

MGM / MCB 7-0

R-2024-0927

☒ Consent ☐ Regular
☐ Workshop ☐ Public Hearing

=====

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 4 (Amendment) to the Contract for Consulting/Professional Services (Agreement) with Ricondo & Associates, Inc. (Ricondo) in the amount of \$472,327.69, providing for the continued performance of professional consulting services and the exercise of the first one (1) year renewal option.

Summary: The Agreement with Ricondo was approved on August 23, 2022 (R 2022-0888) in the amount of \$2,021,165. Amendment No. 1 through Amendment No. 3 (R 2023-0700, R 2024-0045, R-2024-0545) increased the contract amount by \$2,108,374.34 and provided for various services, including, but not limited to, the Palm Beach County Park Airport (LNA) Safety Assessment, LNA Master Plan Update, Palm Beach International Airport (PBI) Cyber Security Implementation Support, and 2024 Bond Feasibility Report. A detailed contract history is included in Attachment 1. This Amendment provides for the exercise of the first one-year renewal option and will increase the contract amount by \$472,327.69, resulting in a total contract amount of \$4,601,867.03. This Amendment includes the following Consultant Service Authorizations (CSA): Task I Services – PBI Consolidated Rental Car Facility (CONRAC) Advanced Planning; General Aviation Airport Exhibit A Property Map Updates; and Task III Miscellaneous Services. Task III Miscellaneous Services are services that are not defined at the time of approval of an amendment to the Agreement and are approved pursuant to delegated authority in accordance with in accordance with PPM CW-F-050 by way of a separate task authorization. Ricondo is based in Chicago, Illinois; however, the majority of the work will be completed and managed through its Miami, Florida office. The Agreement was presented to the Goal Setting Committee (Committee) on September 1, 2021, and the Committee established an Affirmative Procurement Initiative (API) of a mandatory 10% Small Business Enterprise (SBE) subcontracting goal and a Minority/Women Business Enterprise (M/WBE) Evaluation Preference of up to 15%. Ricondo committed to 11% SBE participation and received fifteen (15) Evaluation Preference Points. The proposed SBE participation for this Amendment is 0%. To date, the overall participation achieved on this Agreement, including this Amendment, is 11.1%. **Countywide (AH)**

Background and Justification: The Department of Airports identified a location for a CONRAC at PBI, which was presented to the Board of County Commissioner's at the April 16, 2024 Workshop. This Amendment will provide preliminary planning services for the development of a CONRAC and for the update of the property maps for the County's general aviation airports. The County is required to keep updated airport property maps to ensure compliance with federal grant assurance requirements.

Attachments:

1. Amendment No. 4 with Ricondo & Associates, Inc. – 2 Originals with Contract History

7/23/24
Date

8/2/24
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Capital Expenditures	\$472,328				
Operating Costs					
External Revenues (Grants)					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$472,328				

ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included in the Current Budget?	Yes	<u>X</u>	No	
Does this item include the use of federal funds?	Yes	<u> </u>	No	<u>X</u>
Does this item include the use of state funds?	Yes	<u> </u>	No	<u>X</u>

Budget Account No: Fund 4111 Department 121 Unit A107 Object 6505

Reporting Category _____


B. Recommended Sources of Funds/Summary of Fiscal Impact:

Approval of this item provides for Budget in the Airport's Improvement and Development fund in the amount of \$472,328.

C. Departmental Fiscal Review: William Wilson

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:


 L. M. Smith
 OFMB
 7/25/2007
 7/28

Frank Mackle 1/30/24
Contract Dev. and Control
Final 1/30/24

B. Legal Sufficiency:

Anne Delgado 8/7/24
Assistant County Attorney

C. Other Department Review:

Department Director

AMENDMENT NO. 4 TO CONTRACT
BETWEEN
PALM BEACH COUNTY DEPARTMENT OF AIRPORTS
AND
RICONDO & ASSOCIATES, INC.
FOR
AIRPORT PLANNING CONSULTING SERVICES
AT
PALM BEACH COUNTY AIRPORTS

R2024 0927

This Amendment No. 4 to the Contract is made as of the 20th day of August, 2024, by and between Palm Beach County, Florida, hereinafter referred to as the COUNTY, and RICONDO & ASSOCIATES, INC., a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal Tax I.D. number is 36-3663903.

WITNESSETH

WHEREAS, on August 23, 2022, the COUNTY entered into a Contract (R2022-0888) (the "Contract") with the CONSULTANT for the CONSULTANT to provide General Planning Consulting Services for the Palm Beach County Department of Airports ("Department of Airports"), for a period of two (2) years, with two (2) one (1) year renewal options, the exercise of which are within COUNTY'S sole control and discretion; and

WHEREAS, Article 26 of the Contract requires an amendment to add or modify services; and

WHEREAS, on May 16, 2023, the COUNTY entered into an Amendment No. 1 (R2023-0700) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on January 23, 2024, the COUNTY entered into an Amendment No. 2 (R2024-0045) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on May 14, 2024, the COUNTY entered into an Amendment No. 3 (R2024-0545) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, Article 2 of the Contract defines the performance period of the Contract as two (2) years, with two (2) one (1) year renewal options, the exercise of which are within COUNTY'S sole control and discretion; and

WHEREAS, it is the COUNTY'S desire to exercise the first one (1) year renewal option for the continuation of services provided by the CONSULTANT under the Contract.

NOW THEREFORE, in consideration of the mutual covenants herein contained, and such other good and valuable consideration, the receipt of which the parties hereby acknowledge, the parties agree to the following terms and conditions:

1. The term of the Contract is hereby extended for one (1) additional one (1) year period in accordance with Article 2 of the Contract.
2. The first paragraph of Article 2 of the Contract is hereby amended to delete the last sentence in its entirety and replace it with the following:

The parties acknowledge and agree that additional services may be required to complete services, tasks or work authorized prior to the expiration of the Contract (“Supplemental Services”). In the event the COUNTY requires Supplemental Services, the parties shall enter into an agreement for the provision of the Supplemental Services by the CONSULTANT, which shall be subject to the same terms and conditions as the Contract except as specifically provided for in the agreement for Supplemental Services. This parties agree the CONSULTANT’s agreement to provide Supplemental Services in accordance with the provisions of this Article 2 shall survive the expiration or early termination of the Contract.

3. The Contract is hereby amended to add the Scope of Services and Fees set forth in Exhibit A to this Amendment No. 4. The total amount to be paid by the COUNTY to the CONSULTANT for professional services associated with this Amendment No. 4, including any out-of-pocket expenses, shall not exceed Four Hundred Seventy-Two Thousand, Three Hundred Twenty-Seven Dollars and Sixty-Nine Cents (\$472,327.69).
4. The Contract is hereby amended to add the following:

ARTICLE 36 – HUMAN TRAFFICKING AFFIDAVIT

The CONSULTANT warrants and represents that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes. The CONSULTANT has executed Exhibit H, Nongovernmental Entity Human Trafficking Affidavit, which is attached hereto and incorporated herein by reference.

