

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

[] Consent

[X] Regular

[] Workshop

☐ Public Hearing

Submitted By: Department of Airports

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- (A) The General Consulting Agreement with Ricondo & Associates, Inc. (Ricondo) for a term of two (2) years, with two one (1) year renewal options in the amount of \$2,021,165 for the performance of Airport General Consulting Services related to the approved Palm Beach County Airports' Capital Improvement Program; and
- (B) A Budget Transfer in the amount of \$2,021,165 in the Airport's Improvement and Development Fund to provide for the Ricondo contract, including a transfer from Reserves of \$2,021,165.

Summary: In order to carry out the approved Capital Improvement Program for the County, the Department of Airports requires airport general consulting services. In accordance with Florida Statutes 287.055 and PPM CW-O-048, Ricondo was competitively selected to provide these services. The initial agreement of a potential multi-year contract in the amount of \$2,021,165 will provide the Department of Airports with the necessary continuing professional services to implement the following services: Level 1 Tasks – Palm Beach International (PBI) Airfield Capacity Update and Alternatives Analyses; PBI Wildlife Hazard Assessment; PBI Gate Capacity Analysis and Incremental Development Strategy; PBI Aviation Activity Forecasts; PBI Public/Employee Parking Analyses; PBI Airport Layout Plan Revision; Palm Beach County Department of Airports (PBCDOA) Capital Improvement Program (CIP) Manual and Project Sheets; PBCDOA GASB 87 Lease Accounting Support; PBCDOA General Aviation Airport Master Plan Updates Gap Analysis; Level 2 Tasks – PBCDOA Capital Improvement Program (CIP) Planning Support; PBCDOA Passenger Facility Charge (PFC) Support, and Level 3 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%. The initial tasks to be awarded under the agreement contain SBE participation of 10.5%. Ricondo has committed to 11% SBE participation and intends to meet or exceed the participation. 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 agreement exceeds the threshold amount and must be approved on the regular agenda. **Countywide (AH)**

Background and Policy Issues: In order to procure professional services for planning, design/engineering and construction-phase services for the County's airport system, the Department of Airports initiated a Request for Proposals for the following discipline – Airport Planning General Consultant Services (DOA 21-11). On January 7, 2022, the Countywide Selection Committee selected Ricondo to provide these services for the Department of Airports. The results of the referenced Selection Committee Meeting were sent to the Board on January 7, 2022; the Department of Airports did not receive any requests to review the results and subsequently entered into negotiations with Ricondo.

Attachments:

1. Contract with Ricondo & Associates, Inc. – 3 Originals
2. Budget Transfer

By: GWS Lana Burke
Department Director

Department Director

7.26.22

Date: _____

Approved By:

County Administrator

Date _____

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	\$2,021,165				
Operating Costs					
External Revenues (Grants)					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$2,021,165				
# 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 \$2,021,165; including a transfer from Reserves in the amount of \$2,021,165.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

OFMB Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

REVISED 11/17

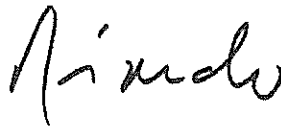
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

**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

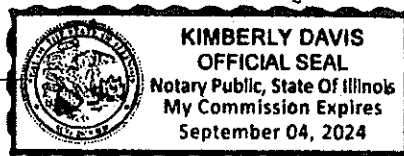


Ramon Ricondo, Secretary

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



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.

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the _____ day of _____, 2022, by and between **Palm Beach County**, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the **COUNTY**, and **Ricondo & Associates, Inc.**, [] an individual, [] a partnership, [X] a corporation authorized to do business in the State of Florida, hereinafter referred to as the **CONSULTANT**, whose Federal I.D. is 36-3663903.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

ARTICLE 1 - SERVICES

The CONSULTANT'S responsibility under this Contract is to provide professional/consultation services in the area of Airport General Consulting Services, as more specifically set forth in the Scope of Services detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be Mr. Gary M. Sypek, telephone no. 561-471-7474.

The CONSULTANT'S representative/liaison during the performance of this Contract shall be Mr. Pete Ricondo, telephone no. 305-677-0370.

ARTICLE 2 – PERFORMANCE PERIOD

The CONSULTANT shall commence services upon execution of this Contract and written Notice to Proceed from COUNTY. The term of this Contract shall be two (2) years, with two (2) one (1) year renewal options, the exercise of which are within COUNTY'S sole control and discretion. Continued performance of on-going services related to tasks authorized prior to the expiration of the Contract shall extend the term presented above to allow completion of the task. If required, an Amendment to the Contract may be issued to expand the scope of services to include any additional services needed to complete a task authorized prior to expiration of this Contract.

Reports and other items of work shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "C" and in individual Task Authorizations.

ARTICLE 3 - PAYMENTS TO CONSULTANT

- A. The total amount to be paid by the COUNTY under this Contract for all services and materials including, if applicable, "out of pocket" expenses (specified in paragraph C below) shall not exceed a total contract amount of Two Million, Twenty-One Thousand, and One Hundred Sixty-Five Dollars (\$2,021,165.00). The CONSULTANT shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, or as otherwise

provided, at the amounts set forth in Exhibit "B-II" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.

- B. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval. All invoices shall be submitted to the COUNTY'S representative within six (6) months of providing the invoiced services.
- C. All requests for payment of "out-of-pocket" reimbursable expenses eligible for reimbursement under the terms of this Agreement shall include copies of said receipts, invoices, or other documentation acceptable to the Palm Beach County Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the scope of work described in this Agreement. Mileage charges shall identify the destination, number of miles, rate, and purpose of travel. Duplication charges shall describe the documents, purpose of duplicating, and rate charged. Any travel, per diem, mileage, meals, or lodging expenses, which may be reimbursable under the terms of this Agreement, will be paid in accordance with the rates and conditions set forth in Section 112.061, Florida Statutes and Palm Beach County Policies and Procedures Manual Travel – PPM# CW-F-009. Requests for reimbursement of travel expenses shall include the use of Florida Department of Transportation Contractor Travel Form No. 300-000-06 to be submitted with the request for payment. CONSULTANT shall submit all portions of the travel-related reimbursable expenses at the same time in one request. The COUNTY has the right to disallow any travel-related expenses that a granting agency or the State of Florida has disallowed.
- D. Lump sum project phases will be invoiced on a monthly basis based on total percentage complete. For lump sum projects, S/M/WBE subcontractors will be tracked separately. Time & Material task orders will be invoiced monthly based on total labor hours plus reimbursable expenses in accordance with a not to exceed amount.
- E. Final Invoice: In order for both parties herein to close their books and records, the CONSULTANT will clearly state "final invoice" on the CONSULTANT'S final/last billing to the COUNTY. This shall constitute CONSULTANT'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the CONSULTANT.
- F. In order to do business with Palm Beach County, CONSULTANTS are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If CONSULTANT intends to use sub-consultants, CONSULTANT must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision

