byrd  
Operations Coordinator  
205 N. Marion Ave.  
Lake City, FL 32055

Ref: Lake City Gateway Airport  
Taxiway C Realignment, SA 21-  
Independent Review of Consultant Design Fee  
Scope of Work and Consulting Fee  
Lake City PO NO.: TBD

Dear Mrs. Straugh and Mr. Byrd,

The purpose of this letter is to communicate our opinion of cost of the consulting fee for the Taxiway C Realignment between Runway 10-28 and Taxiway A at the Lake City Gateway Airport. Attached to this letter are the Scope of Services developed by Passero Associates, LLC, **Exhibit A** and our itemized Estimate of Work with our estimate of man hours and average hourly rates, **Exhibit B**.

We were asked to review the scope of work prepared by Passero and Associates and prepare an Independent Estimate of the Consulting Fee for the project. Based on our understanding of the work, we have divided our estimate into two areas. These areas are Design and Plan Set Development including Meetings, and Sub-Consultants. We have estimated the consulting fee for each of these areas at \$63,400.00 and \$9,000.00 respectively. We were not provided Passero's sub-consultant fee quotes and therefore estimated the fees based on past experience with similar types of work, and did not get quotes from others. We have estimated that the total consulting fee for the Taxiway C Realignment to be \$72,400.00.

Mrs. Straugh and Mr. Byrd

April 29, 2021

Page 2 of 2

The consulting fee stated is based on the provided Scope of Services with the following assumptions and clarifications. The work includes redesigning and realigning approximately 300 feet of Taxiway C between Runway 10-28 and Taxiway A to meet current FAA airfield geometry requirements. The Design and engineering fee includes assisting Lake City with FAA and FDOT grant applications, field investigations, preliminary, pre-final and final design submissions for approval, surveying and geotechnical sub-consultants, and certain deliverables including a biddable plan set and specifications, engineers estimate of quantities and probable cost of construction, and an engineer's report. The work does not include bidding, construction administration or resident project representation.

Thank you for choosing our firm in this important matter. Please let us know if there are any questions or if you need anything else concerning this project. We look forward to working with you in the future.

Warmest Regards,

A handwritten signature in blue ink, appearing to read "James L. Pearce".

James L. Pearce, P.E., Esq.



# **EXHIBIT “A”**

**Passero’s Scope**

**City of Lake City**



**Lake City Gateway Airport**

**Taxiway C Realignment (Design Phase)**

**Design, Topographic Survey, Geotechnical  
Investigation, and Grants Administration Services**

by

**Passero Associates, LLC**

(PA Project No. 20070044.0023)

**Supplemental Agreement 21-23**

**Attachment A-1: Scope of Work**  
**Taxiway C Realignment (Design Only Phase)**  
**Lake City Gateway Airport, Lake City, Florida**

**I. Project Description**

The portion of Taxiway C between Taxiway A and Runway 10-28 at Lake City Gateway Airport currently does not meet FAA airfield geometry requirements. The proposed project will consist of the removal and reconstruction of that portion of Taxiway C between Taxiway A and Runway 10-28. Project elements include pavement and electrical demolition, earthwork and grading, storm sewer installation, limerock base, bituminous paving, pavement marking, new airfield lighting and signage, topsoiling and turfing. See attached Project Sketch for proposed project.

**II. Basic Services**

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Lake City (City) with the Design Phase of the Taxiway C Realignment Project. Project services include design validation and conformance with FAA applicable design guidance. FAA guidance documents include but are not limited to:

- Advisory Circular 150/5300-13 Change 1, Airport Design
- Advisory Circular 150/5320-5, Airport Drainage Design
- Advisory Circular 150/5320-6, Airport Pavement Design and Evaluation
- Advisory Circular 150/5370-2, Operational Safety on Airports During Construction
- Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports

**A. Joint Automated Capital Improvement Program (JACIP) and FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) Assistance**

The Consultant shall assist the City in the update to the Airport JACIP in the following areas:

1. Coordinate the Engineer's opinion of probable costs for design and construction with existing input in the JACIP
2. Update the JPM with Engineer's certifications of plans and specifications.
3. Upload plans and specifications into JPM.
4. Assist City in uploading signed task orders and third-party agreements.
5. Create "Non-Rule making Airport" (NRA) case on FAA OE/AAA site for FAA review of the project construction.

**B. Grant and Administration Phase:**

The Consultant shall aid the City by acting as its liaison and Project coordinator with FAA and FDOT during the Project's design. In addition, the Consultant shall assist the City in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the City; and submission to the funding agencies.
2. During the Design Phase, to aid the City by acting as its liaison and Project coordinator with the funding agencies.
3. The estimated construction cost of this improvement is \$650,000. The Consultant shall evaluate and validate the proposed construction budget and keep the City apprised during each phase of the Project of the results of such evaluation. The Consultant shall advise the City as to options available for reducing

construction costs to maintain the budget, if it appears likely that contractor bid prices will exceed this budget.

4. Perform Project management duties such as Project planning, invoice preparation, schedule coordination, coordination of design team and internal cost control.
5. Schedule coordination: Consultant shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Phases of design may be delayed by the FAA or other review agencies.
6. The design schedule is anticipated to be as follows:

Time from Contract Execution

Receipt of Notice to Proceed (NTP)

Schematic Design (includes Field Data Collection)	60 days
Pre-Final Design	60 days
Final Design	60 days

**C. Schematic Design Phase:**

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The Consultant will evaluate pavement rehabilitation and phasing alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction Projects to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the City, FAA, and FDOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction. Prepare and distribute meeting minutes.
2. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
3. Schedule and conduct a meeting with the key Airport stake-holders to review project elements and to better understand constraints related to Airport user and tenant operations and gather input related to impact of possible airfield pavement closures. Prepare and distribute meeting minutes.
4. Perform a preliminary Project site inspection to further familiarize the design team with the Project areas.
5. Prepare preliminary plans identifying required topographic field surveys, subsurface soils investigations, and other field investigative programs. Develop a schedule of completion of required surveys and investigations to minimize interference with airport and tenant operations.
6. Acquire the necessary topographic survey of and utility data for the Project site including related office computations and drafting.
7. Acquire the necessary soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics.
8. Perform a preliminary environmental review, including review of the previous Master Plan. Complete appropriate NEPA forms and submit to the FAA, as required. A CATEx is assumed to be the appropriate documentation.
9. Analyze data obtained from subsurface soils and existing pavement investigation program and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.

