

# **Levy County, Florida**



## **George T Lewis Airport (CDK)**

### **Professional Design and Bidding Services for New Lighted Kiosk/Restroom Building**

**By**  
**Passero Associates, LLC**  
(Passero Project No. 20121626.0012)

# Work Order 25-12

## Work Order 25-12

### **County of Cedar Key, Florida**

### **Professional Design and Bidding Services for New Restroom at George T Lewis Airport (CDK), Cedar Key, Florida**

PASSERO ASSOCIATES, LLC (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with Levy County (Client or County), all of which terms and conditions are incorporated herein by reference:

**Project Location:** George T Lewis Airport (CDK), Cedar Key, Florida.

**Project Description:** Provide Professional Engineering and Architectural Design and Bid Phase Services for a new restroom/lighted kiosk to be constructed at Cedar Key Airport. Scope of work is described in more detail in Attachment A – Scope of Work.

**Scope of Basic and Special Services:** See Attachment A: Scope of Work (Basic Services).

**Client Manager:** Alice LaLonde, Administrative Coordinator

**PA Program Manager:** Bradley Wentz, P.E.

**PA Project Manager:** Justin Vollenweider, AIA, Senior Architect.

**Basic Services Compensation & Method of Payment:** Lump Sum Not to Exceed: \$61,530.00

**Schedule and Meetings:** Start work immediately upon authorization of this work order. See Attachment A – Scope of Work and Attachment B – Project Sketch.

**Deliverables:** 1. Bid/Permit Documents.  
2. Assist County staff during bidding by answering bidder RFI's.

### **"Consultant"** **Passero Associates, LLC**

BY: Bradley J. Wentz  
Bradley J. Wentz  
Typed Name

Title: Vice President

ATTEST:

BY: Angela Witt  
Angela Witt, Grants/Contracts Administrator  
Name, Title

Date: April 7, 2025

### **"Client"** **Levy County**

BY: \_\_\_\_\_  
Desiree Mills  
Typed Name

Title: Chair

ATTEST:

BY: \_\_\_\_\_  
Matt Brooks, Clerk of Court  
Name, Title

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

**Attachment A - Scope of Work**  
**Professional Design Services for New Restroom/Lighted Kiosk at Cedar Key**

**I. Project Description**

Provide Professional Engineering and Architectural Design and Bid Phase Services for a new restroom/lighted kiosk to be constructed at Cedar Key Airport. Scope of work is described in more detail in Attachment A – Scope of Work and Attachment B – Project Sketch.

**II. Basic Services**

Passero Associates, LLC (Consultant) will provide the following basic services to assist the Levy County Commission (County) with the Design and Bid Phases of the lighted kiosk/restroom project. Project services include design validation and conformance with FAA and FDOT applicable design guidance. FAA guidance documents include but are not necessarily limited to:

- Advisory Circular 150/5300-13A Change 1, Airport Design
- Advisory Circular 150/5370-2F, Operational Safety on Airports During Construction
- Advisory Circular 150/5370-10G, Standards for Specifying Construction of Airports

**A. Architectural Design Services**

**1. Construction Documents:**

The Architect shall provide Construction Documents based on the Documents provided by the Client. The Construction Documents shall set forth, in detail, the requirements for construction of the Project.

- The Construction Documents shall include:
  - Floor Plans and Details.
  - Roof Plan and Details.
  - Interior Elevations.
  - Exterior Building Elevations.
  - Wall Sections, Details, and Notes.
  - Door and Window Schedules.
  - Structural, Mechanical, Electrical, and Plumbing Plans, Schedules, Notes, and Details (as per items B-C).
  - Civil Engineering (as per item D).
- During the development of the Construction Documents, the Architect shall also assist the Owner in the development and preparation of:
  - Specifications that establish, in detail, the quality levels of materials and systems required for the Project.
  - Response to comments from Code Official and Fire Marshall during the Building Permit Application process.

**B. MEP Design Services:**

- **HVAC Design Services** - Design and Construction Documents
  - Kick-off meeting with Client and Architect to review Project requirements and design intention.
  - Specification and layout of HVAC systems to include:
    - Design of HVAC systems, including heating, cooling, ventilation, and exhaust.
  - Attendance at design review meeting at 90% complete drawings (Virtual).
  - Provide HVAC technical specifications in CSI format as required.
- **Plumbing Design Services** - Design and Construction Documents

- Kick-off meeting with Client and Architect to review Project requirements and design intention.
- Specification and layout of plumbing systems to include:
  - Design of plumbing systems, including domestic water distribution and sanitary/vent piping.
- Attendance at design review meeting at 90% complete drawings (Virtual).
- Provide Plumbing technical specifications in CSI format as required.
- **Electrical Design Services** - Design and Construction Documents
  - Kick-off meeting with Architect and Client to review Project requirements.
  - Specification and layout of electrical systems to include:
    - Interior lighting systems.
    - Interior convenience power and receptacle systems.
    - Code-required exterior lighting systems.
  - Coordinate with local electrical utility and update electrical supply design accordingly.
  - Attendance at design review meeting at 90% complete drawings (Virtual).
  - Provide Electrical technical specifications in CSI format as required.

**C. Structural Design Services:**

- Kick-off meeting with Client and Architect to review Project requirements and design intention.
- Construction Documents:
  - Provide structural general notes and material specifications on drawings and in project manual.
  - Provide final foundation design requirements, including member size and reinforcing schedules. Considerations for special foundations requirements will not be included. Geotechnical exploration and subsurface evaluation reports are by others.
  - Provide final elevated floor and roof framing plans in coordination with Architecture and MEP disciplines, if required.
  - Delegated design requirements for pre-engineered systems (i.e. cold-formed metal roof trusses, pre-engineered metal building systems, etc...) and/or structural steel connections to be identified.
  - Attendance at final design review meeting (Virtual).
  - Statement of threshold inspections to be provided on Drawings in accordance with FBC.
- Third-Party Threshold Inspections and Material Testing agency, if required, can be added as an additional service.
- Review third-party testing and inspection reports and comment as necessary.

