



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

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County Administrator

HERBERT W.A. THIELE
County Attorney

May 12, 2008

Gail Stafford
Community Development Block Grant Program
2555 Shumard Oak Blvd., Room 260
Tallahassee, FL 32399-2100

**RE: Request for Amendment, Six-Month Extension & Budget Modification,
Leon County, Contract No. 07DB-3K-02-47-01-E 17**

Dear Mrs. Stafford:

Leon County, Florida, would like to Request an Amendment to modify the budget and extend the contract end date six (6) months of the above mentioned CDBG Contract. The Request for Amendment is necessary due to revisions made to the design plans required by permitting agencies and Talquin Electric.

The six (6) month extension would change the current end date of 10/11/2008 to 4/11/2009.

The County held a bid opening on April 29, 2008, and is ready to submit Notice of Award/Notice To Proceed. This extension would allow for adequate time construction of all activities and the completion of hiring the number of employees stated in the application.

The beneficiaries of this project will not change as a result of this request.

Enclosed please find the following required forms and documentation:

- Three (3) signed copies of *Modification No. 2*
- Three (3) signed copies of *Request For Amendment with Sources and Uses of Funds*
- One (1) set of updated project activity work plans
- Additional Engineering Funds letter
- Recommendation Letter for apparent low bidder from GPI Southeast, Inc.

Should you have any questions, please contact the Grant Administrators for this project - CCI at (850) 574-1574 or Don Lanham, Grants Program Coordinator, at (850) 606-5328.

Letter to Gail Stafford, Florida Department o Community Affairs
May 27, 2008
Page 2 of 2

Attachment # 1
Page 2 of 13

Sincerely,

Jane G. Sauls
Chairman

cc: Steve Fellerman, DCA

**MODIFICATION NUMBER 2 TO GRANT AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AFFAIRS AND
LEON COUNTY**

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, (the Department"), and Leon County, (the Recipient"), to modify DCA Contract Number, 07DB-3K-02-47-01-E 17, award dated 10/12/2006, ("the Agreement").

WHEREAS, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a grant of \$750,000 to Recipient under the Small Cities Community Development Block Grant ("CDBG") Program as set forth in the Agreement;

WHEREAS, the Department and the Recipient desire to modify the Agreement;

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

○ **Reinstate Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

○ **Extend Agreement**

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of 4/11/2009.

○ **Revise Activity Work Plan**

3. The Attachment B, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

○ **Revise Program Budget and Scope of Work**

4. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.

Modification #2
DCA Contract Number: 07DB-3K-02-47-01-E 17
Recipient: Leon County
Page 2

○ **Change in Participating Parties**

5. The Attachment G, Special Conditions section, is hereby modified to delete all references to “_____,” as the Participating Party, and replace them with “_____” as the Participating Party with the understanding that the Recipient and the new Participating Party will enter into a Participating Party Agreement containing provisions and caveats that meet or exceed the conditions agreed to in the Participating Party Agreement between the Recipient and the original Participating Party.

○ **Inclusion of an Unmet Need as Addressed in the Original Application**

6. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.
7. The Attachment B, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

○ **Change in Number of Accomplishments and/or Beneficiaries**

8. The Attachment A, Program Budget and Scope of Work section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget and Scope of Work, which is attached hereto and incorporated herein by reference.

All provisions of the Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

Modification #2
DCA Contract Number: 07DB-3K-02-47-01-E 17
Recipient: Leon County
Page 3

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

Department of Community Affairs

Recipient Name: Leon County

By: _____
Name: Janice Browning
Title: Director, Division of Housing
and Community Development
Date: _____

By: _____
Name: Jane G. Sauls
Title: Chairman
Date: _____

Attest:
Bob Inzer, Clerk of the Court

By: _____

Approved As To Form:
Leon County Attorney's Office

Herbert W. Thiele, Esq.
County Attorney

REQUEST FOR AMENDMENT (07.02)

Recipient: Leon County Amendment Request Number: 2 Date: 5/12/2008 Contract Number: 07DB-3K-02-47-01-E 17 Rule in Effect for This Grant: FFY 2006

Local Government Authorization: _____
(Authorized Signature)

(Date Signed)

DCA Authorization: _____
(Authorized Signature)

(Date Approved)

