

**CONSULTANT SERVICES AUTHORIZATION**

**PROJECT NUMBER:** Task No. 4-HDR-2023-PBIA

**PROJECT NAME:** Preconstruction Services for Central Airfield Improvements at PBI

**THIS AUTHORIZATION Task No. 4-HDR-2023-PBIA** to the Agreement dated April 4, 2017 (R-2017-0409) between the COUNTY and the CONSULTANT, (District: Countywide) identified herein as for the Additional Services described in Item 4 of this Authorization:

- 1. **CONSULTANT:** HDR Engineering, Inc.
- 2. **ADDRESS:** 1475 Centrepark Boulevard  
Suite 230  
West Palm Beach, FL 33401
- 3. **CONSULTANT** shall begin work promptly after receipt of an executed copy of this authorization on the requested Additional Services and upon receipt of a Notice-to-Proceed.
- 4. Description of Additional Services to be provided by **CONSULTANT:** The consultant will provide additional services to the original contract R-2017-0409 for additional project scope items than previously approved by the Department of Airports on April 4, 2017 for Central Airfield Improvements at Palm Beach International Airport (see attached Scope and Fee Schedule Estimate date May 18, 2023).
- 5. The compensation to be paid **CONSULTANT** for providing the requested services shall be:
  - A. Lump Sum Fee of \$84,056.08.
  - B. Time and Materials Fee of a Not-to-Exceed amount of \$ \_\_\_\_\_.
  - C. Reimbursable Expenses capped at \$2,098.80.
  - D. Lump Sum Expenses of \$ \_\_\_\_\_.

This project will be assigned **Task No. 4-HDR-2023-PBIA** with a total cost of **\$86,154.88**.

Original Contract DBE Participation 26% DBE Participation this Task 43% Overall DBE Participation 14%

All terms of original agreement shall apply to this authorization.

Attachments:

- 1. HDR Engineering, Inc. Notice of Additional Services No. 4 – Scope and Fee Schedule Estimate dated May 18, 2023

IN WITNESS WHEREOF, this Authorization is accepted this \_\_\_\_ day of \_\_\_\_\_, 2023, subject to the terms and conditions of the aforementioned Agreement.

**CONSULTANT:** HDR Engineering, Inc.  
**SIGNED:** Wimberly, John  
**TYPED NAME:** John E. Wimberly  
**TITLE:** Vice President  
**DATE:** \_\_\_\_\_

Digitally signed by  
Wimberly, John  
Date: 2023.05.25 14:46:01  
-05'00'

**COUNTY:** \_\_\_\_\_  
**SIGNED:** \_\_\_\_\_  
**TYPED NAME:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

APPROVED BY THE CONTRACT REVIEW COMMITTEE

*J. J. Jang*  
 5/31/23

## **SIGNATORY AUTHORIZATION(S)**

**CERTIFICATE**

The undersigned hereby certifies that she is the Assistant Secretary of HDR Engineering, Inc., a Nebraska corporation (the "Corporation"), and that, as such, has custody of the minute books of the Corporation, and that, by Consent and Agreement of the Board of Directors, the following resolution was unanimously adopted:

1. **"RESOLVED**, that effective immediately, and until termination of said individual from the Corporation, or until rescission by the Corporation's Board of Directors, whichever occurs first, the following individuals are hereby granted the nondelegable authority to execute or approve on behalf of the Corporation, contracts, amendments or change orders for engineering services and architectural services incidental to engineering services to be rendered by the Corporation, . . . , or releases of claim or lien in connection with such services, such contracts, amendments, change orders or releases so executed or approved shall be binding upon the Corporation:

- . . . Jennifer E. Hunt – Senior Vice President . . .
- . . . Harold E. Lewis, Jr. – Senior Vice President . . .
- . . . L. Kevin Mosteller – Senior Vice President . . .
- . . . Melanie E. Fowler – Vice President . . .
- . . . George W. McGregor – Vice President . . .
- . . . Erki Suarez – Vice President . . .
- . . . Katie E. Duty – Vice President . . .
- . . . John E. Wimberly – Vice President . . .
- . . . Jeffrey B. Arms – Associate Vice President . . .
- . . . Matt D. Bell – Authorized Representative . . ."

2. **"RESOLVED**, that the following are elected officers of the Corporation until their successors are elected and qualified:

- . . . Stephen J. Ferrell – Senior Vice President . . .
- . . . Jennifer E. Hunt – Senior Vice President . . .
- . . . Chance V. Lauderdale – Senior Vice President . . .
- . . . Andrew E. Lauzier – Senior Vice President . . .
- . . . Harold E. Lewis, Jr. – Senior Vice President . . .
- . . . Kent L. McWaters – Senior Vice President . . .
- . . . L. Kevin Mosteller – Senior Vice President . . .
- . . . Jay C. Nagle – Senior Vice President . . .
- . . . Guillermo J. Suero – Senior Vice President . . .
- . . . Brenda Van Ravenswaay – Senior Vice President . . .
- . . . Brian A. Blanchard – Vice President . . .
- . . . Samuel D. Cobb – Vice President . . .
- . . . Stephen W. Dortch – Vice President . . .
- . . . Katie E. Duty – Vice President . . .
- . . . Melanie E. Fowler – Vice President . . .

... John M. Hansen – Vice President . . .  
... Lew R. Herrington – Vice President . . .  
... Donald R. Holcomb – Vice President . . .  
... John B. Hyre – Vice President . . .  
... Carlos C. Lopez-Paniagua – Vice President . . .  
... George W. McGregor – Vice President . . .  
... Kristina M. Price – Vice President . . .  
... Thomas A. Quinn – Vice President . . .  
... Marlin A. Register II – Vice President . . .  
... Mark G. Roberts – Vice President . . .  
... Santanu Roy – Vice President . . .  
... Steven J. Schnell – Vice President . . .  
... Erki Suarez – Vice President . . .  
... John E. Wimberly – Vice President . . .  
... Jeffrey B. Arms – Associate Vice President . . .  
... W.D. D. Baldwin – Associate Vice President . . .  
... Lisa C. Bell – Associate Vice President . . .  
... Jonathon D. Burchfield – Associate Vice President . . .  
... Brad B. Collins – Associate Vice President . . .  
... Raphael C. Costa – Associate Vice President . . .  
... Ted E. Davidson – Associate Vice President . . .  
... Mark E. Hall – Associate Vice President . . .  
... Keith A. Howard – Associate Vice President . . .  
... Warren F. Jenik – Associate Vice President . . .  
... Javier Manso – Associate Vice President . . .  
... Daniel S. Suarez – Associate Vice President . . .  
... Leonel A. Zapata – Associate Vice President . . .  
... Elizabeth C. Buell – Assistant Secretary . . .  
... Laurie S. Vik – Assistant Secretary . . .”