5. The Contract is hereby amended to add Exhibit H, which is attached hereto and incorporated herein by reference.
6. Except as specifically amended herein, all other terms and conditions of the Contract shall remain in full force and effect.

{Remainder of Page Intentionally Left Blank}

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment No. 4 as of the day and year first above written.

R2024 0927- AUG 20 2024
PALM BEACH COUNTY, FLORIDA

ATTEST:

ATTEST:
JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT
& COMPTROLLER

By: Joseph Abruzzo
Deputy Clerk



WITNESS:

Kimberly Davis
SIGNATURE

Kimberly Davis
Name (type or print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: Anne Delgant
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: Sam Burke
Director of Airports

PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS:

By: Maria Sachs
Maria Sachs, Mayor

CONSULTANT:

RICONDO & ASSOCIATES, INC
COMPANY NAME

Pete Ricondo
Signature

Pete Ricondo
Name (type of print)

Senior Vice President
Title



EXHIBIT H
NONGOVERNMENTAL ENTITY HUMAN TRAFFICKING AFFIDAVIT
Section 787.06(13), Florida Statutes

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

I, the undersigned, am an officer or representative of Ricondo & Associates, Inc. (Consultant) and attest that Consultant does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.


(signature of officer or representative)

Pete Ricondo, Senior Vice President
(printed name and title of officer or representative)

State of Florida, County of Palm Beach

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization this, 25th day of June, by Pete Ricondo.

Personally known ☒ OR produced identification ☐.

Type of identification produced _____.



NOTARY PUBLIC
My Commission Expires: 09/04/2024
State of Florida at large



EXHIBIT A	GENERAL SCOPE OF SERVICES	A-1
EXHIBIT A-1	Task I-24-PBI-R-015 – PBI CONRAC Advanced Planning	A1-1
EXHIBIT A-2	Task I-24-DOA-R-016 – GA Airports Exhibit A	A2-1
EXHIBIT A-3	Task III-22-DOA-R-001 – Miscellaneous Planning, Financial, Airport Business/Management Support & Environmental Services (Replenish)	A3-1
EXHIBIT B	Detailed Fees, Expenses, and Payments	B-1
EXHIBIT B-I	Summary of Fees	BI-1
EXHIBIT B-II	Schedule of Payments	BII-1
EXHIBIT C	Proposed Schedules	C-1
EXHIBIT D	EBO Schedules	D-1
EXHIBIT E	Certificate of Insurance	E-1

AMENDMENT 4 TO R2022-0888
AIRPORT PLANNING CONSULTING SERVICES

EXHIBIT “A”

GENERAL SCOPE OF SERVICES



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-1: Scope of Services

Task I-24-PBI-R-015: PBI CONRAC Advanced Planning

Palm Beach International Airport (PBI)

Project Description

The Palm Beach County Department of Airports (DOA) has requested the services of Ricondo & Associates, Inc. (Ricondo) to conduct advanced planning for the preferred consolidated rental car facility (CONRAC) site located north of Belvedere Road (the "Belvedere Road Site") at the Palm Beach International Airport (PBI or the Airport). The site was originally selected during a review and analysis of five (5) site locations in February 2024.

Task and Cost

This scope of services includes Planning Services. The total cost of this scope of services is \$135,522.00, which includes \$112,422.00 of lump sum labor and \$23,100.00 in reimbursable expenses. A summary of the fee estimate is provided in **Appendix A**.

Scope of Services

Task 1: Refinement of Rental Car Facility Requirements

The preliminary rental car facility program requirements developed in February 2024 will be refined based on a current understanding of on-Airport rental car company needs, including coordination with the rental car industry regarding their existing facility inventory and transaction information.

Task 1.1: Refine Facility Requirements

Ricondo will develop updated rental car facility requirements using PBI-specific hourly rental transactions. A "planning hour" for rentals and returns processed during the 15th busiest hour of the 365-day period for each rental car brand will be developed. Standard industry utilization factors will be used as the metric to define the preliminary facility requirements, which can be updated as necessary based on discussions with the DOA and the rental car industry.



It is assumed that the future facility will be sized to accommodate the PBI rental car market and associated rental car operating and facility functions, plus an assumed margin for new market entrant or entrants (5 to 10 percent of total requirements). The updated facility requirements will be determined for the following components:

- customer service area
- ready and return vehicle parking spaces
- vehicle stacking and staging (spaces for storing vehicle before and after being serviced)
- overflow vehicle storage
- fueling positions
- electric vehicle (EV) charging positions
- wash bays
- maintenance bays
- administrative facilities
- vehicular access, including common bus operation - ingress and egress
- new market entrant (5 percent of total requirements)
- Common bus fleet requirements (to transport passengers between the terminal and CONRAC)

Once the updated facility requirements are calculated, rental car demand forecasts will be developed based on the most recent PBI passenger forecast (for advanced planning purposes, the forecasts prepared as part of the airfield planning analysis will be used, rather than the more conservative forecasts that will be prepared for the Airport Consultant's Bond Feasibility Report). Future growth in rental car demand will also consider potential impacts of transportation network companies and modes of transportation. Ricondo will project activity for a 5, 10 and 20-year planning horizons.

Task Schedule: 45 days from NTP.

Task 2: Site Refinement

This task establishes site specific information for up to three (3) refined conceptual layouts of the Belvedere Road Site.

Task 2.1: Refinement of Site Layout

Refinement of the site layout will consider elements of previously identified concepts. Facility block diagrams, space adjacencies, internal vehicle/pedestrian circulation, and physical layouts will be enhanced and included in the site layouts. The outcome of this task will be a preferred project alternative.



The layout plans will be prepared in AutoCAD and will include:

- Ready/return areas
- Vehicle storage areas
- Maintenance and administrative areas
- Fueling and washing
- Customer service building
- Vehicular access
- Common bus access

Task Schedule: 30 days from completion of Task 1.

Task 3: Traffic Impacts

Ricondo will identify traffic impacts associated with the Belvedere Road Site. This analysis will be used to identify the magnitude of the traffic safety and operational impacts on the existing road network and identify if the traffic impacts are related to the relocation of rental car facilities or general growth of background traffic over the project period. For this purpose, a no-CONRAC scenario will be used for comparison with the project scenario. The traffic impacts analysis will be conducted using Synchro and includes the following elements:

- Data Review
 - Collection of turning movements counts at the adjacent intersection(s) to the proposed CONRAC site and other major intersection leading to the Terminal entrance at Belvedere Road and James Turnage Boulevard
 - Rental car trip generation based on CONRAC activity
 - Trip distribution of CONRAC related trips
 - Busing fleet assumptions based on fleet size, frequency, and schedule
 - Estimation of non-airport traffic growth based on available information (regional economic activity growth, regional transportation planning projections, etc.)
- Existing Intersection Analysis and LOS
- Future Intersection Analysis and LOS
 - Intersection Analysis will be prepared for a 10- and 20-year planning horizon

Task Schedule: 90 days from NTP.