10. Develop pavement design in accordance with FAA Advisory Circular 150/5320-6, latest edition.
11. Develop schematic designs, including preliminary vertical alignment and horizontal geometric layouts.
12. Develop schematic construction safety phasing plans to support the above referenced pavement designs, including preliminary pavement horizontal geometric layouts, as needed.
13. Prepare preliminary opinion of probable construction costs for each major element of the Project.
14. Develop a detailed Engineer's Report which evaluates alternatives to achieve project goals. The Consultant shall provide the Airport with a report 1) identifying appropriate pavement rehabilitation alternatives, 2) establish the shortcomings and benefits of each alternative with a matrix ranking the various alternatives, 3) develop a preliminary construction, phasing and sequencing plan for each alternative, and 4) develop the associated estimate of probable construction cost of each alternative.
15. Submit Engineer's Report to the City, FAA, and FDOT for review.
16. Schedule and conduct a Engineer's Report presentation meeting with the City to review project design elements, alternatives, and anticipated construction costs.

#### **D. Pre-Final (60%) Design Phase**

The services to be performed during this Phase consist generally of services required to furnish the City with a set of Pre-Final Plans, Contract Document, Technical Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Conduct site inspections to verify topographic survey, inventory pavement distresses, inventory visual aid features, and other Project-related existing physical features and facilities.
2. Finalize horizontal pavement geometrical layouts and place sufficient information on drawings to layout proposed pavements in field during construction, as needed.
3. Develop a preliminary design to develop pavement centerline profiles, typical sections, and other grading details for the proposed work, as needed.
4. Evaluate the existing airfield drainage in the Taxiway A / Runway 10-28 infield including any drainage improvements that may be required.
5. Develop preliminary airfield marking layouts, as needed.
6. Develop preliminary designs of structural Project elements, such as catch basins, manholes, and culverts as needed.
7. Meet with Airport and ATCT personnel to develop a draft construction phasing and operations plan that endeavors to limit interference by the Project's construction with airport and tenant operations.
8. Develop a draft storm water pollution prevention plan that encompasses all phases of the Project.
9. Prepare preliminary Contract Drawings (approximately 60% complete) providing sufficient detail for review of design concepts by the City, FAA, and FDOT.
10. Develop general provisions and overall City contract documents, as necessary.
11. Develop technical specifications expected to be required for the proposed work. Standard technical specifications shall be used whenever possible, with supplemental specifications developed by the Consultant.
12. Prepare a detailed opinion of probable construction cost to reflect the outcomes of Project design.
13. Prepare written design report documenting items such as design concepts, assumptions, and alternative designs.
14. Perform an internal quality control review on all design documents.

15. Submit sufficient copies of preliminary design documents to the City, FAA, and FDOT for their review and comment.
16. Schedule and conduct a pre-final design review meeting to discuss and resolve any City comments and perform airfield site visit to verify pre-final design.

#### **E. Final Design Phase**

The services included under this Phase shall generally consist of services required to furnish the City with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with City comments and then completion of the final design. Plans and Specifications will be completed; final design will be coordinated with the City; and a complete set of bid documents will be furnished to the City. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety Phasing Plan (CSPP) and Construction Management Plan will be provided as well.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize the grading and drainage system design.
2. Prepare final construction plans, supplemental documents such and construction phasing plans.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final contract agreements and technical specifications.
6. Submit advance final documents to the City, FAA, and FDOT for final review and comment. The design team and the City will conduct a final design review meeting to discuss contents, costs and other comments.
7. Reproduce copies of the bid documents which include plans, specifications, and construction phasing plans, soil boring logs and typical cross sections. These documents will be supplied to the City.

After final comments are provided by the City, FAA and FDOT, Passero will develop a complete BID Set of contracts plans and specifications.

### **III. Special Services**

1. Special services associates with this project are topographic survey and geotechnical investigation.
2. This Phase of the Project does not include any other special services. However, if during the later stages of the design phase of this project, other special services are needed, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

### **IV. Meetings, Presentations and Deliverables**

1. Passero Associates will prepare for and attend the following meetings:
  - ◇ Project Design Kick-off Meeting
  - ◇ Site Inspection of project area
  - ◇ Project Stakeholder Coordination Meeting
  - ◇ Project Engineer's (Alternatives) Report Review Meeting with Airport, FAA, FDOT
  - ◇ Project 60% Design Review Meeting with Airport, FAA, FDOT.
  - ◇ Project 60% Design Review Meeting with Suwannee River Water Management District.
  - ◇ Field Check of Pre-Final Plans