requiring that the sub-consultant register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the CONSULTANT and all of its sub-consultants are registered in VSS.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONSULTANT'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the CONSULTANT upon sixty (60) days' prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days' written notice to the CONSULTANT or without cause upon ten (10) business days' written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. Compensation will not include anticipated profit on non-performed services. After receipt of a termination notice, except as otherwise directed by the COUNTY, in writing, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY, including, but not limited to, all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the CONSULTANT under this Contract, whether complete or partially complete.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required under this Contract shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY's representative before said change or substitution can become effective.

The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the CONSULTANT'S personnel (and all Subcontractors), while on COUNTY premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The CONSULTANT is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. For services rendered by subcontractors retained by the CONSULTANT in connection with all services, the COUNTY shall pay the actual subcontractor fees to be paid by the CONSULTANT for these services.

The following subcontractors are anticipated to be utilized by the CONSULTANT, as necessary and approved by the COUNTY, to assist in the completion of various task authorizations:

- Aguirre Project Resources
- American Infrastructure Development, Inc.
- Barich, Inc.
- Carolyn Binder, CPA, LLC
- Cherry Bekaert
- Colomé & Associates, Inc.
- Environmental Quality, Inc.
- Environmental Science Associates Corporation
- EXP U.S. Services, Inc.
- JMorton Planning and Landscape Architecture, Inc.
- The Valerin Group, Inc.

- Woolpert, Inc.

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY and the provisions of this Article related to termination or substitution of S/M/WBE subcontractors.

EQUAL BUSINESS OPPORTUNITY PROGRAM

- A. It is the policy of the Board of County Commissioners of Palm Beach County, Florida (the Board) that all segments of its business population including, but not limited to, small, local, minority and women owned businesses, have an equitable opportunity to participate in the County's procurement process, prime contract and subcontract opportunities. In pursuance of that policy, the Board adopted an Equal Business Opportunity (EBO) Ordinance which is codified in Sections 2-80.20 through 2-80.30 (as may be amended) of the Palm Beach County Code. The EBO Ordinance sets forth the County's requirements for the EBO program and is incorporated herein and made part of this Contract. Non-compliance with the EBO Ordinance must be corrected within fifteen (15) days of notice of non-compliance. Failure to comply with the EBO Ordinance may result in any of the following penalties:
- Suspension of Contract;
 - Withholding of funds;
 - Termination of the Contract based upon a material breach of contract pertaining to the EBO Program compliance;
 - Suspension or debarment of CONSULTANT from eligibility for providing goods or services to the COUNTY for a period not to exceed three (3) years; and
 - Liquidated damages equal to the difference in dollar value of S/M/WBE participation as committed to in the Contract, and the dollar value of S/M/WBE participation as actually achieved.
- B. The CONSULTANT must adhere to the Affirmative Procurement Initiatives (APIs) as set out in Exhibit D to this Contract, the RFP, and the CONSULTANT's proposal, which are incorporated herein by reference. Failure to comply with this section of the Contract is a material breach of this Contract.
- C. CONSULTANT shall report all subcontractor payment information for each project assigned on EBO Schedules 3a and 4, or as otherwise required by the Office of EBO, and, when the EBO portal is available, input subcontractor payment information directly into the COUNTY's contract management system.
- D. CONSULTANT shall pay subconsultants undisputed amounts within ten (10) days after County pays the CONSULTANT. In the event of a disputed invoice, the CONSULTANT shall

send the subconsultant and COUNTY a written notice of the dispute within five (5) days after receipt of the subject invoice.

- E. CONSULTANT must notify the Office of EBO of changes in S/M/WBE utilization and get prior approval for any substitutions.
- F. The Office of EBO has the right to review CONSULTANT's records and interview Subcontractors in order to determine compliance with the County's EBO Program and contract requirements for up to four (4) years from contract completion or termination date.

The CONSULTANT agrees to pay its subconsultants in compliance with the Florida Prompt Payment Act. In the event CONSULTANT fails to comply with payments(s) to its subconsultants in accordance with the Florida Prompt Payment Act, CONSULTANT shall be subject to any and all penalties and sanctions available under the terms of the EBO Program, its contract with the COUNTY, or any other applicable law.

The Office of EBO has the right to review CONSULTANT's records and interview Subcontractors.

The CONSULTANT shall certify in writing that all subcontractors and suppliers have been paid for accepted work and materials from previous progress payments received by the CONSULTANT prior to receipt of any further progress payments. The CONSULTANT shall provide documentation to COUNTY, in a form and substance acceptable to the Department, to certify payment has been made to its subcontractors or suppliers. This provision in no way creates any contractual relationship between any subcontractor or supplier and the COUNTY or any liability on the COUNTY for the CONSULTANT'S failure to make timely payment to the subcontractor or supplier.

ARTICLE 8 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONSULTANT authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years is contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INSURANCE

- A. CONSULTANT shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. CONSULTANT shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by CONSULTANT are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CONSULTANT under the contract.
- B. **Commercial General Liability** CONSULTANT shall maintain Commercial General Liability at a limit of liability not less than **\$5,000,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. CONSULTANT shall provide this coverage on a primary basis.
- C. **Business Automobile Liability** CONSULTANT shall maintain Business Automobile Liability at a limit of liability not less than **\$5,000,000** Each Accident for all owned, non-owned and hired automobiles. In the event CONSULTANT doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing CONSULTANT to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. CONSULTANT shall provide this coverage on a primary basis.
- D. **Worker's Compensation Insurance & Employers Liability** CONSULTANT shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. CONSULTANT shall provide this coverage on a primary basis.
- E. **Professional Liability** CONSULTANT shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$5,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of CONSULTANT'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, CONSULTANT shall maintain a Retroactive Date prior to or equal to the effective date of this Contract. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, CONSULTANT shall purchase a SERP with a minimum reporting period not less than 3 years. CONSULTANT shall provide this coverage on a primary basis.
- F. **Additional Insured** CONSULTANT shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its

equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." CONSULTANT shall provide the Additional Insured endorsements coverage on a primary basis.