Task 4: Cost Estimating

Updates and validation to the rough order-of-magnitude cost estimates previously prepared by the Ricondo Team, including any required enabling projects and any necessary common transportation, will be developed.

Task Schedule: 30 days from completion of Task 3.

Task 5: Deliverables

The deliverables for this effort will include the following:

- PowerPoint presentation summarizing data collection, methodology and results of the rental car facility requirements analysis.
- A PowerPoint presentation summarizing the identification of potential CONRAC site layouts.
- A summary report documenting Task 1 through Task 4.

Task 6: Coordination Meetings

This task includes a series of meetings with DOA staff and rental car industry representatives.

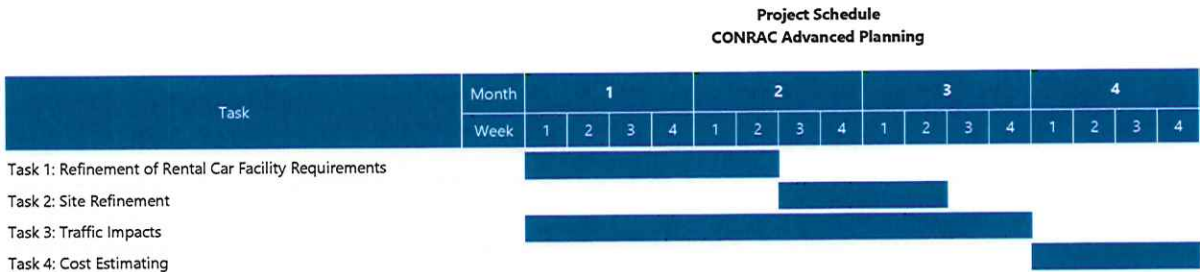
- **Rental Car Industry Meetings:** Up to two (2) in-person meetings with the rental car industry to review planning process and outcomes.
- **Preliminary Facility Requirements Review Meeting:** Virtual meeting to review CONRAC facility requirements as well as potential sites for consideration.
- **Refined Site Options Review Meeting:** Up to four (4) virtual meetings will be conducted to review potential site layouts and evaluation.

For budgeting purposes, it is envisioned that each meeting will be attended by one Vice President and one Managing Consultant.



PROJECT SCHEDULE:

The chart below depicts the project schedule. The entire project is expected to take five and a half months to complete from notice to proceed (NTP).



PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	CONRAC Site Planning and Program Requirements
Aguirre Project Resources	Rough Order of Magnitude Cost Estimates



Appendix A

Fee Estimate Summary

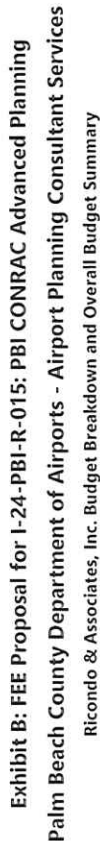


Exhibit B-124-PBR-015_PBCOMRAC_AdvancedPlanning_2024-2033_vw
Reynolds & Associates Inc. Confidential

Table 2

Ricondo & Associates, Inc. - Reimbursable Travel Expenses (Task 1-24-PBI-R-015; PBI CONRAC Advanced Planning)

Task Description	Travel Expense Assumptions													
	HOTEL (Unit Cost)	# of Nights	# of People Traveling		Subtotal	Meals and Incidentals (Allowance)	# of People Traveling		Subtotal	Airfare (Unit Cost)	# of Trips	# of People Traveling	Subtotal	Grand Total
							# of Days							
1 Advanced Planning														
1.1 Refinement of Rental Car Facility Requirements	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	0	\$ -	\$ -
1.2 Site Refinements	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	0	\$ -	\$ -
1.3 Traffic Impacts Analysis	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	0	\$ -	\$ -
1.4 Cost Estimating	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	0	\$ -	\$ -
1.5 Deliverables	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	0	\$ -	\$ -
1.6 Coordination Meetings	\$ 250.00	1	2	\$ 500.00	\$ 150.00	2	2	\$ 600.00	\$ 500.00	2	2	2	\$ 2,000.00	\$ 3,100.00
													Subtotal	\$ 3,100.00

Notes:

- 1/ R&A reimbursable expenses provide consideration for travel from outside of the Tri-county area.
- 2/ Incidentals include ground transportation, parking and other miscellaneous expenses incurred during travel.



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-2: Scope of Services

Task I-24-DOA-R-016: General Aviation Airports Exhibit 'A'

North Palm Beach County General Aviation Airport (F45)
Palm Beach County Park Airport (LNA), and
Palm Beach County Glades Airport (PHK)

Project Description

The Palm Beach County Department of Airports (DOA) has requested the services of the Ricondo & Associates (Ricondo) team to update the Exhibit A Property Inventory Maps for each of its three general aviation airports. The intent of the Exhibit 'A' Property Inventory Maps is to show the compilation of existing airport properties, parcels that were once airport property, as well as any future parcels that are deemed necessary for airport improvements.

Task and Cost

This scope of services includes Planning Services. The total lump sum cost of this scope of services is \$86,805.69. A summary of the fee estimate is provided in **Appendix A**.

Scope of Services

Task 1: Exhibit 'A' Property Map Update

This task will be performed in accordance with the attached letter proposal from Woolpert.

Task 2: Task Administration

During this effort, Ricondo will prepare a scope and labor/fee estimate, issue a purchase order to its subconsultant, review subconsultant invoices, and prepare a status report for submittal with its invoice(s). For budgeting purposes, it is assumed that this task will have a duration of ten (10) months.



Deliverables:

- Draft Exhibit A Property Maps
- FAA ARP Standard Operating Procedure (SOP) 3.00, Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps Checklist

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.

(Overall Task Management)

Woolpert

(Records Research, Exhibit A Property Map Development)



Statement of Work

Exhibit 'A' Property Map Update

Palm Beach County Airports

June 13, 2024



Table of Contents

Program Objective 2

Task 1: Plan and Manage Task 2

 Subtask 1.1 – Hold a Kickoff Meeting..... 2

 Subtask 1.2 – As Needed Status Meetings..... 2

Task 2: Data Collection & Research 3

 Subtask 2.1: Records Research of Airport Property..... 3

 Subtask 2.2: Records Research of Federal & State Grant Information..... 3

Task 3: FAA ARP SOP 3.00 Compliant Exhibit ‘A’ Production..... 4

Schedule..... 6

Cost 6

Change Control

Change Record			
Date	Author	Version	Change Reference
5/29/2024	Prateek Sharma	1.0	Final SOW

Program Objective

The purpose of this task order is for Woolpert to provide research, mapping, and coordination to Palm Beach County Department of Airports (PBC – DoA) to support the preparation of Exhibit ‘A’ Airport Property Inventory Maps and a Geographic Information System (GIS) Property Inventory Database. The Exhibit ‘A’ will be prepared in accordance with the FAA SOP 3.00; however, a completed boundary survey is not included in this scope of work. The intent of this project is to generate an airport boundary using publicly available records, including deeds, records of survey, subdivision plats, and historic airport records, to aid in the creation of the record airport boundary. From these historic records the boundary will be generated and prepared in the accepted format as specified in the FAA SOP 3.00.