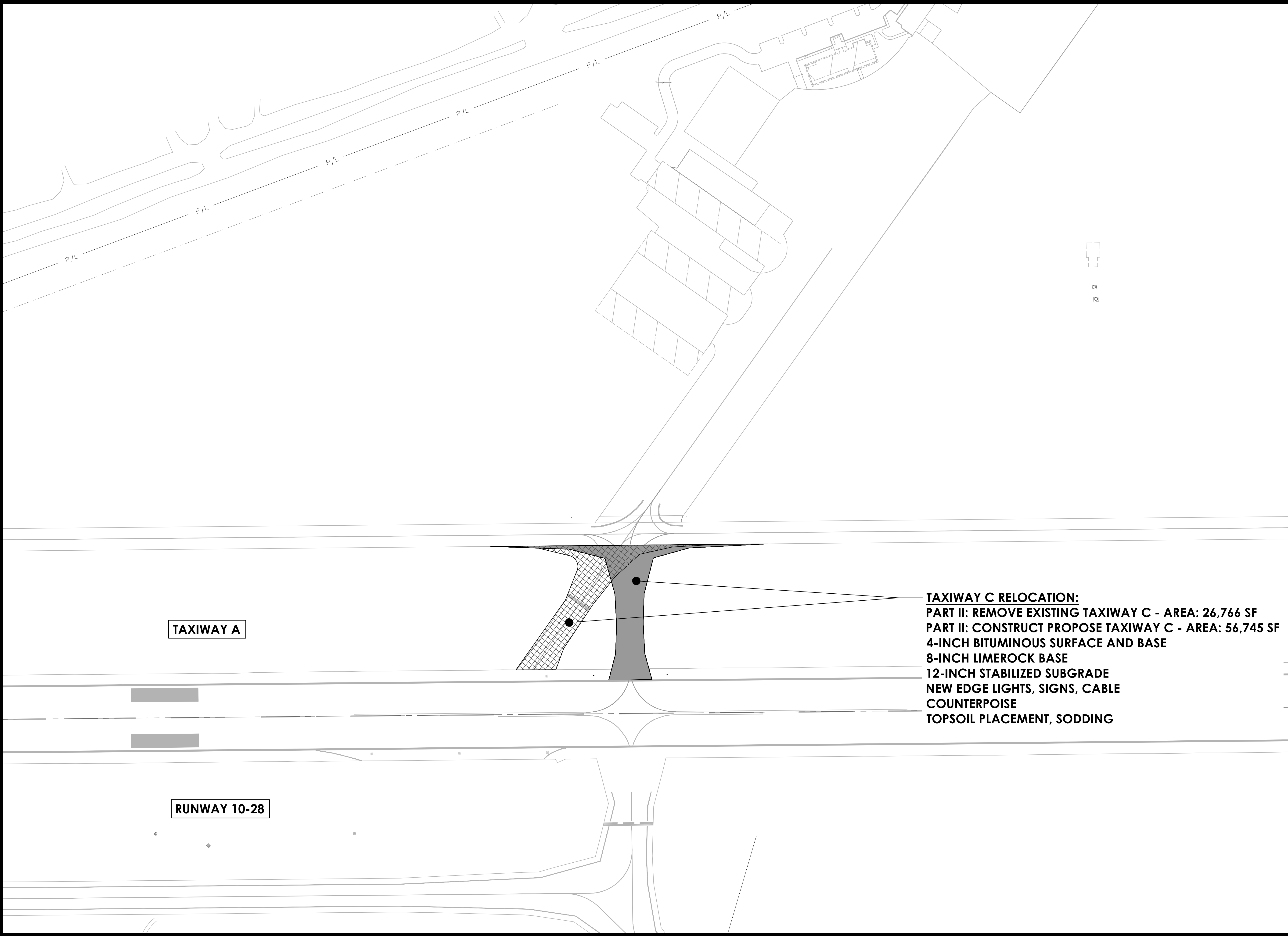
- ◇ Project 100% Design Review Meeting with Airport, FAA, FDOT, and City.
- 2. Passero Associates will provide the following deliverables to the City, FAA and FDOT:
  - ◇ FAA AIP Grant Pre-application for signatures.
  - ◇ 3 Sets of 30% Plans and Outline Specifications, Cost Estimate & Preliminary Engineer's Report.
  - ◇ 3 Sets of 60% Plans and Specifications, Cost Estimate
  - ◇ 3 Sets of 90% Plans and Specifications, Cost Estimate & Final Engineer's Report.
  - ◇ 3 Sets of Construction Safety Phasing Plan.
  - ◇ 3 Sets of Construction Management Plan.
  - ◇ 3 Sets of 100% (Bid Set) Plans.
  - ◇ 3 Sets of Bid Specifications.
  - ◇ 3 Final Engineer's Report.

**V. Exclusions**

The following items are not included in this Work Order, but are anticipated to be included in a future authorization:

- ◇ Bidding Phase and Recommendation of Award Services
- ◇ Construction Administration
- ◇ Resident Project Representation or Construction Observation services.

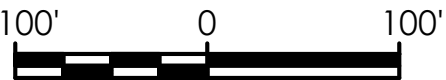
**End of Scope of Services**



**TAXIWAY C RELOCATION:**  
**PART II: REMOVE EXISTING TAXIWAY C - AREA: 26,766 SF**  
**PART II: CONSTRUCT PROPOSE TAXIWAY C - AREA: 56,745 SF**  
**4-INCH BITUMINOUS SURFACE AND BASE**  
**8-INCH LIMEROCK BASE**  
**12-INCH STABILIZED SUBGRADE**  
**NEW EDGE LIGHTS, SIGNS, CABLE**  
**COUNTERPOISE**  
**TOPSOIL PLACEMENT, SODDING**



PASSERO ASSOCIATES  
engineering architecture



SUBMITTAL

CIP FY 2021

STAMP

OWNER

LAKE CITY, FLORIDA, U.S.A.



3524 U.S. Highway 90  
Lake City, Florida 32055

**Passero Associates**

4730 Casa Cola Way, Suite 200  
St. Augustine, FL 32095 (904) 757-6106

Project Manager: Bradley J. Wente, P.E.  
Prepared By: Harrison A. Korb, E.I.T.  
www.passero.com

Revisions

No.	Date	By	Description

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LOCATION

**LAKE CITY GATEWAY  
AIRPORT (LCQ)**

TOWN/CITY: LAKE CITY  
COUNTY: COLUMBIA STATE: FLORIDA

PROJECT TITLE

**TAXIWAY C REALIGNMENT  
& TRANSIENT APRON  
REHABILITATION**

PROJECT NUMBER

**20070044.0000**

DATE

**NOVEMBER 2020**

DRAWING TITLE

PROJECT SKETCH

DRAWING NUMBER

1





# McMillen Surveying, Inc.

444 Northwest Main Street  
Williston, Florida, 32696  
steve@mcsurveying.com  
352 528-6277

March 9th, 2021

**Brad Wente, P.E.**  
Passero Associates

Ref: Lake City Gateway Airport – Taxiway C Realignment

Brad,

I appreciate the opportunity to prepare the following proposal for *Professional Land Surveying* at the above-referenced site located at the Lake City Gateway Airport, lying in Section 35, Township 3 South, Range 17 East, Columbia County, Florida. Pursuant to your emailed "RFP", the scope of work necessary to prepare a Topographic Survey is as follows:

- ❶ All typical concerns relating to Airport Safety will be followed by this firm first. These concerns include, but are not limited to: constant monitoring of air traffic, visual observation and check-in check-out procedures with Roland at the Airport.
- ❷ this proposal includes 1 survey limit: a 550'x1965' rectangle, centered on Taxiway Charlie/Terminal Apron. Said limits contain approximately 20 Acres.
- ❸ A GPS horizontal and vertical control loop will be run thru control points which will be set within said limits. State Plane Coordinates will be reported of all control points which will be set via a long observation based on N.A.D. 83, horizontally and N.A.V.D. 88, vertically.
- ❹ topographic Elevations will be collected in a typical 50' grid AND where necessary to show breaks and ditches. Elevations will be taken in enough quantity to report 0.5' vertical contours.
- ❺ all limits will include the location (and pertinent vertical information) of all improvements, including, but not limited to: edge of pavements, centerlines, high strength runway edges, concrete, curbing, striping, lights, visible utilities, drainage structures, duct markers, cable markers and tree lines.
- ❻ above ground utilities will be located and shown per field observations, detailing accessible inverts. Underground utilities will be located and shown per field observations and available as-built maps only. (note: Sunshine Call One Center will NOT show up for a survey/design ticket). Digging for utilities is not a part of this proposal.

The above-described Topographic Survey can be completed for a lump sum of \$ (which includes travel expenses) and will include 3 signed and sealed sets of prints, an Autocad Version 09 CD. Projection: 9 days in field & 8 days in office. Completion is expected within 6 weeks of approval. If you have any questions, please feel free to call.

Sincerely,

**Stephen M. McMillen, P.S.M.**  
Professional Surveyor & Mapper



## Cal -Tech Testing, Inc.

- Engineering
- Geotechnical
- Environmental

**LABORATORIES**

P.O. Box 1625 • Lake City, FL 32056  
Tel. (386) 755-3633 • Fax (386) 752-5456

450 SR 13N, Suite 106-308, Jacksonville, FL 32259  
Tel. (904) 381-8901 • Fax (904) 381-8902

March 2, 2021

Mr. Brad Wentz, P.E.  
Passero Associates, LLC  
4730 Casa Cola Way, Suite 200  
St. Augustine, Florida 32095

**RE: Proposal for Geotechnical Soil Survey & Pavement Evaluation  
Lake City Gateway Airport-Tway C Realignment & Transient Apron Rehab.  
Lake City, Florida**

Dear Mr. Brad Wentz, P.E.:

Cal-Tech Testing, Inc. (CTTI) is pleased to submit this proposal to perform a geotechnical soil survey and pavement evaluation for the proposed Taxiway C realignment and the transient apron rehabilitation work at the Lake City Gateway Airport in Lake City, Florida.

### **SITE & PROJECT INFORMATION**

Based on the project sketch dated November 2020 you provided to us, the site is the airport's Taxiway C and the adjacent apron which are proposed for realignment and rehabilitation work.

### **SCOPE OF SERVICES**

Per your request, the project scope of services comprises the exploration of the subsurface soil conditions within the proposed Taxiway C realignment section with the drilling of one (1) 15-ft deep Standard Penetration Test (SPT) boring and the evaluation of the taxiway and apron pavements by core drilling at 21 locations.

The SPT boring and pavement cores will be drilled at locations laid out by our field crew from Global Positioning System (GPS) coordinates approximately obtained by superposition of the provided sketch on a web-available mapping system and using a hand-held device.

The SPT boring will be performed in general accordance with applicable ASTM standards. The pavement core will be drilled with a 6-in diameter core barrel. At completion, each borehole will be backfilled with soil cuttings and asphalt-patched where required.

All soil samples and core specimens will be delivered to our laboratory for examination, measurement and classification by our geotechnical engineer.

Prior to the drilling work, we will contact the Sunshine One-Call Center to mark-out the location of known underground utilities in the vicinity of the SPT boring location.

Proposal for Geotechnical Soil Survey & Pavement Evaluation  
Lake City Gateway Airport-Tway C Realignment & Transient Apron Rehab.  
Lake City, Florida

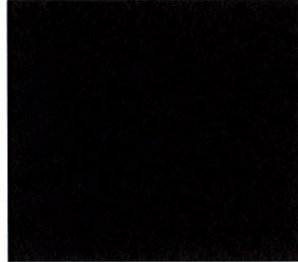
At completion of the field and laboratory work, we will prepare a report summarizing the work done and presenting the subsurface soil conditions and the pavement section along with our evaluations and recommendations for site preparation and the support of the proposed taxiway realignment.

### **ESTIMATED FEE**

Based on the scope of services and presuming site accessibility to our personnel/equipment with no anticipated delays (vegetation clearance by others), the fee for our geotechnical soil survey and pavement evaluation is as follows:

**Mobilization**  
**SPT Borings (15 ft. @ 13.50\$/ft)**  
**Pavement Cores (21 @ \$100 each)**  
**Laboratory Testing (Soil Classification)**  
**Management (utility clearance, coord., layout, etc.)**  
**Engineering and Report Preparation**  
**Administration**

**Total**



### **Schedule**

We anticipate that our field work will encompass one (1) working day. Our report should be issued within 5 working days of completion of the field and laboratory work.

### **Limitations**

The soil borings detailed in this proposal presumes standard geotechnical drilling and does not include provisions for drilling through or into environmentally contaminated material.

### **Authorization**

If this proposal is acceptable, please sign below and return to our office. A sub-contract agreement will also be sufficient as authorization.

### **Closing**

CTI appreciates the opportunity to provide this proposal and we look forward to serving you on this and future projects. Should you have any questions concerning this proposal or the services proposed, please do not hesitate to contact me at our Lake City, FL office (386) 755-3633.

Sincerely,  
Cal-Tech Testing, Inc.

Ivan E. Marciano, P.E.  
Sr. Geotechnical Engineer

Handwritten signature of Ivan E. Marciano in blue ink.