- G. **Waiver of Subrogation** CONSULTANT hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then CONSULTANT shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should CONSULTANT enter into such an agreement on a pre-loss basis.
- H. **Certificate(s) of Insurance**: On execution of this contract, renewal, within forty-eight (48) hours of a request by COUNTY, and upon expiration of any of the required coverage throughout the term of this Agreement, the CONSULTANT shall deliver to the COUNTY or COUNTY's designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to:

Palm Beach County Board of County Commissioners
c/o Palm Beach County Department of Airports
846 Palm Beach International Airport
West Palm Beach, Florida 33406-1470

The required certificate(s) must be signed by the authorized representative of the Insurance Company shown on the certificate. The certificate(s) of Insurance shall reference the project name and contract number.

- I. **Umbrella or Excess Liability** If necessary, CONSULTANT may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- J. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. COUNTY reserves the right, but not

the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

ARTICLE 12 - INDEMNIFICATION

CONSULTANT shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of CONSULTANT.

ARTICLE 13 - SUCCESSORS AND ASSIGNS

The COUNTY and the CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONSULTANT shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 14 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or CONSULTANT.

ARTICLE 15 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The CONSULTANT further represents that no person having any such conflict of interest shall be employed for said performance of services.

The CONSULTANT shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CONSULTANT'S judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business

association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONSULTANT. The COUNTY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notification by the CONSULTANT. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the COUNTY shall so state in the notification and the CONSULTANT shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONSULTANT under the terms of this Contract.

ARTICLE 16 - EXCUSABLE DELAYS

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CONSULTANT'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 17 - ARREARS

The CONSULTANT shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 18 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 19 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONSULTANT does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 20 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 21 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this Section for the purpose of inspection or audit during normal business hours, at the CONSULTANT'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not

limited to the power to review past, present and proposed COUNTY contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CONSULTANT, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 22 - NONDISCRIMINATION

A. Non-Discrimination in County Contracts. The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CONSULTANT warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

As a condition of entering into this Agreement, CONSULTANT represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770 as amended. As part of such compliance, CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination. CONSULTANT shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. CONSULTANT understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification or debarment of the CONSULTANT from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. CONSULTANT shall include this language in its subcontracts.

B. Federal Nondiscrimination Covenants.

1. Civil Rights General. The CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the CONSULTANT from the solicitation period through the

completion of this Contract. This provision is in addition to Title VI of the Civil Rights Act of 1964.

2. Title VI Clauses for Compliance with Nondiscrimination Requirements. During the performance of this Contract, the CONSULTANT, for itself and its assignees and successors in interest, agrees as follows:
 - a. Compliance with Regulations: The CONSULTANT will comply with the Title VI List of Pertinent Nondiscrimination Statutes and Authorities ("Acts and Regulations") (as defined in Exhibit "F"), as they may be amended from time to time, which are herein incorporated by reference and made a part of this Contract.
 - b. Nondiscrimination: The CONSULTANT, with regard to the work performed by it during the Contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and Regulations, including employment practices when the Contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
 - c. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the CONSULTANT of the CONSULTANT's obligations under this Contract and the Acts and Regulations relative to non-discrimination on the grounds of race, color, or national origin.
 - d. Information and Reports: The CONSULTANT will provide all information and reports required by the Acts and Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY or the Federal Aviation Administration to be pertinent to ascertain compliance with the Acts and Regulations, and instructions. Where any information required of the CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the COUNTY or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
 - e. Sanctions for Noncompliance: In the event of the CONSULTANT's noncompliance with the non-discrimination provisions of this Contract, COUNTY will impose such Contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 1. Withholding payments to the CONSULTANT under this Contract until

the CONSULTANT complies; and/or

2. Cancelling, terminating, or suspending this Contract, in whole or in part.
- f. Incorporation of Provisions: The CONSULTANT will include the provisions of this Article 22 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts and Regulations and directives issued pursuant thereto. The CONSULTANT will take action with respect to any subcontract or procurement as the COUNTY or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the CONSULTANT becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the CONSULTANT may request the COUNTY to enter into any litigation to protect the interests of the COUNTY. In addition, the CONSULTANT may request the United States to enter into the litigation to protect the interests of the United States.
 - g. For purposes of this Contract, the term "Title VI List of Pertinent Nondiscrimination Statutes and Authorities" includes the non-discrimination statutes, regulations and authorities listed in Exhibit "F", as may be amended.

ARTICLE 23 - AUTHORITY TO PRACTICE

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 24 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 25 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 26 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the COUNTY'S notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and approved and executed on behalf of Palm Beach County.

ARTICLE 27 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Mr. Gary M. Sypek, Senior Deputy Director
Palm Beach County Department of Airports/Planning & Development
846 Palm Beach International Airport
West Palm Beach, Florida 33406-1470

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, Florida 33401

If sent to the CONSULTANT, notices shall be addressed to:

Mr. Pete Ricondo
Senior Vice President
Ricondo & Associates, Inc.
1000 NW 57th Court, Suite 920
Miami, Florida 33126

With copy to:

Mr. Garrett Bond
Controller
Ricondo & Associates, Inc.
20 North Clark Street, Suite 1500
Chicago, IL 60602

ARTICLE 28 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 26- Modifications of Work.