The intent of the Exhibit ‘A’ Property Inventory Maps is to show the compilation of existing airport properties, parcels that were once airport property, as well as any future parcels that are deemed necessary for airport improvements. For parcels that were once airport property, the date they were released from federal obligations by the FAA and the date of disposal will be included if available. The future parcel research will be limited to existing ownership information only. A chain of title will not be completed on any parcel during this phase.

The GIS Property Inventory Database will be designed and created by Woolpert. This database will include information for each parcel listed on the Airport Exhibit ‘A’ Property Inventory Map and allow for a full display of the parcels, easements, and other data required by the ARP SOP No 3.00 Checklist across the system, as well as the ability to view and query related feature attribution.

Woolpert will complete the tasks listed in this scope of work for the following airports:

1. Palm Beach County Lantana Airport (LNA)
2. North County General Aviation Airport (F45)
3. Palm Beach County General Aviation Glades Airport (PHK)

Task 1: Plan and Manage Task

Subtask 1.1 – Hold a Kickoff Meeting

Woolpert and PBC – DoA staff will hold a kickoff meeting via Teams to go over timeline, tasks and responsibilities.

Deliverables:

- Meeting agenda
- Meeting minutes

Subtask 1.2 – As Needed Status Meetings

Woolpert and PBC – DoA staff will hold no more than 2 as-needed virtual status meetings over the course of this tasking, to discuss work completed, review findings and action items, and discuss any other topics of interest.

Woolpert will provide meeting minutes within a week of each status meeting.

Assumptions:

- Maximum of virtual 2 status meetings will be held.

Deliverables:

- Meeting minutes.

Task 2: Data Collection & Research

Subtask 2.1: Records Research of Airport Property

Woolpert will complete title research for all parcels held by the airport in fee title delineating existing airport property as well as historic airport parcels previously disposed of or otherwise sold by the airport. The research will include all documents of public record, including deeds, plats, records of survey, easements, corner recordation, and right-of-way maps. Existing easements and encumbrances that exist in the public record will be researched. Copies of the documents gathered during this research effort will be included in the GIS Property Inventory Database. Information from the research will also be included in the Exhibit 'A' Airport Property Map. Woolpert will gather all information required by FAA ARP SOP No. 3.00, including the following items for each parcel (where applicable):

1. Grantor (selling owner).
2. Type of interest acquired.
3. Acreage.
4. Type of conveyance instrument.
5. Liber/book and page of recording.
6. Surplus Property Transfer, Government Land Transfer, or other statutory federal agreements/conditions.
7. Type of easement.
8. Date of property disposal.
9. Public land references, if applicable.
10. Any known encumbrances on the property.

Assumptions:

- Records research will be conducted to search for readily and publicly available records online only.
- No in person record research is included as part of this effort.
- If in person record research is needed, Woolpert will convey the need to PBC – DoA and a change scope and fee would be required.
- Woolpert will not be able to add any information that is not readily and publicly available or provided by PBC – DoA.

Subtask 2.2: Records Research of Federal & State Grant Information

Woolpert will coordinate with PBC – DoA, airport sponsors, and FAA to research and review existing records to collect all information required by FAA ARP SOP 3.00, including the following:

1. FAA grant number, including year if acquired under a grant.
2. Surplus Property Transfer, Government Land Transfer, or other statutory federal agreements/conditions
3. Date and type of release/land-use change approval (aeronautical use, interim use, concurrent use, federal obligations such as National Emergency Use Provision or other agreements).
4. Table identifying FAA AIP Grant Number with a breakdown of federal, state, and local participation with each identified airport parcel. The table will also include notes on any statutory agreements/conditions related to the land acquisition.

Assumptions:

- PBC – DoA and airport sponsors will provide all available records related to FAA grant numbers, date and type of release, associated letters, State grant numbers, and all associated funding values.
- In person record research is not included as part of this effort.
- In case PBC – DoA and airport sponsors do not have this information available, they will obtain the necessary information from the FAA’s ADO or the State of Florida for Woolpert to add to the database.
- Woolpert will not be able to add any information that is not readily and publicly available or provided by PBC – DoA, FAA ADO or the State of Florida (via PBC – DoA request).

Task 3: FAA ARP SOP 3.00 Compliant Exhibit ‘A’ Production

Woolpert will generate a compliant Exhibit ‘A’ – Airport Property Inventory map for each airport that is a part of this scope of work in accordance with the FAA ARP Standard Operating Procedure (SOP) 3.00, Standard Operating Procedure for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps Checklist (Checklist). Each Exhibit ‘A’ will be submitted to PBC – DoA for review with a completed copy of the FAA ARP SOP 3.00 Checklist. Using information provided by the Sponsor, the FAA, the State, and other entities, the Exhibit ‘A’ will be updated to visually portray all land interests, easements, or other encumbrances presently owned or proposed for future acquisition. Specifically, the drawing will document all required information on the ARP SOP 3.00 Checklist, including the existing and ultimate airport property boundary, required parcel information (grantor, type of interest, acreage, type of conveyance instrument, liber/book and page of recording), date the property was acquired, the Federal aid project under which it was acquired (if applicable), release and change in use approvals (if applicable), and property disposals (if applicable). Additionally, all land interests to be acquired will also be delineated.

The SOP 3.00 compliant Exhibit ‘A’ – Airport Property Inventory map in PDF format will accompany each Exhibit ‘A’ for each airport in PDF format.

Esri ArcGIS Pro (*.aprx) files and associated geodatabase (.gdb) used to create Exhibit ‘A’ or Data Driven Pages. Esri files are expected to be inclusive of all features and symbology. Esri files are expected to be used by PBC – DoA for ongoing maintenance of Exhibit ‘A’ maps.

Assumptions:

- PBC – DoA will provide Woolpert with CAD and/or GIS data for existing and planned airfield configuration (including airport boundary, parcel boundary, airfield pavement, airfield markings, airfield buildings, NAVAIDS, safety areas and any other items depicted in the existing Exhibit 'A' drawings provided to Woolpert for reference).
- Developing any airfield planimetric data (existing or future) is not part of this effort.
- Woolpert will not be able to depict any airfield geometry, existing or planned if it is not available in CAD and/or GIS format.
- Woolpert will not be collecting new aerial imagery for this effort.
- PBC – DoA will provide basemap aerial imagery for the three airports to assist with preparing the Exhibit 'A' Property Maps.
- No new survey work is included as part of this project.
- Woolpert will utilize existing survey information, as provided by PBC – DoA or available in-house, from any prior surveys Woolpert may have completed at the three airports for this effort. For this effort Woolpert will assume existing published information related to runway end, runway threshold, NAVAIDS and other pertinent features is correct and will utilize available published information for the Exhibit 'A' Property Map production.

Deliverables:

- Exhibit 'A' Property Map in PDF format for each airport.
- ArcGIS Pro project file for each airport's Exhibit 'A' Property map.
- One file geodatabase with feature datasets for each airport containing all pertinent feature classes (.gdb).
- Documents related to property deeds and releases in PDF format.