Handwritten signature of Mike Stalvey, Jr. in blue ink.

Mike Stalvey, Jr.  
Vice-President

Proposal for Geotechnical Soil Survey & Pavement Evaluation-Lake City Gateway Airport, Tway C Realignment & Transient Apron Rehab., Lake City Florida

Name of Representative  
(Print)

Date:

Title:

Representative Signature:

# **EXHIBIT “B”**

## **Estimate of Hours and Fee**

**ESTIMATE OF CONSULTING/ENGINEERING COST  
FOR  
TAXIWAY C REALIGNMENT - Lake City Gateway Airport**

**TAXIWAY C PLAN SET**

Print Date: 29-Apr-21

<b>Drawing</b>	<b>PM/Engr</b>	<b>Technician</b>	<b>Clerical</b>
G-1 Title Sheet	1	4	0
G-2 Quantities	4	12	0
G-3 Site & Safety Plan	2	12	0
G-4 Pre Drainage Map	4	12	0
G-5 Post Drainage Map	4	12	0
C-1 Demolition and Erosion Control Plan	4	12	0
C-2 Site Layout and Grading Plan (50 Scale)	8	24	0
C-3 Profile and Enlarged Plan (25 Scale)	8	24	0
C-4 Typical Sections and Details	4	12	0
C-5 Details	4	12	0
C-6 Drainage Details and Cross Sections	8	24	0
C-7 Cross Sections	8	24	0
C-8 Striping Plan and Details	2	16	0
E-1 Taxiway C Lighting Plan (50 Scale)	8	16	0
E-2 Electrical Notes and Details	4	16	0
Dwg. Quality Control / Quality Assurance	24	0	0
Field Investigation	8	8	0
FAA/FDOT Coordination	32	0	0
Engineering Report	8	24	0
Drainage Design	40	64	0
SWRWMD Permits	16	0	0
County/City Permits	0	0	0
Cost Estimates	4	16	0
Specificaitions	16	0	28
<b>Total Hours</b>	<b>221</b>	<b>344</b>	<b>28</b>

**COST**

<b>Category</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>	<b>Use</b>
PM	28	\$ 78.00	\$ 2,184.00	
Sr. Engineer	72	\$ 65.00	\$ 4,680.00	
Jr. Engineer	121	\$ 30.00	\$ 3,630.00	
Technician	344	\$ 25.00	\$ 8,600.00	
Clerical	28	\$ 24.00	\$ 672.00	
Sub-Total Labor			\$ 19,766.00	
Overhead	165.00%		\$ 32,613.90	
			\$ 52,379.90	
Fee Above Labor Costs (15%)	15%		\$ 7,856.99	
<b>SUB-TOTAL DESIGN LABOR</b>			\$ 60,236.89	

**OTHER DIRECT COSTS**

Travel (6 trips @\$100.00)  
Reproduction Mail Etc.  
Permit Fee

**SUB-TOTAL ODCs****TOTAL DESIGN FEE****Total****Use**

\$ 1,000.00  
\$ 2,200.00  
\$ -  
\$ 3,200.00

\$ 63,436.89 \$ **63,400.00**

**SUBCONSULTANTS**

Topographic Surveying (Estimated)  
Geotechnical Investigation (Estimated)

Markup

0%

**TOTAL SUBCONSULTANTS****TOTAL CONSULTANT FEE**

\$ 5,000.00  
\$ 4,000.00  
\$ 9,000.00  
\$ -  
\$ 9,000.00

\$ **9,000.00**

\$ **72,400.00**

# Sponsor Certifications to the FAA

Drug-Free Workplace

Project Plans and Specification

Selection of Consultants

Conflicts of Interest

---

## Drug-Free Workplace Airport Improvement Program Sponsor Certification

---

Sponsor: City of Lake City, Florida

Airport: Lake City Gateway Airport

Project Number:

Description of Work: Rehabilitation of approximately 350,000 sq. ft. of airport apron pavement. Realignment of Taxiway C connector from the terminal apron to create a 90 degree intersection with Runway 10-28.

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The sponsor's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes ☐ No ☐ N/A



3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: Lake City Gateway Airport

Address: 3524 US-90, Lake City, FL 32055

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this                day of                ,                .

Name of Sponsor: City of Lake City, Florida

Name of Sponsor's Authorized Official: Florence Straugh

Title of Sponsor's Authorized Official: Airport Manager

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

[Submit by Email](#)

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor: City of Lake City, Florida

Airport: Lake City Gateway Airport

Project Number:

Description of Work: Rehabilitation of approximately 350,000 sq. ft. of airport apron pavement. Realignment of Taxiway C connector from the terminal apron to create a 90 degree intersection with Runway 10-28.

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  
☒ Yes   ☐ No   ☐ N/A
  
2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  
☒ Yes   ☐ No   ☐ N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).  
☒ Yes ☐ No ☐ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).  
☒ Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).  
☒ Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).  
☒ Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).  
☒ Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).  
☒ Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).  
☒ Yes ☐ No ☐ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).  
☒ Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)  
☐ Yes ☐ No ☒ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.  
☒ Yes ☐ No ☐ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☒ Yes ☐ No ☐ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor: City of Lake City, Florida

Name of Sponsor's Authorized Official: Florence Straugh

Title of Sponsor's Authorized Official: Airport Manager

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

[Submit by Email](#)

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

---

Sponsor: City of Lake City, Florida

Airport: Lake City Gateway Airport

Project Number:

Description of Work: Rehabilitation of approximately 350,000 sq. ft. of airport apron pavement. Realignment of Taxiway C connector from the terminal apron to create a 90 degree intersection with Runway 10-28.

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
☒ Yes   ☐ No   ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
☒ Yes   ☐ No   ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- ☒ Yes   ☐ No   ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- ☒ Yes   ☐ No   ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- ☒ Yes   ☐ No   ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- ☒ Yes   ☐ No   ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- ☒ Yes   ☐ No   ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- ☒ Yes   ☐ No   ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- ☒ Yes   ☐ No   ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- ☒ Yes   ☐ No   ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- ☒ Yes   ☐ No   ☐ N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

☒ Yes   ☐ No   ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

☒ Yes   ☐ No   ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this                      day of                      ,                      .

