

Agenda Item: 5A-2

SBIMCB 7-0

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

R-2023-0700

Meeting Date: May 16, 2023

Consent
 Workshop

Regular
 Public Hearing

Submitted By: Department of Airports

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- (A) Amendment No. 1 to the General Consulting Agreement with Ricondo & Associates, Inc. (Ricondo) in the amount of \$1,189,895.34 for the continued performance of Airport General Consulting Services related to the approved Palm Beach County Airports' Capital Improvement Program; and
- (B) A Budget Transfer in the amount of \$1,189,895 in the Airport's Improvement and Development Fund to provide for the Ricondo contract, including a transfer from Reserves of \$1,189,895.

Summary: The Consulting Agreement (R-2022-0888) with Ricondo for general airport planning services was approved on August 20, 2022 in the amount of \$2,021,165 in order to carry out the approved Capital Improvement Program for the County's Airports. Approval of Amendment No. 1 will provide an additional \$1,189,895.34 to complete the following tasks: Task I Services – Palm Beach County Park Airport (LNA) Safety Assessment; Task I Services – Palm Beach County Park Airport (LNA) Master Plan Update; Task III Tasks – Miscellaneous Planning, Financial, Airport Business and Management Support Services; and Miscellaneous National Environmental Policy Act (NEPA) Processing Support Services. Work to be completed under these Task III Services will be issued per the level of authority contained in PPM CW-F-050, by way of a separate proposal or task authorization. Ricondo is a Chicago, Illinois based firm; however, the majority of the work contained in this agreement will be completed and/or managed through their Miami, Florida office in conjunction with several Palm Beach County-based sub-consultants and firms. On September 1, 2021, the Goal Setting Committee set an Affirmative Procurement Initiatives (API) for this contract of a mandatory SBE Goal of 10%. Ricondo has committed to 11% SBE participation. The anticipated SMWBE participation based upon the approved tasks is approximately 16.5%, which will increase as the County assigns additional tasks. The SMWBE participation for this Amendment is 14.4%. Pursuant to changes to Chapter 332, Florida Statutes, effective October 1, 2020, a governing body of a commercial service airport may not approve purchases of contractual services in excess of the Category Five threshold amount of \$325,000 provided in Section 287.017, Florida Statutes, on a consent agenda. This amendment exceeds the threshold amount and must be approved on the regular agenda. **Countywide (AH)**

Background and Policy Issues: In order to carry out the approved Capital Improvement Program for the County, the Department of Airports requires professional airport planning services. This agreement is for 2 years with 2 one (1) year renewal options. This amendment allows for the continuation of services necessary for the development and operation of the County's airport system.

Attachments:

- 1. Amendment No. 1 with Ricondo & Associates, Inc. – 3 Originals
- 2. Budget Transfer

Recommended By: *SmS Laura Bube* Department Director Date 4-25-23

Approved By: *Pal for* County Administrator Date 4/28/23

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	\$1,189,895	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues (Grants)	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	\$1,189,895	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes _____ No X
 Does this item include the use of federal funds? Yes _____ No X

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

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

A Budget Transfer in the Airport's Improvement and Development fund in the amount of \$1,189,895; including a transfer from Reserves in the amount of \$1,189,895.

C. Departmental Fiscal Review:

Debbie Duncan

III. REVIEW COMMENTS

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

Janice M. [Signature] 4/26/23
 OFMB 911 4/25
 JFW
 4-26-23

[Signature] 4/25/23
 Contract Dev. and Control
 [Signature] 4/28/23

B. Legal Sufficiency:

Anne [Signature] 4/28/23
 Assistant County Attorney

C. Other Department Review:

 Department Director

REVISED 11/17

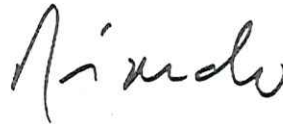
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

**RICONDO & ASSOCIATES, INC.
SECRETARY'S CERTIFICATE**

I, the undersigned, as Secretary of RICONDO & ASSOCIATES, INC., a corporation organized and existing under the laws of the State of ILLINOIS, hereby certify that:

1. I am the duly elected and incumbent Secretary of Ricondo & Associates, Inc. ("Corporation") and the keeper of corporate records.
2. The By-Laws of the Corporation, as amended by on December 11, 2013, provide that Pete Ricondo, as a Senior Vice-President of the Corporation, is authorized to sign any and all contracts and/or agreements with the State of Florida – Palm Beach County Department of Aviation and to do any and all things necessary to execute the contracts and/or agreements on behalf of the Corporation.
3. The amendment to By-Laws dated December 11, 2013, a copy of which is attached hereto as Exhibit A, has not been amended, modified, or repealed and remains in full force and effect as of the date hereof.

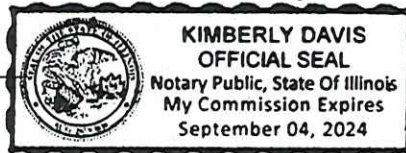
Dated this day 8th of June 2022



Ramon Ricondo, Secretary

Subscribed and sworn to before me
this 8th day of June 2022

Kimberly Davis
Notary Public



Commission No. 607838

**EXHIBIT A
AMENDMENT TO BY-LAWS
DATED DECEMBER 11, 2013**

AMENDMENT OF BY-LAWS
Dated December 11, 2013

ARTICLE IV
OFFICERS

SECTION 5. THE VICE-PRESIDENTS. (a) The vice-president (or in the event there be more than one vice-president, each of the vice-presidents) shall assist the president in the discharge of his/her duties as the president may direct and shall perform such other duties as from time to time may be assigned to him/her by the president or by the board of directors. In the absence of the president or in the event of his/her inability or refusal to act, the vice-president (or in the event there be more than one vice president, the vice-presidents in the order designated by the board of directors, or by the president if the board of directors has not made such a designation, or in the absence of any designation, then in the order of seniority of tenure as vice president) shall perform the duties of the president, and when so acting, shall have the powers of and be subject to all the restrictions upon the president. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these by-laws, the vice president (or each of them if there are more than one) may execute for the corporation certificates for its shares and any contracts, deeds, mortgages, bonds or other instruments which the board of directors has authorized to be executed (except as provided in subparagraph (b) below), and he/she may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the board of directors, according to the requirements of the form of the instrument.

(b) Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these by-laws, vice-presidents shall have the power and authority to enter into any contract or agreement, or amend or cancel the same, in the ordinary course of business of the corporation or that is normal and incidental to the day-to-day operations of the corporation without authority of the board of directors or the president provided such contract or agreement is subject to the laws and jurisdiction of the United States (or one of its territories) and does not require the corporation to perform services outside of the United States (or one of its territories). Such power expressly includes, without limitation, the power to enter into contracts or agreements for the corporation to provide aviation and related consulting services. All contracts and agreements which do not meet the specifications set forth in this subparagraph (b) shall remain subject to the direction and control of the board of directors as provided in subparagraph (a) above.

R2023 0700

AMENDMENT NO. 1 TO CONTRACT

BETWEEN

PALM BEACH COUNTY DEPARTMENT OF AIRPORTS

AND

RICONDO & ASSOCIATES, INC.

FOR

AIRPORT PLANNING CONSULTING SERVICES

AT

PALM BEACH COUNTY AIRPORTS

This Amendment No. 1 to the Contract is made as of the _____ day of **MAY 16 2023**, 2023, by and between Palm Beach County, Florida (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 an Agreement (R2022-0888) with the CONSULTANT for the CONSULTANT to provide General Planning Consulting Services for the Palm Beach County 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 when the parties are able to define additional services and the parties have now defined those services,

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 parties hereby agree to amend the Contract to include the Scope of Services and Fees as outlined in Exhibit A. The total amount to be paid by the COUNTY to the CONSULTANT for professional services, including any out of pocket expenses, shall not exceed One Million One Hundred Eighty-Nine Thousand, Eight Hundred Ninety-Five Dollars and Thirty-Four Cents (**\$1,189,895.34**) for the services in Amendment No. 1 to the original Contract.
2. Except as specifically amended herein, all other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused the First Amendment to the Contract to be signed by the Mayor of the Board of County Commissioners and the Seal of said Board to be fixed hereto and attested by the Clerk of said board, and the CONSULTANT, RICONDO & ASSOCIATES, INC., has caused these presents to be signed in its corporate name by its duly authorized officer PETE RICONDO, SENIOR VICE PRESIDENT, acting on behalf of said CONSULTANT, and the Seal of said CONSULTANT to be affixed hereto and attested by the Secretary of said CONSULTANT, the day and year first written above.

R2023 0700

ATTEST:

PALM BEACH COUNTY, FLORIDA

MAY 16 2023

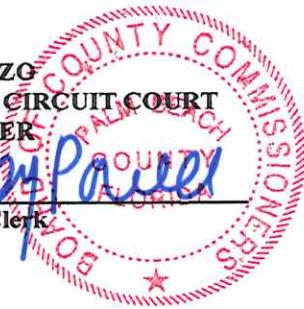
ATTEST:

PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS:

JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT
& COMPTROLLER

By: *Joseph Abruzzo*
Deputy Clerk

By: *Gregg K. Weiss*
Gregg K. Weiss, Mayor



WITNESS:

CONSULTANT:

Kimberly Davis

RICONDO & ASSOCIATES, INC
COMPANY NAME

SIGNATURE

Pete Ricondo

Kimberly Davis

Signature

Name (type or print)

Pete Ricondo

Name (type of print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: *Anne Delgado*
County Attorney

Senior Vice President

Title

APPROVED AS TO TERMS
AND CONDITIONS

By: *Anne Burk*
Director of Airports



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EXHIBIT "A"

GENERAL SCOPE OF SERVICES



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-1: Scope of Work

Task I-23-LNA-R-010: LNA Safety Assessment

Palm Beach County Park Airport (LNA)

Introduction

In January 2021, the Federal Aviation Administration (FAA) issued a Final Agency Determination that ordered Palm Beach County to rescind the ban on jet operations at the Palm Beach County Park Airport (LNA or the Airport). The County and the City of Atlantis filed an appeal of the FAA's Final Agency Determination, but the U.S. Court of Appeals issued an Opinion in November 2022 that upheld the FAA's Determination. As a result, jet aircraft operations are no longer prohibited at LNA.

The ban on jet operations at LNA had been enforced since 1973; therefore, LNA's airfield was designed and configured to serve non-jet aircraft (piston, turboprop, and helicopter). Furthermore, all prior planning analyses, including LNA's current Master Plan and Airport Layout Plan (ALP) drawing set, are predicated on non-jet aircraft. With the introduction of jet aircraft operations at LNA, conducting a comprehensive assessment of the potential operational impacts, in conjunction with updating the Airport's Master Plan and ALP, is appropriate.

The purpose of the LNA Safety Assessment (the Study) is to examine potential implications associated with conducting jet operations at LNA and provide recommendations regarding possible measures to enhance operational safety. This study will also examine whether jet aircraft operating to and from LNA have an impact on the safety or operational efficiency of nearby Palm Beach International and Boca Raton Airports. Upon its completion, it will also be used to determine if the formulation of a safety risk assessment team to review the findings of this Study is warranted.

This scope of services describes the analyses that would be performed by the Ricondo team to serve as a formal Safety Assessment for LNA. The services described herein will also leverage data collection, obstruction surveys, aviation activity forecasts and other planning analyses to be performed under Task I-23-LNA-R-014, *LNA Airport Master Plan Update*.

Task and Cost

This scope of services includes Planning Services associated with this Study. Total Lump Sum cost of this scope of services is \$280,318.16. A summary of the fee estimate is provided in **Appendix A**.



Scope of Services

Task 1: Stakeholder Briefings

Goal: Meet with pertinent stakeholders to discuss key operational safety concerns associated with the introduction of jet aircraft at LNA. If necessary, the scope of services and task budgets associated with subsequent tasks described herein may be modified and/or amended.

Prior to initiating the technical analyses associated with the Study, the Ricondo Team will brief various stakeholders and solicit input that could inform the Study. Following these briefings, the scope of services described herein may need to be modified and/or amended to ensure that the Study addresses all viable safety concerns that may be raised by stakeholders and ensure adequate coordination with the Federal Aviation Administration (FAA) is performed.

The following subtasks describe the level of effort anticipated for the initial stakeholder briefings. These meetings will be supplemented by another round of stakeholder meetings upon the completion of the technical analyses described herein, during which the preliminary findings will be reviewed. The second round of stakeholder meetings is described under Task 5, *Review of Study Findings/Conclusions*.

Sub-task 1.1 Initial Community/Technical Stakeholder Briefing

A public meeting will be performed at the onset of the Study with pertinent technical and community stakeholders. The stakeholders may include, but are not limited to:

- Airport users and tenants
- Local municipalities, homeowner associations (HOAs), and residents of nearby communities
- Industry/Trade Organizations (i.e., Aircraft Owners and Pilots Association (AOPA), National Business Aviation Association (NBAA), etc.)
- Palm Beach International Airport (PBI) air traffic control (ATC) staff

It is envisioned that this meeting will be conducted at, or near LNA, to ensure access for the local community and stakeholders. The venue for the meeting will be approved by the Palm Beach County Department of Airports (DOA) and any costs will be reimbursed as a part of the Task. The Ricondo Team will coordinate the logistics for securing the venue. For budgeting purposes, it is assumed that the briefing will be held at the Lantana Public Library.

The Ricondo Team will facilitate the logistics of the Community/Technical Stakeholder Briefing meeting. This will include creating a formal notice to be posted in local newspapers, on the DOA's website, and distributed to local municipalities and stakeholders. Content will be provided for the DOA's website to help explain the purpose, need, and goals of the Study and identify means for submitting comments and concerns. Ricondo will prepare a PowerPoint presentation that will summarize the purpose and proposed approach for the Study. The Ricondo Team will also provide sufficient staff as needed to set up, manage, present, and coordinate all meeting logistics. Any comments that are received from the stakeholders will be documented in a comment log and appended to the final report described herein under Task 4,



Deliverables. It is envisioned that this meeting will be attended by three staff from Ricondo (two Directors and a Senior Consultant) and five staff from the Valerin Group.

The DOA will be responsible for identifying the key stakeholders and newspapers that will be notified of the briefing. The Ricondo Team will not be responsible for any costs associated with the publishing or distribution of the stakeholder briefing notifications. Meeting minutes will be prepared for the stakeholder briefing. The PowerPoint presentation, comments log and meeting minutes will serve as the official record of the briefing.

Sub-task 1.2 FAA Consultation – Review Final Scope of Services

Following the initial Community/Technical Stakeholder Briefing described above, Ricondo will request a meeting with the FAA's Orlando Airports District Office (ADO) and other relevant FAA divisions, such as PBI ATC/TRACON staff, the Flight Standards District Office (FSDO), Air Traffic Organization, and/or the Regional Administrator's office. The purpose of this consultation is to provide the FAA with an overview of the Study and provide an opportunity to solicit feedback and guidance on the overall approach and process. This meeting will be conducted virtually and be attended by three staff from Ricondo, two Directors and a Senior Consultant. Ricondo will prepare an agenda and meeting notes in conjunction with this consultation meeting. If necessary, the PowerPoint presentation derived during Sub-task 1.1 will be updated based on feedback received and utilized to guide the discussion during the FAA consultation.

Task 2: Airfield Assessment

Goal: Review existing airfield conditions to provide recommendations for potential changes that may be warranted to enhance aircraft operational safety.

The airfield assessment will include a comprehensive evaluation of the existing airfield at LNA to identify potential deficiencies and/or operational risks that may result from the introduction of jet aircraft operations. It will be based on the existing and future critical aircraft for the Airport in accordance with the aviation activity forecast derived through the ongoing Part 150 Noise Study and Master Plan Update for LNA. The airfield assessment will include the following subtasks:

Sub-task 2.1 Jet Aircraft Fleet Mix Analysis

The Ricondo Team will analyze the jet aircraft fleet to better understand the operational demand levels and fleet mix characteristics of jet aircraft that could potentially operate at LNA over the Master Plan's 20-year planning period. This will include the identification of jet aircraft that have already operated at LNA, as well as an assessment of other jet aircraft types that could utilize the airport in the future. Historical aircraft operational data will be obtained from the Airport's noise monitoring system (ANOMS). The Airport's fixed base operator (Stellar Aviation) will also be interviewed to better understand the current and pending demand for jet aircraft at LNA. This will result in the listing of jet aircraft types that may be capable of operating at LNA, given its current airfield configuration.

The physical and operational characteristics of the current and potential jet aircraft fleet at LNA will be documented. This information will include:

- Aircraft wingspan



- Approach speed
- Aircraft approach category (AAC) and airplane design group (ADG)
- Maximum takeoff weight (MTOW)
- Maximum range capability
- Basic empty weight

In addition, Ricondo will conduct an aircraft performance evaluation for no more than twenty (20) jet aircraft types that may be capable of operating at LNA based on existing conditions. Both landing distance and takeoff distance (balanced field length) will be calculated. Since landing and takeoff distance requirements can vary significantly for each aircraft type, the runway length analyses will present a range of runway length requirements for each. The takeoff distance requirements will be calculated for both a short-range flight with a stage length of 250 nautical miles and a long-range flight at MTOW. The landing distance requirements will be presented for those aircraft operating Federal Aviation Regulation (FAR) Part 91, *General Operating and Flight Rules* and FAR Part 135, *Operating Requirements: Commuter and on Demand Operations* separately.

Sub-task 2.2 Airfield Design Standards Review

The Ricondo Team will evaluate the configuration of the existing runways and taxiways to verify compliance with the airfield design standards contained in FAA Advisory Circular (AC) 150/5300-13B, *Airport Design*. This review will consider the airfield design standards associated with the existing design aircraft. If a change to the future design aircraft that would trigger a change to the Airport's Airport Reference Code (ARC), this review would also assess the anticipated change in airfield design standards that would result.

This review will focus on the following airfield design standards:

- Runway pavement dimensions, including runway length and width, shoulders and blast pads, as applicable
- Runway safety areas (RSA), object free areas (ROFAs), and obstacle free zones (OFZs)
- Runway hold position markings
- Runway to parallel taxiway and aircraft parking aprons
- Taxiway geometry, including taxiway width, fillet geometry and shoulders, as applicable.
- Taxiway object free areas (TOFAs)

The current FAA approved Airport Layout Plan (ALP) and associated AutoCAD basemapping files will serve as the basis for the airfield design standards review. Any airfield elements that do not conform to FAA design standards will be illustrated and summarized for each runway and associated parallel taxiway to demonstrate any operational constraints. Should any deficiencies be identified, potential mitigation options will be identified and evaluated.