Budget Information				Activity Accomplishments			
Activity Code	Activity Name	Original Budget	Current Budget (Before this Amendment)	Proposed Budget	Original Contract	Current Contract (Before this Amendment)	Proposed Contract *
1	2	3	4	5	6	7	8
21A	Administration	\$60,000	\$60,000	\$60,000	N/A	N/A	N/A
21B	Engineering	\$104,600	\$46,817	\$72,943	N/A	N/A	N/A
03J	Fire Protection	\$5,250	\$0	\$0	1 EA	1 EA	0 EA
03J	Sewer Lines	\$37,150	\$42,716	\$43,000	580 LF	580 LF	968 LF
03K	Street Improvements	\$336,250	\$567,187	\$504,057	6,400 LF	6,400 LF	1,954 LF & 8,713 SY *
03J	Water & Line	\$206,750	\$33,280	\$70,000	1,180 LF	1,180 LF	1,1300 LF (8" & 322 LF (12"
Totals		\$750,000	\$750,000	\$750,000			

* See enclosed Revised Engineers Opinion of Probable Cost

Attachment # 1
Page 6 of 13

SOURCE AND USE OF PROJECT FUNDS (07.02)

SOURCES OF PROJECT FUNDS							
Participant		Amount			Source		
1. CDBG Grant		\$750,000			State of Florida - DCA		
2. Leon County		\$300,000			Leon County Economic Development Initiative		
3.		\$					
4.		\$					
5.		\$					
TOTAL OF ALL FUNDS		\$1,050,000					
USES OF PROJECT FUNDS							
Act. No.	Activity Name	Sources of Project Funds					TOTALS
		CDBG (1)	(2)	(3)	(4)	(5)	
21A	Administration	\$60,000					\$60,000
21B	Engineering	\$72,943					\$72,943
03J	Fire Protection	\$0					\$0
03J	Sewer Lines	\$43,000					\$43,000
03K	Street Improvements	\$504,057					\$504,057
03J	Water Line	\$70,000					\$70,000
17D	Building Construction		\$300,000				\$300,000
TOTAL PROJECT COST		\$750,000	\$300,000				\$1,050,000

This form must be completed when an amendment alters the amount, source or use of project funds OR when new activities will be funded from new funding sources.

SOURCES OF PROJECT FUNDS: PARTICIPANT: include such parties as recipient, other governments, participating parties and individual sources. In Housing and CR, sources like homeowner and commercial building owner contributions may be grouped together. **AMOUNT:** Dollar amount of contribution. **SOURCE:** Source of funds; i.e., tax increment, FMHA grant, DOC grant, local government revenue, equity, loan (name of bank), etc.

USES OF PROJECT FUNDS: ACTIVITY NUMBER: Activity number reflected on award agreement Attachment A. **ACTIVITY NAME:** Activity name reflected on award agreement Attachment A. **CDBG:** Current CDBG budget from award agreement Attachment A. **COLUMNS 1-5:** Use of funds by activity for each of the numbered sources reflected on top of form.

Attachment # 1
Page 7 of 13

		Beneficiaries										
		Total Beneficiaries			Low & Moderate Income				Very Low Income			
Activity Code	Activity Name	Original	Current	Proposed	Original		Proposed		Original		Proposed	
		#	#	#	#	%	#	%	#	%	#	%
1	2	9	10	11	12	13	14	15	16	17	18	19
21A	Administration	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21B	Engineering	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
03N	Earthwork	23	23	23	13	13	13	13	-	-	-	-
03N	Landscaping	23	23	23	13	13	13	13	-	-	-	-
	Site Work	23	23	23	13	13	13	13	-	-	-	-
03J	Sewer Facilities	23	23	23	13	13	13	13	-	-	-	-
03J	Water Facilities	23	23	23	13	13	13	13	-	-	-	-

- | | | |
|---|-----------------------|--|
| 20. Total # Unduplicated Beneficiaries | Original
<u>23</u> | Proposed
<u>23</u> |
| 21. Total # Unduplicated LMI Beneficiaries | <u>13</u> | <u>13</u> |
| 22. Total # Unduplicated VLI Beneficiaries | - | - |
| 23. Total # Unduplicated LMI Households | <u>N/A</u> | <u>N/A</u> |
| 24. Does this amendment reduce ANY other project funds previously committed as leverage from local or other sources?
(If YES, you <u>MUST</u> complete and attach Source and Use of Funds form.) | YES _____ | NO <input checked="" type="checkbox"/> |