Name of Sponsor: City of Lake City, Florida

Name of Sponsor's Authorized Official: Florence Straugh

Title of Sponsor's Authorized Official: Airport Manager

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

---

Sponsor: City of Lake City, Florida

Airport: Lake City Gateway Airport

Project Number:

Description of Work: Rehabilitation of approximately 350,000 sq. ft. of airport apron pavement. Realignment of Taxiway C connector from the terminal apron to create a 90 degree intersection with Runway 10-28.

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes   ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor: City of Lake City, Florida

Name of Sponsor's Authorized Official: Florence Straugh

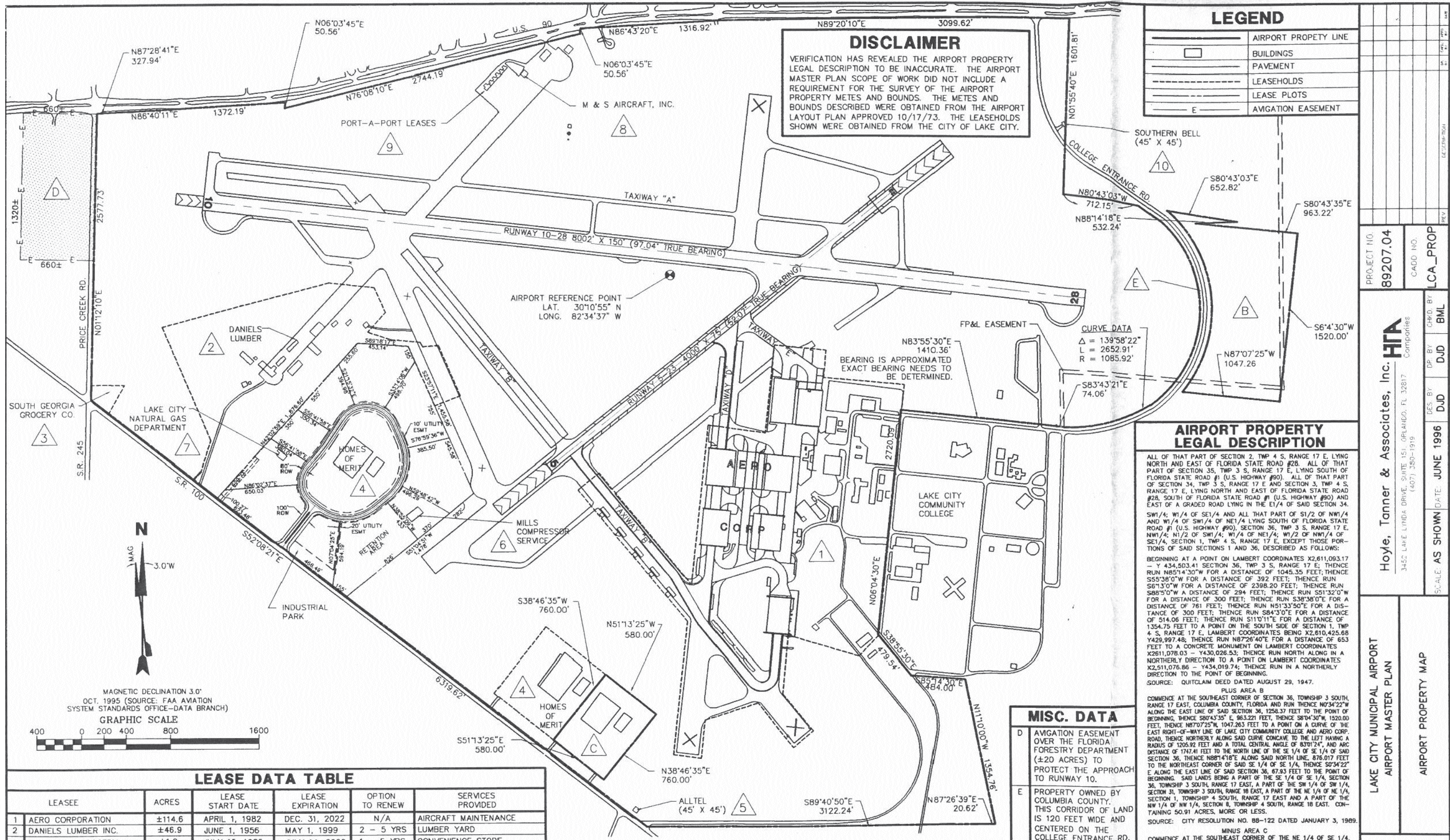
Title of Sponsor's Authorized Official: Airport Manager

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

## Exhibit “A” (Airport Property Inventory Map)





**DISCLAIMER**  
VERIFICATION HAS REVEALED THE AIRPORT PROPERTY LEGAL DESCRIPTION TO BE INACCURATE. THE AIRPORT MASTER PLAN SCOPE OF WORK DID NOT INCLUDE A REQUIREMENT FOR THE SURVEY OF THE AIRPORT PROPERTY METES AND BOUNDS. THE METES AND BOUNDS DESCRIBED WERE OBTAINED FROM THE AIRPORT LAYOUT PLAN APPROVED 10/17/73. THE LEASEHOLDS SHOWN WERE OBTAINED FROM THE CITY OF LAKE CITY.