Sub-task 2.3 Airfield Pavement Strength Analysis

All three runways at LNA are published with a load bearing capacity of 30,000 pounds for an aircraft with a single wheel gear configuration and Pavement Classification Numbers (PCNs) that range between 8 and 15. However, the load bearing capacity and PCN values for the taxiways and aircraft parking apron are not published. Additionally, the FAA has transitioned from the ACN/PCN model to a new Aircraft Classification Rating - Pavement Classification Rating (ACR-PCR) method.

This task will include a review of available as-built record drawings, engineering reports and pavement condition reports for the taxiways and aircraft parking apron to determine if they are adequate to accommodate the current and projected jet fleet mix at LNA. Pavement Classification Ratings (PCR) values for the airfield's existing runways, taxiways and apron pavements will also be determined in accordance with FAA AC 150/5335-5D, *Standardized Method of Reporting Airport Pavement Strength*. LNA's Airports Master Record will be updated accordingly through the FAA's Airport Data and Information (ADIP) portal to reflect the resulting PCRs. This task does not include collecting pavement core samples, which may be included in a future or amended task if determined necessary.

Sub-task 2.4 RPZ and Land Use Compatibility

The existing Runway Protection Zones (RPZs) will be evaluated to identify potential incompatible land uses. Both the arrival and departure RPZs will be considered. The existing RPZs depicted on the current ALP will serve as the basis for the existing RPZ configurations. Each existing RPZ will be evaluated to identify potential incompatible land uses.

Future RPZ configurations will be established based on the critical aircraft determination and planned future instrument approach procedures identified for each runway end. The future instrument approach procedures will be identified in consultation with DOA and will be based on potential upgrades to runways to either support aircraft exceeding 12,500 lbs., changes to the runway design code, and/or instrument approach procedures.

Potential mitigation measures to reduce or eliminate incompatible land uses with the RPZs will be evaluated. These mitigation measures may include, but are not limited to:

- Property acquisition
- Acquire aviation easement
- Relocation of the runway end/threshold
- Updating the Airport's land use/zoning ordinance and/or interlocal agreement(s) with local municipalities

The cost of any recommended mitigation measures may be evaluated in a future task.



Sub-task 2.5 Intersecting Runway Interactions

Due to the unique operational constraints (runway length, width, approach capability) of each of LNA's runways, jet operations at LNA may require the use of a runway that differs from the traffic patterns that are in use by non-jet aircraft. Historical ANOMs data on runway use by jet and non-jet aircraft at LNA will be evaluated to quantify runway use by jet aircraft. The FBO (Stellar Aviation) will also be consulted to assess their understanding of runway use and interactions with traffic patterns utilized by non-jet aircraft. To the extent practicable, the occurrence of jet operations that counter the predominant traffic patterns at the Airport will be quantified. Potential mitigation measures, such as upgrading runways capabilities or establishing a federal contract tower at the Airport will be identified.

Sub-task 2.6 Obstruction Hazard Analysis

Utilizing the obstruction surveys obtained during the ongoing LNA Master Plan, the threshold siting surfaces and departure surfaces prescribed in FAA Advisory Circular 150/5300-13B will be evaluated for potential penetrations by obstacles. An evaluation of the siting surfaces for the Precision Approach Path Indicators (PAPIs) will also be performed. Should any obstacle penetrations to these surfaces be identified, Ricondo will determine the appropriate means necessary to mitigate these penetrations. Mitigation measures may include:

- Trim or remove vegetation
- Displacement of the landing threshold
- Non-standard departure climb rates (instrument departures)
- Increase PAPI aiming angles
- Relocation of PAPIs

Should penetrations of the TSSs or departure surfaces be identified, a plan and profile view of the approach surfaces will be created for each individual runway end. Should any deficiencies be identified, potential mitigation options will be identified. Potential operational impacts to jet aircraft arrival and departure capabilities (i.e., impacts to maximum allowable takeoff weight, landing distance available, etc.) would also be identified.

Sub-task 2.7 ROM Cost Estimates

For each of the mitigation options identified under the previous subtasks that would require capital expenditures and/or property acquisition, a rough order of magnitude (ROM) cost estimate will be prepared. ROM cost estimates for up to twelve (12) mitigation options will be prepared. The ROM cost estimates will be provided on an item of work basis and expressed in 2023 dollars. The estimates will be prepared with sufficient detail to provide the level of confidence expected for use in the DOA's financial planning, capital programming, and implementation initiatives. For consideration of potential acquisition of properties deemed as incompatible land uses within the RPZs, property values from the County's property appraiser records will be obtained. Property appraisals will not be performed but may be included in a future or amended task.



Sub-task 2.8 Master Plan Update Considerations

The various mitigation measures identified during the previous tasks will be evaluated in consultation with DOA staff to identify the recommended course of action. Evaluation criteria will be established in consultation with the DOA, and the results will be summarized in an evaluation matrix. The final selection of the preferred mitigation measures will be conducted in consultation with DOA staff. These recommended mitigation measures will be incorporated into subsequent analyses that will be performed under the ongoing LNA Master Plan.

Task 3: Airspace Screening Assessment

Goal: Evaluate potential impacts to aircraft operations within the Airport's terminal airspace to identify potential operational hazards resulting from jet operations and identify potential approaches to mitigate these impacts.

The airspace screening assessment will include an evaluation of the local airspace at LNA to identify potential operational risks that may result from the introduction of jet aircraft operations. It will leverage the jet aircraft mix information and runway utilization information derived under Task 2, *Airfield Assessment* described herein. Consideration for the forecast growth in jet activity at LNA through the master plan's 20-year planning horizon will also be given. Since the FAA has the ultimate authority to identify and mitigate potential hazards to air navigation, the airspace screening assessment is intended to identify potential risks in collaboration with the FAA. The FAA will have the final authority to determine which mitigation measures, if any, should be implemented.

The airspace screening assessment will include the following subtasks:

Sub-task 3.1 Jet Aircraft Fleet Mix Implications

The introduction of jet aircraft operations at LNA could impact the local traffic flow and traffic patterns. This may result in increased separations between successive aircraft operations and traffic flows within the local airspace. These impacts will be evaluated based on flight track information from the Airport's ANOMs and collaboration with local FAA air traffic personnel (PBI tower and/or TRACON).

Sub-task 3.2 Interactions with PBI and BCT Airspace

An evaluation of potential interactions with the Class C Airspace serving PBI and Class D Airspace associated with the Boca Raton Airport a (BCT) will be performed. This will include evaluating existing traffic patterns/flight tracks at PBI and BCT, as well as potential traffic pattern changes that would result from the planned airfield improvements at PBI. The potential establishment of Class D Airspace at LNA will also be evaluated. Consultation with BCT and PBI ATC staff and TRACON will also be conducted to solicit feedback and identify a list of operational concerns.

This task will be performed concurrently with Task 3.1, *Jet Aircraft Fleet Mix Implications*.

Sub-task 3.3 Federal Contract Tower - Safety Benefit Cost Analysis

The Benefit Cost Analysis (BCA) is used by the FAA to determine the feasibility of an applicant interested in the Federal Contract Tower (FCT) program to enter the program as a "candidate". The process applies the



methodology promulgated in FAA Report APO 90-7, *Establishment and Discontinuance Criteria for Air Traffic Control Towers (ATCT)* to determine if the value of ATCT benefits (e.g., lives and property saved from avoidable accidents) outweigh the cost (measured in terms of ATCT construction, controller payroll, etc.) The FAA evaluates in-house data and information supplied by the sponsor to prepare a benefit/cost (B/C) ratio. A B/C ratio of 1.0 or greater is necessary for the FAA to determine if an applicant can be accepted into the FCT program as a candidate. Once a sponsor is considered a candidate, federal AIP funds can be used to pay for costs associated with ATCT development. The following tasks will be performed by the Ricondo Team to support the BCA to determine the feasibility for the Airport to achieve candidacy for entry into the FCT Program.

- Aviation Activity Review & Forecasts – Available data related to historical aircraft operations and the aviation activity forecasts derived during the ongoing Part 150 Study and Master Plan Update will be refined as necessary. The data will also be applied to generally accepted forecast methodologies to develop alternate forecasts of aviation activity to serve as sensitivity analyses for the BCA.
- Preliminary ATC Tower Benefit/Cost Analysis – The baseline forecast of aviation activity and alternate demand scenarios will be used as input data to conduct a Benefit/Cost (B/C) analysis using the FAA’s Office of Policy and Plans’ standard criteria. The resultant B/C ratios will be evaluated for determining the FAA’s potential funding of air traffic control services at the Airport. A sensitivity analysis will also be conducted to identify and evaluate the impact of critical factors for adjustment of the B/C ratio. Hard to quantify benefits (i.e., qualitative benefits such as increased use of noise abatement runways) will also be described.
- Prepare FCT Application Package – An application to enter the FCT program will be prepared including a detailed report containing the background, rationale, and results of the preliminary Benefit/Cost Analysis. The preparation of a resolution authorizing the submittal of the FCT application and a Memorandum of Understanding (MOU) between the County and FAA regarding the expectations and responsibilities of each party will be prepared.
- ATCT Development & Operational Costs – A ROM cost estimate for ATCT development, as well as operations and maintenance (O&M) costs will be estimated using line-item examples of similar airports.
- Meetings & Coordination – Two (2) on-site visits with the DOA are planned for data collection, consultation meetings, and briefings. These on-site visits will be attended by one staff member from Quadrex and one staff member (Director) from Ricondo.

Task 4: Deliverables

Goal: Document the approach, methodologies, and findings of the prior tasks to facilitate discussions with stakeholders and serve as a record for future reference by the DOA and stakeholders.

A report summarizing the process and the results of the detailed analyses for the aforementioned tasks will be prepared. The document shall include all exhibits, graphs, and tables. A summary PowerPoint presentation will also be developed to facilitate discussions with the DOA and stakeholders. The PowerPoint presentation will be included as an appendix to the Technical Report.



Sub-task 4.1 Summary PowerPoint Presentation

This task will culminate with the development of a summary PowerPoint presentation. The PowerPoint will summarize the goals and objectives, approach and methodology, and results and/or recommendations.

Sub-task 4.2 Draft Technical Report

A preliminary draft of the Technical Report will be prepared and submitted to the DOA in electronic (pdf and MS Word files) and paper format for internal review and comment. Five hardcopies of the draft Technical Report will be provided. Electronic format deliverables will be provided to the DOA via email or file transfer protocol (FTP) platform.

Sub-task 4.3 Final Technical Report

After the DOA reviews the draft report and provides final comments, a Final Technical Report will be prepared. The Final Technical Report will be provided to the DOA in electronic (.pdf) format. The Palm Beach DOA will be responsible for distribution of the Final Safety Assessment Report to the appropriate parties.

Task 5: Review of Study Findings/Conclusions¹

Goal: Review the findings of the Study with the various stakeholders.

During the Study, meetings will be held with pertinent stakeholders at specific milestones to review the Study's findings and/or conclusions as set forth below. The Executive Summary PowerPoint presentation to be prepared during Task 4.1 will be utilized to facilitate these discussions.

Sub-task 5.1 Interim Review of Airfield Assessment

Upon completing Sub-tasks 2.1 through 2.4, the Ricondo Team will meet with the DOA staff to review the preliminary findings of these specific tasks. This meeting will serve to determine if it would be appropriate to expedite the implementation of any potential mitigation strategies that would enhance operational safety at the Airport. It is envisioned that this meeting would be attended by a Director from Ricondo. The meeting would be held in person at the DOA's offices. Ricondo will prepare an agenda, sign-in sheet, and meeting notes in conjunction with this interim meeting.

Sub-task 5.2 Final FAA Consultation

Prior to developing the draft Technical Report and reviewing the findings with the Community/Technical Stakeholders, Ricondo will request a meeting with the FAA's Orlando Airports District Office (ADO) and other relevant FAA divisions, such as PBI ATC staff/TRACON, the Flight Standards District Office (FSDO), Air Traffic Organization, and the Regional Administrator's office. The purpose of this meeting is to solicit input from the FAA and to obtain consensus on the findings of the Airspace Screening Assessment. This meeting

¹ Excludes consultations with FAA and Stakeholders associated with Task 1.



will be conducted virtually and be attended by three staff from Ricondo, two Directors and a Senior Consultant. Ricondo will prepare an agenda and meeting notes in conjunction with this meeting.

Sub-task 5.3 Final Community/Technical Stakeholder Briefing

A final in-person public meeting will be held with the Community/Technical Stakeholders following the Final FAA Consultation. The purpose of this briefing is to review the findings of the Study and to answer any questions before finalizing the Final Technical Report. This briefing is intended to be for informational purposes and to answer questions regarding the findings; not to solicit additional comments or areas of study. Otherwise, the logistics, staffing and budgetary assumptions associated with the Final Stakeholder briefing will be identical to those described under subtask 1.2, *Initial Community/Technical Stakeholder Briefing*. The Ricondo team will prepare a Stakeholder/Community Engagement Summary Report documenting the meeting materials, notifications, and list of attendees, which will be appended to the Final Report.

Task 6: DOA Consultation Meetings

Throughout the course of the Study, Ricondo will meet periodically with the DOA to review the status of the technical analyses, collect/disseminate information, and discuss logistics of upcoming work efforts. For budgeting purposes, it is anticipated that there will be a total of eight DOA consultation meetings. These meetings will be conducted virtually and be attended by three staff from Ricondo, two Directors and a Senior Consultant.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	Overall Task Management and Safety Assessment
American Infrastructure Development, Inc.	ROM Cost Estimates, Airfield Pavement Strength Analysis, and Obstruction Evaluations
Quadrex Aviation, LLC	Federal Contract Tower - Safety Benefit Cost Analysis
The Valerin Group	Stakeholder Meeting Logistical Support

ESTIMATED DURATION

12 months from issuance of Notice to Proceed



Appendix A

Fee Estimate Summary



Fee Proposal for LNA Safety Assessment
Palm Beach County Department of Airports - Airport Planning Consultant Services
 Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$37,600 \$305,000 \$245,000 \$205,000 \$163,000 \$130,000

	HOURS						R&A Labor (\$)	R&A TRAVEL EXPENSES (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	EBO Amounts (\$)
	Senior Vice President	Director	Managing Consultant	Senior Consultant	Consultant	Technical Specialist						
1 Stakeholder Briefings												
1.1 Community/Technical Stakeholder Consultation	2	16	0	20	0	6	44	\$10,710.00	\$1,000.00	\$18,227.08	\$18,227.08	\$0.00
1.2 FAA Consultation	2	12	0	12	0	2	28	\$7,198.00	\$0.00	\$0.00	\$7,198.00	\$0.00
Subtotal	4	28	0	32	0	8	72	\$17,908.00	\$1,000.00	\$18,227.08	\$37,135.08	\$18,227.08
2 Airfield Assessment												
2.1 Jet Aircraft Fleet Mix Analysis	0	8	8	8	24	0	48	\$9,952.00	\$0.00	\$0.00	\$9,952.00	\$0.00
2.2 Airfield Design Standards Review	1	8	16	8	40	0	73	\$14,896.00	\$0.00	\$0.00	\$14,896.00	\$0.00
2.3 Airfield Pavement Strength Analysis	2	4	0	8	0	0	14	\$3,612.00	\$0.00	\$12,868.00	\$16,480.00	\$12,868.00
2.4 RPZ and Land Use Compatibility	2	8	16	16	24	0	66	\$14,304.00	\$0.00	\$0.00	\$14,304.00	\$0.00
2.5 Intersecting Runway Interactions	0	8	8	32	8	0	56	\$12,264.00	\$0.00	\$0.00	\$12,264.00	\$0.00
2.6 Obstruction Hazard Analysis	0	4	12	4	0	0	20	\$4,990.00	\$0.00	\$0.00	\$4,990.00	\$0.00
2.7 ROM Cost Estimates	2	4	4	8	0	0	14	\$3,612.00	\$0.00	\$11,896.00	\$15,508.00	\$11,896.00
2.8 Master Plan Update Considerations	0	4	8	8	0	0	20	\$4,820.00	\$0.00	\$0.00	\$4,820.00	\$0.00
Subtotal	7	48	68	92	96	0	311	\$68,440.00	\$0.00	\$24,764.00	\$93,204.00	\$24,764.00
3 Airspace Screening Assessment												
3.1 Jet Aircraft Fleet Mix Implications	1	8	12	0	16	0	37	\$8,364.00	\$0.00	\$0.00	\$8,364.00	\$0.00
3.2 Interactions with PBI and BCT Airspace	1	36	16	40	0	12	105	\$25,432.00	\$0.00	\$0.00	\$25,432.00	\$0.00
3.3 Federal Contract Tower - Safety Benefit Analysis	1	16	0	0	8	0	25	\$6,560.00	\$0.00	\$10,920.00	\$17,480.00	\$0.00
Subtotal	3	60	28	40	24	12	167	\$40,356.00	\$0.00	\$10,920.00	\$51,276.00	\$0.00
4 Deliverables												
4.1 Summary PowerPoint Presentation	2	4	16	24	0	0	46	\$10,812.00	\$0.00	\$0.00	\$10,812.00	\$0.00
4.2 Draft Technical Report	6	12	32	40	16	20	134	\$28,864.00	\$0.00	\$0.00	\$28,864.00	\$0.00
4.3 Final Technical Report	2	4	12	20	12	8	58	\$12,272.00	\$0.00	\$0.00	\$12,272.00	\$0.00
Subtotal	10	20	60	84	28	28	238	\$51,948.00	\$0.00	\$0.00	\$51,948.00	\$0.00
5 Review of Study Findings/Conclusions												
5.1 Interim Review of Airfield Assessment	0	10	0	0	0	0	10	\$3,050.00	\$50.00	\$0.00	\$3,100.00	\$0.00
5.2 Final FAA Consultation	2	12	0	12	0	2	28	\$7,198.00	\$0.00	\$0.00	\$7,198.00	\$0.00
5.3 Final Community/Technical Stakeholder Briefing	2	16	0	20	0	6	44	\$10,710.00	\$1,000.00	\$18,227.08	\$29,937.08	\$18,227.08
Subtotal	4	38	0	32	0	8	82	\$20,958.00	\$1,050.00	\$18,227.08	\$40,235.08	\$18,227.08
6 DOA Consultations												
6.1 Virtual Meetings (8)	0	16	0	8	0	0	24	\$6,520.00	\$0.00	\$0.00	\$6,520.00	\$0.00
Subtotal	0	16	0	8	0	0	24	\$6,520.00	\$0.00	\$0.00	\$6,520.00	\$0.00
Total Base Proposal Hours	28	210	156	288	148	56	894					
Subtotal Base Labor Costs & Expenses	\$10,528.00	\$64,050.00	\$38,220.00	\$59,040.00	\$24,124.00	\$9,128.00	\$206,130.00	\$206,130.00	\$2,050.00	\$75,138.16	\$280,318.16	\$61,218.16
												21.8%