**DEPARTMENT OF COMMUNITY AFFAIRS SMALL CITIES CDBG PROGRAM
PROJECT WORK PLAN**

**RECIPIENT:
CONTRACT NO.**

Leon County
07DB-3K-02-47-01-E 17

**DATE PREPARED:
PROJECT BUDGET \$**

5/12/08
750,000

Date Start (month & year)	Date End (month & year)	Describe Proposed Action to be Undertaken or Contract Special Condition Clearance Documentation to be submitted by "Date End"	# Units to be completed by "Date End"	Proposed \$\$ to be Requested by "Date End"	Proposed Administration \$\$ to be Requested by "Date End"
9/06	9/06	Submittal of Documentation to clear Special Condition Numbers 1-6	N/A		\$8,000
9/06	10/07	Preliminary Design	N/A		
10/07	10/07	Final Design	N/A		\$26,000
4/08	4/08	Bid & Award Construction Contract	N/A		
4/08	5/08	Notice To Proceed Issued	N/A		\$8,000
5/08	7/08	Construction 33%		\$230,000	\$8,000
7/08	9/08	Construction 66%		\$230,000	\$9,000
9/08	12/08	Construction 100%		\$230,000	
5/08	12/08	Monitor Payroll & Davis Bacon Documents			
3/09	3/09	Submit Administrative Close Out			\$1,000
		Total		\$690,000	\$60,000

Note: More than one activity may be included per form.

(Rev. Aug 2004)

Engineering, Surveying, Permitting, Environmental Sciences and Construction Services

May 5, 2008

Leon County Board of County Commissioners
C.O. Don Lanham, Leon County Division of Housing - Director of Housing and Grants
301 S. Monroe Street
Tallahassee, FL 32301

RE: Recommendation For Acceptance of Bid for Capital Circle Commerce Park CDBG.

Dear Mr. Lanham,

We have completed our review of the construction bids submitted for the Capital Circle Commerce Park CDBG. Bids were publicly opened by the Leon County Purchasing Department at 2:00 p.m., Tuesday April 29, 2008.

At the time of bid opening there were four (4) addendums to the original bid package, which were certified as being received by each of the bidders. Leon County Purchasing Department can provide copies of the addenda if requested. In general, items included in the addenda included: 1. Notification of proposed water and sewer relocations as required by Talquin Electric Cooperative and FDOT and extension of the bid opening date from the original opening date to Thursday, April 22, 2008. 2. Updating of the bid plans and bid quantity table for inclusion of water and sewer relocation quantities. 3. Minor updates to water and sewer bid quantities and plans based on FDOT and Talquin reviews. 4. Response to bidder questions with regard to landscaping, irrigation, base, structural and friction course quantities and extension of the bid opening date to April 29, 2008.

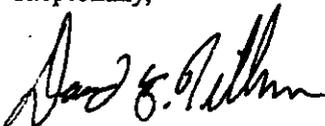
A total of seven (7) complete bids were submitted and opened. Bids were received from the following contractors: Peavy & Son, Inc., North Florida Asphalt, Inc., Hale Contracting, Inc., C.W. Roberts, Inc., Sandco, Inc., M. of Tallahassee, Inc., and Allen's Excavation, Inc. Total project cost ranged from a low bid of \$540,552.30 by North Florida Asphalt, to a high bid of \$884,026.30 by C.W. Roberts, Inc. Allen's Excavation, Inc. provided the median bid received in the amount of \$615,058.00.

Based on our review of the bids received, we recommend acceptance of the low bid as provided by North Florida Asphalt, Inc. in the amount of \$540,552.30.

For your reference, we have attached a cost breakdown of the bids received (see attached Bid Tabulation Sheet 4-29-08).

Please let us know if you have any questions or concerns,

Respectfully,



David Tillman, E.I.
GPI-Southeast, Inc.
Project Manager

Attachment: Bid Tabulation Sheet 4-28-08

GPI SOUTHEAST, INC.

Engineering, Surveying, Permitting, Environmental Sciences and Construction Services

May 1, 2008,

Don Lanham
Leon County Grants Program Coordinator
Leon County Courthouse
301 S. Monroe St., Suite 502
Tallahassee, Florida 32310

RE: Request for Additional Engineering Fee to Complete CCCP-CDBG Permitting.

Dear Mr. Lanham,

This request is for additional funds required to complete the bid plans and specifications and permitting for the Capital Circle Commerce Park - CDBG project. As approved by DCA previously, GPI-SE was allocated \$20,474.00 in order to complete the Bid plans, specifications and permitting for the Capital Circle Commerce Park - CDBG. This amount was included as additional services. After the finalization of the bid plans and public request for bids, we received notification from Talquin Electric Cooperative, Inc. that the approved roadway plans for Capital Circle Northwest would need to be modified in order to relocate an existing 8-inch terra cotta sewer line as well as to relocate portions of an existing 8-inch pvc water main and to relocate portions of an existing 12 inch pvc water main located within the project area on the east side of Capital Circle Northwest within the existing Right-of-Way. This requirement was presented after approval of the roadway plans by Talquin Electric Cooperative, Inc. and with FDOT notice of intent to issue the driveway connection permit. The only outstanding issue known to us at the time of acceptance of the contract and submittal of the original bid package was the FDOT requirement for a contractor's performance bond for the work and completion of the Right-of-Way land transfer (handled by the owner's attorney).