The undersigned further certifies that the foregoing resolution has been spread in full upon the minute books of the Corporation and is in full force and effect.

DATED August 19, 2022.



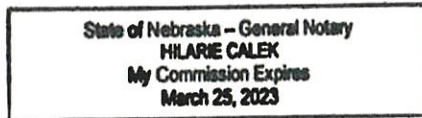
  
Elizabeth C. Buell, Assistant Secretary

STATE OF NEBRASKA  
COUNTY OF DOUGLAS

On this 19<sup>th</sup> day of August, 2022, before me personally appeared Elizabeth C. Buell, known to me to be the person who executed the within instrument as Assistant Secretary of and on behalf of the corporation therein named and acknowledged to me that the corporation executed it.

(NOTARY SEAL)

  
\_\_\_\_\_  
Hilarie Calek, Notary Public



**SCOPE AND FEE**



May 18, 2023

Palm Beach County Department of Airports  
846 Palm Beach International Airport  
West Palm Beach, Florida 33406-1470

Attn: Mr. Gary Sypek  
Senior Deputy Director of Airports – Airport Development

Re: Notice of Additional Services No. 4  
Project: Palm Beach International Airport Central Airfield Improvements (PBC-R-2017-0409)  
Agreement Date: April 4, 2017

Dear Mr. Sypek:

HDR Engineering, Inc. (“HDR”) hereby notifies Palm Beach County Department of Airports (“Owner”) of the need, and requests Owner’s authorization, to perform the following additional services:

*After selection of the lowest responsive bidder to perform the construction, the DOA requested for HDR to provide pre-construction services from the contractor’s administrative notice to proceed to the construction notice to proceed, approximately 60 calendar days. The pre-construction services will be delivered by HDR with support from subconsultants CECOS, Nova, and QEE. Construction phase services will be performed under a separate amendment to this contract.*

*The work will consist of the following scope items:*

- Meeting hosting and attendance
- Wildlife survey
- Review submittals

*The additional work will be added as a new task under the PBC-R-2017-0409 Contract.*

*The following is the breakdown of cost for the additional services, remaining reimbursable amount, and total compensation adjustment.*

<i>Cost of additional HDR services</i>	<i>\$49,114.36</i>
<i>Cost of additional CECOS services</i>	<i>\$10,505.14</i>
<i>Cost of additional Nova Consulting services</i>	<i>\$19,323.38</i>
<i>Cost of additional Quantum Electrical Engineering services</i>	<i>\$7,212.00</i>
<b><i>Total compensation adjustment:</i></b>	<b><i>\$86,154.88</i></b>

*The total amount being requested for these services is **\$86,154.88**. Please see the attached “Exhibit A - Scope of Work” and “Exhibit B – Detailed Fee Estimate” for these services.*

*Design Schedule to Accomplish Updates: 2 Months from Signed Contract*

HDR will proceed with performance of the additional services upon receipt of a countersigned CSA properly authorizing such services. In the event you do not approve of such action, please advise us immediately.

Sincerely,

Cody Parham, P.E.  
Project Manager



**PALM BEACH COUNTY DEPARTMENT OF AIRPORTS**

**EXHIBIT A**  
**GENERAL SCOPE OF SERVICES**

This document serves as a formal description of the scope of services for the efforts to be performed by the consultant team (the CONSULTANT, or as specifically referred to by company name) led by HDR Engineering, Inc., to provide design and engineering services to the Palm Beach County Department of Airports (DOA or the COUNTY).

**GENERAL**

Directly following the bidding services for the PBI Central Airfield Improvements ('Original Project'), the DOA requested for HDR to provide preconstruction services for the base bid and alternate 2. The work will consist of meeting participation, submittal review, and RFI responses.

**TASK 1 PRE-CONSTRUCTION SERVICES**

- Meeting participation
  - SRM panel attendance and presentation of construction phasing
  - Pre-construction conference - prepare agenda, attendance, meeting minutes
  - RPR will attend meetings
  - Up to 4 progress meetings
- Submittal review
  - Designated Authorized representative
  - Complete list of Subcontractors
  - CMP Baseline Schedule
  - Partial shop drawings and technical submittals required for mobilization
  - QC Plan
  - SPCD
- Wildlife survey and mitigation
  - Burrow Presence/Absence Survey
  - Burrow Pre-Construction Survey for phase 1A

**Deliverables**

Task	Deliverables
<b>Task 1: Pre-Construction Services</b>	<ul style="list-style-type: none"> <li>• Meeting agenda, exhibits, and minutes</li> <li>• Submittal responses</li> <li>• Environmental memo</li> <li>• All submittals in PDF format unless noted</li> </ul>

**Assumptions**

- Construction services will be provided under a separate task.

**Schedule**

The services will be provided within 2 months of notice to proceed.



## PALM BEACH COUNTY DEPARTMENT OF AIRPORTS

### EXHIBIT B DETAILED FEES, EXPENSES, AND PAYMENTS

#### **1. METHODS OF PAYMENT FOR SERVICES AND EXPENSES OF CONSULTANT**

For labor and expenses expended by CONSULTANT, COUNTY shall pay CONSULTANT the amount as summarized in **Exhibit B**. Paid vacations, holidays, sick leave and leaves of absence are included in the billing rates as CONSULTANT'S overhead and will not be billed separately.