Fee Proposal for LNA Safety Assessment
Palm Beach County Department of Airports - Airport Planning Consultant Services
 Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: \$207,000 \$181,000 \$107,000 \$105,000 \$87,000

	Project Manager	HOURS								Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
		Sr. Engineer	Sr. Planner	Sr. Designer	Designer	Clerical								
1 Stakeholder Briefings														
1.1 Community/Technical Stakeholder Consultation	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.2 FAA Consultation	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2 Airfield Assessment														
2.1 Jet Aircraft Fleet Mix Analysis	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.2 Airfield Design Standards Review	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.3 Airfield Pavement Strength Analysis	12	24	20	4	40	100	\$12,868.00	\$0.00	\$12,868.00	\$0.00	\$0.00	\$0.00	\$12,868.00	\$0.00
2.4 RPZ and Land Use Compatibility	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.5 Intersecting Runway Interactions	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.6 Obstruction Hazard Analysis	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.7 ROM Cost Estimates	12	40	12	0	0	64	\$11,896.00	\$0.00	\$11,896.00	\$0.00	\$0.00	\$0.00	\$11,896.00	\$0.00
2.8 Master Plan Update Considerations	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	24	64	12	20	4	164	\$24,764.00	\$0.00	\$24,764.00	\$0.00	\$0.00	\$0.00	\$24,764.00	\$0.00
3 Airspace Screening Assessment														
3.1 Jet Aircraft Fleet Mix Implications	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.2 Interactions with PBI and ECT Airspace	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.3 Federal Contract Tower - Safety Benefit Analysis	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Deliverables														
4.1 Summary PowerPoint Presentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.2 Draft Technical Report	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.3 Final Technical Report	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Review of Study Findings/Conclusions														
5.1 Interim Review of Airfield Assessment	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.2 Final FAA Consultation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.3 Final Community/Technical Stakeholder Briefing	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 DOA Consultations														
6.1 Virtual Meetings (6)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	24	64	12	20	4	164	\$24,764.00	\$0.00	\$24,764.00	\$0.00	\$0.00	\$0.00	\$24,764.00	\$0.00
Subtotal Base Labor Costs	\$4,968.00	\$11,584.00	\$2,172.00	\$2,140.00	\$420.00	\$24,764.00	\$0.00	\$0.00	\$24,764.00	\$0.00	\$0.00	\$0.00	\$24,764.00	\$0.00



Fee Proposal for LNA Safety Assessment
Palm Beach County Department of Airports - Airport Planning Consultant Services
 Subconsultant Budget Breakdown: The Valerin Group, Inc.

Rates: **\$138.53** **\$127.21** **\$120.16** **\$115.07**

	HOURS						Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	Community Outreach Specialist	Graphic Designer	Multimedia Specialist							
1 Stakeholder Briefings											
1.1 Community/Technical Stakeholder Consultation	10	66	30	16	0	122	\$15,227.08	\$2,750.00	\$250.00	\$18,227.08	
1.2 FAA Consultation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	10	66	30	16	0	122	\$15,227.08	\$2,750.00	\$250.00	\$18,227.08	
2 Airfield Assessment											
2.1 Jet Aircraft Fleet Mix Analysis	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.2 Airfield Design Standards Review	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.3 Airfield Pavement Strength Analysis	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.4 RPZ and Land Use Compatibility	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.5 Intersecting Runway Interactions	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.6 Obstruction Hazard Analysis	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.7 ROM Cost Estimates	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.8 Master Plan Update Considerations	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3 Airspace Screening Assessment											
3.1 Jet Aircraft Fleet Mix Implications	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3.2 Interactions with PBI and BCT Airspace	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3.3 Federal Contract Tower - Safety Benefit Analysis	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4 Deliverables											
4.1 Summary PowerPoint Presentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4.2 Draft Technical Report	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4.3 Final Technical Report	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5 Review of Study Findings/Conclusions											
5.1 Interim Review of Airfield Assessment	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5.2 Final FAA Consultation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5.3 Final Community/Technical Stakeholder Briefing	10	66	30	16	122	122	\$15,227.08	\$2,750.00	\$250.00	\$18,227.08	
Subtotal	10	66	30	16	122	122	\$15,227.08	\$2,750.00	\$250.00	\$18,227.08	
6 DOA Consultations											
6.1 Virtual Meetings (8)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Total Base Proposal Hours	20	132	60	32	244						
Subtotal Base Labor Costs	\$2,770.60	\$16,791.72	\$7,209.60	\$3,682.24	\$30,454.16			\$5,500.00	\$500.00	\$36,454.16	

Fee Proposal for LNA Safety Assessment
Palm Beach County Department of Airports
Airport Planning Consultant Services
Subconsultant Budget Breakdown: Quadrex Aviation

Rates: **\$210.00**

	HOURS		Labor (\$)	EXPENSES (\$)	TOTAL COST (\$)
	Senior Consultant	Total Hours			
1 Stakeholder Briefings					
1.1 Community/Technical Stakeholder Consultation	0	0	\$0.00	\$0.00	\$0.00
1.2 FAA Consultation	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$0.00
2 Airfield Assessment					
2.1 Jet Aircraft Fleet Mix Analysis	0	0	\$0.00	\$0.00	\$0.00
2.2 Airfield Design Standards Review	0	0	\$0.00	\$0.00	\$0.00
2.3 Airfield Pavement Strength Analysis	0	0	\$0.00	\$0.00	\$0.00
2.4 RPZ and Land Use Compatibility	0	0	\$0.00	\$0.00	\$0.00
2.5 Intersecting Runway Interactions	0	0	\$0.00	\$0.00	\$0.00
2.6 Obstruction Hazard Analysis	0	0	\$0.00	\$0.00	\$0.00
2.7 ROM Cost Estimates	0	0	\$0.00	\$0.00	\$0.00
2.8 Master Plan Update Considerations	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$0.00
3 Airspace Screening Assessment					
3.1 Jet Aircraft Fleet Mix Implications	0	0	\$0.00	\$0.00	\$0.00
3.2 Interactions with PBI and BCT Airspace	0	0	\$0.00	\$0.00	\$0.00
3.3 Federal Contract Tower - Safety Benefit Analysis	52	52	\$10,920.00	\$0.00	\$10,920.00
Subtotal	52	52	\$10,920.00	\$0.00	\$10,920.00
4 Deliverables					
4.1 Summary PowerPoint Presentation	0	0	\$0.00	\$0.00	\$0.00
4.2 Draft Technical Report	0	0	\$0.00	\$0.00	\$0.00
4.3 Final Technical Report	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$0.00
5 Review of Study Findings/Conclusions					
5.1 Interim Review of Airfield Assessment	0	0	\$0.00	\$0.00	\$0.00
5.2 Final FAA Consultation	0	0	\$0.00	\$0.00	\$0.00
5.3 Final Community/Technical Stakeholder Briefing	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$0.00
6 DOA Consultations					
6.1 Virtual Meetings (8)		0	\$0.00		\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	52	52			
Subtotal Base Labor Costs	\$10,920.00	\$10,920.00	\$10,920.00	\$0.00	\$10,920.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-2: Scope of Services

Task I-23-LNA-R-011: LNA Airport Master Plan Update

Palm Beach County Park (Lantana) Airport (LNA)

Introduction

In 2018, the Palm Beach County Department of Airports initiated an update to the Airport Master Plan for the Palm Beach County Park Airport (LNA or the Airport). Upon submitting the preliminary draft LNA Master Plan report and associated Airport Layout Plan (ALP) drawing set in 2020, the DOA decided to postpone the completion of the Master Plan Update.

At the time that the preliminary draft LNA Master Plan was being prepared, a ban on jet operations at the Airport was in effect. Therefore, the aviation activity forecasts and technical analyses that were prepared were predicated on enforcing of the jet ban throughout the Master Plan's 20-year planning horizon. In January 2021, however, the Federal Aviation Administration (FAA) issued a Final Agency Determination that ordered the Palm Beach County Department of Airports (DOA) to rescind the ban on jet operations at the Airport. The County and the City of Atlantis filed an appeal of the FAA's Final Agency Determination, but the U.S. Court of Appeals issued an Opinion in November 2022 that upheld the FAA's Determination. As a result, jet aircraft operations are no longer prohibited at LNA.

Due to the rescinding of the jet ban at LNA, coupled with the changes in the industry due to the COVID-19 pandemic, the DOA has decided to engage the Ricondo & Associates, Inc. Team (the Consultant) to update the LNA Master Plan accordingly. In addition to providing consideration for the rescinding of the jet ban at LNA, the Master Plan will focus on operational changes that have occurred since the onset of the COVID-19 pandemic. The Consultant will prepare a Master Plan Update (MPU), including an Airport Layout Plan (ALP) that will provide the framework needed to guide future Airport development. The Consultant's Scope of Services (Scope) will involve preparing the Master Plan and ALP drawing set in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5070-6B, *Airport Master Plans*, the FDOT Guidebook for Airport Master Planning, and other applicable Advisory Circulars and industry related best practices. To the extent practical, the Consultant will leverage and utilize the data and technical analyses associated with the draft 2020 LNA Master Plan Update and the ongoing Part 150 Noise Study.

The Consultant will also be conducting a separate Safety Assessment for LNA concurrent with the MPU. The purpose of the Safety Assessment is to examine potential implications associated with conducting jet operations at LNA and provide recommendations to ensure operational safety is maintained. The Safety Assessment will include an evaluation of the existing airfield at LNA to identify potential deficiencies and/or



operational risks that may result from the introduction of jet aircraft operations. These efforts will inform the airfield analyses as described herein.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$509,577.18.

Scope of Services

The following tasks and subtasks will be performed by the Consultant. It should be noted that some of these airfield related tasks will actually be performed during the LNA Safety Assessment, which will be performed concurrently with the MPU. To ensure continuity with the scope and budget associated with LNA Safety Assessment, these tasks are accompanied with a note to clarify which tasks will be funded under the MPU and which tasks are funded under the LNA Safety Assessment. The description of the tasks that will be funded under the LNA Safety Assessment but will also be documented in the MPU as well, are depicted in lighter text font herein.

Task 1: Existing Conditions

The Consultant will review, validate and if necessary, update the information contained in the draft 2020 LNA Master Plan Document.

Sub-task 1.1 Data Collection/Review

The Consultant will work with the DOA staff to review the Inventory of Existing Conditions chapter in the Draft 2020 Master Plan document to validate the existing conditions information and existing studies and other available information that may be referenced for the purpose of completing this task. The Consultant will submit to the DOA a plan for collecting any additional information determined to be necessary to prepare the Inventory. Existing conditions and inventory data documented in the Preliminary Draft LNA Master Plan Report¹ and Part 150 Noise Study will be reviewed and utilized to the extent applicable.

Sub-task 1.2 Inventory of Airport Facilities

The Consultant will develop an inventory of existing Airport facilities and conditions, including the following:

- **Airfield facilities** – The Consultant will inventory existing airfield facilities using prior studies, federal and local Airport data records, aerial photography, and record drawings from the Airport. Information relating to airfield physical facilities, design characteristics, compliance with design standards, operational use, and pavement condition will be obtained, organized, and documented for use on this and subsequent tasks. Specific airfield facilities to be inventoried will include the following:

¹ Jacobs, *Palm Beach County Park (Lantana) Airport (LNA) Preliminary Draft Master Plan Report*, June 2020.



- Runways, taxiways, and hold pads
- Ramp/apron areas
- Pavement strength data (from previous reports)
- Navigational aids and instrumentation
- Runway and taxiway safety areas and object free areas
- Runway protection zones
- Aircraft operational data, including runway/taxiway usage under various operating conditions

(Note: The airfield information collected herein will form the basis for the Airfield Assessment to be performed during the LNA Safety Assessment.)

- **General Aviation (GA) facilities** – The Consultant will inventory the present use, configuration and size of GA facilities at the Airport, including fixed-base operator (FBO) facilities, aprons, and hangars. Proposed expansion or reconfiguration of existing GA facilities that are considered to be imminent (i.e. under design or construction) will also be documented. An exhibit depicting existing GA facilities will be prepared and a table that summarizes the gross areas of these facilities will be prepared.
- **Ground access and parking facilities** – The Consultant will inventory existing ground access facilities, including access roadways, parking facilities, and regional access facilities and plans that may influence access to the Airport. This would include a review of existing regional transportation studies and plans by FDOT District 4, Palm Beach County, or the municipalities of Lantana, Atlantis, Lake Worth, or Palm Springs). An exhibit that illustrates the existing ground access and parking facilities will be prepared.
- **Airport support/ancillary facilities** – The Consultant will inventory support/ancillary facilities at the Airport, consisting of DOA maintenance, shops, and storage facilities, firefighting facilities/operations, and fueling facilities. An exhibit that illustrates the location of existing support and ancillary facilities will be prepared.

Utilities and stormwater drainage – The Consultant will confirm the existing utility infrastructure serving the Airport and note any changes that may have occurred since the draft 2020 MPU was prepared. Any utilities that may traverse the Airport’s existing property boundary will be identified. Per the draft 2020 MPU, the existing utilities serving the Airport include:

- Domestic water
- Wastewater
- Power/electrical
- Natural gas
- Stormwater drainage
- Communications (phone, internet services)



An exhibit that illustrates the location of existing utility infrastructure and pertinent stormwater features will be prepared.

Airspace and air traffic control procedures – The Consultant will review information on procedural aspects of the regional airspace, the location and utilization of various flight tracks, approach fixes, and arrival and departure procedures serving the region. Specific elements to be inventoried include the following:

- Airfield operating practices
- Runway use configurations
- Airfield circulation patterns
- Noise abatement procedures
- Helicopter arrival and departure procedures
- Banner towing operations
- Flight tracks (if radar data is available)

A series of exhibits will be prepared that illustrate the following:

- predominant runway use configurations
- helicopter arrival and departure routes (if different than fixed wing aircraft)
- airfield circulation patterns

Sub-task 1.3 Socio-economic Data

Since the Aviation Activity Forecasts will correspond with the FAA's Terminal Area Forecast (TAF), the collection of socio-economic data will not be performed.

Sub-task 1.4 Regional Planning and Development

The Consultant will examine the regional setting of the Airport and the land use patterns within two miles of the Airport. This task includes the following.

- Collection of information on the municipal boundaries of the Airport and the government entities with jurisdiction over the operation of the Airport and adjacent land uses
- Identification of the Airport service area and the presence and role of airports that might compete with the Airport
- Collection of documents such as official land use maps, comprehensive land use and transportation plans, applicable municipal zoning ordinances and other land use controls, including height zoning ordinances, noise overlay zones, and overlay districts

Sub-task 1.5 Meteorological Data

The Consultant will assemble and analyze 10 years of historical wind and weather data for the Airport. Ceiling, visibility, wind speed and direction will be analyzed to develop a wind rose, assess existing wind



coverage and determine the percentage of observations in visual and instrument meteorological conditions. This task will result in a series of exhibits that contain the wind roses for (1) all weather conditions, (2) visual meteorological conditions, and instrument meteorological conditions.

Sub-task 1.6 Environmental Conditions

The Consultant will assemble existing datasets and documentation of environmental resources at LNA and the surrounding environment and provide an initial assessment of their influence on airport development. The Consultant will identify the existing conditions of environmental resource categories defined in FAA Order 1050.1F, Environmental Impacts: Policies and Procedures Desk Reference that are relevant to future development at LNA. Based on known conditions, the following categories would be included in the Inventory:

- **Air Quality** – general discussion of status of attainment relative to the National Ambient Air Quality Standards for the region and considerations for future development.
- **Biological Resources** – general discussion of biological resources, including federal endangered and threatened species, potentially present on airport property, as identified in previous National Environmental Policy Act (NEPA) documents, Wildlife Hazard Management Plans, etc.
- **Section 4(f) Resources** – general review for the presence of Section 4(f) resources adjacent to airport property, through collection of GIS datasets available online and previous Draft Airport Master Plan and NEPA documents.
- **Hazardous Materials** – general review of previously identified hazardous materials issues at the Airport, such as issues documented in previous NEPA documents.
- **Historical, Archaeological, Architectural, and Cultural Resources** – general review of cultural resources from available airport resources, such as previous Draft Airport Master Plan and NEPA documents.
- **Noise and Noise-Compatible Land Use** – provide a general characterization of aircraft noise based on the most recent airport noise contours derived during the ongoing Part 150 Noise Study.
- **Socioeconomics and Environmental Justice:** review socioeconomic characteristics of surrounding communities to identify the potential presence of minority or environmental justice populations.
- **Water Resources (wetland, floodplains, surface waters, groundwater):** collect water resource mapping from the DOA and supplement with mapping available through online resources such as the National Wetland Inventory, Federal Emergency Management Agency. Wetland delineation field surveys are not included as part of this scope of services.

Available data from previous studies and information accessible from agencies and other public sources will be relied upon as the basis for this effort. It is assumed that the DOA will share previous NEPA documents for the Airport that will summarize relevant issues, and provide resource mapping, as available. Resources will be mapped on an overview of environmental considerations exhibit for inclusion in the Inventory of Existing Conditions section and use in evaluating master plan alternatives, if applicable. Federal, state, and local permits required for environmental resources will be identified and briefly summarized. Brief discussions of the existing conditions for each resource category will also be provided in the Inventory of Existing Conditions section.



Sub-task 1.7 Working Paper #1

The Consultant will document information developed in Task 1 into a draft Existing Conditions chapter of the MPU. The draft chapter (in the form of a working paper) will be provided in an electronic format (Word and PDF) to the DOA for review and comment. The Consultant will incorporate the DOA's comments into a final draft Existing Conditions chapter. The final draft chapter will be included in the overall draft MPU report that will be assembled upon completion of subsequent technical analyses described herein.