Schedule

Woolpert will complete the identified deliverables within six (6) months from a NTP. Specific milestones and deliverable dates will be established during project kick-off.

Cost

The following table provides a breakdown of the task order cost.

Develop Exhibit 'A' Property Maps for <ul style="list-style-type: none">• Palm Beach County Lantana Airport (LNA)• North County General Aviation Airport (F45)• Palm Beach County General Aviation Glades Airport (PHK)	LS Sub-Total	\$\$57,760.21
Additional Records research & Grant research, as needed.	NTE T&M	\$20,120.48
Grand Total		\$\$77,880.69



Appendix A

Fee Estimate Summary



Exhibit B: FEE Proposal for I-24-PBI-R-016: GA Airports Exhibit 'A' Property Map Updates
Palm Beach County Department of Airports - Airport Planning Consultant Services
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$305.00 \$245.00

	HOURS			R&A		R&A EXPENSES (\$)	SUBCONSULTANT		SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	EBO Amounts (\$)
	Director	Managing Consultant	Total Hours	Labor (\$)			LABOR & EXPENSES (\$)				
1 Plan and Manage Task											
1.1 Kickoff Meeting (1)	0	1	1	\$245.00		\$0.00	\$853.05		Woolpert	\$1,098.05	\$0.00
1.2 Status Meetings (2)	0	2	2	\$490.00		\$0.00	\$2,093.24		Woolpert	\$2,583.24	\$0.00
Subtotal	0	3	3	\$735.00		\$0.00	\$2,946.29			\$3,681.29	\$0.00
2 Data Collection and Research											
2.1 Records Research of Airport Property	1	2	3	\$795.00		\$0.00	\$9,066.28		Woolpert	\$9,861.28	\$0.00
2.2 Records Research of Federal and State Grant Information	1	2	3	\$795.00		\$0.00	\$9,066.28		Woolpert	\$9,861.28	\$0.00
Subtotal	2	4	6	\$1,590.00		\$0.00	\$18,132.56			\$19,722.56	\$0.00
3 SOP 3.00 Compliant Exhibit A Production											
3.1 PHK Exhibit A	1	3	4	\$1,040.00		\$0.00	\$12,007.88		Woolpert	\$13,047.88	\$0.00
3.2 LNA Exhibit A	1	4	5	\$1,285.00		\$0.00	\$13,549.72		Woolpert	\$14,834.72	\$0.00
3.3 F45 Exhibit A	1	3	4	\$1,040.00		\$0.00	\$11,123.76		Woolpert	\$12,163.76	\$0.00
Subtotal	3	10	13	\$3,365.00		\$0.00	\$36,681.36			\$40,046.36	\$0.00
4 Supplemental Records and Grant Research (T&M)											
4.1 Supplemental Research	2	2	4	\$1,100.00		\$0.00	\$20,120.48		Woolpert	\$21,220.48	\$0.00
Subtotal	2	2	4	\$1,100.00		\$0.00	\$20,120.48			\$21,220.48	\$0.00
5 Task Administration											
5.1 Contract Amendment Preparation	3	0	3	\$915.00		\$0.00	\$0.00			\$915.00	\$0.00
5.2 Issue PO/Monthly Invoicing	4	0	4	\$1,220.00		\$0.00	\$0.00			\$1,220.00	\$0.00
Subtotal	7	0	7	\$2,135.00		\$0.00	\$0.00			\$2,135.00	\$0.00
Total Base Proposal Hours	14	19	33								
Subtotal Base Labor Costs & Expenses	\$4,270.00	\$4,655.00	\$8,925.00	\$8,925.00		\$0.00	\$77,880.69			\$86,805.69	\$0.00 0.0%

Exhibit B: FEE Proposal for I-24-PBI-R-016: GA Airports Exhibit 'A' Property Map Updates
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Woolpert

Rates: \$221.03 \$193.57 \$61.22 \$124.70 \$102.08

	HOURS							TOTAL COST (\$)		
	Practice Leader	Project Manager	Admin/Billing Coordinator	GIS Technician	CADD Technician	Total Hours	Labor (\$)		EXPENSES (\$)	
1 Plan and Manage Task										
1.1 Kickoff Meeting (1)	1	2	4	0	0	7	\$853.05	\$0.00	\$853.05	
1.2 Status Meetings (2)	2	6	8	0	0	16	\$2,093.24	\$0.00	\$2,093.24	
Subtotal	3	8	12	0	0	23	\$2,946.29	\$0.00	\$2,946.29	
2 Data Collection and Research										
2.1 Records Research of Airport Property	20	24	0	0	0	44	\$9,066.28	\$0.00	\$9,066.28	
2.2 Records Research of Federal and State Grant Information	20	24	0	0	0	44	\$9,066.28	\$0.00	\$9,066.28	
Subtotal	40	48	0	0	0	88	\$18,132.56	\$0.00	\$18,132.56	
3 SOP 3.00 Compliant Exhibit A Production										
3.1 PHK Exhibit A	16	16	0	30	16	78	\$12,007.88	\$0.00	\$12,007.88	
3.2 LNA Exhibit A	20	16	0	32	20	88	\$13,549.72	\$0.00	\$13,549.72	
3.3 F45 Exhibit A	12	16	0	30	16	74	\$11,123.76	\$0.00	\$11,123.76	
Subtotal	48	48	0	92	52	240	\$36,681.36	\$0.00	\$36,681.36	
4 Supplemental Records and Grant Research (T&M)										
4.1 Supplemental Research	56	40	0	0	0	96	\$20,120.48	\$0.00	\$20,120.48	
Subtotal	56	40	0	0	0	96	\$20,120.48	\$0.00	\$20,120.48	
5 Task Administration										
5.1 Contract Amendment Preparation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
5.2 Issue PO/Monthly Invoicing	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
Total Base Proposal Hours										
Subtotal Base Labor Costs	147	144	12	92	52	447				
	\$32,491.41	\$27,874.08	\$734.64	\$11,472.40	\$5,308.16	\$77,880.69	\$77,880.69	\$0.00	\$77,880.69	



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-5: Scope of Services

Task III-22-DOA-R-001: Miscellaneous Planning, Financial, Airport Business, Management Support, & Environmental Services (Replenish)

Palm Beach International Airport (PBI),
North Palm Beach County General Aviation Airport (F45)
Palm Beach County Park Airport (LNA), and
Palm Beach County Glades Airport (PHK)

Introduction

The Palm Beach County Department of Airports (DOA) is in the process of implementing different airport development programs at each of its four airports. Therefore, there are numerous activities occurring that require the DOA's review and analysis, and may require the assistance of Ricondo & Associates, Inc. and or its team of subconsultants (collectively the Ricondo Team. To support these efforts, an allowance account would be established to allow the Ricondo Team to assist the DOA with miscellaneous planning, financial, airport business and management support services that require quick-turnaround airport planning analyses or advisory services on an as-needed basis.

