

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**SUPPLEMENTAL JOINT PARTICIPATION AGREEMENT**  
**Number 1**

725-030-07  
PUBLIC TRANSPORTATION  
01/11  
Page 1 of 4

Financial Project No.: <u>41443819401</u> <small>(item-segment-phase-sequence)</small>	Fund: <u>DPTO</u> Function: <u>637</u> Federal No.: <u>N/A</u> DUNS No.: <u>80-939-7102</u>	FLAIR Category: <u>088719</u> Object Code: <u>750004</u> Org. Code: <u>55052000531</u> Vendor No.: <u>F596000362006</u>
Contract No.: <u>API78</u>	Catalog of Federal Domestic Assistance Number: <u>N/A</u>	Catalog of State Financial Assistance Number: <u>55004</u>

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter referred to as the Department, and City of Leesburg  
501 West Meadow St., P.O. Box 490630, Leesburg, Florida 34749  
hereinafter referred to as Agency.

WITNESSETH:

WHEREAS, the Department and the Agency heretofore on the 8th day of June, 2009, entered into a Joint Participation Agreement; and

WHEREAS, the Agency desires to accomplish certain project items as outlined in the Attachment "A" appended hereto; and

WHEREAS, the Department desires to participate in all eligible items for this project as outlined in Attachment "A" for a total Department Share of \$349,081.00.

NOW, THEREFORE THIS INDENTURE WITNESSETH: that for and in consideration of the mutual benefits to flow from each to the other, the parties hereto agree that the above described Joint Participation Agreement is to be amended and supplemented as follows:

**1.00 Project Description:** The project description is amended  
No Change

**2.00 Project Cost:**

Paragraph 3.00 of said Agreement is increased by \$149,081.00  
bringing the revised total cost of the project to \$ 349,081.00.

Paragraph 4.00 of said Agreement is increased by \$149,081.00  
bringing the Department's revised total cost of the project to \$ 349,081.00.

**3.00 Amended Exhibits:**

Exhibit(s) "B" and "D" \_\_\_\_\_ of said Agreement is amended by Attachment "A".

**4.00 Contract Time:**

Paragraph 18.00 of said Agreement October 1st, 2011.

**5.00 E-Verify:**

The Agency shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. all persons employed by the Agency during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Agency to perform work pursuant to the contract with the Department.

Financial Project No. 41443819401

Contract No. API78

Agreement Date \_\_\_\_\_

Except as hereby modified, amended or changed, all other terms of said Agreement dated June 8th 2009 and any subsequent supplements shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

AGENCY

FDOT

City of Leesburg  
AGENCY NAME

See attached Encumbrance Form for date of Funding Approval by Comptroller

\_\_\_\_\_  
SIGNATORY (PRINTED OR TYPED)

\_\_\_\_\_  
LEGAL REVIEW  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
TITLE

Director of Transportation Support  
TITLE

Financial Project No. 41443819401  
 Contract No. API78  
 Agreement Date \_\_\_\_\_

ATTACHMENT "A"  
 SUPPLEMENTAL JOINT PARTICIPATION AGREEMENT

This Attachment forms an integral part of that certain Supplemental Joint Participation Agreement between the State of Florida, Department of Transportation and City of Leesburg  
501 West Meadow St., P.O. Box 490630, Leesburg, Florida 34749  
 dated \_\_\_\_\_.

DESCRIPTION OF SUPPLEMENT (Include justification for cost change):

Adds a scope of service and additional funds for construction based on bids. Adds E-Verify requirements to the grant and Updates Exhibit "D", Single Audit Act Requirements. Extends agreement for construction.

I.	Project Cost:	As Approved	As Amended	Net
		\$200,000.00	\$349,081.00	\$149,081.00
	Total Project Cost	\$200,000.00	\$349,081.00	\$149,081.00
II.	Fund	As Approved	As Amended	Net
	Department:	\$200,000.00	\$349,081.00	\$149,081.00
	Agency:	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	Total Project Cost	\$200,000.00	\$349,081.00	\$149,081.00

Comments:

## SCOPE OF SERVICES FOR

### Leesburg International Airport

#### Security Improvements in Accordance with Chapter 332.007 (8) F.S. Installation of Security Cameras and Pedestrian Gate Locks