The total lump sum payment by the COUNTY to the CONSULTANT is **\$84,056.08**. Time and Material payments, which includes survey, geotechnical and specialty subconsultant fees, are **\$0.00**. Lump Sum Expenses are **\$0.00**. Reimbursable expenses for services are **\$2,098.80**. The total for labor and expenses for services shall be **\$86,154.88**.

#### **2. MISCELLANEOUS:**

If it is necessary to increase the compensation beyond the above labor and expense amount, prior written approval shall be obtained from the COUNTY authorizing said increase in compensation. It is understood and agreed that the CONSULTANT shall be obligated to perform any services beyond the amounts specified above without additional compensation being paid. CONSULTANT shall give written notice to the COUNTY when the total compensation due the CONSULTANT reaches 90 percent of the total amount set forth herein.

#### **3. PRIME SUBCONSULTANTS:**

For services rendered by prime subconsultants employed by CONSULTANT, in connection with all basic and miscellaneous services, COUNTY shall pay the amount billed to CONSULTANT, therefore. It is understood and agreed by COUNTY that as a minimum the following prime subconsultants shall be retained by CONSULTANT and their services shall be billed as follows:

Prime Subconsultants are:

- CECOS
- Nova Consulting
- Quantum Electrical Engineering

Billing will be on a lump sum or hourly basis as approved by the COUNTY with lump sum and/or reimbursable expenses listed. Billing Rates shown in **Table 1** match original signed contract R-2017-0409.

#### **4. TIME AND METHOD OF PAYMENT:**

CONSULTANT shall submit monthly statements for basic and additional services rendered, and for reimbursable and subsistence expenses incurred. COUNTY shall make payments in response to CONSULTANT'S monthly statements within (30) days of the date of COUNTY'S receipt of said monthly statements. All disputed or unsupported items shall be returned to the CONSULTANT for correction.

Progress payments to CONSULTANT shall be due and payable monthly in proportion to the percentage of work accepted and approved by the COUNTY.

#### **5. GENERAL:**

Hourly labor billing rates for all CONSULTANT and subconsultant personnel engages indirectly on the project, including, but not limited to, officers, principals, engineers, architects, survey men, junior engineers, draftsmen, specification writers, estimators, other technical personnel, stenographers, typists and clerks, shall match the originally signed contract R-2017-0409 and shown in **Table 1**.

Labor costs shall include, when authorized by COUNTY, overtime at higher than regular rates to the extent defined by U.S. Federal Wage and Hour Law, but services at said overtime rates shall be utilized only when given prior written approval of the COUNTY.



Table 1 - Approved Billing Rates from Contract R-2017-0409

HDR Engineering, Inc.

DESCRIPTION	HOURLY BILLING RATES
Principal	\$233.10
Senior Project Manager	\$205.68
Project Manager	\$178.26
Senior Engineer	\$191.97
Project Engineer	\$128.90
Staff Engineer	\$164.55
Senior Designer	\$112.44
Designer	\$74.05
Senior Environmental Scientist	\$191.97
Environmental Scientist	\$120.67
Senior Planner	\$183.74
Planner	\$112.44
Construction Manager	\$205.68
Senior Inspector	\$181.00
Project Field Inspector	\$150.84
Inspector	\$109.70
Estimator	\$123.41
Scheduler	\$123.41
Senior Admin Assistant	\$95.99
Admin Assistant	\$60.34

CECOS

DESCRIPTION	HOURLY BILLING RATES
Principal	\$265.00
Env Manager	\$175.00
Sr Scientist	\$105.00
Scientist	\$105.00
GIS Specialist	\$105.00

Nova Consulting

DESCRIPTION	HOURLY BILLING RATES
Sr. Principal Engineer	\$294.90
Scheduler	\$193.44
Construction Field Inspector	\$93.59
Document Controller	\$74.31
Construction Inspector	\$63.85

Quantum Electrical Engineering

DESCRIPTION	HOURLY BILLING RATES
Proj. Mgr.	\$170.00
Prof. Eng	\$150.00
Proj. Eng	\$145.00
CADD/Tech	\$85.00
Field Eng.	\$140.00
Clerical	\$48.00

**Exhibit B**  
**Work Break Down Fee Schedule**  
**Additional Services for R-2017-0409 PBI Central Airfield Improvements 'Pre-Construction Services'**

LABOR TASKS	Sr. Project Manager	Project Manager	Sr. Engineer	Staff Engineer	Senior Inspector	Sr. Designer	Designer	Sr. Admin Assistant	LABOR SUBTOTALS	Task Total
Contract Rate	\$205.68	\$178.26	\$191.97	\$164.55	\$181.00	\$112.44	\$74.05	\$95.99		
<b>Task 1 Resident Project Representative (RPR) Not to Exceed</b>										
RPR									0	
									0	
<b>1 - Subtotal Hours</b>	0	0	0	0	0	0	0	0	0	
<b>1 - Subtotal Estimated Labor Cost</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Task 2 Construction Administration (CA) Lump Sum</b>										
PM and sub admin (4 hr setup + 2 hr/mo * 2 mo + 4 hr closeout)		12						5	17	
SRM panel presentation	8	4	8			20			40	
Preconstruction meeting		8	16			4			28	
Environmental Services Coordination		2	2			4			8	
Construction progress meeting (4)		16	16			16			48	
Stakeholder Coordination									0	
Maintain contract documents									0	
Construction schedule review (74)									0	
Clarification and Interpretations (RFIs) (3)									0	
Review change proposals (10)									0	
Front End and Tech Spec submittal review	10	40	55			60			165	
Substitution Request evaluation (5)									0	
Review/document QA inspections and tests									0	
Runway intersection closure support									0	
Review contractor pay applications (15)									0	
DBE monitoring									0	
Phase and Substantial Completion site visit and punch list									0	
Final completion site visit and recommendation									0	
Maintenance checklist and schedule									0	
Review contractor's completion documents									0	
EOR Certifications									0	
									0	
<b>2 - Subtotal Hours</b>	18	82	97	0	0	104	0	5	306	
<b>2 - Subtotal Estimated Labor Cost</b>	\$3,702.24	\$14,617.32	\$18,621.09	\$0.00	\$0.00	\$11,693.76	\$0.00	\$479.95	\$49,114.36	\$49,114.36
<b>Total Hours</b>	18	82	97	0	0	104	0	5	306	
<b>Billable Hourly Rate</b>	\$205.68	\$178.26	\$191.97	\$164.55	\$181.00	\$112.44	\$74.05	\$95.99		
<b>Total HDR Labor Effort</b>	\$3,702	\$14,617	\$18,621	\$0	\$0	\$11,694	\$0	\$480	\$49,114.36	\$49,114.36