This scope of services describes the services that could be provided by the Ricondo team as staff extension support to the DOA as the need to assist with various planning, financial, airport business/management, and environmental efforts becomes necessary.

Task and Cost

This task will be performed on an as-needed basis and therefore will be conducted on a time and materials basis. A budget allowance of \$250,000.00 will be established.

Scope of Services

These analyses and services may relate to, but not necessarily be limited to, airport facility layout and land use analyses, airspace/obstruction evaluations, business/financial planning, operational assessments, management support, and other miscellaneous planning support services. These services may relate to the Palm Beach International Airport (PBI), North Palm Beach County General Aviation Airport (F45), Palm Beach County Park Airport (LNA) or Palm Beach County Glades Airport (PHK). The subject matter may include, but not necessarily be limited to:

- Aviation Planning



- Air Service studies
- Financial analyses
- Airfield, landside, terminal and concessions planning
- Land use planning
- Land acquisition
- Market assessment
- Appraisal services
- Land development support
- Stormwater and environmental planning
- IT Planning support services/technology master planning support
- airport activity forecasting
- RFP/RFQ Development Support
- Performance Standards and Operational Requirements for Customer/Passenger or Business Partner Services (e.g. ground servicing equipment, storage areas, concessions spaces, baggage handling)
- Common Use Systems Consulting and Advisory Services
- Benchmarking Studies
- Best Practices Research and Assessments
- Rates and Charges Studies (airline, tenants, parking facilities, etc.)
- Staff Extension Services (part time or full time as needed)
- Other targeted Airport Business and Operations Advisory Services, as needed

PROJECT TEAM:

To be determined as requests are made by the DOA.

Deliverables:

The deliverables will be dependent on the support services requested by the DOA, but it is anticipated that these may consist of one or more of the following options:

1. Findings/conclusions in PowerPoint Presentation format.
2. Visual illustrations prepared using various graphics or drafting software tools, and delivered to the DOA in PDF, JPEG or PGN formats.
3. Source files, such as AutoCAD drawings, MS Word documents, MS Excel tables and graphs, MS Project schedules.



4. Technical memorandums or briefs necessary to communicate an approach, assumptions or changes to the associated tasks.



No Labor Fee Estimate Summary Attached

Task will be Performed on a Task Order Basis

EXHIBIT “B-I”

SUMMARY OF FEES, EXPENSES AND PAYMENTS

B-I

PROJECT NAME:

Contract Between Palm Beach County and Ricondo & Associates, Inc. for Airport Planning Consulting Services

RESOLUTION NO:

2022-XXXX

CONSULTANT:

Ricondo & Associates, Inc.

PHONE NO.:

(305) 260-2727

CONTACT:

Pete Ricondo

FAX NO:

(305) 260-2728

DATE:

24-Jun-24

DEPARTMENT:

Airports

Local S-WBE and S-MBE Subcontractor Amount					
Name, Address and Phone Number of DBE Subcontractor	Type of Work to be Performed	Small Woman Business Enterprise	Small Minority Business Enterprise	Share	Letter of Intent Goal
American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624	Civil Engineering	\$ -	\$ -	0.0%	7.0%
Office: (813) 374-2200 Colome & Associates, Inc. 530 24th Street West Palm Beach, Florida 33407	Architectural Services	\$ -		0.0%	5.0%
Office: (561) 833-9147 Environmental Quality, Inc. 212 US Highway 1 Tequesta, FL 33469	Environmental	\$ -	\$ -	0.0%	2.0%
Office: (561) 575-6778 JMorton Planning and Landscape Architecture, Inc. 3910 RCA Boulevard, Suite 101 Palm Beach Gardens, FL 33410	Land Development and Planning Support	\$ -	\$ -	0.0%	3.0%
Office: (561) 500-5060 The Valerin Group 2101 Vista Parkway, Suite 301 West Palm Beach, FL 33411	Communications & Public Relations	\$ -	\$ -	0.0%	3.0%
Office: (561) 440-4446	Total:	\$ -	\$ -	0.0%	20.0%

Total Fee:	\$ 472,327.69	Total % of S-WBE/S-MBE Participation:	0.00%
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Table 1 Level/Task Fee Structure - Ricondo Work Program #5 (Contract Amendment #4)						
Task Description	Lump Sum Amount	T&M Amount	Reimbursable Expenses	Allowance Account	Total Cost	
Level 1 Tasks:						
PBI:						
I-24-PBI-R-015 PBI CONRAC Advanced Planning	\$ 112,422.00	\$ -	\$ 23,100.00	\$ -	\$ 135,522.00	
Misc.:						
I-24-DOA-R-016 GA Airports Exhibit A	\$ 86,805.69	\$ -	\$ -	\$ -	\$ 86,805.69	
Subtotal - Level 1 Tasks	\$ 199,227.69	\$ -	\$ 23,100.00	\$ -	\$ 222,327.69	
Level 3 Tasks:						
III-24-DOA-R-001 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services (Replenish)		Unknown at this Time		\$ 250,000.00	\$ 250,000.00	
Subtotal - Level 3 Tasks		Unknown at this Time		\$ 250,000.00	\$ 250,000.00	
Grand Total	\$ 199,227.69	\$ -	\$ 23,100.00	\$ 250,000.00	\$ 472,327.69	
Share						
Sources: R&A Team		42%	0%	5%	53%	100%
Prepared by: Ricondo & Associates, Inc.						

Table 2

Team Fee Estimate Summary - Ricondo Work Program #5 (Amendment #4)

Task Description	Ricondo	Faith Group	Woolpert	Total
Level 1 Tasks:				
PBI:				
I-24-PBI-R-015 PBI CONRAC Advanced Planning	\$ 135,522.00	\$ -	\$ -	\$ 135,522.00
Misc.:				
I-24-DOA-R-016 GA Airports Exhibit A	\$ 8,925.00	\$ -	\$ 77,880.69	\$ 86,805.69
Subtotal - Level 1 Tasks	\$ 144,447.00	\$ -	\$ 77,880.69	\$ 222,327.69
Level 3 Tasks:				
III-24-DOA-R-001 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services (Replenish)		Unknown at this Time		\$ 250,000.00
Subtotal - Level 3 Tasks	\$ -	\$ -	\$ -	\$ 250,000.00
Grand Total	\$ 144,447.00	\$ -	\$ 77,880.69	\$ 472,327.69
Share	31%	0%	16%	100%

Sources: R&A Team
Prepared by: Ricondo & Associates, Inc.