Some of the information gathered and documented as part of this task will be used as introductory material in the MPU report. Task 1.6 includes drafting of an introductory chapter for the Master Plan report to include an overview of the organization of the report, a summary of the Master Plan elements and process, a listing of previous studies, plans, and documents referenced in the report, a summary of changes at the Airport since the last Master Plan Update, and a summary of key recommendations resulting from the Master Plan (to be completed at the end of the Master Plan process). The draft introductory chapter will be submitted to the DOA for review before or at the same time as the draft Existing Conditions chapter.

Sub-task 1.8 Kickoff Meeting and Site Visit

It is anticipated that one (1) site visit will be conducted as part of the Inventory of Existing Conditions. The site visit will occur on the same day as the project kick-off meeting. The purpose of the site visit is for the Consultant to collect pertinent information, discuss the condition of the various facilities with Airport staff, and photograph key facilities for inclusion in the working paper. An interview with Stellar Aviation staff will also be conducted. The site visit will be attended by up to two (2) members of the Consultant and is anticipated to last up to eight (8) hours.

Task 2: Aviation Activity Forecasts

The Consultant will develop forecasts of aviation activity for LNA which will serve as the basis for analytical input to various components of the MPU. A single baseline forecast, and one alternate demand scenario will be prepared. Annualized and derivative (peaking) forecasts will be prepared for both the Baseline forecast and alternate demand scenario. Forecasts of aggregate measures of aviation activity will be developed on an annual basis, using FY2022 as the base year (most recent year for which full year data is available) and for a planning period spanning from FY2023 to FY2042 (20 years).

Sub-task 2.1 Baseline Forecast

The Baseline forecast will build upon the annualized activity forecasts derived during the ongoing Part 150 Noise Study. Since this forecast correlates with the FAA's current TAF for LNA, the annualized projections associated with the Baseline forecast, as well as the based aircraft estimates, will also correlate with the FAA's TAF. These annualized projections will be adjusted to correlate with the DOA's fiscal year. A derivative forecast will also be prepared that establishes operational demand levels for the peak month, peak month average day and peak hour projected for the 5-, 10- and 20-year planning horizons. The aircraft fleet mix and critical aircraft determination will be derived established. **(Note: The aircraft fleet mix and critical aircraft determination described herein will form the basis for the Airfield Assessment to be performed during the LNA Safety Assessment.)**



Sub-task 2.2 Alternate Demand Scenario

The alternate demand scenario will be reflective of a higher growth scenario. The higher growth scenario will correlate with the maximum deviation from the TAF that is allowable for the FAA to approve aviation activity forecasts. These tolerances require the demand levels be within 10 percent of the TAF at the 5-year planning horizon, and 15 percent at the 10-year planning horizon. Beyond the 10-year planning horizon, the alternate demand scenario will be extrapolated throughout the remainder of the Master Plan's 20-year planning horizon. A derivative forecast that coincides with the alternate demand scenario will also be prepared.

Sub-task 2.3 Documentation

The Consultant will document analyses performed in Task 2 into a draft Forecast chapter of the MPU. The draft chapter (in the form of a working paper) will be provided in an electronic format (Word and PDF) to the DOA for review and comment. Upon receiving comments from the DOA, the Consultant will incorporate the DOA's comments into a revised draft Forecast chapter for submittal to the FAA for review and comment. Upon receiving comments from the FAA, the Consultant will incorporate the FAA's comments into a revised draft Forecast chapter for submittal to the FAA. The final draft chapter will be included in the overall draft MPU report.

The Consultant will prepare a detailed technical report that delineates assumptions, methodology, and forecast results. The aviation activity forecast results and peak activity metrics will be produced in a clear and concise spreadsheet format with a breakdown of the key traffic segments. The draft technical report will be provided in an electronic format (Word and PDF) to the DOA for review and comment. The Consultant will incorporate the Airport's comments into a final technical report and submit the report to the FAA for review. The final technical report will be included in the overall draft MPU report as the Aviation Activity Forecasts chapter.

Sub-task 2.4 Meetings

For budgeting purposes, it is anticipated that the Consultant will participate in up to two (2) teleconferences as part of this subtask: one (1) with DOA staff, and one (1) with FAA/FDOT to discuss the results of the forecasts. Each of the teleconferences is anticipated to have a duration of two (2) hours and be attended by up to two (2) members of the Consultant.

This subtask includes the preparation of an Executive Summary PowerPoint presentation outlining the methodologies and assumptions used to develop the forecasts, as well as a summary of the proposed forecast prepared for FAA review and approval. A summary of action items will be developed following the meetings with DOA and FAA/FDOT.

Task 3: Facility Requirements

The Consultant will develop future requirements for the facilities identified in Task 1 using the forecast scenarios identified in Task 2 and compare the future requirements to existing capacities for those facilities. The Consultant will determine needed facility capacity additions and improvements to address shortfalls between existing capacity and future requirements and will also identify the timeframe (i.e., "trigger points") for when those additions and improvements would need to be constructed. The Consultant will prepare



documentation that demonstrates the need for facility additions or improvements and capacity shortfalls, non-compliance with updated standards developed and adopted by the FAA (or other appropriate regulatory agency), and outdated or inefficient facilities.

Sub-task 3.1 Airfield

The Consultant will conduct the following assessments to identify future airfield requirements:

- **Validate Airfield Capacity** – The airfield capacity analyses contained in the draft 2020 Master Plan report will be updated as necessary to reflect the MPU’s aviation activity forecasts to be derived during Task 2, *Aviation Activity Forecasts*. The hourly capacity and annual service volumes will be reviewed and compared with the total aircraft operations that are projected. The methodologies contained in FAA AC 150/5060-5, *Airport Capacity and Delay* will serve the basis for this analysis. This analysis will not estimate aircraft operation delay levels.
- **Runway and taxiway requirements** – The Consultant will use FAA guidance in conjunction with the aviation activity forecasts developed in Task 2 to determine and apply the appropriate critical aircraft for airfield planning purposes. The Consultant will develop the airfield facility requirements necessary to meet the forecast levels of demand and that meet accepted airport planning criteria as specified in FAA AC 150/5300-13B, *Airport Design*. The Consultant will examine the adequacy of the existing runway system with respect to dimensional criteria, orientation, length, width, and pavement design strength based on existing pavement condition information. The existing taxiway system will be examined with respect to width, separation, fillet geometry, as well as the location of parallel taxiways and holding pads. *(Note: For budgeting purposes, it is envisioned that the runway and taxiway requirements analysis will be conducted during the LNA Safety Assessment and to the extent practical, leverage the analyses from the Draft LNA Master Plan.)*
- **Runway length analysis** – The Consultant will conduct a runway length analysis for select aircraft in the fleet mix. This analysis will focus primarily on jet aircraft that are projected to use the airport during the 20-year master plan horizon. Both landing distance and takeoff distance (balanced field length) will be calculated. Since landing and takeoff distance requirements can vary significantly for each aircraft type, the runway length analyses will present a range of runway length requirements for each. The takeoff distance requirements will be calculated for both a short-range flight with a stage length of 250 nautical miles and a long-range flight at MTOW. The landing distance requirements will be presented for those aircraft operating under Federal Aviation Regulation (FAR) Part 91, *General Operating and Flight Rules* and FAR Part 135, *Operating Requirements: Commuter and on Demand Operations* separately. *(Note: For budgeting purposes, it is envisioned that the runway length analysis will be conducted during the LNA Safety Assessment and to the extent practical, leverage the analyses from the Draft LNA Master Plan.)*
- **Other airfield requirements** – The Consultant will examine the adequacy of other airfield facilities/conditions, including airfield lighting, markings, and signage; navigational aids; airfield safety and protection areas; and airfield pavement condition (using the DOA’s pavement management plan). The Consultant will also examine the taxiway system to identify intersections



with problematic geometry, in accordance with AC 150/5300-13B. (Note: For budgeting purposes, it is envisioned that the evaluation of other airfield will be conducted during the LNA Safety Assessment and to the extent practical, leverage the analyses from the Draft LNA Master Plan.)

- **Airspace requirements** – An assessment of airspace requirements will focus on reviewing the Airport’s existing airspace classification and determining if projected growth at the Airport or neighboring airports could require an upgrade to a higher airspace classification. With the ongoing implementation of NextGen technologies and flight procedures, the Consultant will also evaluate existing and potential future approach capabilities for the Airport. Additionally, the Consultant will identify any penetrations of airspace surfaces prescribed under CFR Part 77, TERPS, and/or AC 150/5300-13B. (Note: For budgeting purposes, it is envisioned that the identification of penetrations of airspace surfaces will be conducted during the LNA Safety Assessment.)

Sub-task 3.2 General Aviation/Fixed Base Operator

- **General aviation aircraft parking and storage** – The Consultant will evaluate the future demand for aircraft parking and storage in accordance with the based aircraft forecasts and itinerant aircraft operations forecasts. Consideration will be given to the type of storage (covered versus uncovered apron, and T-hangar versus box hangar) to accommodate the expected fleet mix over the 20-year planning horizon. The DOA will provide the Consultant with condition, location, and capacity information for existing aircraft parking and storage. Consideration for imminent aeronautical facility development, such as the hangars to be constructed by Stellar Aviation.
- **Helicopter parking and storage** – The Consultant will evaluate the future demand for helicopter parking and storage in accordance with the preferred based aircraft forecasts and itinerant aircraft operations forecasts. Consideration will be given to the type of storage (covered versus uncovered apron) to accommodate the expected fleet mix over the 20-year planning horizon. The DOA will provide the Consultant with condition, location, and capacity information for existing helicopter parking and storage. Consideration for advanced air mobility and vertical takeoff and landing aircraft will not be given.
- **Airfield access** – The Consultant will review existing pavement strength reports, condition assessments, and dimensions for taxiways and taxilanes that connect GA facilities to the airfield. The DOA will provide the Consultant with the latest pavement condition inventory report that indicates both strength and condition of pavement sections. The Consultant will assess taxiway and taxilane geometry associated with the general aviation areas per FAA standards in AC 150/5300-13B. (Note: For budgeting purposes, it is envisioned that the evaluation of airfield access to/from the GA apron areas will be conducted during the LNA Safety Assessment.)
- **Fixed Base Operator (FBO) facilities** – The sizing of amenities for flight crews, passengers, FBO staff, vehicular parking, and other subtenants will be generated in consultation with the FBO operator. Public and employee parking, as well as vehicle and equipment staging and storage areas will be quantified. The Consultant will also evaluate existing fuel storage capacity and expected demand using the GA operations forecasts. The DOA will provide the Consultant with the condition, location, and capacity of fuel tanks that serve general aviation users exclusively, or in part.



Sub-task 3.3 Landside

This task will focus on the on-airport road network and adjacent areas serving the tenant areas. On-airport roadway requirements will be based on future demand, and discussed in terms of number of traffic lanes, access points, and intersection congestion. Roadway requirements will be developed for immediate airport access roadways providing ingress/egress to the Airport facilities.

Sub-task 3.4 Support Facilities

For estimating the size of the support facility elements below, the Consultant will use the facility size/characteristics information collected during the inventory phase supplemented with operational elements and space utilizations of each unique element to develop support facility requirements to accommodate demand over the planning horizon. The following support facilities will be addressed:

- **Airport maintenance facilities** – Requirements for Airport maintenance facilities will include building area and storage, landside/vehicle parking area, and open equipment storage. As necessary, the Consultant will develop fuel storage and infrastructure requirements to meet projected demand as established by the DOA.
- **Air traffic control tower** – The LNA Safety Assessment will include the conducting of a benefit cost analysis to assess the viability of establishing a Federal Contract Tower (FCT) at LNA. In anticipation that the FCT will be justified, the Consultant will summarize the estimated site requirements for a potential FCT at LNA. **(Note: The air traffic control tower facility requirements will build upon the FCT Safety Benefit Cost analysis to be performed during the LNA Safety Assessment.)**

Sub-task 3.5 Documentation

The Consultant will document analyses performed in Task 3 into a draft Facility Requirements chapter of the MPU. The draft chapter (in the form of a working paper) will be provided in an electronic format (Word and PDF) to the DOA for review and comment. The Consultant will incorporate the DOA's comments into a final draft Facility Requirements chapter. The final draft chapter will be included in the overall draft MPU report.

Sub-task 3.6 Meetings

For budgeting purposes, it has been assumed that the Consultant would participate in two (2) teleconferences with DOA staff during this task. The meeting is anticipated to last approximately two (2) hours and be attended by up to two (2) members of the Consultant. This subtask includes the preparation of the PowerPoint presentation to support the meeting and the preparation and distribution of a summary of action items.

Task 4: Development Alternatives

The Consultant will conduct an alternatives analysis to provide the DOA with the framework for deciding future development at LNA. The Consultant will perform the following subtasks to identify concepts and alternative configurations to meet projected facility requirements for each major facility component (i.e., airfield, GA, ground access, and support facilities). This will include consideration of the recommendations



from the ongoing LNA Safety Assessment and draft 2020 Master Plan. The Consultant will incorporate the following tasks listed for each facility below.

Sub-task 4.1 Identification of Alternatives

The Consultant will develop alternatives based on the collective facility and operational requirements defined in Task 3 and the recommendations from the LNA Safety Assessment. The analysis will consider multiple variations of alternatives for the major functional areas, which could include the following improvements:

- Airfield development
- General aviation/FBO facilities development
- Landside ground transportation concepts
- Public and tenant parking development
- Support facilities
- Land use concepts for development of non-aeronautical properties

In developing and initial screening of alternatives, the Consultant will:

- Review previous planning studies, including those contained in the draft 2020 Master Plan, to assess the value of previously studied concepts to the current planning process.
- Consider concepts for both operational/procedural improvements as well as physical development. Potential future advancements resulting from technology will also be considered in concept development.
- Leverage the airfield improvement recommendations from the ongoing LNA Safety Assessment.

Sub-task 4.2 Evaluation of Alternatives

The Consultant will conduct technical evaluations with DOA input, of integrated concepts in order to ultimately arrive at a preferred plan of development. For this evaluation, the Consultant will:

- Develop evaluation criteria in conjunction with the DOA. These could may include but not limited to the following:
 - Satisfaction of facility requirements
 - Inherent flexibility
 - Operational efficiency and cost
 - Development costs
 - Implementation/construction phasing
 - Financial feasibility/sources of funding
 - Environmental/sustainability considerations



- Using the selected criteria, evaluate the refined development alternatives to support the identification of preferred alternatives for more detailed technical analysis.

Sub-task 4.3 Selection and Refinement of Preferred Development Alternative

The Consultant will develop materials that facilitate comparisons between the various refined alternatives and present these materials to the DOA for review. The Consultant will refine the alternative to incorporate DOA input and subsequently coordinate with the DOA again for approval of the selected alternative. Input received from the stakeholder engagement/public involvement program (refer to Task 10, *Stakeholder Engagement and Public Workshops*) will also be considered in the selection of preferred and recommended alternatives.

Sub-task 4.4 Documentation

The Consultant will document information developed in Task 4 into a draft Development Alternatives chapter of the MPU. The draft chapter (in the form of a working paper) will be provided in an electronic format (Word and PDF) to the DOA for review and comment. The Consultant will incorporate the DOA's comments into a final draft Development Alternatives chapter. The final draft chapter will be included in the overall draft MPU report.

Sub-task 4.5 Meetings

For budgeting purposes, it has been assumed that the Consultant would participate in up to two (2) on-site meetings with Airport staff during the duration of this task. The meetings are anticipated to last approximately two (2) hours and be attended by two (2) members of the Consultant. This sub-task also includes the preparation and distribution of a summary of a summary PowerPoint presentation. This sub-task excludes the conducting of stakeholder meetings and public workshops that are described under Task 10, *Stakeholder Engagement and Public Workshops*.

Task 5: Implementation and Financial Plan

The Consultant will prepare an implementation plan that provides guidance on accomplishing the findings and recommendations of the MPU and considers the need for facilities developed in the Facility Requirements and other previous chapters of the MPU.

Sub-task 5.1 Formulation of Capital Improvement Program

The Consultant will divide the preferred development plan into discrete projects (for budgeting purposes, up to 20 discrete projects are assumed) for which estimates of probable cost will be updated and escalated for use in financial feasibility analyses and which will be phased over the planning horizon. The projects will become the basis for consideration by the DOA for inclusion in the Airport's Capital Improvement Plan (CIP).

The implementation plan will provide the DOA and FAA with the information needed to integrate the MPU's recommendations with the Airport's long-term capital development program. The plan will include a basic master schedule for the major projects of the plan and a basic coordination plan outlining key activities and responsibilities for completion of each step of the implementation process. The DOA's ability to fund the recommended projects will be considered in preparing the CIP and the overall implementation plan.



Sub-task 5.2 Project Sequencing and Schedule

The Consultant will define a development schedule to reflect the improvements needed to satisfy facility requirements as needed throughout the forecast horizon. Individual development projects will be phased to allow improvements to be designed, constructed and commissioned in a timeframe to meet activity demand or other development schedule considerations.

Sub-task 5.3 Financial Feasibility and Funding Plan

The Consultant will conduct a financial feasibility analysis and prepare documentation that demonstrates the DOA's ability to fund the projects in the MPU and the Airport's overall CIP. The Consultant will evaluate the availability of all potential funding sources for the CIP, including federal and state grant funding, third party funding, and Airport revenues (cash flow).

The Consultant will review the Airport's financial structure to evaluate the ability of the DOA to fund the projects included in the CIP, including an analysis of historical cash flows and preparation of a pro-forma cash flow analysis to show the DOA's ability to generate capital funds.

The Consultant will prepare a data request for information necessary to develop a high-level financial model that will be used to conduct the financial feasibility analysis. Such information may include historical and budget revenues and operating and maintenance expenses, unrestricted cash balances, and a copy of tenant use and lease agreements. The Consultant will confirm significant modeling inputs with DOA staff, including assumptions of revenue and expense growth.

The high-level financial model will be used to estimate the impacts of implementing the recommended CIP in terms of the DOA's ability to meet any local funding obligations. The Consultant will ultimately prepare a CIP that clearly identifies funding sources for each year of the funding plan and results in acceptable financial impacts for the Airport.

Sub-task 5.4 Documentation

The Consultant will develop a draft Implementation and Financial Plan chapter for the MPU. The draft chapter (in the form of a working paper) will be provided in an electronic format (Word and PDF) to the DOA for review and comment. The Consultant will incorporate the DOA's comments into a final draft Implementation Plan chapter. The final draft chapter will be included in the overall draft MPU report.