**Subconsultants (Lump Sum)**

TASK	DESCRIPTION	QUANTITY	DBE	ITEM	UNIT COST	AMOUNT
Expenses						
	CECOS, Inc.	1	1	T&E	\$10,505.14	\$10,505.14
	Chen Moore	1		T&E	\$0.00	\$0.00
	Nova Consulting	1	1	T&E	\$19,323.38	\$19,323.38
	Quantum Electrical Engineering	1	1	T&E	\$7,212.00	\$7,212.00
	Tierra South Florida	1	1	T&E	\$0.00	\$0.00
	TY Lin	1		T&E	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>						<b>\$37,040.52</b>
<b>DBE PARTICIPATION</b>						<b>43%</b>

**Reimbursables (NTE)**

Reproduction	# Drawings @	# Pages @	# Sets @							
	\$ 3.00	\$ 0.50								
Conformed for construction drawings								\$ -		
Meeting Exhibits								\$ -		
Project Manual								\$ -		
<b>Total Reproduction</b>										\$ -
Postage/Delivery	# Packages @	# Packages @								
	\$ -	\$ -								
Conformed for construction documents	0	0						\$ -		
<b>Total Postage/Delivery</b>										\$ -
Travel	# People	# Days	Airfare @	Rental Car @	Lodging @	Meals @	Const. Vehicle			
			\$ 300.00	\$ 100.00	\$ 250.00	\$ 40.00	\$ 200.00			
	\$ -	\$ -								
PM site visits (18 mo * 4.5 weeks * 1 visit)								\$ -		
EOR and Support Visits (2 visit per month for 17 month construction)								\$ -		
<b>Total Travel</b>										\$ -
Permitting	# Burrows	Cost								
	\$ -									
Burrow Collapse		\$ 1,900.00						\$ -		
								\$ -		
<b>Total Permitting</b>										\$ -
<b>Reimbursables (Not to Exceed)</b>										\$0.00
<b>Total CSA 4-HDR-2023-PBIA Contract Value Additional Services for PBI Central Airfield Rehab R-2017-0409</b>										<b>\$86,154.88</b>



May 21, 2023

Mr. Cody Parham  
HDR  
1475 Centrepark Boulevard – Suite 230  
West Palm Beach, FL 33401-7412

**RE: Phase 1A - Burrowing Owl Environmental Services Proposal**  
Palm Beach County International Airport  
Central Airfield Improvements

Dear Mr. Parham,

Cyriacks Environmental Consulting Services, Inc. (CECOS) is pleased to submit this updated proposal to HDR to provide professional environmental services associated within the Palm Beach County International Airport (PBI) Central Airfield Improvements project. This proposal is for burrowing owl preconstruction surveys at Phase 1A (approximately five (5) acres) and contractor staging and mobilization areas (see **Figure 1**). The specific scope of services is presented below.

## **I. SCOPE OF SERVICES**

### **Task 1 – Burrowing Owl Survey, Video Scope, and Collapse**

#### **1.1 Burrow Presence/Absence Survey**

CECOS will perform one (1) daytime burrow presence/absence survey to assess areas that may be used for staging and mobilization. The estimated area is < 2 acres. The survey will be conducted in accordance with FWC *Species Conservation Measures and Permitting Guidelines for the Florida Burrowing Owl (February 2018)*. The purpose of this survey is to identify an area that is free from burrowing owl burrows that can be used as a contractor staging area. CECOS will work with HDR to identify potential areas. Results will be documented including boundary of area surveyed that is free from burrowing owl burrows. It is anticipated that the survey effort will take up to one (1) day. CECOS will prepare one summary memo documenting the results of the presence/absence survey.

#### **1.2 Burrow Pre-Construction Survey – Phase 1A**

CECOS will perform one (1) daytime pre-construction survey for burrowing owls to assess the number of burrows that fall within the entire construction area including Phase 1A. The surveys will be conducted in accordance with FWC *Species Conservation Measures and Permitting Guidelines for the Florida Burrowing Owl (February 2018)*. CECOS will document the location, number of potentially occupied burrows and abandoned burrows, and number of burrowing owls observed. Digital photography and GPS waypoints will be used to record observations and onsite locations. HDR will provide the TSA and RSA zones in digital format (i.e., dgn and/or shapefile) to CECOS prior to this field effort and/or will be clearly marked in the field. It is anticipated that the survey effort will take (1) day (included with Task 1.1).

**II. SCHEDULE**

Upon receipt of project authorization, preparation of work activities will begin. We understand that our work effort will be coordinated with HDR and PBC DOA personnel and scoping and collapsing efforts could be affected by construction phasing.

**III. FEES**

Our Time & Material (T&M) fee for the proposed scope of services (labor) is **\$10,420.00** and expenses are **\$85.14**. The total fee is **\$10,505.14** (see Table 1).

Table 1- Fee Estimate				
Task No.	Description	Labor Fee	Expenses	TOTAL
Task 1.1	Burrow Presence/Absence Survey	\$4,950.00	\$42.57	\$4,992.57
Task 1.2	Burrow Pre-Construction Survey Phase 1A	\$5,470.00	\$42.57	\$5,512.57
	<b>Total</b>	<b>\$10,420.00</b>	<b>\$85.15</b>	<b>\$10,505.14</b>

This estimate is subject to modification depending on additional information provided by Client, and/or other pertinent information. If field work is stopped due to safety concerns, access limitations or inclement weather, additional fees may apply.

**IV. ASSUMPTIONS**

The scope of services described in this proposal are contingent upon the assumptions listed below. Should conditions contrary to those assumptions occur, additional services will be required.