LEGEND	
	AIRPORT PROPERTY LINE
	BUILDINGS
	PAVEMENT
	LEASEHOLDS
	LEASE PLOTS
	AVIGATION EASEMENT

**CURVE DATA**  
Δ = 139°58'22"  
L = 2652.91'  
R = 1085.92'

**AIRPORT PROPERTY LEGAL DESCRIPTION**

ALL OF THAT PART OF SECTION 2, TWP 4 S, RANGE 17 E, LYING NORTH AND EAST OF FLORIDA STATE ROAD #28, ALL OF THAT PART OF SECTION 35, TWP 3 S, RANGE 17 E, LYING SOUTH OF FLORIDA STATE ROAD #1 (U.S. HIGHWAY #90), ALL OF THAT PART OF SECTION 34, TWP 3 S, RANGE 17 E AND SECTION 3, TWP 4 S, RANGE 17 E, LYING NORTH AND EAST OF FLORIDA STATE ROAD #28, SOUTH OF FLORIDA STATE ROAD #1 (U.S. HIGHWAY #90) AND EAST OF A GRADED ROAD LYING IN THE E1/4 OF SAID SECTION 34. SW1/4; W1/4 OF SE1/4 AND ALL THAT PART OF S1/2 OF NW1/4 AND W1/4 OF SW1/4 OF NE1/4 LYING SOUTH OF FLORIDA STATE ROAD #1 (U.S. HIGHWAY #90), SECTION 36, TWP 3 S, RANGE 17 E, NW1/4; N1/2 OF SW1/4; W1/4 OF NE1/4; W1/2 OF NW1/4 OF SE1/4, SECTION 1, TWP 4 S, RANGE 17 E, EXCEPT THOSE PORTIONS OF SAID SECTIONS 1 AND 36, DESCRIBED AS FOLLOWS:  
BEGINNING AT A POINT ON LAMBERT COORDINATES X2,611,093.17 - Y 434,503.41; SECTION 36, TWP 3 S, RANGE 17 E; THENCE RUN N85°14'30"W FOR A DISTANCE OF 1045.35 FEET; THENCE RUN S55°38'0"W FOR A DISTANCE OF 392 FEET; THENCE RUN S61°3'0"W FOR A DISTANCE OF 2398.20 FEET; THENCE RUN S88°5'0"W FOR A DISTANCE OF 294 FEET; THENCE RUN S51°32'0"W FOR A DISTANCE OF 300 FEET; THENCE RUN S38°38'0"E FOR A DISTANCE OF 761 FEET; THENCE RUN N51°33'50"E FOR A DISTANCE OF 300 FEET; THENCE RUN S84°3'0"E FOR A DISTANCE OF 514.06 FEET; THENCE RUN S11°0'11"E FOR A DISTANCE OF 1354.75 FEET TO A POINT ON THE SOUTH SIDE OF SECTION 1, TWP 4 S, RANGE 17 E, LAMBERT COORDINATES BEING X2,610,425.68 Y429,997.48; THENCE RUN N87°26'40"E FOR A DISTANCE OF 653 FEET TO A CONCRETE MONUMENT ON LAMBERT COORDINATES X2611,078.03 - Y430,026.53; THENCE RUN NORTH ALONG IN A NORTHERLY DIRECTION TO A POINT ON LAMBERT COORDINATES X2,511,076.86 - Y434,019.74; THENCE RUN IN A NORTHERLY DIRECTION TO THE POINT OF BEGINNING.  
SOURCE: QUITCLAIM DEED DATED AUGUST 29, 1947.  
PLUS AREA B  
COMMENCE AT THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 17 EAST, COLUMBIA COUNTY, FLORIDA AND RUN THENCE N0°34'22"W ALONG THE EAST LINE OF SAID SECTION 36, 1258.37 FEET TO THE POINT OF BEGINNING, THENCE S80°43'35" E, 963.221 FEET, THENCE S80°43'35" E, 1520.00 FEET, THENCE N87°07'25"W, 1047.26 FEET TO A POINT ON A CURVE OF THE EAST RIGHT-OF-WAY LINE OF LAKE CITY COMMUNITY COLLEGE AND AERO CORP. ROAD, THENCE NORTHERLY ALONG SAID CURVE CONCAVE TO THE LEFT HAVING A RADIUS OF 1205.92 FEET AND A TOTAL CENTRAL ANGLE OF 83°01'24", AND ARC DISTANCE OF 1747.41 FEET TO THE NORTH LINE OF THE SE 1/4 OF SE 1/4 OF SAID SECTION 36, THENCE N88°14'18"E ALONG SAID NORTH LINE, 876.017 FEET TO THE NORTHEAST CORNER OF SAID SE 1/4 OF SE 1/4, THENCE S0°34'22" E ALONG THE EAST LINE OF SAID SECTION 36, 67.93 FEET TO THE POINT OF BEGINNING. SAID LANDS BEING A PART OF THE SE 1/4 OF SE 1/4, SECTION 36, TOWNSHIP 3 SOUTH, RANGE 17 EAST, A PART OF THE NE 1/4 OF NE 1/4, SECTION 31, TOWNSHIP 3 SOUTH, RANGE 18 EAST, A PART OF THE NE 1/4 OF NE 1/4, SECTION 1, TOWNSHIP 4 SOUTH, RANGE 17 EAST AND A PART OF THE NW 1/4 OF NW 1/4, SECTION 8, TOWNSHIP 4 SOUTH, RANGE 18 EAST, CONTAINING 50.91 ACRES, MORE OR LESS.  
SOURCE: CITY RESOLUTION NO. 88-122 DATED JANUARY 3, 1989.  
MINUS AREA C  
COMMENCE AT THE SOUTHEAST CORNER OF THE NE 1/4 OF SE 1/4, SECTION 2, TOWNSHIP 4 SOUTH, RANGE 17 EAST, COLUMBIA COUNTY, FLORIDA, AND RUN THENCE N88°50'25"W ALONG THE SOUTH LINE OF SAID NE 1/4 OF SE 1/4, 565.35 FEET TO THE CENTERLINE OF STATE ROAD #100, THENCE N51°13'25"W ALONG SAID CENTERLINE, 472.00 FEET, THENCE N8°46'35"E, 160.00 FEET TO THE POINT OF BEGINNING, THENCE CONTINUE N88°46'35"E, 760.00 FEET, THENCE N51°13'25"W, 580.00 FEET, THENCE S38°46'35"W, 760.00 FEET, THENCE S51°13'25"E, 580.00 FEET TO THE POINT OF BEGINNING. SAID LANDS BEING IN THE NE 1/4 OF SE 1/4, SECTION 2, TOWNSHIP 4 SOUTH, RANGE 17 EAST, COLUMBIA COUNTY, FLORIDA, CONTAINING 10.12 ACRES, MORE OR LESS.  
SOURCE: DEED OF RELEASE DATED JUNE 21, 1984.