As of May 1, 2008, we have expended \$31,538.05 on this portion of the project working to resolve the above stated issues. At present, we have received approval of the plan changes from Talquin Electric Cooperative, Inc., applied and received FDEP permits for the waterline relocations and received notice of exemption for the sewer line relocation from FDEP, we have submitted FDOT utility permits for the above stated water and sewer relocations, and have provided bid plans and specifications to Leon County Purchasing Department including four (4) addendums to the bid in order to include the required plan changes, and received/reviewed/and recommended approval of bidder for the project.

In order to bring this portion of the project to completion, we expect to expend an additional \$10,000 (in addition to the approx. \$31,600.00 already expended). This expected effort is to resolve the outstanding issues with FDOT (including: approval of utility permits, approval of driveway connection permit, etc.), provide any further documentation as required by the Leon County Board of County Commissioners concerning selection and award of the construction bid, and to prepare any required change orders resulting from changes required by FDOT prior to approval of the driveway connection permit and utility relocation permits.

We are therefore requesting an additional \$21,126 for additional services, which came to light after award of our engineering services contract. This is separate from the approved CEI funds awarded for the job, which will remain \$26,343.00.

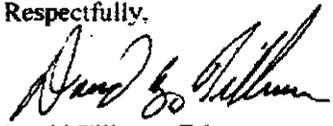
Below is a breakdown of the requested change to the engineering services contract:

Additional Services (original) -	\$20,474.00
CEI (services during const.) -	\$26,343.00
Requested Add. Services -	\$21,126.00

Total Project Cost for Engineering Services - \$67,943.00

We appreciate your consideration of this matter.

Respectfully,



David Tillman, E.I.
GPI-Southeast
Project Manager

**ENGINEERS OPINION OF PROBABLE CONSTRUCTION COST FOR:
5-6-08**

Attachment # 1
Page 13 of 13

"Capital Circle Commerce Park" Roadway Improvement (Capital Circle NW, SR263)