- Client will provide CECOS with airfield access and escorting services, as required.
- Client shall pay additional compensation associated with efforts not specified in this proposal, if required. CECOS will notify Client, and work must be approved prior to being performed.
- This scope of work is prepared per our coordination with Client and may be adjusted according to the requirements and project's progress as well as any additional effort required. It is anticipated that Tasks 1.1 and 1.2 will occur on separate days.
- CECOS will not be responsible for any damage and/or negative impact that could be caused during construction and Best Management Practice (BMP) implementation by Client and/or Subcontractors.

We wish to thank you for your consideration on this project. If you have any questions or need additional information, please do not hesitate to contact the undersigned at (954) 571-0290, or by email [wc@cecosenvironmental.com](mailto:wc@cecosenvironmental.com).

Very truly yours,

Cyriacks Environmental Consulting Services, Inc.

*Wendy Cyriacks*

President

# Cyriacks Environmental Consulting Services, Inc

## Fee Estimate Work Sheet

Enter Project Information here -

Project Name:

PBI Central Improvements Burrowing Owl Staging, Mobilization & Phase 1A BOSurvey

Date Prepared:

5/21/2023

Date Revised:

Client:

HDR

Type of Project

Burrowing-owl Survey

Indirect Expenses (%)

0.0%









### *Subconsultant's Services*

**Nova Consulting, Inc. (Nova)** shall provide the personnel that will work under the direction and supervision of the **HDR** Project Manager (**HDR-PM**) to perform the following duties for the referenced project:

- Limited Construction Administration (LCA) Services
  - Coordination and hosting of a pre-construction meeting and up to 4 weekly progress meetings, develop the agenda, and issue minutes.
- Resident Project Representative (RPR) Services
  - Attend pre-construction and 4 weekly construction progress meetings.
  - Review project technical specifications submittals for compliance with the following: Contractor's Quality Control Plan, Contractor's Safety Plan, Asphalt Job Mix Formula, an Asphalt laydown/lighting plan.

#### Assumptions

- No engineering, specialty inspections (i.e., electrical work), surveying, geotechnical, or structural testing investigations are included in this scope of work or fee.
- This scope of work and fee excludes support services for Commissioning.

**EXHIBIT B (1/2)**

**29-Mar-23**

Nova Consulting, Inc.  
 PBI Central Airfield Improvements Project (Bid No. PB 23-3)  
 Limited Construction Administration and RPR Services: Man-Hour & Fee Calculations

Multiplier:  
 Home office 2.81  
 Field 2.29

Personnel	Man-Hours per Week	No. Weeks	Total Man- Hours	Raw Rate	Multiplier	Burdened Rate	Total
<b>Phase 1 - Nova Services from NTP to Mobilization (9-weeks)</b>							
<i>Limited Construction Administration Services</i>							
L. Lopez-Blazquez, PE, PMP, ENV SP	2	9	18	\$104.81	2.81	\$ 294.90	\$ 5,308.27
R. Ferradaz, PE (*)	2	9	18	\$68.75	2.81	\$ 193.44	\$ 3,481.95
V. Colmenares	4	9	36	\$32.45	2.29	\$ 74.31	\$ 2,675.18
	8					<b>Sub-Total =</b>	<b>\$ 11,465.40</b>

<i>RPR Services</i>							
Jesus Misas (*)	4	9	36	\$ 40.87	2.29	\$ 93.59	\$ 3,369.32
Vehicle and cell phone (weekly)	--	9	--	\$275.00	--	--	\$ 2,475.00
	4					<b>Sub-Total =</b>	<b>\$ 5,844.32</b>

Travel Stipend + per Diem = \$ 2,013.66

**Phase 1 Sub-Total = \$ 19,323.38**

<b>Phase 2 - Nova Services from Mobilization to Substantial Completion (53-weeks)</b>							
<i>Limited Construction Administration Services</i>							
L. Lopez-Blazquez, PE, PMP, ENV SP	0	0	0	\$0.00	2.81	\$ -	\$ -
R. Ferradaz, PE	0	0	0	\$0.00	2.81	\$ -	\$ -
V. Colmenares	0	0	0	\$0.00	2.29	\$ -	\$ -
	0					<b>Sub-Total =</b>	<b>\$ -</b>

<i>RPR Services</i>							
Jesus Misas (*)	0	0	0	\$ -	2.29	\$ -	\$ -
Rafael Lazo (*)	0	0	0	\$ -	2.29	\$ -	\$ -
Vehicle and cell phone (weekly)	--	0	--	\$275.00	--	--	\$ -
	0					<b>Sub-Total =</b>	<b>\$ -</b>

Travel Stipend + per Diem = \$0.00

**Phase 2 Sub-Total = \$ -**

<b>Phase 3 - Nova Services from Substantial Completion to Final Completion (13-weeks)</b>							
<i>Limited Construction Administration Services</i>							
L. Lopez-Blazquez, PE, PMP, ENV SP	0	0	0	\$0.00	2.81	\$ -	\$ -
R. Ferradaz, PE (*)	0	0	0	\$0.00	2.81	\$ -	\$ -
V. Colmenares	0	0	0	\$0.00	2.29	\$ -	\$ -
	0					<b>Sub-Total =</b>	<b>\$ -</b>

<i>RPR Services</i>							
Jesus Misas (*)	0	0	0	\$ -	2.29	\$ -	\$ -
Vehicle and cell phone (weekly)	--	0	--	\$275.00	--	--	\$ -
	0					<b>Sub-Total =</b>	<b>\$ -</b>

Travel Stipend + per Diem = \$ -

**Phase 3 Sub-Total = \$ -**

**Total = \$ 19,323.38**

**NOTE:** Should the assignment require additional man-hours more than the amount budgeted, additional funds will be required.

(\*) = Excludes Travel Stipend / per Diem

EXHIBIT B (2/2)

29-Mar-23

Nova Consulting, Inc.