Sub-task 5.5 Meetings

For budgeting purposes, it is assumed that the Consultant would participate in up to three (3) meetings as part of this task. Two meetings will be a teleconference using Microsoft Teams, or similar software, and one meeting will be in person at the DOA's office. For budgeting purposes, each meeting is anticipated to last approximately two (2) hours and be attended by up to two (2) members of the Consultant. This subtask also includes the preparation and distribution of a summary of action items.



Task 6: Environmental Overview

The Consultant will review available and applicable environmental documents and analyses pertaining to the Airport and adjacent areas. The DOA will assist the Consultant in identifying applicable environmental documents and analyses that should be reviewed.

Sub-task 6.1 Outline NEPA Requirements

Prior to the implementation of Recommended Airport Improvement Plan projects, the potential environmental effects of each project must be reviewed in accordance with the National Environmental Policy Act (NEPA). The Environmental Overview, therefore, provides a summary of environmental review considerations related to the set of Recommended Airport Improvement Plan projects identified in the MPU to support the development of an environmental processing strategy for master plan projects. The environmental overview will include:

- An overview of NEPA processing
- Review of the Recommended Airport Improvement Plan projects for potential eligibility for categorical exclusion under NEPA
- Review of environmental considerations for the Recommended Airport Improvement Plan projects based on environmental resources identified in sub-task 1.6, *Environmental Conditions*) (e.g., biological resources, Section 4(f) resources, hazardous materials, cultural resources, land use, natural resources and energy supply, noise and compatible land use, and water resources)
- Discussion of NEPA processing strategy and general discussion of applicable environmental permits

The Environmental Overview will not include detailed analyses of environmental impacts (such as preparation of categorical exclusion documentation or environmental assessments for specific projects). It will also not assess whether the impacts would be considered significant under NEPA. Rather, it provides a guide to support future environmental review of MPU projects.

Sub-task 6.2 Other Environmental Considerations

The Consultant will identify and qualitatively evaluate other potential environmental effects associated with the implementation of the recommended development plan. The level of analysis is intended to be broad-based and qualitative. The Consultant will review pertinent State of Florida and local government environmental regulations and requirements for potential recommended development projects as well as provide additional information on environmental issues that warrant more detailed NEPA analysis, although such analysis is outside this Scope.

Sub-task 6.3 Airport Recycling, Reuse, and Waste Reduction Plan

The Draft 2020 LNA Master Plan included a solid waste and recycling plan as an appendix to the draft report. In lieu of replicating this effort, this document will be appended to the final MPU Report. Therefore, no additional analyses will be performed by the Consultant.



Sub-task 6.4 Documentation

The Consultant will develop a draft Environmental Overview chapter for the MPU. The draft chapter (in the form of a working paper) will be provided in an electronic format (Word and PDF) to the DOA for review and comment. The Consultant will incorporate the DOA's comments into a final draft Environmental Overview chapter. The final draft chapter will be included in the overall draft MPU report.

Sub-task 6.5 Meetings

For budgeting purposes, it has been assumed that the Consultant would participate in one (1) teleconference with DOA staff during the duration of this task. The meeting is anticipated to last approximately two (2) hours and be attended by up to two (2) members of the Consultant. This subtask includes the preparation of the PowerPoint presentation to support the meeting and the preparation and distribution of a summary of action items.

Task 7: Airport Layout Plans Package

The Consultant will update the Airport Layout Plan (ALP) drawing set from the draft ALP drawing set that was prepared in conjunction with the 2020 draft Master Plan. This will include the incorporation of the Preferred Development Alternative, as well as the obstruction surveys as described herein. The Consultant will prepare the drawings listed and in accordance with FAA 150/5070-6B, *Airport Master Plans* and FAA Airport's Standard Operating Procedure (ARP SOP) 2.00 FAA Review and Approval of ALP's.

Sub-task 7.1 Obstruction Surveys

An obstruction survey that is compliant with FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*. This survey will conform with the requirements for instrument procedure development (IPD) survey for Runways 10-28, 16-34 and 04-22. There will not be any safety critical changes to the airport Safety Critical data associated with this project. This project will follow the standards for a Vertically Guided Runway survey from AC 150/5300-18B. The project will be focused around performing two main tasks:

- Instrument Procedure Development Survey - Obstruction analysis for AC 150/5300-18B, Vertically Guided Approach Obstruction Identification Surfaces for existing Runways 10/28, 16/34 and 04/22 and associated NAVAIDS.
- ALP Survey - Obstruction analysis for features penetrating the FAR Part 77 NP-C for all 6 approaches, AC 150/5300-13B Type 4 and Type 7 surfaces for all 6 approaches and PAPI OCS/LSCS analysis for the existing PAPI 2 light boxes for each of the 6 approaches.

Subtask 7.1.1 Instrument Procedure Development (IPD) Survey

As shown in **Exhibit 1**, The IPD survey will encompass the airspace surfaces prescribed in FAA AC 150/5300-18B for existing Runways 10/28, 16/34 and 04/22. The Consultant will Initiate and complete the AGIS Project process on the FAA Airport Data and Information Portal (ADP) as a Safety Critical Data Collection, No Design Data project. This will include the preparation of and uploading of the Statement of Work and Survey Plans.



The IDP survey will be supported by a ground survey that includes the following elements:

- LNA does possess existing Primary and Secondary Airport Control Stations (PACS/SACS). These PACS and SACS will be used as the basis for control. If these PACS and SACS are determined to be unusable, Surveyor will establish Temporary Survey marks (TSMs) on-site in accordance with AC 150/5300-16A and utilized as the basis of control.
- Establish photogrammetric control and collect stereo imagery covering the surface area defined by the Vertically Guided Runway standards
 - Estimated 25 control points and 5 check points
- Runway critical point survey on all usable runways
- Runway profile survey on all usable runways
- Navigational aid inventory for NAVAIDs associated to the airport including the associated perpendicular points

The Consultant will complete the required interviews with Airport Manager and Operations and complete the required interview forms. The Consultant will also provide all raw data (including FAA required photos, sketches, log sheets and field notes), processed data, and final adjusted data.

- Collect imagery at a 0.5' ground-sample distance, flight layout will be provided
 - Imagery Limits are depicted on Exhibit 1
 - Ortho Limits are depicted on **Exhibit 2**
 - Collected with leaf-on conditions
- Geo-referencing of aerial photography
- Obstruction analysis for objects penetrating the Vertically Guided surfaces
 - The Consultant will request existing obstruction data for LNA from the FAA for review of the OIS. The Consultant will validate these existing obstacles either updating, or if the object no longer exists, terminating the obstacle from the FAA's database to clean-up the LNA airspace.
 - Obstacles will be collected using the object density selection criteria specified in AC 150/5300-18B.
- Collect major landmark features within imagery coverage
- Population of calculable and required attributes
- Develop an AGIS compliant data file containing the safety critical data and proposed runway end points required to achieve instrument approach procedure development
- Develop the final reports to AGIS
 - Imagery Acquisition Report
 - Final Project Report



Exhibit 1 AC 150/5300-18B Vertically Guided OIS

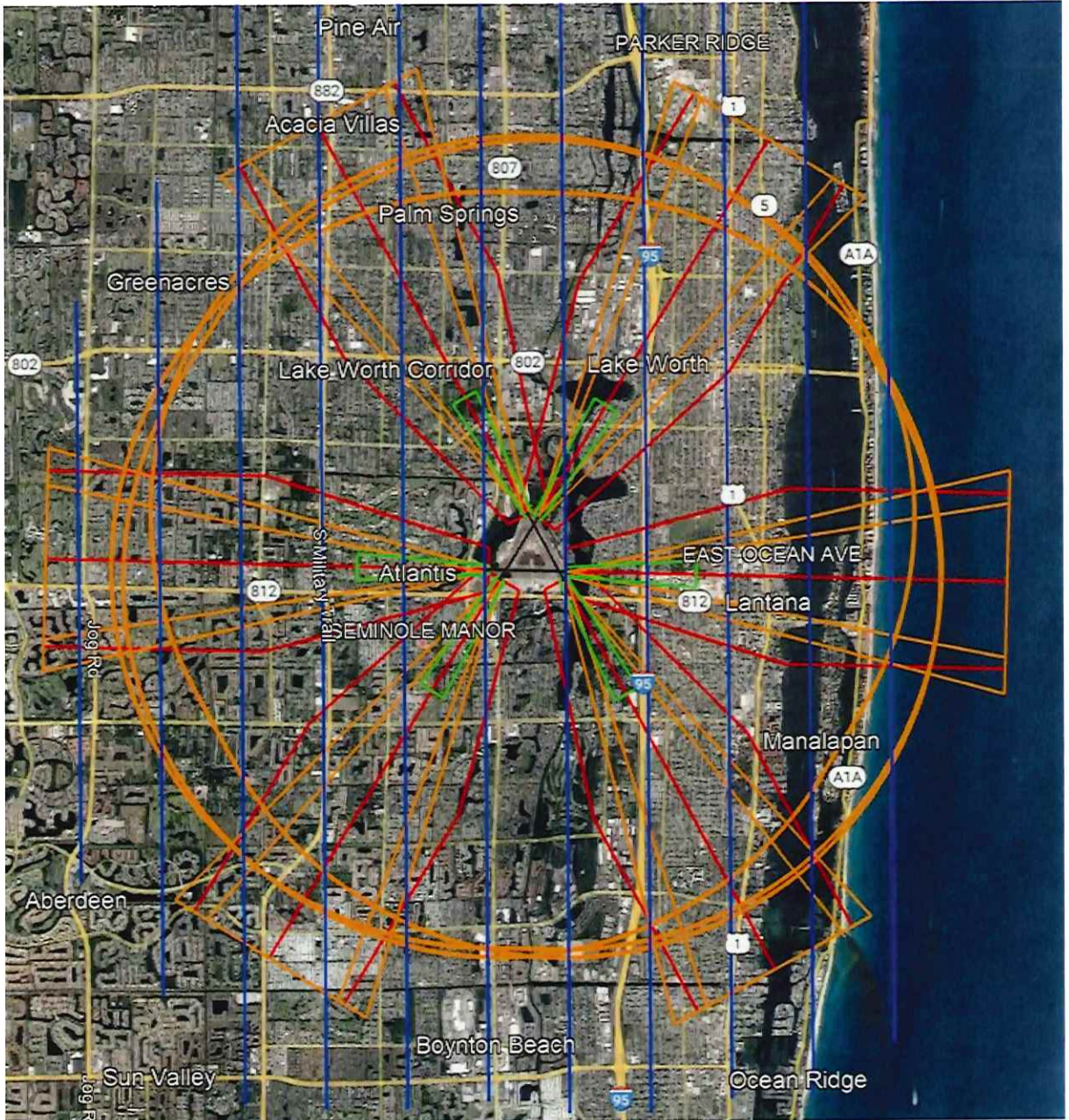
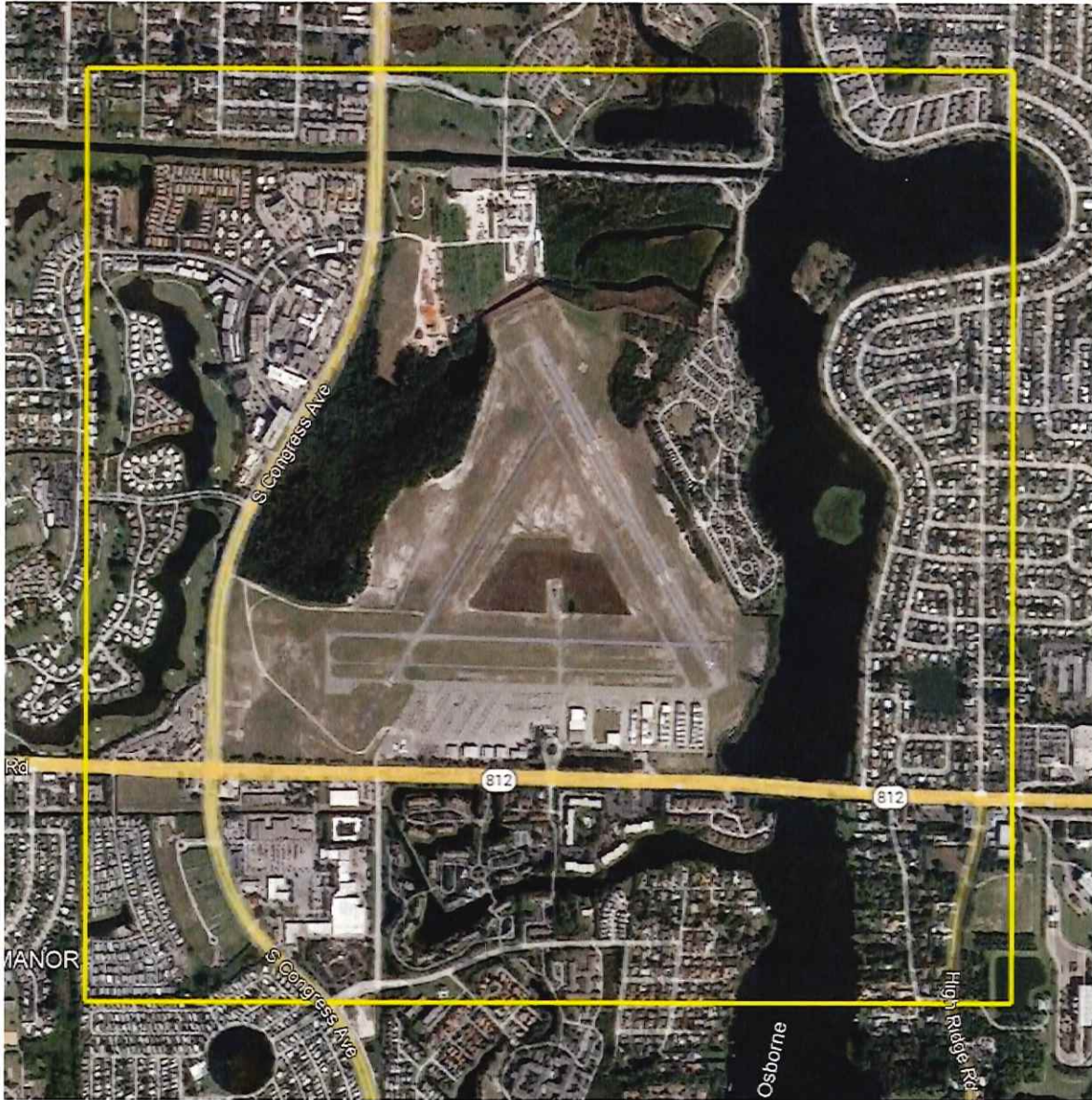




Exhibit 2 - Orthophotography Limits





Subtask 7.1.2 ALP Inner Approach and Departure Survey

To facilitate the preparation of the ALP drawing set and the technical analyses associated with the ongoing LNA Safety Assessment, the Consultant will conduct obstruction analyses for surface penetrations to the following surfaces:

- FAR Part 77 NP-C surfaces for the existing 10/28, 16/34 and 04/22 approaches.
- Type 4 and Type 7 surfaces as prescribed in AC 150/5300-13B, Paragraph 3.6, *Approach and Departure Surfaces* for the existing 10/28, 16/34 and 04/22 approaches.
- The PAPI OCS/LSCS surfaces for existing PAPI 2 light boxes for each runway approach (out to 4 nautical miles).

Obstacles will be collected using the object density selection criteria specified in AC 150/5300-18B. Obstruction accuracies will meet the National Map Accuracy standards for 1" = 800' scale photography. All railroad and road centerlines will have a spot elevation where they cross the extended runway centerline and the exterior limits of the OIS surfaces.

The Consultant will develop and deliver to the DOA an AutoCAD file and a Microsoft Excel file containing information for the obstacles that were collected. This spreadsheet will contain Northing, Easting, elevation, surface penetration amount, station, and offset information.

Sub-task 7.2 ALP Drawing Sheets

The ALP drawing set will be completed at a level of detail appropriate for a GA airport the size and complexity of LNA and shall include the following sheets:

- Cover Sheet
- ALP Drawing
- Data Sheet
- Airport Airspace Drawing
- Runway Centerline Profiles
- Inner Portion of the Approach Surface
- Runway Departure Surface Drawings
- On- and Off-airport Land Use Plan
- Airport Property Map

The DOA will provide CAD files from previous planning efforts and the 2020 draft ALP drawing set, which will form the basis for the ALP base map. Additional data items required for inclusion on the ALP base map will be provided by the DOA in coordination with the Consultant.

The drawing set will be created using AutoCAD and published in PDF. All drawing sheets will be sized 24-inches by 36-inches and will be included in a reduced size format within the ALP narrative draft



chapter/working paper. In addition, the Consultant will prepare an ALP Review Checklist for Airport submittal with the ALP drawing set in accordance with ARP SOP No. 2.00.

For the Airport Land Use Drawing, the Consultant will indicate as “non-aeronautical development” areas on Airport property not reserved for aeronautical use that may be developed for non-aeronautical revenue. For the Off-Airport Land Use Plan, it is assumed that land usage zoning, government boundaries, and locations of public facilities (schools, hospitals, parks, churches, etc.,) are readily available from the DOA or Palm Beach County.

The Consultant will provide two (3) full size (24” x 36”) draft copies of the ALP drawing set for review (one for the DOA and two for the FAA). The Consultant will coordinate with the DOA to address all FAA comments and will submit a revised ALP set to the FAA in PDF format. Upon FAA approval of the ALP, the Consultant will print and deliver up to five (5) hard copies of the final approved ALP drawing sets.

Sub-task 7.3 Documentation

A stand-alone ALP Narrative Report will not be prepared. The LNA Master Plan Update report will be submitted to the FAA in lieu of the Narrative Report. However, the Consultant will develop an ALP Narrative chapter for the MPU that will document the sources of information and provide a summary of the contents of the ALP plans package. The ALP narrative will consist of a brief overview of each sheet of the ALP set, accompanied by a reduced size reproduction of the ALP set.

Sub-task 7.4 Meetings

For budgeting purposes, it has been assumed that the Consultant would participate in two (2) two (2) hour ALP “page flip”; one with the DOA and the other with the FAA. These meetings will provide an opportunity to present the draft ALP drawing set to DOA and FAA staff and to review the proposed projects to be reflected on the ALP. The meeting will be attended by up to two (2) members of the Consultant. This subtask includes the plotting of two (2) ALP sets and the preparation and distribution of a summary of action items.