List of Attachments:

EXHIBIT "A" – GENERAL SCOPE OF SERVICES

EXHIBIT "B-I" – 2022 HOURLY BILLING RATES

EXHIBIT "B-II" – SCHEDULE OF PAYMENTS

EXHIBIT "C" – PROPOSED SCHEDULES

EXHIBIT "D" – AFFIRMATIVE PROCUREMENT INITIATIVES ("API's")

EXHIBIT “E” –EBO SCHEDULES 1 AND 2

EXHIBIT “F” – ADDITIONAL FEDERAL AVIATION ADMINISTRATION (FAA)

CONTRACT REQUIREMENTS

EXHIBIT “G” – CERTIFICATE OF INSURANCE

ARTICLE 29 - CRIMINAL HISTORY RECORDS CHECK

The CONSULTANT, CONSULTANT’S employees, subcontractors of CONSULTANT and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance (“Ordinance”), for unescorted access to critical facilities (“Critical Facilities”) or criminal justice information facilities (“CJI Facilities”) as identified in Resolutions R2013-1470 and R2015-0572, as amended. The CONSULTANT is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the CONSULTANT acknowledges that its Contract price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Contract may include sites and/or buildings which have been designated as either “critical facilities” or “criminal justice information facilities” pursuant to the Ordinance and above referenced Resolutions, as amended. COUNTY staff representing the COUNTY department will contact the CONSULTANT(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The CONSULTANT shall make every effort to collect the badges of its employees and its subcontractors’ employees upon conclusion of the contract and return them to the COUNTY. If the CONSULTANT or its subcontractor(s) terminates an employee who has been issued a badge, the CONSULTANT must notify the COUNTY within two (2) hours. At the time of termination, the CONSULTANT shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the CONSULTANT if the CONSULTANT 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated CONSULTANT employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 30 - REGULATIONS; LICENSING REQUIREMENTS

The CONSULTANT shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CONSULTANT is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 31 - SCRUTINIZED COMPANIES

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.
- B. **When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by CONSULTANT, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

ARTICLE 32 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the CONSULTANT: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) F.S., the CONSULTANT shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The CONSULTANT is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.
- B. Upon request from the COUNTY's Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The CONSULTANT further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the CONSULTANT does not transfer the records to the public agency.

- D. Upon completion of the Contract the CONSULTANT shall transfer, at no cost to the COUNTY, all public records in possession of the CONSULTANT unless notified by COUNTY's representative/liaison, on behalf of the COUNTY's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the CONSULTANT transfers all public records to the COUNTY upon completion of the Contract, the CONSULTANT shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the Contract, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically by the CONSULTANT must be provided to COUNTY, upon request of the COUNTY's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the CONSULTANT to comply with the requirements of this Article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. CONSULTANT acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

ARTICLE 33 – COUNTERPARTS

This Contract, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively but one and the same Contract. The COUNTY may execute the Contract through electronic or manual means. CONSULTANT shall execute by manual means only, unless the COUNTY provides otherwise.

ARTICLE 34 - E-VERIFICATION REQUIREMENTS

CONSULTANT warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of CONSULTANT's subconsultants performing the duties and obligations of this CONTRACT are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

CONSULTANT shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. CONSULTANT shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this CONTRACT which requires a longer retention period.

COUNTY shall terminate this CONTRACT if it has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If COUNTY has a good faith belief that CONSULTANT's subconsultant has knowingly violated section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify CONSULTANT to terminate its contract with the subconsultant and CONSULTANT shall immediately terminate its contract with the subconsultant. If COUNTY terminates this CONTRACT pursuant to the above, CONSULTANT shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this CONTRACT was terminated. In the event of such contract termination, CONSULTANT shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

ARTICLE 35 - FAA PROVISIONS

The CONSULTANT shall comply with the provisions contained in Exhibit "F".

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

ATTEST:
JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT
& COMPTROLLER

PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
Robert S. Weinroth, Mayor

WITNESS:
Kimberly Davis
SIGNATURE

KIMBERLY DAVIS
Name (type or print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: *[Signature]*
Director of Airports

CONSULTANT:
RICONDO & ASSOCIATES, NC.
COMPANY NAME

Pete Ricondo
Signature
PETE RICONDO

Name (type of print)

SENIOR VICE PRESIDENT
Title

(Corporate Seal)



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EXHIBIT “A”

GENERAL SCOPE OF SERVICES

EXHIBIT A

PALM BEACH COUNTY AIRPORT PLANNING CONSULTING SERVICES GENERAL SCOPE OF SERVICES

This document serves as a formal description of the scope of services for the initial efforts (Work Program #1) to be performed by the Airport Planning Consultant Services team (the CONSULTANT, or as specifically referred to by company name) led by Ricondo & Associates, Inc. It includes a variety of well-defined tasks, as well as on demand (on-call) consulting services that will be provided to the Palm Beach County Department of Airports (DOA or the COUNTY).

GENERAL

The services to be provided will be on a general-consulting basis. Services will be divided into three general tasks. Task I shall be "Technical Analysis or Studies," which consists of all services related to scope-specific airport planning, business or financial services, or environmental planning and compliance assignments. Task II shall consist of "Annual Services." Task III shall consist of "Miscellaneous Planning, Financial, Airport Business and Management Support and Environmental Planning Services" services. Each task is further described below.

Specifically authorized assignments will be described in Task Authorizations. The CONSULTANT will prepare Task Authorizations and provide to the COUNTY representative for action and approval. Services on any assignment shall be undertaken only upon written acceptance and notice to proceed of the Task Authorization by the COUNTY.

The CONSULTANT agrees to provide professional services in accordance with the project schedule and, as applicable, key milestones established within each Task Authorization. Fees for the services are as shown in Exhibit B and will be included in each Task Authorization. If there are any inconsistencies between this Exhibit "A" General Scope of Services and the Task Authorizations, it is agreed that the Task Authorizations are more exact for the specific project and will govern.