PBI Central Airfield Improvements Project (Bid No. PB 23-3)

Limited Construction Administration and RPR Services: Travel Stipend + per Diem

Phase:	Miles (*)	\$/mile	Personnel	Weeks	Per Diem / Meal (**)	
1. MOT to Mobilization	154	\$0.655	2	9	\$11.00	\$2,013.66
2. Mobilization to Substantial Completion	154	\$0.655	2	0	\$11.00	\$0.00
3. Substantial Completion to Final Complet	154	\$0.655	2	0	\$11.00	\$0.00
						<b>\$2,013.66</b>

(\*) Round Trip each person: L. Lopez-Blazquez & V. Colmenares

(\*\*) Includes one meal / day / person

# Quantum Electrical Engineering

## *Subconsultant's Services*

### **Task 1 Resident Project Representative and Quality Assurance Testing**

- Preconstruction meeting. The SUBCONSULTANT shall attend the project construction kickoff meeting. The SUBCONSULTANT will assist HDR with the agenda and issue minutes.
- The SUBCONSULTANT shall attend up to 4 weekly construction progress meetings.
- The SUBCONSULTANT shall review the following technical specification submittals for compliance with the contract documents as a supplement to the EOR's review. Time associated with this Task is included in the Pre-Construction RPR hours.
  - Contractor Quality Control Plan
  - Safety Plan Compliance Document

### **Task 2 Construction Administration**

- The SUBCONSULTANT shall attend up to 4 weekly construction progress meetings. The SUBCONSULTANT shall review project technical specification submittals for compliance with the contract documents.
- SUBCONSULTANT shall review submittals and shop drawings required under its scope of work.

Exhibit B Fee Breakdown

**PALM BEACH COUNTY DEPARTMENT OF AIRPORTS- Palm Beach International Airport Central Area Improvements CA/RPR Services**  
**QUANTUM ELECTRICAL ENGINEERING, INC.**  
**SCOPE FEE SUMMARY**  
**FEE PROPOSAL ELECTRICAL CA to HDR 03/23/23**

PHASE OF WORK	Rate										TOTAL TASK COST
	\$170.00 Proj. Mgr. Hours	\$150.00 Prof. Eng Hours	\$145.00 Proj. Eng Hours	\$85.00 CADD/Tech Hours	\$140.00 Field Eng. Hours	\$48.00 Clerical Hours	Total Hours	Expenses			
<b>TASK 1 RPR Services</b>											
Pre-Construction RPR Services (9 weeks@20 hours/week)											\$0.00
Construction RPR Services											\$0.00
Full Time RPR ( 6 weeks @ 40 hours)											\$0.00
Intersection Closure (1 week @ 40 hours)											\$0.00
Part Time RPR (46 weeks @ 15 hours)											\$0.00
Substantial/Final RPR Services (13 weeks @ 5 hours/week)											\$0.00
Pre-Construction Conference											\$608.00
Weekly Progress Meetings & Prep (4 meetings @ 2 hours)											\$1,312.00
Schedule Review & Coordination (59 schedules @ 2 hours)											\$0.00
Change Order Review (5 Change Order reviews)											\$0.00
Pay application Review (16 pay apps @ 8 hours)											\$0.00
Substantial Completion											\$0.00
Final Completion											\$0.00
Review Record Drawings											\$0.00
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>5</b>	<b>17</b>				<b>\$1,920.00</b>
<b>TASK 2 Construction Administration Services</b>											
Pre-Construction Conference											\$300.00
Prepare Conform Documents											\$0.00
Review and Approve Shop Drawings											\$4,992.00
On-Site Part Time Observation (4 hrs month x 12 months)											\$0.00
Virtual Construction Coordination Meetings (75 meetings)											\$0.00
Respond to Requests for Information (RFI) (10 RFIs)											\$0.00
Change Orders (5 Change Order reviews)											\$0.00
Substantial Completion											\$0.00
Final Completion											\$0.00
Prepare Record Documents											\$0.00
<b>Subtotal</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>38</b>				<b>\$5,292.00</b>
<b>Grand Total Hours</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>9</b>	<b>38</b>				
<b>Grand Total Labor Cost</b>	<b>\$0.00</b>	<b>\$5,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,680.00</b>	<b>\$432.00</b>					<b>\$7,212.00</b>

Firm	Base (R2017-0409) Totals	CSA 1 (1-HDR-2020-PBIA) Totals	CSA 2 (2-HDR-2021-PBIA) Totals	HEE to QEE Subconsultant Fee Transfer	CSA 3 (3-HDR-2022-PBIA) Totals	CSA 4 (4-HDR-2023-PBIA) Totals	Total Fees	% of Total Contract
Tierra SF	\$ 43,272.37	\$ 10,770.80			\$ -	\$ -	\$ 54,043.17	4%
Brown & Phillips	\$ 85,135.00	\$ -			\$ -	\$ -	\$ 85,135.00	6%
Quantum Electrical Engineering	\$ -	\$ -		\$ 7,481.18	\$ 7,212.00	\$ 7,212.00	\$ 21,905.18	2%
CECOS	\$ -	\$ -			\$ 10,505.14	\$ 10,505.14	\$ 21,010.28	1%
Nova						\$ 19,323.38	\$ 19,323.38	1%
<b>TOTALS</b>	\$ 128,407.37	\$ 10,770.80	\$ -		\$ 17,717.14	\$ 37,040.52	\$ 201,417.01	14%

**Total Contract Value**

Base (R2017-0409)	\$ 1,229,026.30
CSA 1 (1-HDR-2020-PBIA)	\$ 5,106.87
CSA 2 (2-HDR-2021-PBIA)	\$ 43,601.28
HEE to QEE Transfer	\$ -
CSA 3 (3-HDR-2022-PBIA)	\$ 70,076.94
CSA 4 (4-HDR-2023-PBIA)	\$ 86,154.88
[amendment name]	
<b>TOTAL</b>	\$ 1,433,966.27

HDR Engineering Inc.  
PBI Central Airfield Improvements

Contract History (as of 5/18/2023)