FDOT Item No. 414438-1-94-01

**Project Description:** This project includes the construction and installation of the items outlined below:

- New cameras at Gates 1, 4, 5, and 6 along with card readers as applicable.
- New camera on top of “The Villages’ Hangar” for RW 21 blind spot with a feed to the tower.
- New camera at the Fire Station Gate with a wireless feed.
- New cameras at the Corporate Block Hangars and City owned T-Hangars.
- New remaining cameras strategically throughout the airport, for a total of up to 12 new cameras. The strategic locations will be selected based upon requirements for future certification as a Part 139 airport.
- Update up to four (4) existing pedestrian gates with electric locks with entry via badge/card system.
- A new automatic gate, access card reader, and camera on the north side of the electrical vault.
- Design a sliding glass door with electric locks to be installed in the FBO building that will allow the receptionist to open and close the door to let anyone out of the building to the airside.
- Gate 3 – A PTZ Camera will be installed adjacent to the Sheriffs Hangar on a 25’ concrete pole, along with the required conduit and wiring.
- Gate 3 – There is currently a 14” gap at the bottom of this gate that needs to be eliminated.
- Fence at Electric Vault – There is currently a gap at the bottom of the fence spanning approximately 35’ with a gap height of 2 ½’ that needs to be eliminated.
- Fence at Electric Vault – There is access/pedestrian gate that has a gap along the adjacent building. This gap needs to be eliminated either by realigning the hinges of the gate, or by replacing the gate altogether with new fence.
- Corner of Echo Drive and Airport Blvd. – A PTZ camera will be installed on the existing blue light pole, along with the required conduit and wiring.
- Gate 5 – Change the original design from a fixed camera to a PTZ camera at this location. The change to a PTZ camera will entail changes to the original conduit and wiring design as there will now be separate fibers for video and data associated with a PTZ camera.
- Corporate/Condo Hangars – The previous design specified three fixed cameras at this location. Two of the fixed cameras will now be PTZ cameras. The change to PTZ cameras will entail changes to the original conduit and wiring design as there will now be separate fibers for video and data associated with the PTZ cameras.
- Corporate/Condo Hangars – Lights and wiring (dual flood lights with photo cells) will be added to Hangars 8867 and 8861. Two lights are proposed for Hangar 8867 and one light for Hangar 8861.
- Changes to the previously designed FBO proposed door as a result of other site wiring changes.

- Gate 6 - A PTZ camera will be installed on the existing brown pole, along with the required conduit and wiring.
- Building 8701 (inside Gate 6) - A PTZ camera will be installed on the existing concrete taper, along with the required conduit and wiring.
- Addition of conduit and 24-fiber cable for future use from the Electrical Vault to Sun Air Building.
- A device will be added to the reader extenders to monitor who goes in and out of the gates. This additional device will require changes to the original wiring design and the need for additional wiring.
- Revise and finalize plan set based on comments from the field meetings.
- Gate 1- Replace wooden camera pole with concrete pole.
- Fire Station – Replace existing key pad entry with card readers, camera and intercom.

**Project Justification:** There have been several thefts at Leesburg International Airport over the years. The addition of more cameras will allow access to a central system to determine movement into and out of the Airside of the Airport.

**Tasks:** Hanson Professional Services Inc. scope of work includes Construction Services and RPR Services. This scope of work does not include design as design has been completed. The total fee for Construction and RPR Services is \$19,740.00. Electric Services, Inc. is the contractor. The cost, based on the estimated quantities and the bid received, is \$273,666.36.

**Hanson professional Services, Inc.**  
**Construction Services - \$19,740**

- Assist Owner with the preparation of “Conformed Contract Documents and Specifications”
- Attend and prepare one (1) pre-construction conference, discuss project specifics, answer contractor questions, keep and distribute conference minutes, review operational and safety plan, review administrative and reporting procedures, and establish a start date for construction.
- Review contractor submittals for general conformance with the design concept. Each submittal will be reviewed initially. Once subsequent review of a corrected or alternate submittal or required by non-conformance by the contractor is included. Any further reviews for the same material or component shall be additional services.
- Respond to Contractor requests for information and provide clarification of design intent. Prepare change order(s) to effect minor field changes in the project, if needed, to address unforeseen field conditions expected for this type of work. This does not include change orders requiring extensive design changes, or for changes to previously accepted designs which may be subsequently requested by the City of Leesburg or regulatory agencies.
- Evaluate contractor pay request based on Resident Project Representative (RPR) reports, test results and periodic observation and recommend payment, including adjustments, in accordance with the contract documents.

- Conduct one (1) site visit for substantial completion and final acceptance observations and make appropriate recommendations to the Owner.
- Provide limited Resident Project Representative (RPR) services for the work. The RPR will visit the site on an “as-needed” basis to specific items of the work based on the schedule submitted by the contractor.

**Deliverables:** Payment for the above listed items or tasks will be made after the following deliverables are received or milestones occur:

- Verification of attendance at one preconstruction meeting and meeting minutes
- Verification of site visits
- A progress report or other means of verification will be provided with each invoice attesting to the work performed.

**Electric Services, Inc.**  
**Construction - \$273,666**

- Furnishing all materials, labor, incidentals, and supplies required to construct the project and deliver the same to the Owner, ready for use.
- Providing performance and payment bonds; all work required to maintain traffic and meet the construction safety requirements; final clean-up and restoration, and all paperwork that is required from the Contractor.

**Deliverables:** Payment for the above listed items or tasks will be made after the following deliverables are received or milestones occur:

- Payment to the Contractor will be based on actual constructed quantities at the contract unit prices, along with any authorized changes.
- Payment will be made on a monthly basis, based on Periodic Pay Requests listing all work in-place as of the cut-off date, less retainage. All work must be in place; there is no provision for payment for materials delivered to site.
- Upon completion of the work, execution of the final change order, and submittal of all required project completion documents, the final (100%) payment will be made.

**SCHEDULE:** Upon receipt of the Notice to Proceed, the project will proceed as follows:

- Construction will begin upon notice to proceed from the City of Leesburg.