**MISC. DATA**

D	AVIGATION EASEMENT OVER THE FLORIDA FORESTRY DEPARTMENT (±20 ACRES) TO PROTECT THE APPROACH TO RUNWAY 10.
E	PROPERTY OWNED BY COLUMBIA COUNTY. THIS CORRIDOR OF LAND IS 120 FEET WIDE AND CENTERED ON THE COLLEGE ENTRANCE RD.

**PROPERTY DATA TABLE**

DESCRIPTION	DATE	NOTES
A TRANSFER OF AIRFIELD TO LAKE CITY (±1,200 ACRES)	AUGUST 29, 1947	SUBJECT TO SURPLUS PROPERTY ACT.
B LAND ACQUISITION FOR RUNWAY 10/28 (±50 ACRES)	JANUARY 3, 1989	SUBJECT TO SURPLUS PROPERTY ACT.
C RELEASE OF LAND TO HOMES OF MERIT (±10 ACRES)	JUNE 21, 1984	SUBJECT TO SURPLUS PROPERTY ACT.

**LEASE DATA TABLE**

LEASEE	ACRES	LEASE START DATE	LEASE EXPIRATION	OPTION TO RENEW	SERVICES PROVIDED
1 AERO CORPORATION	±114.6	APRIL 1, 1982	DEC. 31, 2022	N/A	AIRCRAFT MAINTENANCE
2 DANIELS LUMBER INC.	±46.9	JUNE 1, 1956	MAY 1, 1999	2 - 5 YRS	LUMBER YARD
3 S. GEORGIA GROCERY	±1.0	JULY 15, 1985	JULY 14, 2000	1 - 5 YRS	CONVENIENCE STORE
4 HOMES OF MERIT	±12.0	NOV. 1, 1987	OCT. 31, 2005	5 - 6 YRS	MOBILE HOME MANUFACTURING
5 ALLTEL	45' X 45'	FEB. 1, 1993	JAN. 31, 2022	N/A	TELECOMMUNICATIONS
6 MILLS COMPRESSOR SERV.	±1.5	JUNE 1, 1991	MAY 31, 2003	6 YRS	COMPRESSOR SALES/SERVICE
7 LAKE CITY NAT. GAS DEPT.	±2.88	OCT. 1, 1990	N/A	N/A	NATURAL GAS STORAGE
8 M & S AIRCRAFT, INC.	50' X 50'	OCT. 20, 1983	OCT. 19, 1998	5 YRS	PRIVATE AIRCRAFT STORAGE
9 PORT-A-PART LEASES	HANGAR	VARIES	VARIES	MONTHLY	PRIVATE AIRCRAFT STORAGE
10 SOUTHERN BELL	45' X 45'	JUNE 1, 1989	JUNE 1, 2001	3 - 6 YRS	TELECOMMUNICATIONS

PROJECT NO. 89207.04  
CADD NO. LCA\_PROP  
HQA  
Hoyle, Tanner & Associates, Inc.  
3450 LAKE LYNDIA DRIVE, SUITE 151, ORLANDO, FL 32817  
(407) 380-1919  
SCALE: AS SHOWN  
DATE: JUNE 1996  
DES. BY: DJD  
CHKD. BY: DJD  
REV. BY: BML

LAKE CITY MUNICIPAL AIRPORT  
AIRPORT MASTER PLAN  
AIRPORT PROPERTY MAP  
DRAWING  
6-11  
SHEET 11 OF 11



## Exhibit “C” – Title Opinion Letter

**CERTIFICATE OF TITLE**  
**FAA Central Region**

To: Manager, Safety and Standards Branch

Subject: Lake City Gateway Airport (LCQ)

AIP Project No. TBD

This certification is made to satisfy (check **both** if applicable):

- ☒ **Part II Section C.10 of the Grant Application (FAA Form 5100-100) for existing airport property**  
☐ **Grant conditions relative to satisfactory title evidence for land being acquired under this project**

The City of Lake City (hereinafter referred to as the "Sponsor"), pursuant to Section 47105(d) of the Federal Aviation Administration Authorization Act of 1994 (and amendments), hereby certifies that satisfactory property interest to the land indicated herein is vested in the Sponsor, as required by obligations of the referenced Grant Agreement with the Federal Aviation Administration.

The Sponsor hereby certifies that it holds the quality of title described below, as of the date of the attorney's title opinion on which this certification is based.

<b>Parcel Number</b> (Per Exhibit A)	<b>Quality of Interest</b> (Fee, Easement*, etc.,)
Parcels 1-10 (as shown on drawing 6-11)	Fee Simple Ownership

Parcels must be listed. Avoid simply referencing the Exhibit A Property Map. Attach additional sheets as necessary.

\*The Sponsor certifies that grantors of easements constitute all of the owners of the land affected by such easements, and they had such quality of title in and to such land as to enable them to convey the interest purported to be conveyed in and by the easements granted. No other interests or rights exist which are incompatible with or would interfere with the exercise and enjoyment by the Sponsor of the rights and interests conveyed.

Sponsor hereby certifies that the Sponsor or the Sponsor's attorney have reviewed, evaluated and subordinated to airport use where necessary, all encumbrances and that no outstanding encumbrances exist which might affect the maintenance, operation, or development of the airport.

Sponsor further certifies that if defects in the title require correction after acceptance of this Certificate of Title by the FAA, the Sponsor accepts full responsibility for clearing such defects, encumbrances, or exceptions at its own expense.

This Certificate of Title is based upon a current title opinion dated December 1996 by the sponsor's attorney Herbert F. Derby (name of attorney).

Sponsor certifies that the title opinion referenced above corresponds with the "Exhibit A" airport property map dated June 1996 AIP project number TBD. Although specific title evidence documents are not submitted herewith, copies of deeds and other appropriate evidence of title for the land are on file with the Sponsor and are available for inspection by the FAA.

It is understood that the FAA reserves the right to require additional information at any time.

City of Lake City  
Name of Sponsor

Florence Straugh, Airport Manager

\_\_\_\_\_  
Signature and Title of Sponsor Official Authorized to Sign Grant Agreement

\_\_\_\_\_  
Date