**D. Civil Engineering Design Services**

- Site Engineering (Utility/Grading/Hardscape) Design Services
  - Prepare conceptual site layout design.
  - Prepare grading and drainage design.
  - Prepare utility design including potable water and sanitary sewer to the proposed building.
  - Prepare miscellaneous site design drawings such as existing conditions and details.
  - Prepare final construction plans including specifications.
  - Submit final documents to the County for final review and comment. The design team and the County will conduct a final design review meeting to discuss contents, costs and other comments.
  - Reproduce copies of the bid documents including plans and specifications. These documents will be supplied to the County.

**E. Bidding Phase:**

- Questions from potential bidders will be directed to and answered by addendum (if required).
- Pre-bid and Bid-opening meetings in person.

**F. Construction Phase (Not Included in this Authorization)****III. Special Services**

- A. Geotechnical Investigation:** Conduct a geotechnical investigation to identify subsurface soil conditions for foundation design.

No other special services are included; however, if during the project additional special services are identified, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and County, and approved, in writing, by the County.

**IV. Schedule**

After receiving the Notice-To-Proceed (NTP) from Levy County, the Consultant will immediately be available to work on the project. The proposed schedule of completion for this work is 8-10 weeks from the date of authorization, with project meetings scheduled with County, as needed.

**V. Fee Summary**

Passero Associates (PA) will provide Professional Architectural Services for the Scope of Work listed above for a Not-To-Exceed fee of **\$61,530 (sixty-one thousand five hundred thirty dollars and zero cents)**, unless there is a change in scope, complexity, character or duration of the work to be performed by the Consultant.

**FEE SCHEDULE SUMMARY**

IIA	Architectural Design Services	\$24,320.00
IIB	Mechanical, Electrical, Plumbing Design Services	\$4,000.00
IIC	Structural Engineering Design Services	\$5,000.00
IID	Civil Engineering Design Services	\$15,560.00
IIE	Bidding Phase Services	\$7,650
IIF	Construction Phase Services	<i>Not Included in this Authorization</i>
IIIA	Geotechnical Estimate	\$5,000
	<b>Total Design Services Fee</b>	<b>\$61,530.00</b>

## **VI. Other Considerations and Exclusions**

1. Below we have listed services that are excluded from those provided in our Basic Services. If during the review process, any of these additional services are required, Passero will identify the associated costs.
  - Any item not explicitly outlined herein.
  - Environmental Testing and Auditing.
  - Topographic Survey.
  - Stormwater design and permitting (assumed not required for project)
  - FDEP Wastewater & Water permits (assumed not required for project)
  - Deconstructive Investigation.
  - Special Inspections and Construction Testing. Special Inspections Services provided includes only the preparation of the initial statement of Special Inspections and Construction Testing that the project might be required to undertake.
  - Commissioning Services.
  - CAD Files and Completed Drawings, unless otherwise included.
  - Bidding Phase Services – Bidding phase services are excluded, except those specifically included in above scope of work.
  - Construction Phase Services – Construction phase services are excluded.
    - Selection, layout, and specification of other mechanical systems that are not included in the Scope of Work above.
  - Plumbing
    - Selection, layout, and specification of other plumbing systems that are not included in the Scope of Work above.
    - Site utility design and engineering is provided under separate contract or by others.
    - It is assumed that there is sufficient water pressure available to serve the required domestic water system. The design and specification of a booster pump system is not included.
  - Fire Protection
    - Selection, layout, and specification of other fire protection systems that are not included in the Scope of Work above.
    - It is assumed that there is sufficient water pressure available to serve the required fire protection system. The design and specification of a fire pump/booster system is not included.
    - Hydraulic calculations are by eventual fire protection contractor.
  - Electrical
    - Selection, layout, and specification of electrical systems that are not included in the Scope of Work above, including (but not limited to) the selection, layout, and specification of sound systems, paging systems, security systems, telephone-data equipment, and emergency power/generator systems.
    - Site utility design and engineering is provided under separate contract or by others.
  - Post-Construction Record Documents, unless otherwise included.
2. The County is responsible for providing complete and thorough data in a timely fashion as requested by the Consultant, including all necessary data from County archives. The Consultant is not responsible for data that is not provided for in the course of this Agreement.

## **VII. Grant Funding and Compliance**

This Scope of Work is funded by an FDOT Public Transportation Grant Agreement dated November 15, 2023, Financial Project No. 444410-1; Contract No. G2Q97 (the "Grant Agreement".) Consultant acknowledges having received a complete copy of the signed Grant Agreement from the County and, having reviewed same, understands there are provisions contained in the Grant Agreement whereby County must require actions,

certifications, compliance and other requirements from any County contractor, subcontractor, consultant or subconsultant for the project. Consultant confirms and agrees that, by incorporation of the Grant Agreement into this Work Order, that all of such actions, certifications, compliance, or other requirements have been expressly set forth in this Work Order. In addition, Consultant agrees to provide the services on the project in compliance with all the provisions and requirements set forth in the Grant Agreement that are required of a County contractor, subcontractor, consultant, or subconsultant. Consultant shall expressly set forth all of the actions, certifications, compliance or other requirements for any County contractor, subcontractor, consultant or subconsultant in the bid documents for the project and in any subcontract with subconsultants or subcontractors for the project."

**End of Scope of Services**