REPRESENTATIVE ASSIGNMENTS AND SCOPE OF SERVICES BY TASK CATEGORY

LEVEL I TASKS – TECHNICAL ANALYSIS OR STUDIES

CONSULTANT will perform professional airport planning, business advisory, and airport management support services as requested by the COUNTY. The generalized list of services outlined below is not intended to be all inclusive of the services that may be needed or requested to be performed. Conditions may arise which will necessitate revisions in the types of services required. A summary of the types of professional airport planning, business advisory, and airport management support services that may be requested by the COUNTY under this agreement may include the following technical expertise and others as necessary:

1. Project Management
2. Airport Activity/Demand Forecasting

3. Financial Analysis and Feasibility Studies
4. Land Use and Real Estate Planning
5. Cost Estimating (for Capital Projects Programming or Implementation)
6. Noise Modeling, Analysis, and Noise Compatibility Planning
7. Sustainability Planning
8. Environmental Planning and Studies (including carbon emissions, air quality, water quality, wildlife hazard assessments/master planning etc.)
9. National Environmental Protection Act (NEPA) compliance studies
10. Airfield simulation modeling, analysis, planning and programming studies
11. Safety Management Systems (SMS) planning and implementation support
12. Airfield Engineering Analyses
13. Terminal Building/Concourses simulation (passenger flow) modeling, planning, and programming studies
14. Terminal space programming, interior space optimization assessments, and other terminal planning studies
15. Concessions Planning
16. Transportation Planning and Simulation Modeling
17. Transportation Network Companies (TNC) Analysis and Support
18. Roadway, parking, traffic studies, and other landside/ground transportation planning and programming studies,
19. Landside (roadways and curbs) simulation modeling
20. Roadway Engineering Analyses
21. Capital Improvement Program (CIP) analysis, development and support,
22. Joint Automated Capital Improvement Program (JACIP) support,
23. Airspace analysis, TERPS and Part 77, and Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) support
24. Advanced Airport Mobility (AAM) and Unmanned Aircraft Analysis and Support
25. Airport zoning development, analysis, and support
26. Economic Impact Studies
27. Utilities Atlas Development/Mapping
28. Information Technology Master Planning and Support

29. Airport management support services
30. Passenger Facility Charges and Grant Applications development and support
31. Financing Feasibility Studies, rates and charges analyses, and benefit-cost studies
32. Public hearing/stakeholder outreach logistics and support,
33. Expert Witness and Support
34. Other activities normally associated with planning at commercial service and general aviation airports.
35. Airport Layout Plan and Exhibit 'A' property map updates
36. Staff Extension support services for individual Department of Airports' divisions.

The COUNTY will identify which, if any of these aforementioned professional services are needed and will request a formal proposal from the CONSULTANT, to be subsequently negotiated and approved via Task Authorization.

LEVEL II TASKS – ANNUAL SERVICES

Annual Services are those that the COUNTY requires performed on a recurring annual basis. They shall be described in detail within each Task Authorization, but shall consist of:

1. Automated Project Management.
2. Land Acquisition Appraisals and Market Studies.
3. Capital Improvement Program Amendments, Revisions and Staff Support.
4. Airport's pavement analysis for Capital Programming.
5. Annual update of COUNTY'S Capital Improvement Program for the Airport System.
6. Annual updates to FAA and FDOT grant programs and agency coordination.
7. Annual preparation of FAA AIP grant preapplication and application forms.
8. Annual preparation of PFC Applications and PFC consultation and advisory services.
9. Other duties as requested by the COUNTY and agreed to by the CONSULTANT.

LEVEL III TASKS – MISCELLANEOUS PLANNING, FINANCIAL, AIRPORT BUSINESS AND MANAGEMENT SUPPORT AND ENVIRONMENTAL PLANNING SERVICES

If authorized in writing by COUNTY and agreed to in writing by CONSULTANT, CONSULTANT will furnish or obtain from subconsultant or subcontractor additional services of the service types below which are not defined as "Technical Analysis or Studies" (Task I), or "Annual Services" (Task II). Each Task Authorization shall describe the exact scope of services to be performed.

1. Staff Extension Services for Planning, Design, Construction and Administration.
2. Micro-Level Planning Studies including:
 - a. Site Planning
 - b. Aviation Planning
 - c. NAVAID Studies
 - d. Aviation Business Development
 - e. Airside
 - f. Landside
 - g. Terminal
 - h. Conceptual Planning – for any airport facility or infrastructure systems project
 - i. Feasibility Studies
 - j. Independent Review and Analysis of Proposed Improvements
 - k. Miscellaneous Planning Studies
3. Airport Business and Management Support Services, to include but not be limited to the following services:
 - a. Request for Proposals (RFP)/request for Qualifications (RFQ) Development Support
 - b. Performance Standards and Operational Requirements for Customer/Passenger or Business Partner Services (e.g., ground servicing equipment, storage areas, concessions spaces, baggage handling)
 - c. Common Use Systems Consulting and Advisory Services
 - d. Benchmarking Studies
 - e. Best Practices Research and Assessments
 - f. Rates and Charges Studies (airline, tenants, parking facilities, etc.)
 - g. Staff Extension Services (part time or full time as needed)
 - h. Other targeted Airport Business and Operations Advisory Services, as needed
4. Project Definition Documents (PDDs) for Capital Projects to better define scope, schedule and budget parameters, and to serve as a guidance document for design development (design to be performed by others)
5. Environmental services including:
 - Environmental Audits
 - Compliance Actions
 - Regulatory Review
 - NEPA compliance studies
6. Technical Reviews
7. Value Engineering or Cost Estimating
8. Specific PFC Support Services including:
 - Preparation of PFC applications
9. Financial Consultation, including:
 - Consult with COUNTY' fiscal agents and bond attorneys
 - Provide necessary engineering data
 - Provide financial analyses
10. Administrative Assistance:

- Provide Contract and Project Administration Services to the COUNTY as authorized. These may include scope definitions, proposals for additional projects, scheduling, weekly coordination, including Tasks I, II, and III.
11. Furnish renderings, videos, animations, or models of projects, when requested and authorized, for the COUNTY'S use.
 12. Miscellaneous Studies:
 - Investigations involving detailed consideration of operations, maintenance and overhead expenses, and the preparation of rate schedules, earnings and expense statements; feasibility studies; appraisals and valuations; detailed quantity surveys of material, equipment and labor; and audits or inventories required in connection with construction performed by the COUNTY.
 13. Preparation of, or updates to existing operating manuals for use by the COUNTY.
 14. Independent Resident Project Representative Services During Construction.
 - If requested by the COUNTY or recommended by the CONSULTANT and agreed to in writing by the other party, a Resident Project Representative and assistants will be furnished and shall act as directed by CONSULTANT in order to provide more extensive representation at the Project site during the Construction Phase.
 15. Assist the COUNTY with Aviation Capital Improvements Program.
 16. Assist the COUNTY with local EBO program.
 17. Provide FAA-required "third-party review" of professional service contracts.
 18. Miscellaneous Services. Miscellaneous services to be provided shall include, but not be limited to, the following:
 - a. Certify compliance with financial covenants
 - b. Develop, implement and maintain Facilities Management Information Systems
 - c. Inventory existing facilities, update changes, maintain current computer program for use of facilities
 - d. Monitor and update lease exhibits as required
 - e. Participate in compatible land-use planning in the vicinity of airports
 - f. Develop forecasts of facilities requirements
 - g. Participate in public information programs and/or public hearings relating to airport planning/development projects
 - h. Evaluate reliever airport needs and commercial development plans
 - i. Develop and monitor airport development schedules, budgets and cost estimates for the Capital Improvements Program
 - j. Monitor project costs associated with bond programs/interim financing programs
 - k. Coordinate interfaces between multiple contractors/designers work
 - l. Maintain and update CADD-based Airport Layout Plans
 - m. Maintain CADD-based Exhibit "A" Property Maps
 - n. Review technical studies for compliance with COUNTY objectives and prepare technical studies upon request
 - o. Coordinate land use development plans
 - p. Monitor projects to assure compliance with "Assurances" relating to federal and state grant covenants

- q. Evaluate technical operations and maintenance problems with existing facilities
 - r. Schedule cash-flow requirements and participate in economic analyses
 - s. Assist in preparation of PFC applications
 - t. Other duties as requested by COUNTY and agreed to by CONSULTANT
19. Miscellaneous IT Support Services
20. Appraisal and Valuation Services, including, but not limited to, property appraisals, leasehold valuation, equipment/improvement valuation, market assessments, market rent studies, feasibility analysis, and rate analysis and related consulting services.

PALM BEACH COUNTY
AIRPORT PLANNING CONSULTANT SERVICES
WORK PROGRAM #1



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-1: Scope of Services

Task I-22-PBI-R-001: PBI Airfield Capacity and Alternatives Analysis

Palm Beach International Airport (PBI)

Introduction

The current Airport Layout Plan for the Palm Beach International Airport (PBI or the Airport) provides consideration for the future extension of Runway 10R-28L to serve air carrier aircraft in the future. The 2018 PBI Master Plan further identifies future Runway 10R-28L to be constructed by the beginning of 2028. Due to the significant changes in aircraft operational demand levels and aircraft fleet mix due to the COVID-19 pandemic, the timing and operational requirements for the planned extension of this runway needs to be reassessed. The changes in aircraft fleet mix may also warrant the construction of a shorter runway than originally planned, either on an interim or permanent basis. Therefore, this analysis will consider an interim runway development option that offers operational and/or capacity benefits, while also prohibiting the full buildout later in the future. It will also reassess the operational benefits of maintaining Runway 14-32 once Runway 10R-28L is constructed.

This scope of services describes the services that would be provided by the Ricondo team. It includes a reassessment of the existing airfield's capacity so that it can be calibrated with current and projected activity levels, demand patterns, and aircraft fleet mix. In comparison with the Aviation Activity Forecasts (derived as part of a separate task), the timing and implementation (phasing) for the redevelopment of Runway 10R-28L will be verified. In accordance with the aircraft fleet mix projections, the applicable airfield design standards and runway length requirements will be established. This will form the basis for reassessing a range of potential runway redevelopment alternatives.

The airfield gate capacity analyses will be predicated on a set of Aviation Activity Forecasts that will be developed by Ricondo under Task I-22-PBI-R-004, *Aviation Activity Forecast*.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$241,930.00.

Scope of Services

The following tasks and subtasks will be performed by the Ricondo Team.



Task 1: Airfield Capacity Analyses

The annual service volume (ASV) is a metric derived by the Federal Aviation Administration (FAA) that represents the estimated annual capacity for an airfield. The FAA recommends planning for airfield improvements when annual aircraft operations reach 60 percent of the ASV and implementing the improvements when annual aircraft operations approach 80 percent of the ASV.

During the 2018 PBI Master Plan Update, the airfield's ASV was estimated in accordance with the methodologies prescribed in FAA Advisory Circular 150/5060-5A (Change 2), *Airport Capacity and Delay*. While the analysis concluded that the existing runway system (three runways) yields an estimated annual service volume (ASV) of 160,000 to 172,000 operations, the prior 2008 Master Plan indicated an ASV of roughly 221,000 operations. The 2018 PBI Master Plan Update confirmed the need for a new runway and used the 221,000 ASV for timing and implementation of the new runway. Based on the FAA's recommended airfield capacity enhancement implementation at 80% ASV, the new runway should be operational when the operational demand levels reached those that were projected for 2032 when total annual operations were projected to reach approximately 177,000. Construction for the new runway, however, was recommended to occur before 2032 to provide adequate capacity during peak demand periods. To minimize operational impacts and maximize proposed airfield development identified in the 2018 PBI Master Plan Update, the analysis concluded that the new runway would be constructed by the beginning of 2028, coinciding with the rehabilitation of the existing runway.

The Airfield Capacity Analyses task will reassess the capacity of the existing airfield at PBI based on the updated Aviation Activity Forecast described in Task 1. It will use the previous airfield capacity analyses from the 2018 PBI Master Plan Update as the basis for reassessing the existing and ultimate airfield configuration at PBI. Assumptions and methodologies to evaluate hourly capacity estimates, ASV, and average annual delay estimates are described in the subtasks below.