Task	NTP	Project Name	Status		Contract Value	Total Invoiced Completed	Remaining	% Billed Through 5/18/2023
Original Agreement								
R2017.0409	4/4/2017	Central Airfield Improvements	Pending close out	Labor - L.S.	\$1,192,980.88	\$1,173,177.36	\$19,803.52	98%
				T&M	\$0.00	\$0.00	\$0.00	
				Expenses	\$36,045.50	\$36,045.50	\$0.00	
CSA 1								
1-HDR-2020-PBIA	9/2/2020	Additional Geotech	Complete	Labor - L.S.	\$5,106.87	\$5,017.50	\$89.37	98%
				T&M	\$0.00	\$0.00	\$0.00	
				Expenses	\$0.00	\$0.00	\$0.00	
CSA 2								
2-HDR-2021-PBIA	4/9/2021	Taxiway B Breakout Design	Complete	Labor - L.S.	\$43,601.28	\$43,601.28	\$0.00	100%
				T&M	\$0.00	\$0.00	\$0.00	
				Expenses	\$0.00	\$0.00	\$0.00	
CSA 3								
3-HDR-2022-PBIA	11/16/2022	Add Alternate Design	90% complete	Labor - L.S.	\$70,076.94	\$46,630.94	\$23,446.00	67%
				T&M	\$0.00	\$0.00	\$0.00	
				Expenses	\$0.00	\$0.00	\$0.00	
CSA 4								
4-HDR-2023-PBIA	Pending	Pre-Construction Services	Pending (proposal submitted)	Labor - L.S.	\$84,056.08	\$0.00	\$84,056.08	0%
				T&M	\$0.00	\$0.00	\$0.00	
				Expenses	\$2,098.80	\$0.00	\$2,098.80	
				<b>Subtotal</b>	<b>\$1,433,966.35</b>	<b>\$1,304,472.58</b>	<b>\$129,493.77</b>	<b>91%</b>



# **DBE SCHEDULES**

**SCHEDULE 1(A)  
LIST OF PROPOSED DBE FIRMS  
(Professional Services)**

LO/ISOQ Project Description: PBI Central Airfield Improvements for Palm Beach County Department of Airports

Name of Respondent: HDR Engineering, Inc. Change Order/Task/Amendment No. (if applicable): CSA 4

Contact Person: Cody Parham E-mail Address: cody.parham@hdrinc.com

Address: 1475 Centrepark Blvd, Suite 230, West Palm Beach, FL 33401 Phone No.: (561) 209-6641 Fax No.: \_\_\_\_\_

Name, Address & Phone No. of DBE Firm	Description of Type of Work	Classification (Check applicable box)	Percentage of DBE Participation			
			Black	Hispanic	Women	Other (Please Specify)
Quantum Electrical Engineering, Inc. 2755 Vista Parkway, Suite I-9 West Palm Beach, FL 33411 (561) 210-9224	Electrical engineering and construction observation services	<input type="checkbox"/> Prime Consultant <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____%	_____%	8 %	_____%
Cyriacks Environmental Consulting Services, Inc. 3001 SW 15th Street, Suite B Deerfield Beach, FL 33442 (954) 571-0290	Wildlife mitigation services	<input type="checkbox"/> Prime Consultant <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____%	_____%	12 %	_____%
Nova Consulting, Inc. 10486 NW 31 TERRACE MIAMI FL 33172 (305) 436-9200	Construction observation services	<input type="checkbox"/> Prime Consultant <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____%	22 %	_____%	_____%
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____%	_____%	_____%	_____%

**Total Percentage of DBE Participation:** \_\_\_\_\_ 43 %

**Notes:**

- The percentages listed on this form for each DBE Firm must be supported by the percentages included on Schedule 2(A), "Letter of Intent to Perform as a Disadvantaged Business Enterprise", in order to be counted toward attainment of the DBE goal.
- Firms identified on this form must be certified as a DBE by the State of Florida's Unified Certification Program. Certification status can be verified on the Florida Department of Transportation's Biznet website at <https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>.
- If materials or supplies are proposed to be purchased from a DBE regular dealer, the undersigned acknowledges that only sixty percent (60%) of the proposed expenditure will be counted toward attainment of the DBE goal.

By signing this form the undersigned Respondent is committing to utilize the above referenced DBE Firms on the Project and that the Respondent will monitor the DBE Firms to ensure that the work is actually performed by the DBE Firms.

By:  Date: 5/22/23

Signature

Katie E. Duty / Vice President

Print Name/Title of Person Executing on Behalf of the Respondent

**SCHEDULE 2(A)**  
**LETTER OF INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE**  
**(Professional Services)**

LOI/SOQ Project Description: PBI Central Airfield Rehabilitation

Change Order/Task /Amendment No. (if applicable): CSA 4: Task No. 4-HDR-2023-PBIA

Name of Prime Respondent: HDR Engineering, Inc.

Name of DBE Firm: Quantum Electrical Engineering, Inc.

The undersigned is certified as a Disadvantaged Business Enterprise by the State of Florida's Unified Certification Program. Check one or more classifications as applicable:

- Black       Hispanic       Women       Other (Please Specify) \_\_\_\_\_  
 Prime Consultant     Subcontractor     Manufacturer       Supplier

The undersigned is prepared to perform the following described work in connection with the above-referenced project (specify in detail the particular work and/or parts thereof to be performed):

Electrical Engineering Services

\_\_\_\_\_

\_\_\_\_\_

(Additional Sheets may be used as necessary.)

Total Percentage of Participation by DBE Firm for this Project: \_\_\_\_\_ 9 %

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If the undersigned intends to subcontract any portion of the work described above to another subcontractor, please complete the following:

N/A      \_\_\_\_\_      N/A %     DBE Certified  
(Name of Subcontractor)      (Percentage of work to be subcontracted)     Non-DBE

The undersigned affirms that it has the resources necessary to perform the work described above without subcontracting the work to another subcontractor, except as noted above.

Quantum Electrical Engineering, Inc.  
Printed Name of DBE Subcontractor  
By: [Signature]  
Signature  
Date: 05/25/23

**SCHEDULE 2(A)**  
**LETTER OF INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE**  
**(Professional Services)**

LOI/SOQ Project Description: PBI Central Airfield Rehabilitation

Change Order/Task /Amendment No. (if applicable): CSA 4: Task No. 4-HDR-2023-PBIA

Name of Prime Respondent: HDR Engineering, Inc.