Task 8: Final Deliverables

Upon completion of all final draft MPU chapters, the Consultant will compile the final draft chapters into a draft MPU report. The draft MPU report will be submitted to the DOA and the FAA for final review. The Consultant will address any edits and comments and recompile the report as a Final MPU report. The Consultant will be responsible for printing, binding, and delivering up to ten (10) copies of the Final MPU report to the DOA.

Sub-task 8.1 Prepare Executive Summary PowerPoint

In lieu of an executive summary brochure, the Consultant will develop a concise (not to exceed 25 slides) PowerPoint presentation summarizing the MPU process, Recommended Airport Improvement Plan, and CIP.



Sub-task 8.2 Assemble and Produce Final MPU Report

Upon completion of all final draft MPU chapters, the Consultant will compile the final draft chapters into a draft MPU report. The draft MPU report will be submitted to the DOA and the FAA for final review. The Consultant will address any edits and comments and recompile the report as a Final MPU report. The Consultant will be responsible for printing, binding, and delivering up to five (5) copies of the Final MPU report to the DOA.

Sub-task 8.3 Assemble and Transmit Data Files

The data files derived during the MPU will be transmitted to the DOA in their raw format. This will include files in MS Excel, MS Word, AutoCAD and GIS format. All exhibits and ALP drawing sheets will be transmitted with their associated title blocks, basemaps/external references, and other linked data sources.

Task 9: Project Administration

For the duration of the project, the Consultant will provide project administration through coordination efforts and meetings on a regular basis. The details of the coordination and meetings are described below.

Sub-task 9.1 Project Status Meetings

The Consultant will conduct Project Status Meetings with DOA staff at intervals of one per month over a period of eighteen (18) months. The Consultant's Project Manager and Lead Planner will participate in all Project Meetings via conference call. The Consultant will ensure that its key team members attend Project Status Meetings, as appropriate. Each Project Status Meeting will last no more than one (1) hour.

The Consultant will prepare a meeting agenda and distribute it to the DOA prior to the meetings. The Consultant will provide draft meeting notes to the DOA after Project Status Meetings. The Consultant will incorporate comments from DOA staff before final distribution of the meeting notes.

The agenda for each meeting will include:

- A review of the current project schedule.
- The technical status of the work in progress.
- A review of the current issues, outstanding data needs and upcoming meetings/milestones.

The Consultant may conduct some of the scheduled project meetings in a "Workshop" format. Workshops are working meetings devoted to intensive discussion of strategic project issues. In addition to the Consultant, key personnel on its sub-consulting team associated with the issues will participate in the Workshops, as appropriate.

Sub-task 9.2 Monthly Status Reports and Task Schedule Updates

At the onset of the MPU, the Consultant will prepare task level schedule in MS Project format and update it on a quarterly basis (up to five updates). The Consultant will also prepare a one- to two-page progress report monthly, to be issued with the invoices and covering coincidental periods of performance. The report



will be submitted via email in conjunction with the monthly invoices and will reference the task schedule, indicating:

- Work completed
- Work remaining
- Meetings to schedule
- Other pertinent information for DOA consideration

Task 10: Stakeholder Engagement/Public Outreach

The purpose of the Stakeholder Engagement and Public Outreach Program (Outreach Program) is to obtain meaningful input from key stakeholder groups and members of the public that may be impacted by the outcomes of the Master Plan. LNA affects a broad and diverse group of stakeholders, both internal and external. It is, therefore, important to develop an engagement strategy and public outreach process that is inclusive and strives to create an environment that promotes meaningful dialogue and opportunities for stakeholders and the public to actively participate in the master planning process. This task includes the efforts associated with defining and documenting the overall approach to conducting Stakeholder Engagement and Community Outreach Program in association with the MPU, as well as the activities associated with its implementation.

Sub-task 10.1 Stakeholder Engagement and Community Outreach Plan

In this task, the Ricondo Team will collaborate with DOA staff to develop a stand-alone document that will guide the overall Outreach process of the MPU. This document will define and outline an approach to implementing the Outreach Program throughout the Master Planning process. The Stakeholder Engagement and Community Outreach Plan would involve the following activities:

- Meet and collaborate with DOA and relevant internal leadership to identify a comprehensive list of key stakeholders that must be engaged in the planning process. Anticipated stakeholder groups include but may not be limited to:
 - Internal Stakeholders – DOA, the Ricondo Team, Community and Technical Advisory Panel members, Airport tenant(s), etc.
 - External Stakeholders – nearby counties and municipalities, regulatory agencies, public officials, business leaders (economic development groups, chambers of commerce, etc.)
 - General Public – residential/homeowner associations & business communities at-large
- Determine the most effective communication platform(s) for engaging the various stakeholder groups and all interested parties in order to solicit comments and input including but not limited to workshops, charrettes, public meetings, public open houses, individual meetings, electronic surveys, websites, social media, and other sources.
- Develop approach, roles, and responsibilities for developing webpage and related social media materials.
- Outline the DOA's approach to the Public Outreach Process that will engage the local communities in the planning process as well.



The Stakeholder Engagement and Community Outreach Plan will culminate with a document that will be included in an appendix to the Final LNA Master Plan report. It will also include the development of a stakeholder database or contact list. A Draft version of this document will be submitted to DOA staff for review and comment. Upon receiving comments from the DOA, the Stakeholder Engagement and Community Outreach Plan will be finalized and distributed to DOA staff to include in their project files.

Sub-task 10.2 Project Website

The Consultant will work in conjunction with DOA staff to develop a project website to serve as the clearinghouse and hub for all communication and the location where the public can receive the most current information regarding the MPU. The project website will be hosted by the DOA.

The Consultant will provide materials to the DOA to facilitate updating the project website periodically through the MPU process with information regarding upcoming meetings, the MPU schedule, summaries of technical inputs or results, copies of open house materials, and other information or documents as approved by and through coordination with the DOA.

This Scope does not include the development or conversion of materials to be posted on the website into ADA accessible formats.

Sub-task 10.3 Technical Advisory Panel and Community Advisory Panel

The Technical Advisory Panel (TAP) will act as a sounding board on technical issues. The TAP may be comprised of DOA staff, Airport tenants, the FAA, and other Airport stakeholders and users, as appropriate, offering technical and operational perspectives to the MPU and providing input on the MPU's approach to facility development. The TAP will be engaged at key milestones throughout the MPU process.

A Community Advisory Panel (CAP) will be organized to provide interaction between the Consultant, DOA staff, and key community representatives regarding the process, progress and technical elements of the MPU. Composition of the CAP will be determined in conjunction with the DOA.

TAP and CAP meetings will be held separately, but in accordance with similar MPU milestones. Two (2) TAC and CAP meetings will be held virtually, facilitated by the Consultant using Microsoft Teams or Zoom. Each TAP and CAP meeting will be attended (virtually) and facilitated by up to three (3) Consultant staff. Each TAP and CAP meeting is expected to be two (2) hours and will address the following topics:

- TAC/CAC #1: MPU overview, elements, and schedule; review of existing conditions, present FAA-approved activity forecast; review and discuss draft facility requirements; initial discussion of development alternatives (establish constraints and considerations)
- TAC/CAC #2: Present preferred development alternative; draft phasing/implementation plan; review financial considerations; review initial draft of the ALP

In advance of each TAC/CAC meeting, three (3) Consultant staff will arrange and attend a single one (1) hour teleconference with DOA staff to prepare for the meeting, including a review the slideshow/materials to be presented at the meeting.



For each meeting, the Consultant will prepare one (1) PowerPoint presentation, with each presentation expected to consist of up to twenty (20) slides. For each slideshow, the Consultant will prepare and submit the draft presentation for DOA review, revise and resubmit for edits, and deliver as final. No hardcopy materials will be developed or provided.

Sub-task 10.4 Public Workshops

Two (2) public workshops, in an open house format, will be conducted to brief residents and interested stakeholders about the project and to receive public comments. The workshops are tentatively scheduled to occur following the completion of the Demand/Capacity Analysis and Facility Requirements and prior to the Final MPU submittal.

It is envisioned that the public workshops will be conducted at, or near LNA, to ensure access by the local community and stakeholders. The venue for the meeting will be approved by the Palm Beach County Department of Airports (DOA) and any costs will be reimbursed as a part of the Task. The Ricondo Team will coordinate the logistics for securing the venue. For budgeting purposes, it is assumed that the briefing will be held at the Lantana Public Library or another venue that is operated by Palm Beach County.

The Consultant will facilitate the logistics of the public workshops. This will include creating a formal notice to be posted in local newspapers, on the MPU website, and distributed to local municipalities and stakeholders. Content will be provided for the DOA's website to help explain the purpose, need, and goals of the Study and identify means for submitting comments and concerns. Ricondo will prepare up to 15 boards. The Ricondo Team will also provide sufficient staff as needed to set up, manage, present, and coordinate all meeting logistics. Any comments that are received from the stakeholders will be documented in a comment log and appended to the MPU Report. It is envisioned that this workshop will be attended by five (5) staff from Ricondo (one Directors, one Managing Consultant and three Senior Consultants) and five (5) staff from the Valerin Group.

The DOA will be responsible for identifying the key stakeholders and newspapers that will be notified of the briefing. The Ricondo Team will not be responsible for any costs associated with the publishing or distribution of the stakeholder briefing notifications.

Sub-task 10.5 County Commissioner Briefings

At key milestones, the DOA will need to brief the Board of County Commissioners (BCC) on the progress of the MPU and obtain consensus on key decisions. The Consultant will be available to support the DOA with conducting these briefings, as required. For budgeting purposes, it is envisioned that up to three (3) briefings will be required, with each being to the entire BCC at large (individual briefings of each Board Member are excluded). For each Briefing, the Consultant will assist in the development or discussion materials, which may include development of PowerPoint presentations, summary brochures, or discussion outlines. For each Board Briefing, up to two (2) staff from the Consultant would attend, including a Senior Vice President and a Director.



PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Prime Consultant)
American Infrastructure Development, Inc.	(Cost Estimating, ALP Drawing Production)
Brown & Phillips, Inc	(Ground Surveys)
Woolpert, Inc.	(Obstruction Surveys, Obstruction Analysis and FAA ADIP Uploads)
The Valerin Group	(Community Outreach Plan, Stakeholder Engagement and Public Workshop Logistics)



Appendix A

Fee Estimate Summary



Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update Palm Beach County Department of Airports - Airport Planning Consultant Services

Ricoardo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$376,000 \$305,000 \$245,000 \$205,000 \$163,000 \$163,000 \$130,000 \$130,000

Task	HOURS										R&A Labor (\$)	R&A EXPENSES (\$)	R&A TRAVEL EXPENSES (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	EBO Amounts (\$)	
	Senior Vice President	Director	Managing Consultant	Senior Consultant	Consultant	Technical Specialist	Admin/Support	Total Hours	Technical Specialist	Admin/Support								
1 Existing Conditions Inventory																		
1.1 Data Collection/Review	0	0	4	4	8	0	0	0	0	0	8	\$1,800.00	\$0.00	\$0.00		\$1,800.00	\$0.00	
1.2 Inventory of Airport Facilities	0	0	4	8	8	12	0	0	0	0	24	\$4,576.00	\$0.00	\$0.00		\$4,576.00	\$0.00	
1.3 Socioeconomic Data	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
1.4 Regional Planning and Development	0	0	2	8	8	0	0	0	0	0	10	\$2,130.00	\$0.00	\$0.00		\$2,130.00	\$0.00	
1.5 Meteorological Data	0	0	4	2	0	0	0	0	0	0	12	\$2,284.00	\$0.00	\$0.00		\$2,284.00	\$0.00	
1.6 Environmental Conditions	0	0	8	8	16	4	8	0	0	0	36	\$7,196.00	\$0.00	\$0.00		\$7,196.00	\$0.00	
1.7 Draft Documentation	2	4	18	18	8	0	0	2	0	0	44	\$10,332.00	\$0.00	\$0.00		\$10,332.00	\$0.00	
1.8 Kickoff Meeting and Site Visit	2	4	4	8	8	0	0	0	0	0	16	\$3,600.00	\$0.00	\$100.00		\$3,700.00	\$0.00	
Subtotal	2	4	48	62	24	8	2	2	150	\$31,918.00	\$0.00	\$100.00	\$0.00	\$0.00	\$32,018.00	\$0.00		
2 Aviation Activity Forecast																		
2.1 Baseline Forecast	0	2	12	4	0	0	0	0	0	0	18	\$4,370.00	\$0.00	\$0.00		\$4,370.00	\$0.00	
2.2 Alternate Demand Scenario	0	2	12	4	0	0	0	0	0	0	18	\$4,370.00	\$0.00	\$0.00		\$4,370.00	\$0.00	
2.3 Documentation	2	4	24	0	0	0	8	4	42	\$9,676.00	\$0.00	\$0.00	\$0.00		\$9,676.00	\$0.00		
2.4 Meetings (2)	0	4	8	0	0	0	0	0	12	\$3,180.00	\$0.00	\$0.00	\$0.00		\$3,180.00	\$0.00		
Subtotal	2	12	56	8	0	8	4	4	90	\$21,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,596.00	\$0.00		
3 Facility Requirements																		
3.1 Airfield (Airfield Capacity Only)	0	2	4	16	0	0	0	0	0	0	22	\$4,870.00	\$0.00	\$0.00		\$4,870.00	\$0.00	
3.2 General Aviation/Fixed Base Operator	0	4	4	24	0	0	0	0	32	\$7,120.00	\$0.00	\$0.00	\$0.00		\$7,120.00	\$0.00		
3.3 Landside	0	2	4	8	0	0	0	0	14	\$3,230.00	\$0.00	\$0.00	\$0.00		\$3,230.00	\$0.00		
3.4 Support Facility	0	2	4	8	0	0	0	0	14	\$3,230.00	\$0.00	\$0.00	\$0.00		\$3,230.00	\$0.00		
3.5 Documentation	2	4	24	4	0	0	0	2	36	\$8,932.00	\$0.00	\$0.00	\$0.00		\$8,932.00	\$0.00		
3.6 Meetings (2)	0	4	12	0	0	0	0	0	16	\$4,160.00	\$0.00	\$0.00	\$0.00		\$4,160.00	\$0.00		
Subtotal	2	18	52	60	0	0	2	134	\$31,542.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,542.00	\$0.00			
4 Development Alternatives																		
4.1 Identification of Alternatives	0	8	16	24	16	0	0	0	64	\$13,888.00	\$0.00	\$0.00	\$0.00		\$13,888.00	\$0.00		
4.2 Evaluation of Alternatives	0	8	8	24	24	0	0	0	64	\$13,232.00	\$0.00	\$0.00	\$10,260.00	AID	\$23,492.00	\$10,260.00		
4.3 Selection & Refinement of Preferred Dev. Alternative	0	4	8	16	8	0	0	0	36	\$7,764.00	\$0.00	\$0.00	\$0.00		\$7,764.00	\$0.00		
4.4 Documentation	4	4	32	16	16	8	4	84	\$18,276.00	\$0.00	\$0.00	\$0.00		\$18,276.00	\$0.00			
4.5 Meetings (2)	0	4	12	0	0	0	0	0	16	\$4,160.00	\$0.00	\$2,000.00	\$0.00		\$6,160.00	\$0.00		
Subtotal	4	28	76	80	64	8	4	264	\$57,320.00	\$0.00	\$2,000.00	\$10,260.00	\$0.00	\$69,580.00	\$10,260.00			
5 Implementation and Financial Plan																		
5.1 Formulation of Capital Improvement Program	0	2	20	8	8	0	0	0	38	\$8,454.00	\$0.00	\$0.00	\$6,950.00	AID	\$15,404.00	\$6,950.00		
5.2 Project Sequencing and Schedule	0	2	8	12	0	0	0	0	22	\$5,030.00	\$0.00	\$0.00	\$0.00		\$5,030.00	\$0.00		
5.3 Financial Feasibility and Funding Plan	0	2	24	4	0	0	0	0	30	\$7,310.00	\$0.00	\$0.00	\$0.00		\$7,310.00	\$0.00		
5.4 Documentation	2	4	30	8	0	12	4	60	\$13,438.00	\$0.00	\$0.00	\$0.00		\$13,438.00	\$0.00			
5.5 Meetings (3)	0	6	24	0	0	0	0	30	\$7,710.00	\$0.00	\$1,000.00	\$0.00		\$8,710.00	\$0.00			
Subtotal	2	16	106	32	8	12	4	180	\$41,942.00	\$0.00	\$1,000.00	\$6,950.00	\$0.00	\$49,892.00	\$6,950.00			



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Palm Beach County Department of Airports - Airport Planning Consultant Services
 Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$376,000 \$305,000 \$245,000 \$205,000 \$163,000 \$163,000 \$130,000