Item No.	Description	Quantity	Unit	Unit Price	Amount
ROADWAY IMPROVEMENTS (INCLUDES MOBILIZATION, DEMOLITION, STORMWATER, ROADWAY AND SIDEWALK IMPROVEMENTS)					
1	Mobilization	1	LS	\$24,500.00	\$24,500.00
2	Layout	1	LS	\$9,850.00	\$9,850.00
3	Maintenance of Traffic	1	LS	\$8,200.00	\$8,200.00
4	Removal of Existing Striping	1	LS	\$3,500.00	\$3,500.00
5	Temporary Striping	1	LS	\$5,436.00	\$5,436.00
6	Permanent Striping	1	LS	\$16,290.00	\$16,290.00
7	Landscaping	1	LS	\$2,200.00	\$2,200.00
8	Irrigation	1	LS	\$6,300.00	\$6,300.00
9	Reflective Pavement Markers	30	EA	\$7.00	\$210.00
10	Utility Relocation/Conflicts	10	EA	\$500.00	\$5,000.00
11	Silt Fence (Type IV)	455	LF	\$4.00	\$1,820.00
12	Clear & Grub	1.41	AC	\$12,000.00	\$16,920.00
13	Inlet Protection	2	EA	\$100.00	\$200.00
14	Tree Protection	298	LF	\$5.00	\$1,490.00
15	8" Perforated Filter Pipe w/sock (inlet Protection #2)	92	LF	\$8.00	\$736.00
16	FDOT # 57 Stone	12	CY	\$50.00	\$600.00
17	Wire Mesh (inlet Protection #2)	123	SY	\$5.00	\$615.00
18	Milling	3607	SY	\$2.20	\$7,935.40
19	Friction Course (FC 12.5) 1.5" (Resurfacing/Widening)	6713	SY	\$8.40	\$56,389.20
20	Type SP Structural Course (Traffic B 1.5")	5778	SY	\$7.80	\$45,068.40
21	Lime Rock Base Course 8"	6778	SY	\$9.20	\$62,357.60
22	Subgrade 12" Type B stabilization	6280	SY	\$0.75	\$4,710.00
23	4" Concrete (sidewalk)	7778	SF	\$3.40	\$26,438.40
24	ADA Ramp (CR 20, 22, 23)	11	EA	\$920.00	\$10,120.00
25	Concrete (Type "F" curb & gutter)	1854	LF	\$12.80	\$23,731.20
26	Double Closed Flume	1	EA	\$3,800.00	\$3,800.00
27	Type "C" Inlet	1	EA	\$1,400.00	\$1,400.00
28	P-5 Inlet	2	EA	2,450.00	\$4,900.00
29	P-8 Inlet	3	EA	2,775.00	\$8,325.00
30	P-1 Inlet	1	EA	2,875.00	\$2,875.00
31	P-7 Manhole	1	EA	\$2,000.00	\$2,000.00
32	18" RCP	1299	LF	\$29.00	\$37,671.00
33	Aluminum Hand Rail	14	LF	\$70.00	\$980.00
37	R1-1 (sign)	5	EA	\$275.00	\$1,375.00
38	R4-4 (sign)	3	EA	\$275.00	\$825.00
39	Excavation & Backfill (shrinkage Factor) (1.25)	1635	CY	\$5.00	\$8,175.00
40	Borrow	794	CY	\$8.00	\$6,352.00
41	Removal of Excess Material	1	CY	\$12.00	\$12.00
58	Seed & Mulch (w/ Fertilizer)	4791	SY	\$0.30	\$1,437.30
59	Sod	1	SY	\$3.00	\$3.00
61	Mail Box Relocate	2	EA	\$125.00	\$250.00
62	Guy Wire relocate	4	EA	\$1,500.00	\$6,000.00
63	Sign Relocate	1	EA	\$275.00	\$275.00
64	Concrete (To Be Removed)	257	SY	\$10.00	\$2,570.00
65	Existing 18" RCP (To Be Removed)	55	LF	\$5.00	\$275.00
66	Existing 18" CMP (To Be Removed)	198	LF	\$5.00	\$990.00
67	Existing 18" MES (To Be Removed)	6	EA	\$200.00	\$1,200.00
68	Existing 15" RCP (To Be Removed)	56	LF	\$5.00	\$280.00
69	Existing 15" MES (To Be Removed)	2	EA	\$200.00	\$400.00
70	Existing SW (To Be Removed)	1	EA	\$500.00	\$500.00
71	Existing SS Manhole (To Be Removed)	5	EA	\$500.00	\$2,500.00
72	Existing 8" water main (To Be Removed)	236	LF	\$4.00	\$944.00
SUBTOTAL:					\$443,205.30
SEWER LINE RELOCATION					
34	8" PVC Gravity Sanitary Sewer	968	LF	\$22.00	\$21,296.00
35	8" x 8" x 4" WYE	1	EA	\$850.00	\$850.00
36	S.S. Manholes (0'-6" Depth)	5	EA	\$2,200.00	\$11,000.00
SUBTOTAL:					\$33,146.00
WATER LINE RELOCATIONS (INCLUDES 8" AND 12" WATER LINE RELOCATIONS)					
42	8" PVC water main	1130	LF	\$17.00	\$19,210.00
43	8" Ductile Water Main	421	LF	\$26.00	\$10,946.00
44	Thrust Blocks 8" PVC (45 degree Bend)	16	EA	\$375.00	\$6,000.00
45	8" Bolted Coupler	8	EA	\$320.00	\$2,560.00
46	8" Gate Valve	2	EA	\$1,200.00	\$2,400.00
47	8" x 8" x 8" Tee	3	EA	\$375.00	\$1,125.00
48	8" x 8" x 2" Tee	2	EA	\$375.00	\$750.00
49	12" PVC water main	253	LF	\$28.00	\$7,084.00
50	12" Ductile Water Main	69	LF	\$39.00	\$2,691.00
51	Thrust Blocks 12" PVC (45 degree Bend)	7	EA	\$560.00	\$3,920.00
52	12" Bolted Coupler	2	EA	\$475.00	\$950.00
53	12" x 12" x 12" Tee	1	EA	\$560.00	\$560.00
54	12" plug	1	EA	\$275.00	\$275.00
55	12" gate valve	2	EA	\$1,940.00	\$3,880.00
56	6" gate valve	1	EA	\$850.00	\$850.00
57	8" x 8" x 8" Tee	1	EA	\$375.00	\$375.00
60	2" Back Flow preventor	1	EA	\$825.00	\$825.00
SUBTOTAL:					\$64,201.00
Total:					\$540,552.30