Name of DBE Firm: Cyriacks Environmental Consulting Services, Inc.

The undersigned is certified as a Disadvantaged Business Enterprise by the State of Florida's Unified Certification Program. Check one or more classifications as applicable:

- Black       Hispanic       Women       Other (Please Specify) \_\_\_\_\_  
 Prime Consultant     Subcontractor     Manufacturer       Supplier

The undersigned is prepared to perform the following described work in connection with the above-referenced project (specify in detail the particular work and/or parts thereof to be performed):

Wildlife Mitigation Services

(Additional Sheets may be used as necessary.)

**Total Percentage of Participation by DBE Firm for this Project:** 12 %

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

**If the undersigned intends to subcontract any portion of the work described above to another subcontractor, please complete the following:**

N/A      N/A %     DBE Certified  
(Name of Subcontractor)      (Percentage of work to be subcontracted)     Non-DBE

**The undersigned affirms that it has the resources necessary to perform the work described above without subcontracting the work to another subcontractor, except as noted above.**

Wendy Cyriacks  
Printed Name of DBE Subcontractor  
By: Wendy Cyriacks  
Signature  
Date: 5/25/23

**SCHEDULE 2(A)**  
**LETTER OF INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE**  
**(Professional Services)**

LOI/SOQ Project Description: PBI Central Airfield Rehabilitation

Change Order/Task /Amendment No. (if applicable): CSA 4: Task No. 4-HDR-2023-PBIA

Name of Prime Respondent: HDR Engineering, Inc.

Name of DBE Firm: Nova Consulting, Inc.

The undersigned is certified as a Disadvantaged Business Enterprise by the State of Florida's Unified Certification Program. Check one or more classifications as applicable:

- Black       Hispanic       Women       Other (Please Specify) \_\_\_\_\_  
 Prime Consultant    Subcontractor    Manufacturer    Supplier

The undersigned is prepared to perform the following described work in connection with the above-referenced project (specify in detail the particular work and/or parts thereof to be performed):

Construction observation

(Additional Sheets may be used as necessary.)

**Total Percentage of Participation by DBE Firm for this Project:** 22 %

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

**If the undersigned intends to subcontract any portion of the work described above to another subcontractor, please complete the following:**

N/A      N/A %       DBE Certified  
(Name of Subcontractor)      (Percentage of work to be subcontracted)       Non-DBE

**The undersigned affirms that it has the resources necessary to perform the work described above without subcontracting the work to another subcontractor, except as noted above.**

Maria J. Molina, PE

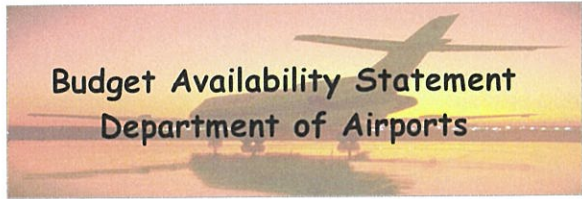
Printed Name of DBE Subcontractor

By: Maria J. Molina

Signature

Date: May 26, 2023

# **BUDGET AVAILABILITY STATEMENT**



DATE: May 25, 2023

TO: *cal* Cynthia M. Portnoy, P.E.  
Deputy Director

FROM: Debbie Duncanson  
Deputy Director

RE: HDR Engineering, Inc. (R-2017-0409)  
Task 4-HDR-2023-PBIA  
Central Airfield Improvements at PBIA

SOURCE OF FUNDING: (Check all that apply)

- FAA Grant No.:
- FDOT Grant No.:
- PFC Application No.:
- Airport Revenues/Local Funds
- Other:

Please be advised that funds are available in the amount of \$86,154.88 in account

# FUND: 4111 DEPT: 121 UNIT: A312-503 OBJ: 6504 SUBOBJ: \_\_\_\_\_ for

General Consulting Services provided by HDR Engineering, Inc.

*Debbie Duncanson*  
Debbie Duncanson (Dated) 5/30/23

# **INSURANCE COMPLIANCE DOCUMENT**





## 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
DX00000768	HDR Engineering, Inc.	<span style="color: red;">Modified</span>	<span style="color: green;">Compliant with Minor/Expiring Deficiencies</span>					R-2017-0409	Airfield Design &amp; Engineering Services
		Ap , XV	Liberty Mutual Fire Insurance Company	AS2641444950042	6/1/2022	6/1/2023	Auto Liability		
		Ap , XV	Ohio Casualty Insurance Company	EUO2357919363	6/1/2022	6/1/2023	Excess Liability		
		Ap , XV	Liberty Mutual Fire Insurance Company	TB2641444950032	6/1/2022	6/1/2023	General Liability		
		Ar , XV	Liberty Insurance Corporation	WA764D444950012	6/1/2022	6/1/2023	Workers Comp		

**Risk Profile :**

Standard - General Services-AOA

**Required Additional Insured :** Palm Beach County Board of County Commissioners

**Ownership Entity :**

## **Contract History**

**Airfield Pavement Rehabilitation and Engineering Services  
Amendment & Additional Services Summary  
Professional Services Agreement with HDR Engineering, Inc. (R-2017-0409) - Project Specific**

Original Agreement approved by the BCC on April 4, 2017 (R-2017-0409) Amendments approved by BCC ( <i>none</i> )	<b>\$1,229,026.38</b>
<b>Total Additional Services via Consultant Services Authorizations (below)</b>	<b>\$118,785.09</b>
<b>Total Agreement</b>	<b>\$1,347,811.47</b>

**Consultant Services Authorizations**

Task Number	Date Approved	DOA Approval Amount	CRC Approval Amount	Total CRC & DOA Approval Cumulative Amount
<b>1-HDR-2020-PBIA</b>	9/2/2020	\$5,106.87		\$5,106.87
<b>2-HDR-2021-PBIA</b>	4/9/2021	\$43,601.28		\$48,708.15
<b>3-HDR-2022-PBIA</b>	11/16/2022		\$70,076.94	\$118,785.09
			<b>Cumulative Total</b>	<b>\$118,785.09</b>