	HOURS										R&A Labor (\$)	R&A EXPENSES (\$)	R&A TRAVEL EXPENSES (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	EBO Amounts (\$)	
	Senior Vice President	Director	Managing Consultant	Senior Consultant	Consultant	Technical Specialist	Admin/Support	Total Hours	Senior	Director								
6 Environmental Overview																		
6.1 Outline NEPA Requirements	0	4	4	8	8	0	0	0	0	0	16	\$3,840.00	\$0.00	\$0.00	\$0.00		\$3,840.00	\$0.00
6.2 Other Environmental Considerations	0	2	4	8	8	0	0	0	0	0	14	\$3,230.00	\$0.00	\$0.00	\$0.00		\$3,230.00	\$0.00
6.3 Airport Recycling, Reuse, and Waste Reduction Plan	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
6.4 Documentation	2	4	8	12	8	0	0	4	4	0	30	\$6,912.00	\$0.00	\$0.00	\$0.00		\$6,912.00	\$0.00
6.5 Meetings (1)	0	2	8	8	0	0	0	0	0	0	10	\$2,570.00	\$0.00	\$0.00	\$0.00		\$2,570.00	\$0.00
Subtotal	2	12	24	28	28	0	0	4	4	0	70	\$16,552.00	\$0.00	\$0.00	\$0.00		\$16,552.00	\$0.00
7 Airport Layout Plan Drawing Set																		
7.1 Obstruction Survey	0	4	8	16	16	0	0	0	0	0	28	\$6,460.00	\$0.00	\$0.00	\$76,036.34	Woolpert/DB&P	\$82,496.34	\$18,073.20
7.2 ALP Drawing Sheets	0	4	8	24	24	0	0	0	0	0	36	\$8,100.00	\$0.00	\$0.00	\$19,464.00	AID	\$27,564.00	\$19,464.00
7.3 Documentation	0	2	4	8	8	0	4	2	2	0	20	\$4,142.00	\$0.00	\$0.00	\$0.00		\$4,142.00	\$0.00
7.4 Meetings (2)	0	0	8	8	0	0	0	0	0	0	8	\$1,960.00	\$0.00	\$1,000.00	\$1,086.00		\$4,046.00	\$1,086.00
Subtotal	0	10	28	48	48	0	4	2	2	0	92	\$20,662.00	\$0.00	\$1,000.00	\$96,586.34		\$118,248.34	\$38,623.20
8 Final Deliverables																		
8.1 Executive Summary PowerPoint	2	4	16	8	8	0	4	0	0	0	34	\$8,184.00	\$0.00	\$0.00	\$0.00		\$8,184.00	\$0.00
8.2 Assemble and Produce Final MPU Report	1	3	8	0	0	40	8	4	4	0	64	\$11,595.00	\$4,000.00	\$0.00	\$0.00		\$15,595.00	\$0.00
8.3 Assemble and Transmit Data Files	0	0	2	0	0	8	0	0	0	0	10	\$1,794.00	\$0.00	\$0.00	\$0.00		\$1,794.00	\$0.00
Subtotal	3	7	26	8	8	48	12	4	4	0	108	\$21,573.00	\$4,000.00	\$0.00	\$0.00		\$25,573.00	\$0.00
9 Project Administration																		
9.1 Project Status Meetings (18)	0	18	36	0	0	0	0	0	0	0	54	\$14,310.00	\$0.00	\$0.00	\$0.00		\$14,310.00	\$0.00
9.2 Monthly Status Reports and Task Schedule Update	0	12	24	0	0	0	0	0	0	0	36	\$9,540.00	\$0.00	\$0.00	\$0.00		\$9,540.00	\$0.00
Subtotal	0	30	60	0	0	0	0	0	0	0	90	\$23,850.00	\$0.00	\$0.00	\$0.00		\$23,850.00	\$0.00
10 Stakeholder Outreach and Public Involvement																		
10.1 Stakeholder Engagement and Community Outreach PI	0	2	8	0	0	0	3	1	1	14	\$3,189.00	\$0.00	\$0.00	\$6,603.80	Valerin Group	\$9,792.80	\$6,603.80	
10.2 Project Website	0	4	8	16	16	0	8	0	0	36	\$7,764.00	\$0.00	\$0.00	\$0.00		\$7,764.00	\$0.00	
10.3 TAP and CAP Meetings (2)	0	24	24	12	12	12	0	0	0	72	\$17,616.00	\$0.00	\$0.00	\$7,304.88	Valerin Group	\$24,920.88	\$7,304.88	
10.4 Public Workshops (2)	4	16	32	32	32	16	0	0	0	100	\$23,392.00	\$0.00	\$200.00	\$40,704.16	Valerin Group	\$64,296.16	\$40,704.16	
10.5 County Commissioner Briefings (3)	6	12	24	24	0	0	12	0	0	54	\$13,752.00	\$0.00	\$200.00	\$0.00		\$13,952.00	\$0.00	
Subtotal	10	58	96	60	28	23	1	1	27	276	\$65,713.00	\$0.00	\$400.00	\$5,4612.84		\$120,725.84	\$5,4612.84	
Total Base Proposal Hours	27	195	572	386	172	75	75	27	27	1454								
Subtotal Base Labor Costs & Expenses	\$10,152.00	\$59,475.00	\$140,140.00	\$79,130.00	\$28,036.00	\$12,225.00	\$3,510.00	\$332,668.00	\$332,668.00	\$4,500.00	\$168,409.18	\$4,000.00	\$4,500.00	\$509,577.18	\$110,446.04			



**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services**

Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: **\$207,000** **\$181,000** **\$142,000** **\$107,000**

	HOURS					Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	Sr. Engineer	Sr. Planner	Sr. Designer	Total Hours				
1 Existing Conditions Inventory									
1.1 Data Collection/Review	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.2 Inventory of Airport Facilities	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.3 Socioeconomic Data	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.4 Regional Planning and Development	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.5 Meteorological Data	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.6 Environmental Conditions	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.7 Draft Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.8 Kickoff Meeting and Site Visit	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2 Aviation Activity Forecast									
2.1 Baseline Forecast	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.2 Alternate Demand Scenario	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.3 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.4 Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3 Facility Requirements									
3.1 Airfield (Airfield Capacity Only)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.2 General Aviation/Fixed Base Operator	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.3 Landside	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.4 Support Facility	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.5 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.6 Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4 Development Alternatives									
4.1 Identification of Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.2 Evaluation of Alternatives	6	32	6	20	64	\$10,260.00	\$0.00	\$0.00	\$10,260.00
4.3 Selection & Refinement of Preferred Dev. Alternative	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.4 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.5 Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	6	32	6	20	64	\$10,260.00	\$0.00	\$0.00	\$10,260.00
5 Implementation and Financial Plan									
5.1 Formulation of Capital Improvement Program	4	16	6	20	46	\$6,950.00	\$0.00	\$0.00	\$6,950.00
5.2 Project Sequencing and Schedule	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.3 Financial Feasibility and Funding Plan	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.4 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.5 Meetings (3)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	4	16	6	20	46	\$6,950.00	\$0.00	\$0.00	\$6,950.00



**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services**
Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: **\$207,000** **\$181,000** **\$142,000** **\$107,000**

	HOURS					Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	Sr. Engineer	Sr. Planner	Planner	Sr. Designer					
6 Environmental Overview										
6.1 Outline NEPA Requirements	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.2 Other Environmental Considerations	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.3 Airport Recycling, Reuse, and Waste Reduction Plan	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.4 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.5 Meetings (1)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
7 Airport Layout Plan Drawing Set										
7.1 Obstruction Survey	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
7.2 ALP Drawing Sheets	12	0	20	80	0	112	\$17,464.00	\$0.00	\$2,000.00	\$19,464.00
7.3 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
7.4 Meetings (2)	0	0	6	0	0	6	\$1,086.00	\$0.00	\$0.00	\$1,086.00
Subtotal	12	0	26	80	0	118	\$18,550.00	\$0.00	\$2,000.00	\$20,550.00
8 Final Deliverables										
8.1 Executive Summary PowerPoint	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
8.2 Assemble and Produce Final MPU Report	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
8.3 Assemble and Transmit Data Files	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
9 Project Administration										
9.1 Project Status Meetings	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
9.2 Monthly Status Reports and Task Schedule Update	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10 Stakeholder Outreach and Public Involvement										
10.1 Stakeholder Engagement and Community Outreach Plan	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.2 Project Website	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.3 TAP and CAP Meetings (2)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.4 Public Workshops (2)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.5 County Commissioner Briefings	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	22	48	38	80	40	228				
Subtotal Base Labor Costs	\$4,554.00	\$8,688.00	\$6,878.00	\$11,360.00	\$4,280.00	\$35,760.00	\$35,760.00	\$0.00	\$2,000.00	\$37,760.00



**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services**

Subconsultant Budget Breakdown: The Valerin Group, Inc.

Rates: **\$188,53** **\$127,21** **\$120,16** **\$115,07** **\$115,07**

	HOURS						Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	Community Outreach Specialist	Graphic Designer	Multimedia Specialist	UAS/Videography						
1 Existing Conditions Inventory											
1.1 Data Collection/Review	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
1.2 Inventory of Airport Facilities	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
1.3 Socioeconomic Data	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
1.4 Regional Planning and Development	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
1.5 Meteorological Data	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
1.6 Environmental Conditions	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Draft Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
1.8 Kickoff Meeting and Site Visit	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2 Aviation Activity Forecast											
2.1 Baseline Forecast	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.2 Alternate Demand Scenario	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.3 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
2.4 Meetings (2)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3 Facility Requirements											
3.1 Airfield (Airfield Capacity Only)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3.2 General Aviation/Fixed Base Operator	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3.3 Landside	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3.4 Support Facility	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3.5 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
3.6 Meetings (2)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4 Development Alternatives											
4.1 Identification of Alternatives	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4.2 Evaluation of Alternatives	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4.3 Selection & Refinement of Preferred Dev. Alternative	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4.4 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
4.5 Meetings (2)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5 Implementation and Financial Plan											
5.1 Formulation of Capital Improvement Program	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5.2 Project Sequencing and Schedule	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5.3 Financial Feasibility and Funding Plan	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5.4 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
5.5 Meetings (3)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	



**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services**

Subconsultant Budget Breakdown: The Valerin Group, Inc.

Rates: \$18,853 \$127,21 \$120,16 \$115,07 \$115,07

	HOURS						Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	Community Outreach Specialist	Graphic Designer	Multimedia Specialist	UAS/Videography						
6 Environmental Overview											
6.1 Outline NEPA Requirements	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
6.2 Other Environmental Considerations	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
6.3 Airport Recycling, Reuse, and Waste Reduction Plan	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
6.4 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
6.5 Meetings (1)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
7 Airport Layout Plan Drawing Set											
7.1 Obstruction Survey	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
7.2 ALP Drawing Sheets	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
7.3 Documentation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
7.4 Meetings (2)	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
8 Final Deliverables											
8.1 Executive Summary PowerPoint	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
8.2 Assemble and Produce Final MPU Report	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
8.3 Assemble and Transmit Data Files	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
9 Project Administration											
9.1 Project Status Meetings	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
9.2 Monthly Status Reports and Task Schedule Update	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
10 Stakeholder Outreach and Public Involvement											
10.1 Stakeholder Engagement and Community Outreach Plan	4	40	8	0	0	52	\$6,603.80	\$0.00	\$0.00	\$6,603.80	
10.2 Project Website	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
10.3 TAP and CAP Meetings (2)	16	40	0	0	0	56	\$7,304.88	\$0.00	\$0.00	\$7,304.88	
10.4 Public Workshops (2)	20	132	60	32	0	244	\$30,454.16	\$10,000.00	\$250.00	\$40,704.16	
10.5 County Commissioner Briefings	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal	40	212	68	32	0	352	\$44,362.84	\$10,000.00	\$250.00	\$54,612.84	
Total Base Proposal Hours	40	212	68	32	0	352					
Subtotal Base Labor Costs	\$5,541.20	\$26,968.52	\$8,170.88	\$3,682.24	\$0.00	\$44,362.84	\$44,362.84	\$10,000.00	\$250.00	\$54,612.84	

**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services**

Subconsultant Budget Breakdown: Woolpert

Rates: **\$193,57** **\$124,70** **\$107,11** **\$102,03**

	Project Manager	HOURS			Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
		GIS Technician	Photogrammetrc Ic Technician	CADD Technician				
1 Existing Conditions Inventory								
1.1 Data Collection/Review	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.2 Inventory of Airport Facilities	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.3 Socioeconomic Data	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.4 Regional Planning and Development	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.5 Meteorological Data	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.6 Environmental Conditions	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.7 Draft Documentation	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.8 Kickoff Meeting and Site Visit	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2 Aviation Activity Forecast								
2.1 Baseline Forecast	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.2 Alternate Demand Scenario	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.3 Documentation	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.4 Meetings (2)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3 Facility Requirements								
3.1 Airfield (Airfield Capacity Only)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.2 General Aviation/Fixed Base Operator	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.3 Landside	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.4 Support Facility	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.5 Documentation	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.6 Meetings (2)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4 Development Alternatives								
4.1 Identification of Alternatives	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.2 Evaluation of Alternatives	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.3 Selection & Refinement of Preferred Dev. Alternative	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.4 Documentation	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.5 Meetings (2)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5 Implementation and Financial Plan								
5.1 Formulation of Capital Improvement Program	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.2 Project Sequencing and Schedule	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.3 Financial Feasibility and Funding Plan	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.4 Documentation	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.5 Meetings (3)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00

**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services**

Subconsultant Budget Breakdown: Woolpert

Rates: **\$193.37** **\$124.70** **\$107.11** **\$102.08**

	HOURS				Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	GIS Technician	Photogrammetric Technician	CADD Technician				
6 Environmental Overview								
6.1 Outline NEPA Requirements	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6.2 Other Environmental Considerations	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6.3 Airport Recycling, Reuse, and Waste Reduction Plan	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6.4 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6.5 Meetings (1)	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00
7 Airport Layout Plan Drawing Set								
7.1 Obstruction Survey	6	110	192	120	428	\$47,693.14	\$8,870.00	\$1,400.00
7.2 ALP Drawing Sheets	0	0	0	0	0	\$0.00	\$0.00	\$0.00
7.3 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00
7.4 Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal	6	110	192	120	428	\$47,693.14	\$8,870.00	\$1,400.00
8 Final Deliverables								
8.1 Executive Summary PowerPoint	0	0	0	0	0	\$0.00	\$0.00	\$0.00
8.2 Assemble and Produce Final MPU Report	0	0	0	0	0	\$0.00	\$0.00	\$0.00
8.3 Assemble and Transmit Data Files	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00
9 Project Administration								
9.1 Project Status Meetings	0	0	0	0	0	\$0.00	\$0.00	\$0.00
9.2 Monthly Status Reports and Task Schedule Update	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00
10 Stakeholder Outreach and Public Involvement								
10.1 Stakeholder Engagement and Community Outreach Plan	0	0	0	0	0	\$0.00	\$0.00	\$0.00
10.2 Project Website	0	0	0	0	0	\$0.00	\$0.00	\$0.00
10.3 TAP and CAP Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00
10.4 Public Workshops (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00
10.5 County Commissioner Briefings	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	6	110	192	120	428			
Subtotal Base Labor Costs	\$1,161.42	\$13,717.00	\$20,565.12	\$12,249.60	\$47,693.14	\$47,693.14	\$8,870.00	\$1,400.00
								\$57,563.14

**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services**

Subconsultant Budget Breakdown: Brown & Phillips

Rates: **\$151.00** \$138.00 **\$93.00**

	HOURS				Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Survey Crew (2 Person)	Professional	Survey Technician						
	Land Survey								
1 Existing Conditions Inventory									
1.1 Data Collection/Review	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.2 Inventory of Airport Facilities	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.3 Socioeconomic Data	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.4 Regional Planning and Development	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.5 Meteorological Data	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.6 Environmental Conditions	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.7 Draft Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.8 Kickoff Meeting and Site Visit	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2 Aviation Activity Forecast									
2.1 Baseline Forecast	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.2 Alternate Demand Scenario	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.3 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.4 Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3 Facility Requirements									
3.1 Airfield (Airfield Capacity Only)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.2 General Aviation/Fixed Base Operator	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.3 Landside	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.4 Support Facility	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.5 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.6 Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4 Development Alternatives									
4.1 Identification of Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.2 Evaluation of Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.3 Selection & Refinement of Preferred Dev. Alternative	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.4 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.5 Meetings (2)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5 Implementation and Financial Plan									
5.1 Formulation of Capital Improvement Program	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.2 Project Sequencing and Schedule	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.3 Financial Feasibility and Funding Plan	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.4 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
5.5 Meetings (3)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00

**Fee Proposal for I-23-LNA-R-011: Palm Beach County Park Airport Master Plan Update
 Palm Beach County Department of Airports - Airport Planning Consultant Services**

Subconsultant Budget Breakdown: Brown & Phillips

Rates: **\$151.80** **\$138.00** **\$93.00**

	HOURS				Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Survey Crew (2 Person)	Professional Land Survey	Survey Technician	Total Hours				
6 Environmental Overview								
6.1 Outline NEPA Requirements	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.2 Other Environmental Considerations	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.3 Airport Recycling, Reuse, and Waste Reduction Plan	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.4 Documentation	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6.5 Meetings (1)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
7 Airport Layout Plan Drawing Set								
7.1 Obstruction Survey	69	18	55	142	\$18,073.20	\$0.00	\$0.00	\$18,073.20
7.2 ALP Drawing Sheets	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
7.3 Documentation	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
7.4 Meetings (2)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	69	18	55	142	\$18,073.20	\$0.00	\$0.00	\$18,073.20
8 Final Deliverables								
8.1 Executive Summary PowerPoint	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
8.2 Assemble and Produce Final I/MPU Report	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
8.3 Assemble and Transmit Data Files	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
9 Project Administration								
9.1 Project Status Meetings	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
9.2 Monthly Status Reports and Task Schedule Update	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10 Stakeholder Outreach and Public Involvement								
10.1 Stakeholder Engagement and Community Outreach Plan	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.2 Project Website	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.3 TAP and CAP Meetings (2)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.4 Public Workshops (2)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
10.5 County Commissioner Briefings	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	69	18	55	142				
Subtotal Base Labor Costs	\$10,474.20	\$2,484.00	\$5,115.00	\$18,073.20	\$18,073.20	\$0.00	\$0.00	\$18,073.20



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-3: Scope of Services

Task III-23-DOA-R-003: Miscellaneous Planning, Financial, Airport Business, and Management Support

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 \$200,000.00 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



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-4: Scope of Services

Task III-23-DOA-R-004: Miscellaneous NEPA Processing

Support 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 may require technical analyses and/or other services in support of compliance with the National Environmental Policy Act (NEPA), 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 services that require quick-turnaround NEPA 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 NEPA efforts in support of airport development.

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 \$200,000.00 will be established.

Scope of Services

These analyses and services may relate to, but not necessarily be limited to supporting the preparation of NEPA documents. 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:

- Air quality/emissions modeling
- Aircraft and roadway noise analyses
- Advanced planning and project definition documents
- Benchmarking Studies



- Best Practices Research and Assessments
- Biological resources
- Climate/resiliency
- Coastal resources evaluation
- Department of Transportation Act, Section 4(f)
- Hazardous materials, solid waste, and pollution prevention
- Historical, architectural, archeological, and cultural resources
- Land use compatibility assessments
- Natural resources and energy supply
- NEPA documentation (Categorical exclusions, environmental assessments, etc.)
- Purpose and need statements
- Stormwater analyses
- Water resource assessments
- 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:

2022-0888

CONSULTANT:

Ricondo & Associates, Inc.