## **EXHIBIT "D"** **SINGLE AUDIT ACT REQUIREMENTS**

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and the City of Leesburg  
501 West Meadow St., P.O. Box 490630 Leesburg, Florida 34749-0630

CFSA NUMBER: 55.004  
STATE PROJECT TITLE: Aviation Development Grants  
STATE AGENCY: Florida Department of Transportation  
AMOUNT: \$349,081

PROGRAM OBJECTIVES: The Aviation Grant Program is designed to provide a safe, cost-effective, and efficient statewide aviation system. Grant funds help airports build and maintain runways and taxiways, eliminate airport hazards, protect air space, and build terminals and other facilities

PROGRAM PROCEDURES: Florida law allows the Department to fund any capital project on airport property and any services that lead to capital projects, such as planning and design services. The only off-airport projects allowed are purchase of mitigation land, noise mitigation, purchase of aviation easements, and access projects for intercontinental airports. Airport capital equipment is eligible, except equipment closely related to day-to-day operations. Operational costs such as maintenance services, equipment, and supplies are not eligible for aviation grants.  
(FDOT Aviation Grant Program Handbook)

To be eligible for Department grants, each airport project must be consistent with the airport role defined in the Florida Aviation System Plan, and capital projects must be part of the Department's approved airport master plan/layout. The Department's aviation grant programs include:

- Airport Planning;
- Airport Improvement;
- Land Acquisition;
- Airport Economic Development.

(FDOT Aviation Grant Program Handbook)

The Department Aviation Office has developed the "Guidebook for Airport Master Planning" (this document and others can be obtained through the internet at [www.dot.state.fl.us/Aviation/Public.htm](http://www.dot.state.fl.us/Aviation/Public.htm)). This guidebook is the standard by which all master planning documents will be produced.

COMPLIANCE  
REQUIREMENT:

In developing audit procedures to test compliance with the requirements for a state project, the auditor should first look to Part Two, Matrix of Compliance Requirements, to identify which of the 10 types of compliance requirements described in Part Three of the Compliance Supplement are applicable and then look to Parts Three and Four for the details of the requirements.

ACTIVITIES ALLOWED:

Airport Planning

Airport Planning Grants are to study options for airport development and operations. The Department funds airport master plans, airport layout plans (ALP), noise and environmental studies, economical impact, services development, and airport promotion. Examples of projects are:

- Master plans and ALPs;
- Master drainage plans;
- Environmental assessments (EA);
- Development of regional impact (DRI);
- Operations and emergency response plans;
- Federal Aviation Regulations (FAR) Part 150 noise studies;
- Environmental impact studies (EIS);
- Wildlife hazard studies;
- Feasibility and site selection studies;
- Business plans;
- Airport management studies and training;
- Air services studies and related promotional materials.

(FDOT Aviation Grant Program Handbook)

Airport Improvement

These grants are to provide capital facilities and equipment for airports. Examples of projects are:

- Air-side capital improvement projects (runways, taxiways, aprons, T-hangers, fuel farms, maintenance hangers, lighting, control towers, instrument approach aids, automatic weather observation stations);
- Land-side capital improvement projects (terminal buildings, parking lots and structures, road and other access projects);
- Preservation projects (overlays, crack sealing, marking, painting buildings, roofing buildings, and other approved projects);
- Safety equipment (including ARFF fire fighting equipment and lighted Xs);
- Safety projects (tree clearing, land contouring on overrun areas, and removing, lowering, moving, and marking, lighting hazards);
- Information technology equipment (used to inventory and plan airport facility needs);
- Drainage improvements.

(FDOT Aviation Grant Program Handbook)

Land Acquisition

This grant program protects Florida's citizens from airport noise and protects airport clear zones and runway approach areas from encroachment. Administrative Costs, appraisals, legal fees, survey.

ALLOWABLE COSTS:

See Part Three.

CASH MANAGEMENT: See Part Three.

ELIGIBILITY: Not applicable.

EQUIPMENT / REAL  
PROPERTY MANAGEMENT: Not applicable.

MATCHING: Commercial Service Airports

When no federal funding is available, the Department provides up to 50 percent of the project costs.  
(FDOT Aviation Grant Program Handbook and Section 332.007(6) Florida Statutes)

General Aviation Airports

When no federal funding is available, the Department provides up to 80 percent of project costs.  
(FDOT Aviation Grant Program Handbook and Section 332.007(6) Florida Statutes)

Economic Development

The Department provides up to 50 percent of airport economic development funds to build on-airport revenue-producing capital improvements. This program is for local match only.  
(FDOT Aviation Grant Program Handbook and Section 332.007(6) Florida Statutes)

Airport Loans

The Department provides a 75 percent loan program to fund the Aviation Land Acquisition Loan Program.  
(FDOT Aviation Grant Program Handbook and Section 332.007(6) Florida Statutes)

PERIOD OF AVAILABILITY: Not applicable.

REPORTING: Not applicable.

SUBRECIPIENT  
MONITORING: Not applicable.

SPECIAL TESTS  
PROVISIONS: Not applicable.