Sub-Consultant Labor and Fee Estimate Summary - Work Program #5 (Amendment #4)

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: Woolpert

Rates: \$221.03 \$193.57 \$61.22 \$124.70 \$102.08

	HOURS					Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Practice Leader	Project Manager	Admin/Billing Coordinator	GIS Technician	CADD Technician					
Level 1 Tasks:										
I-24 PBI R-015 PBI CORPAC Advanced Planning	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
I-24 DOA-R-016 GA Airports Exhibit A	147	144	12	92	52	447	\$77,880.69	\$0.00	\$0.00	\$77,880.69
Subtotal (Level I Tasks)	147	144	12	92	52	447	\$77,880.69	\$0.00	\$0.00	\$77,880.69

Level 3 Tasks:										
III-24 DOA R-001 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services (Replenish)						Unknown at this Time				
Subtotal (Level III Tasks)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	147	144	12	92	52	447				
Subtotal Base Labor Costs	\$32,491.41	\$27,874.08	\$734.64	\$11,472.40	\$5,308.16	\$77,880.69	\$77,880.69	\$0.00	\$0.00	\$77,880.69

EXHIBIT “B-II”

SCHEDULE OF PAYMENTS

EXHIBIT B-II

SCHEDULE OF PAYMENTS

The Scope of Work to be completed by the Consultant as defined in Exhibit "A" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the COUNTY of certain "deliverables" as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

LEVEL I TASKS

Task(s) to be Completed:

I-24-PBI-R-015 PBI CONRAC Advanced Planning

Completion Time: 6 Months

Compensation for Phase 1: \$135,522.00

Deliverables Required: See Exhibit A for list of deliverables.

I-24-DOA-R-016 GA Airports Exhibit A

Completion Time: 12 Months

Compensation for Phase 1: \$86,805.69

Deliverables Required: See Exhibit A for list of deliverables.

LEVEL II TASKS

None

LEVEL III TASKS

III-22-DOA-R-001 Miscellaneous Planning, Financial, and Airport Business/Management and Environmental Support Services (Replenish)

Completion Time: TBD

Compensation for Phase 1: \$250,000.00

Deliverables Required: Established on a task basis

EXHIBIT “C”

PROPOSED SCHEDULES

PALM BEACH COUNTY AIRPORT PLANNING CONSULTING SERVICES

EXHIBIT C - PROPOSED SCHEDULES

TASKS TO BE COMPLETED:

TASK DESCRIPTION		DURATION
Level I Tasks:		
Exhibit A-1: I-24-PBI-R-015	PBI CONRAC Advanced Planning	6 Months
Exhibit A-4: I-24-DOA-R-016	GA Airports Exhibit A	12 Months
Level II Tasks:		
No Tasks		N/A
Level III Tasks:		
Exhibit A-5: III-22-DOA-R-001	Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services (Replenish)	TBD

EXHIBIT “D”

EBO SCHEDULES 1 & 2

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID No.: DOA 21-11 (Amendment #4)

NAME OF PRIME RESPONDENT/BIDDER: Ricondo & Associates, Inc.

ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126

CONTACT PERSON: Pete Ricondo

PHONE NO.: (305) 260-2727

E-MAIL: pricondo@ricondo.com

SOLICITATION OPENING/SUBMITTAL DATE: October 21, 2021

DEPARTMENT: Department of Airports

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE **PRIME CONTRACTOR/CONSULTANT** ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)					DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE	Minority/Women Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Ricondo & Associates, Inc. 1000 NW 57th Court, Suite 920 Miami FL, 33126	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$0.00	\$0.00	\$0.00	\$0.00	\$144,447.00
2. American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Colome & Associates, Inc. 530 24th Street West Palm Beach, Florida 33407	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$0.00	\$0.00	\$ 0.00	\$0.00	\$0.00
4. Environmental Quality, Inc. 212 US Highway 1 Tequesta, FL 33469	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$0.00	\$0.00	\$ 0.00	\$0.00	\$0.00
5. JMorton Planning & Landscape Architecture, Inc. 3910 RCA Boulevard, Suite 101 Palm Beach Gardens, FL 33410	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Please use additional sheets if necessary)						Total	\$0.00	\$0.00	\$0.00	\$144,447.00

Total Bid Price \$ \$472,327.69

Total SBE - M/WBE Participation \$0.00



Senior Vice President

I hereby certify that the above information is accurate to the best of my knowledge: _____
Signature Title

Note: 1. The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
3. Modification of this form is not permitted and will be rejected upon submittal.

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services
NAME OF PRIME RESPONDENT/BIDDER: Ricondo & Associates, Inc.
CONTACT PERSON: Pete Ricondo
SOLICITATION OPENING/SUBMITTAL DATE: October 21, 2021

SOLICITATION/PROJECT/BID No.: DOA 21-11 (Amendment #4)
ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126
PHONE NO.: (305) 260-2727 E-MAIL: pricondo@ricondo.com
DEPARTMENT: Department of Airports

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE **PRIME CONTRACTOR/CONSULTANT** ON THIS PROJECT.
PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE		Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. HMMH 700 District Avenue, Suite 800 Burlington, MA 01803 Office: (781) 852-3156	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. ME Egan Consulting 269 Highland Avenue Winchester, MA 01890 Office: (617) 504-5941	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Faith Group 3101 S. Hanley Road St. Louis, MO 63143 Office: (314) 991-2228	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Walker Consultants 4925 Independence Parkway, Suite 425 Tampa, FL 33634 Office: (813) 888-5600	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Michael Baker International 420 Technology Parkway, Suite 150 Peachtree Corners, GA 30092 (678) 966-6645	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Please use additional sheets if necessary)									
Total Bid Price \$					\$472,327.69	\$0.00	\$0.00	\$0.00	\$0.00
Total SBE - M/WBE Participation					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

I hereby certify that the above information is accurate to the best of my knowledge:



Senior Vice President
Title

- Note:
- The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
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OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID No.: DOA 21-11 (Amendment #4)

NAME OF PRIME RESPONDENT/BIDDER: Ricondo & Associates, Inc.

ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126

CONTACT PERSON: Pete Ricondo

PHONE NO.: (305) 260-2727

E-MAIL: pricondo@ricondo.com

SOLICITATION OPENING/SUBMITTAL DATE: October 21, 2021

DEPARTMENT: Department of Airports

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE **PRIME CONTRACTOR/CONSULTANT** ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)					DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE	Minority/Women Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Aguirre Project Resources, LLC 2955 Wood Lake Trail, Grand Prairie, TX 75054 Office: 214-552-5172	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Barich, Inc. 2241 E. Pecos Road, Suite 2, Chandler, AZ 85225 Office: 480.361.4122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Carolyn Binder, CPA, LLC 9300 Conroy Windermere Rd, Windermere, FL 34786 Office: 407.319.0301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Environmental Science Associates 5401 South Kirkman Road, Suite 475 Orlando, FL 32819 Office: 407.312.1294	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. EXP U.S. SERVICES, INC. 201 Alhambra Circle Coral Gables, Florida Office: 305-631-2208	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Please use additional sheets if necessary)						Total	\$0.00	\$0.00	\$0.00	\$0.00

Total Bid Price \$472,327.69

Total SBE - M/WBE Participation\$0.00



Senior Vice President

I hereby certify that the above information is accurate to the best of my knowledge:

Title

- Note:
- The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
 - Modification of this form is not permitted and will be rejected upon submittal.

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID No.: DOA 21-11 (Amendment #4)

NAME OF PRIME RESPONDENT/BIDDER: Ricondo & Associates, Inc.

ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126

CONTACT PERSON: Pete Ricondo

PHONE NO.: (305) 260-2727

E-MAIL: pricondo@ricondo.com

SOLICITATION OPENING/SUBMITTAL DATE: October 21, 2021

DEPARTMENT: Department of Airports

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE **PRIME CONTRACTOR/CONSULTANT** ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. The Valerin Group, Inc.2101 Vista Parkway Suite 301 West Palm Beach, FL 33411 Office: 561.440.4446	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Woolpert 4454 Idea VCenter Boulevard Dayton, OH 45430 Office: +1.937.531.1631	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$77,880.69
3. Cherry Bekaert 1111 Metropolitan Ave, Ste 900 Charlotte, NC 28204 Office: 1.704.940.2663	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Brown & Phillips, Inc. 1860 Old Okeechobee Road, Suite 509 West Palm Beach, FL 33409 Office: (561) 615-3988	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Quadrex, Aviation P.O. Box 34155 Melbourne, FL 32903-1155 Office: (321) 574-5633	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Please use additional sheets if necessary)					Total	\$0.00	\$0.00	\$0.00	\$77,880.69
Total Bid Price \$					\$472,327.69	Total SBE - M/WBE Participation			
					\$0.00				

I hereby certify that the above information is accurate to the best of my knowledge:

Signature

Senior Vice President

Title

- Note:
- The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
 - Modification of this form is not permitted and will be rejected upon submittal.

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID No.: DOA 21-11 (Amendment #4)

NAME OF PRIME RESPONDENT/BIDDER: Ricondo & Associates, Inc.

ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126

CONTACT PERSON: Pete Ricondo

PHONE NO.: (305) 260-2727

E-MAIL: pricondo@ricondo.com

DEPARTMENT: Department of Airports

SOLICITATION OPENING/SUBMITTAL DATE: October 21, 2021

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE **PRIME CONTRACTOR/CONSULTANT** ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Campbell Hill Aviation Group, LLC 8609 Westwood Center Drive, Suite 110 Tysons Corner, VA 22182 Office: 703-229-4304	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

(Please use additional sheets if necessary)

Total \$0.00

Total \$0.00

Total SBE - M/WBE Participation \$0.00

Total Bid Price \$ \$472,327.69

I hereby certify that the above information is accurate to the best of my knowledge:

Signature

Senior Vice President

Title

- Note:
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 - Modification of this form is not permitted and will be rejected upon submittal.

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: DOA 21-11
SOLICITATION/PROJECT NAME: Airport Planning Consultant Services

Prime Contractor: Ricondo & Associates, Inc. Subcontractor: Woolpert, Inc.

(Check box(s) that apply)
☐SBE ☐WBE ☐MBE ☐M/WBE ☒Non-S/M/WBE Date of Palm Beach County Certification (if applicable): N/A

The undersigned affirms they are the following (select one from each column if applicable):

Column 1	Column 2	Column 3
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American	

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
N/A	I-24-DOA-R-018 GA Airports Exhibit A	N/A	N/A	N/A	\$77,880.69

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$77,880.69

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Not Applicable
Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: 0.00 %

Ricondo & Associates, Inc.

Print Name of Prime
By: 
Authorized Signature

Pedro Ricondo

Print Name

Senior Vice President

Title

Date: 6/25/2024

Woolpert, Inc.

Print Name of Subcontractor/subconsultant

By: 
Authorized Signature
Eric Risner

Print Name

Vice President

Title

Date: 6/25/2024

EXHIBIT “E”

CERTIFICATE OF INSURANCE



Palm Beach County
Compliance Summary Report

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00001780	Ricondo & Associates, Inc.	Modified	Compliant					DOA 21-11	Airport Planning Consultant Services
		A++g , XV	Travelers Property Casualty Company of America	CUP5Y3153312443	8/1/2024	8/1/2025	Excess Liability		
		A++g , XV	The Charter Oak Fire Insurance Company	P6305Y312967COF24	8/1/2024	8/1/2025	General Liability		
		A , XV	Lloyd's Syndicate 3623 (Beazley Furlonge Limited)	W163DD241101	8/1/2024	8/1/2025	Professional Liability		
		A++g , XV	Travelers Casualty and Surety Company	UB5Y26792A2443G	8/1/2024	8/1/2025	Workers Comp		

Risk Profile : Standard - Professional Services
Required Additional Insured : Palm Beach County Board of County Commissioners
Ownership Entity :

Contract History



PROFESSIONAL SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR AIRPORT PLANNING CONSULTING SERVICES

PALM BEACH COUNTY DEPARTMENT OF AIRPORTS

CONTRACT HISTORY

PROJECT NO. DOA 21-11

CONTRACT NO.		R2022-0888					
DATE APPROVED BY BCC		8/23/2022					
EXPIRATION DATE		8/23/2024					
ORIGINAL CONTRACT AMOUNT =		\$2,021,165.00					
SBE COMMITMENT		11.00%					
ORIGINAL AGREEMENT SERVICES:		The Professional Services Agreement with Ricondo & Associates, Inc. for a term of two (2) years, with two one (1) year renewal options in the amount of \$2,021,165 for the performance of Airport Planning Consulting Services related to the approved Palm Beach County's system of Airports Program. Original agreement includes the following: Airfield Capacity Update and Alternatives Analyses; PBI Wildlife Hazard Assessment; PBI Gate Capacity Analyses & Incremental Development Strategy; PBI Aviation Activity Forecasts; PBI Public/Employee Parking Capacity Analysis; PBI Airport Layout Plan Revision; Capital Improvement Program (CIP) Manual and Project Sheets; GASB 87 Lease Accounting Support; General Aviation Airport Master Plan Updates Gap Analysis; Capital Improvement Program (CIP) Planning Support; Passenger Facility Charge (PFC) Support; Miscellaneous Planning, Financial, and Airport Business/Management Support Services; Miscellaneous NEPA Processing Services					
AMEND No.	BCC APPROVAL DATE	SBE COMMITMENT	CONTRACT RENEWAL	AMENDMENT AMOUNT	NEW CONTRACT AMOUNT	STATUS	DESCRIPTION
1	5/16/2023	14.43%		\$1,189,895.34	\$3,211,060.34	Approved R-2023-0700	LNA Safety Assessment; LNA Master Plan Update; Miscellaneous Planning, Financial, and Airport Business/Management Support Services; Miscellaneous NEPA Processing Services
2	1/23/2024	4.26%		\$453,243.00	\$3,664,303.34	Approved R-2024-0045	PBI Cyber Security Implementation Support (Phase 3B); PBI Runway 10L-28R Exit Taxiway Evaluation; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
3	5/14/2024	0.00%		\$465,236.00	\$4,129,539.34	Approved R-2024-0545	2024 Bond Feasibility Report; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
4	Pending	0.00%	One (1) Year	\$472,327.69	\$4,601,867.03	Pending Approval	Exercise the first one-year renewal option for the continuation of services provided under this agreement. PBI CONRAC Advanced Planning; General Aviation Airport Exhibit A Property Map Updates; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services.