Sub-task 1.1 Hourly Capacity Estimates

Hourly Capacity estimates of the airfield will be determined by using the methodologies prescribed in FAA Advisory Circular 150/5060-5A (Change 2), *Airport Capacity and Delay*. Data inputs include, but are not limited to the following:

- Existing runway configuration
- Arrivals and departure procedures
- Existing and future aircraft fleet mix
- Aircraft performance parameters (i.e., landing speed by aircraft type)
- Procedure eligibility (i.e., runway use limited by type of aircraft)
- Separation rules
- Weather operating conditions (i.e., East Flow and West Flow in Visual and Instrument Meteorological Conditions)

The methodologies contained in Chapter 3 of AC 15/5060-5A will be used to estimate runway capacity with existing and future aircraft operations obtained from the updated Aviation Activity Forecasts (developed under a separate task). It will specifically provide estimates for hourly arrival, departure, and mixed hourly



runway capacity for each existing airfield operating configuration. Up to two working group meetings with PBI FAA air traffic representatives, coordinated through the DOA, will be convened to assist in validating data input, understanding the operational impacts of the model outputs, and inform the requirements evaluations for airfield improvements. Results of the analyses will be compared with previous airfield capacity efforts conducted as part of the 2018 PBI Master Plan Update.

Excluded from the airfield capacity analyses are non-runway constraints at the Airport and limitations elsewhere in the national airspace system. Such constraints may include taxiway or gate constraints, terminal airspace congestion, Air Traffic Control traffic management initiatives, and seasonal limitations due to high temperatures that restrict aircraft climb rates.

Sub-task 1.2 Annual Service Volume Calculations

FAA AC 150/5060-5, Airport Capacity and Delay, defines ASV as "a reasonable estimate of an airport's annual capacity." The ASV accounts for the hourly, daily, and seasonal variations in aircraft demand associated with the airfield and the occurrence of low visibility conditions during which air traffic control (ATC) procedures for the Airport are modified to maintain operational safety. The estimated hourly runway capacities derived during the previous task would be used to support annual airfield capacity calculation estimates in the form of ASV as prescribed in FAA AC 150/5060-5.

Sub-task 1.3 Summary PowerPoint Presentation

The results of the Airfield Capacity Analyses will indicate whether the Airport has adequate capacity to efficiently accommodate projected demand through the planning horizon. It will provide an updated timeframe for the need and implementation timeline for the new runway. The assumptions, methodologies, and results of the analyses will be summarized and presented in PowerPoint format to the Palm Beach DOA.

Task 2: Airfield Alternatives Analysis

The ultimate goal of the Airfield Alternatives Analysis task is to identify the preferred long-term airfield development plan, as well as an interim runway extension option (if applicable or practical) that addresses future demand at PBI, as anticipated from the Aviation Activity Forecast. The Ricondo Team will review the 2018 PBI Master Plan and Airport Layout Plan Update assumptions, recommendations, and other data and meet with the Palm Beach DOA staff to confirm and/or adjust assumptions used from the previous Master Plan. Existing airfield conditions will also be updated and documented as the Baseline conditions for the airfield at PBI. The Ricondo Team will then establish the airfield facility requirements necessary to meet the forecast levels of demand and that meet accepted airport planning criteria (FAA AC 150/5300-13, Airport Design). The airfield requirements will be developed for the critical design aircraft. This will include a full standards analysis of the airfield to assess compliance with current FAA criteria. Specific consideration will be given to closely spaced runway separations, runway incursion risk mitigation, and airfield pavement geometry standards. Based on the forecast of future activity, the Ricondo Team will also review airfield requirements for accommodation of other aircraft types if the fleet operating at the Airport may be anticipated to evolve over the planning horizon.



Sub-task 2.1 Runway Length Analysis

The runway length analysis from the 2018 PBI Master Plan update will be reviewed and updated to account for existing and future aircraft fleet mix, including corporate general aviation aircraft. For aircraft types that were evaluated during the prior Master Plan, the runway lengths presented in that document will be applied. For other aircraft types **not** evaluated during the prior Master Plan, particularly the predominant aircraft associated with the general aviation fleet, aircraft landing and takeoff distances will be calculated. For air carrier and cargo aircraft, the aircraft performance characteristics associated with the most prevalent engine types as contained in the Aircraft Characteristics for Airport Planning and Design published by Boeing and Airbus and follow the methodologies prescribed in FAA Advisory Circular 150/5325-4B, *Runway Length Requirements for Airport Design*. The runway length analysis will be supplemented by the use of the Aircraft Performance Comparator Software by Conklin & De Decker, for the evaluation of select general aviation aircraft types.

The aircraft types to be assessed will be identified in consultation with the Palm Beach DOA staff and will include the most demanding and prevalent aircraft regularly operating at PBI. The takeoff distances at various maximum allowable takeoff weight and with a maximum passenger payload will be calculated. Landing distance requirements will be performed for dry and wet pavement conditions. Up to 25 aircraft types will be evaluated.

Sub-task 2.2 Existing Airfield (Baseline) Conditions

Data and information required to support the development of the development of the airfield alternatives will be gathered. Present conditions of the existing airfield system at PBI will be collected and documented, such as: runway and taxiway geometry, pavement strengths, obstacle and obstruction information, NAVAIDs, operational restrictions, runway and taxiway centerline clearances, deviations from FAA design standards, air traffic control and terminal procedures, and other pertinent airfield information. The existing conditions will assume future Airport Layout Plan (ALP) elements that are being phased for implementation in future years – the resulting layout will constitute the Baseline airfield conditions for the Master Plan Update. Other on-going or near-term improvements (physical or operational) being considered by the Palm Beach DOA and reflected in the Airport's CIP, but not necessarily depicted on the ALP will be incorporated, as appropriate, based on discussions and validation with Palm Beach DOA Staff.

Sub-task 2.3 Runway 10R-28L Redevelopment Alternatives

The purpose of this subtask is to establish a preferred ultimate redevelopment alternative at a runway length necessary would maximize the overall length of the runway within the existing Airport property envelop, while balancing other facility impacts and relocation needs. Up to two (2) additional alternatives will be identified that could serve as interim runway lengths, thereby providing the DOA the opportunity to construct the new runway incrementally as the aircraft operational needs evolve. Direct facility impacts will be assessed and the ultimate relocation of these facilities, particularly the general aviation facilities along Southern Boulevard will be considered and evaluated.