PHONE NO.:

(305) 260-2727

CONTACT:

Pete Ricondo

FAX NO.:

(305) 260-2728

DATE:

19-Apr-23

DEPARTMENT:

Airports

Name, Address and Phone Number of DBE Subcontractor	Type of Work to be Performed	Local S-WBE and S-MBE Subcontractor Amount			Letter of Intent Goal
		Small Woman Business Enterprise	Small Minority Business Enterprise	Share	
American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624 Office: (813) 374-2200	Civil Engineering	\$ 62,524.00	\$ -	5.3%	7.0%
Brown and Phillips. 1860 Old Okeechobee Road, Suite 509, West Palm Beach, FL 33409	Architectural Services	\$ -	\$ 18,073.20	1.5%	5.0%
Office: (561) 833-9147 Colome & Associates, Inc. 530 24th Street West Palm Beach, Florida 33407	Land Surveying	\$ -	\$ -	0.0%	5.0%
Office: (561) 615-3988 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	\$ -	\$ 91,067.00	7.7%	3.0%
Office: (561) 440-4446					
Total:		\$ 62,524.00	\$ 109,140.20	14.4%	25.0%

Total Fee:	\$ 1,189,895.34	Total % of S-WBE/S-MBE Participation:	14.43%
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Table 1
Level/Task Fee Structure - Ricoondo Work Program #2 (Contract Amendment #1)

Task Description	Lump Sum Amount	T&M Amount	Reimbursable Expenses	Allowance Account	Total Cost
Level 1 Tasks:					
I-22-LNA-R-010 LNA Safety Assessment	\$ 272,268.16	\$ -	\$ 8,050.00	\$ -	\$ 280,318.16
I-23-LNA-R-011 LNA Master Plan Update	\$ 478,557.18	\$ -	\$ 31,020.00	\$ -	\$ 509,577.18
Subtotal - Level 1 Tasks	\$ 750,825.34	\$ -	\$ 39,070.00	\$ -	\$ 789,895.34
Level 3 Tasks:					
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services		Unknown at this Time		\$ 200,000.00	\$ 200,000.00
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support		Unknown at this Time		\$ 200,000.00	\$ 200,000.00
Subtotal - Level 3 Tasks		Unknown at this Time		\$ 400,000.00	\$ 400,000.00
Grand Total	\$ 750,825.34	\$ -	\$ 39,070.00	\$ 400,000.00	\$ 1,189,895.34
Share					
	63%	0%	3.3%	33.6%	100.0%

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

Table 2
Team Fee Estimate Summary – Ricondo Work Program #2 (Contract Amendment #1)

Task Description	MBE / SBE / WBE Consultants				Total	
	Ricondo	Woolpert	Quadrex	MBE / SBE / WBE Consultants AID B&P Valerin Group		Allowance
Level 1 Tasks:						
I-22-LNA-R-010 LNA Safety Assessment	\$ 208,180.00	\$ -	\$ 10,920.00	\$ 24,764.00	\$ -	\$ 280,318.16
I-23-LNA-R-011 LNA Master Plan Update	\$ 341,168.00	\$ 57,963.14	\$ -	\$ 37,760.00	\$ 18,073.20	\$ 509,577.18
Subtotal - Level 1 Tasks	\$ 549,348.00	\$ 57,963.14	\$ 10,920.00	\$ 62,524.00	\$ 18,073.20	\$ 789,895.34
Level 3 Tasks:						
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services			Unknown at this Time		\$ 200,000.00	\$ 200,000.00
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support			Unknown at this Time		\$ 200,000.00	\$ 200,000.00
Subtotal - Level 3 Tasks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000.00
Grand Total	\$ 549,348.00	\$ 57,963.14	\$ 10,920.00	\$ 62,524.00	\$ 18,073.20	\$ 1,189,895.34
Share	46.2%	4.9%	0.9%	5.3%	1.5%	33.6%

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



Prime Consultant Labor and Fee Estimate Summary - Work Program #2 (Contract Amendment #1)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$376.00 \$308.00 \$248.00 \$209.00 \$163.00 \$163.00 \$130.00

	HOURS										TOTAL COST (\$)		
	Senior Vice President	Director	Managing Consultant	Senior Consultant	Consultant	Specialist	Admin Support	Total Hours	R&A			SUBCONSULTANT LABOR & EXPENSES (\$)	
									Labor	EXPENSES (\$)			
Level 1 Tasks:													
I-22-LMA-R-010 LMA Safety Assessment	28	210	156	288	148	56	8	894	\$206,130.00	\$0.00	\$2,050.00	\$72,138.16	\$280,318.16
I-23-LMA-R-011 LMA Master Plan Update	27	195	572	385	172	75	27	1454	\$332,668.00	\$4,000.00	\$4,500.00	\$168,409.18	\$509,577.18
Subtotal (Level I Tasks)	55	405	728	674	131	131	35	2348	\$538,798.00	\$4,000.00	\$6,550.00	\$240,547.34	\$789,895.34
Level 3 Tasks:													
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal (Level III Tasks)	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	55	405	728	674	131	131	35	2348					
Subtotal Base Labor Costs & Expenses	\$20,680.00	\$123,525.00	\$178,360.00	\$138,170.00	\$0.00	\$21,353.00	\$4,550.00	\$486,638.00	\$538,798.00	\$4,000.00	\$6,550.00	\$240,547.34	\$789,895.34



Sub-Consultant Labor and Fee Estimate Summary - Work Program #1 (Original Contract)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: \$207,000 \$181,000 \$181,000 \$143,000 \$107,000 \$105,000 \$87,000

	HOURS										TOTAL COST (\$)	
	Project Manager	Sr. Engineer	Sr. Planner	Sr. Planner	Planner	Sr. Designer	Designer	Clerical	Total Hours	Labor (\$)		EXPENSES (\$)
Level 1 Tasks:												
I-22-LNA-R-010 LNA Safety Assessment	24	64	12	0	20	4	40	164	\$24,764.00	\$0.00	\$0.00	\$24,764.00
I-23-LNA-R-011 LNA Master Plan Update	22	48	38	80	40	0	0	228	\$35,760.00	\$0.00	\$2,000.00	\$37,760.00
Subtotal (Level I Tasks)	46	112	50	80	60	40	40	392	\$60,524.00	\$0.00	\$2,000.00	\$62,524.00
Level 3 Tasks:												
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal (Level III Tasks)	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	46	112	50	80	60	40	40	392				
Subtotal Base Labor Costs	\$9,532.00	\$20,272.00	\$9,050.00	\$11,360.00	\$6,420.00	\$3,480.00	\$0.00	\$60,104.00	\$60,524.00	\$0.00	\$2,000.00	\$62,524.00



Sub-Consultant Labor and Fee Estimate Summary - Work Program #2 (Contract Amendment #1)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Brown & Phillips, Inc.

Rates: **\$151.80** **\$138.00** **\$93.00**

	HOURS				Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Survey Crew (2 Person)	Professional Land Survey	Survey Technician	Total Hours				
Level 1 Tasks:								
I-22-LNA-R-010 LNA Safety Assessment	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
I-23-LNA-R-011 LNA Master Plan Update	69	18	55	142	\$18,073.20	\$0.00	\$0.00	\$18,073.20
Subtotal (Level I Tasks)	69	18	55	142	\$18,073.20	\$0.00	\$0.00	\$18,073.20
Level 3 Tasks:								
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services				0	\$0.00	\$0.00	\$0.00	\$0.00
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support				0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal (Level III Tasks)	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	69	18	55	142				
Subtotal Base Labor Costs	\$10,474.20	\$2,484.00	\$5,115.00	\$18,073.20	\$18,073.20	\$0.00	\$0.00	\$18,073.20



Sub-Consultant Labor and Fee Estimate Summary - Work Program #1 (Original Contract)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: The Valerin Group, Inc.

Rates: **\$138.83** **\$127.21** **\$120.16** **\$115.07**

HOURS

	HOURS						TOTAL	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	Community Outreach Specialist	Graphic Designer	Multimedia Specialist	Total Hours	Labor (\$)			
Level 1 Tasks:									
I-22-LNA-R-010 LNA Safety Assessment	20	132	60	32	244	\$30,454.16	\$500.00	\$36,454.16	
I-23-LNA-R-011 LNA Master Plan Update	40	212	68	32	352	\$44,362.84	\$250.00	\$54,612.84	
Subtotal (Level I Tasks)	60	344	128	64	596	\$74,817.00	\$750.00	\$91,067.00	

Level 3 Tasks:									
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
Subtotal (Level III Tasks)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	

Total Base Proposal Hours	60	344	128	64	596			
Subtotal Base Labor Costs	\$8,311.80	\$43,760.24	\$15,380.48	\$7,364.48	\$74,817.00	\$74,817.00	\$15,500.00	\$91,067.00



Sub-Consultant Fee Estimate Summary - Work Program #1 (Original Contract)

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: Quadrex Aviation

Rates: \$210.00

	HOURS		Labor (\$)	EXPENSES (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Senior Consultant	Total					
	Hours	Hours					
Level 1 Tasks:							
I-22-LNA-R-010 LNA Safety Assessment	52	52	\$10,920.00	\$0.00	\$0.00	\$0.00	\$10,920.00
I-23-LNA-R-011 LNA Master Plan Update	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal (Level I Tasks)	52	52	\$10,920.00	\$0.00	\$0.00	\$0.00	\$10,920.00
Level 3 Tasks:							
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services		0	\$0.00				\$0.00
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support		0	\$0.00				\$0.00
Subtotal (Level III Tasks)	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours							
	52	52					
Subtotal Base Labor Costs		\$10,920.00	\$10,920.00	\$0.00	\$0.00	\$0.00	\$10,920.00



Sub-Consultant Labor and Fee Estimate Summary - Work Program #2 (Contract Amendment #1)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Woolpert

Rates: **\$193.57** **\$124.70** **\$107.11** **\$102.08**

	HOURS				Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Manager	GIS Technician	Photogrammetric Technician	CADD Technician					
Level 1 Tasks:									
I-22-LNA-R-010 LNA Safety Assessment	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
I-23-LNA-R-011 LNA Master Plan Update	6	110	192	120	428	\$47,693.14	\$8,870.00	\$1,400.00	\$57,963.14
Subtotal (Level I Tasks)	6	110	192	120	428	\$47,693.14	\$8,870.00	\$1,400.00	\$57,963.14
Level 3 Tasks:									
III-23-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services					0	\$0.00			\$0.00
III-23-DOA-R-004 Miscellaneous Environmental & NEPA Planning Support					0	\$0.00			\$0.00
Subtotal (Level III Tasks)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	6	110	192	120	428				
Subtotal Base Labor Costs	\$1,161.42	\$13,717.00	\$20,565.12	\$12,249.60	\$47,693.14	\$47,693.14	\$8,870.00	\$1,400.00	\$57,963.14

EXHIBIT "B-II"

SCHEDULE OF PAYMENTS

B-II

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-23-LNA-R-010 LNA Safety Assessment

Completion Time: 12 Months

Compensation for Phase 1: \$280,318.16

Deliverables Required: See Exhibit A for list of Deliverables

I-23-LNA-R-011 LNA Master Plan Update

Completion Time: 18 Months

Compensation for Phase 1: \$509,577.18

Deliverables Required: See Exhibit A for list of Deliverables

LEVEL II TASKS

None

LEVEL III TASKS

III-23-DOA-R-003 Miscellaneous Planning, Financial, and Airport Business/Management Support

Completion Time: TBD

Compensation for Phase 1: \$200,000.00

Deliverables Required: See Exhibit A for list of Deliverables

III-23-DOA-R-004 Miscellaneous NEPA Processing Support

Completion Time: TBD

Compensation for Phase 1: \$200,000.00

Deliverables Required: See Exhibit A for list of Deliverables

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-23-LNA-R-010 LNA Safety Assessment	12 Months
Exhibit A-2: I-23-LNA-R-011 LNA Master Plan Update	18 Months
Level II Tasks:	
No Tasks	N/A
Level III Tasks:	
Exhibit A-12: III-23-DOA-R-003 Miscellaneous Planning, Financial, and Airport Business/Management Support Services	TBD
Exhibit A-13: III-23-DOA-R-004 Miscellaneous NEPA Processing Services	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 #1)
 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$547,940.00
2. American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$62,524.00	\$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"/>	<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"/>	<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"/>	<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	\$62,524.00	\$0.00	\$547,940.00
						Total SBE - M/WBE Participation	\$171,664.20			

Total Bid Price \$ \$1,189,895.34
 I hereby certify that the above information is accurate to the best of my knowledge:  Senior Vice President
 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 SOLICITATION/PROJECT/BID No.: DOA 21-11 (Amendment #1)
 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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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 \$						\$1,189,895.34	Total SBE - M/WBE Participation		\$171,664.20	

I hereby certify that the above information is accurate to the best of my knowledge: Pete Ricondo Signature
 Title: Senior Vice President

- 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 DOA 21-11 (Amendment #1)
SOLICITATION/PROJECT/BID No.: _____
NAME OF PRIME RESPONDENT/BIDDER: Ricondo & Associates, Inc. 1000 NW 57th Court, Suite 920, Miami FL, 33126
ADDRESS: _____
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. 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 type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$91,067.00	\$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"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$57,963.14
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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$18,073.20	\$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"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$10,920.00
(Please use additional sheets if necessary)						Total	\$18,073.20	\$0.00	\$91,067.00	\$68,883.14
						Total SBE - M/WBE Participation	\$171,664.20			

Total Bid Price \$ \$1,189,895.34
 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 LETTER OF INTENT – SCHEDULE 2

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: American Infrastructure Development, Inc.

(Check box(s) that apply)
 SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 5/12/21

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 checked="" type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input checked="" 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.

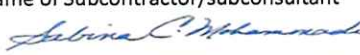
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
N/A	I-23-LNA-R-010 LNA Safety Assessment	N/A	N/A	N/A	\$24,764.00
N/A	I-23-LNA-R-011 LNA Master Plan Update	N/A	N/A	N/A	\$37,760.00

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: \$62,524.00

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 Price or Percentage: 0.00 %
 Name of 2nd/3rd tier Subcontractor/subconsultant

Ricondo & Associates, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Pedro Ricondo
 Print Name
Senior Vice President
 Title
 Date: April 21, 2023

American Infrastructure Development, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
Sabina C. Mohammadi
 Print Name
President-CEO
 Title
 Date: 4/20/23

OEBO LETTER OF INTENT – SCHEDULE 2

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: The Valerin Group, Inc.

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 3/14/2019

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 checked="" type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" 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-23-LNA-R-010 LNA Safety Assessment	N/A	N/A	N/A	\$36,454.16
N/A	I-23-LNA-R-011 LNA Master Plan Update	N/A	N/A	N/A	\$54,612.84

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: \$91,067.00

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: April 21, 2023

The Valerin Group, Inc.

Print Name of Subcontractor/subconsultant
By: 
Authorized Signature

Valerie Ciudad-Real
Print Name

President
Title

Date: April 20, 2023

OEBO LETTER OF INTENT – SCHEDULE 2

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 checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input checked="" 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-22-LNA-R-011 LNA Master Plan Update	N/A	N/A	N/A	\$57,963.14

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: \$57,963.14

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: April 21, 2023

Woolpert, Inc.

Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature

Eric Risner
 Print Name

Vice President
 Title

Date: 04/20/2023

OEBO LETTER OF INTENT – SCHEDULE 2

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: Brown & Phillips, Inc.

(Check box(s) that apply)
 SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/31/22-1/30/25

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

Column 1	Column 2	Column 3
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input checked="" 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-23-LNA-R-011 LNA Master Plan Update	N/A	N/A	N/A	\$18,073.20

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: \$18,073.20

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 Price or Percentage: 0.00 %
 Name of 2nd/3rd tier Subcontractor/subconsultant

Ricondo & Associates, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Pedro Ricondo
 Print Name
Senior Vice President
 Title
 Date: April 21, 2023

Brown & Phillips, Inc.
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
John E. Phillips
 Print Name
President
 Title
 Date: April 20, 2023

OEBO LETTER OF INTENT – SCHEDULE 2

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: Quadrex Aviation, LLC

(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"/> Hispanic American <input type="checkbox"/> Native American	<input type="checkbox"/> Caucasian American <input type="checkbox"/> Supplier


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-23-LNA-R-010 LNA Safety Assessment	N/A	N/A	N/A	\$10,920.00

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: \$10,920.00

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 Price or Percentage: 0.00 %
 Name of 2nd/3rd tier Subcontractor/subconsultant

Ricondo & Associates, Inc.
 Print Name of Prime
 By: 
 Authorized Signature
Pedro Ricondo
 Print Name
Senior Vice President
 Title
 Date: April 21, 2023

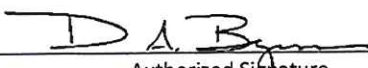
Quadrex Aviation, LLC
 Print Name of Subcontractor/subconsultant
 By: 
 Authorized Signature
David A. Byers
 Print Name
President
 Title
 Date: April 20, 2023

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 A++g, XV	Compliant					DOA 21-11	Airport Planning Consultant Services
			Travelers Property Casualty Company of America	CUP6S20480A22NF	8/1/2022	8/1/2023	Excess Liability		
			Travelers Indemnity Company of Connecticut	6801h025632	8/1/2022	8/1/2023	General Liability		
			Travelers Indemnity Company of Connecticut	6801h089603	8/1/2022	8/1/2023	General Liability		
			Travelers Property Casualty Company of America	6604h024167	8/1/2022	8/1/2023	General Liability		
			Travelers Property Casualty Company of America	6804h307641	8/1/2022	8/1/2023	General Liability		
			Standard Fire Insurance Company	ub8k116645	8/1/2022	8/1/2023	Workers Comp		

Risk Profile : Standard - Professional Services

Required Additional Insured : Palm Beach County Board of County Commissioners

Ownership Entity :

23-0665

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

Advantage Document Numbers

BGRV:

BGEX: 121-042123*1234

FUND 4111 Airport Improvement & Development Fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 04/21/23	REMAINING BALANCE
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REVENUES/EXPENDITURES

121-A107-6505	Design/ Eng/ Mgmt - CIP Admin	5,542,869	8,495,352	1,189,895	0	9,685,247	8,341,167	1,344,080
121-A900-9909	Reserves Improvement Program	30,976,327	21,746,850	0	1,189,895	20,556,955	0	20,556,955

Total Receipts and Balances

187,285,160	187,644,684	1,189,895	1,189,895	187,644,684
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Office of Financial Management & Budget
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures & Dates

[Signature] 4/21/23
[Signature] 4/26/2023

By Board of County Commissioners

At Meeting of

Tuesday, May 16, 2023

STATE OF FLORIDA, COUNTY OF PALM BEACH
I, JOSEPH ABRUZZO, Clerk of the Board of County Commissioners, do hereby certify that this is a true and correct copy of the original filed in my office on MAY 16 2023 at West Palm Beach, Florida.
By: *[Signature]* Deputy Clerk

Deputy Clerk to the Board of County Commissioners
[Signature]

542-b