This task will focus on issues related to the overall airfield capacity, runway, taxiway and apron congestion, efficiency of taxiing operations, navigational aids and critical areas, pavement condition, air traffic control tower line-of-sight, and airspace operations. The initial range of airfield alternatives will focus on capacity



enhancement options, including the development of the new closely spaced runway, with a lateral separation that could serve critical design aircraft throughout the 20-year planning horizon. The airfield alternatives are also anticipated to include the following elements for compliance review:

- Airfield geometry and circulation enhancements for the design aircraft, including mitigation of runway incursion risks (i.e., increase runway intersection visibility, avoid high-energy intersections), and enhancing pilot situational awareness (i.e., provide indirect taxiway access, implement three-node concepts, avoid wide expanses of pavement)
- Runways and taxiways conformance to FAA airfield design standards (safety areas, obstacle free zones, object free areas, runway protection zones)
- NAVAIDs and associated critical areas
- Threshold siting surface analyses

The resulting airfield compliance review will culminate with a list of deficiencies that should be addressed during the shortlist and evaluation of the alternatives task. The airfield alternatives will **not** assess the existing runway or taxiway safety areas for compliance with grading and drainage requirements.

Sub-task 2.4 Validate Operational Benefit of Maintaining Runway 14-32

In order to provide any capacity benefit to PBI's airfield, the decoupling of Runway 14-32 from Runways 10L-28R and 10R-28L would be necessary. Doing so would significantly reduce the operational length of Runway 14-32, thereby limiting its operational benefit. This task would assess the viability of maintaining Runway 14-32 once Runway 10R-28L is redeveloped. The available operational lengths in both operating directions as defined in the Environmental Impact Statement (EIS) for the redevelopment of Runway 10R-28L will be quantified. These operational lengths will then be compared with the runway length requirements of the projected general aviation fleet. This will culminate with an estimate of the share of the overall aircraft fleet mix that could continue to utilize Runway 14-32 at its shortened length. Consideration for other operational constraints, such as restrictions on converging runway operations, jet blast protection and aircraft circulation patterns would also be identified.

Sub-task 2.5 Preliminary Engineering Assessment/Rough Order of Magnitude (ROM) Cost Estimates

In addition to impacting existing facilities along Southern Boulevard, the planned redevelopment of Runway 10R-28L will require modifications to grading, drainage and other infrastructure. These impacts will be assessed by AID to provide an accurate representation of the implementation costs associated with each development alternative. This assessment will inform the preparation of ROM cost estimates to facilitate the comparison of the three runway development alternatives. The findings for the preliminary engineering assessment and resulting cost estimates will be documented and included as an appendix to the technical report described under Task 4, *Documentation*.

The ROM cost estimates will be provided on an item of work basis. The estimates will be prepared with sufficient detail to provide the level of confidence expected for use in PBI's financial planning, capital programming, and implementation initiatives.



The Ricondo Team will work with the Palm Beach DOA staff to determine appropriate soft cost factors to be applied in the following key areas:

- Planning / Advanced Planning Costs – Planning / advanced planning costs are estimated based on an anticipated level of effort.
- Environmental Documentation Costs – Environmental documentation costs are estimated based on an anticipated level of environmental documentation effort.
- Design and Construction Management Costs – Design and Construction Management costs are generally estimated as a percentage of direct construction costs, depending on the complexity of the project.
- Indirect Allocation Costs – Costs such as program management, Owner’s Construction Insurance Plan (OCIP) or similar costs will be allocated to enable the Palm Beach DOA to capture some Airport Improvement Program funds for administration purposes.
- Contingencies/Management Reserves

The Ricondo Team will also establish percentage mark-ups for unquantified construction costs, which may include the following costs:

- | | |
|---|--------------------------------------|
| ▪ General Conditions/Overhead | ▪ Mobilization and demobilization |
| ▪ Drainage | ▪ Construction management |
| ▪ Temporary erosion and sedimentation control | ▪ Environmental mitigation (permits) |
| ▪ Surveying | ▪ Hazardous material mitigation |
| ▪ Maintenance of Traffic (MOT) | ▪ Utilities |
| | ▪ Other general contingencies |

Sub-task 2.6 Selection and Refinement of Recommended Alternative

The goal for this task is to refine the recommended airfield alternative that could enhance operational efficiencies, reduce costs, mitigate potential environmental impacts, improve constructability issues, and to the extent possible, incorporate sustainability measures.

The Ricondo Team anticipates that during the evaluation of alternatives and selection of the recommended alternative (Preferred Alternative), issues may be identified relative to the various factors evaluated (standards, operations, phasing, cost/affordability, or other factors) that require further refinement. This task will focus on refining the preferred alternative to respond to any of the issues identified during the evaluation and selection process. It is important to recognize that a “Preferred Alternative” is defined for purposes of providing a basis for updating the Airport Layout Plan and to conduct further analyses.



The Ricondo Team will review the Preferred Alternative and refine or adjust elements as needed, based on results from previous tasks. Variations of the selected Preferred Alternative may be developed and analyzed utilizing the same evaluation criteria developed for the Evaluation of Shortlisted Alternatives.

Sub-task 2.7 Summary PowerPoint Presentation

The Airfield Alternatives Analysis will be summarized in PowerPoint format/pdf presentation format and will be presented to the Palm Beach DOA. It will include the approach, methodologies, planning considerations, and results.

Task 3: Meetings

In addition to the Summary PowerPoint Presentations described above, it is assumed that up to three (3) on-site meetings and two (2) virtual meetings will be conducted by the Ricondo Team during this task. It is envisioned that these meetings would be held at the following milestones with the Palm Beach DOA Staff and/or the Airport ATC representatives:

- **Kick-Off Meeting:** Includes data collection review
- **Coordination Meeting #1:** Review airfield capacity assumptions, aircraft fleet mix data, and other recent changes affecting hourly and annual capacity at the airport
- **Coordination Meeting #2:** Review the preliminary results of the Airfield Capacity Analyses and to review and obtain consensus on runway development alternatives
- **Coordination Meeting #3:** Preliminary review of runway development alternatives and recommended Preferred Alternative
- **FAA ADO Consultations:** Up to two (2) virtual consultation meetings with the FAA ADO to review preliminary findings and final study recommendations.

For each meeting listed above, Ricondo will prepare an agenda, discussion materials, and sign-in sheets (as required). Staff from both Ricondo and AID will attend the meetings, and AID will prepare the meeting notes. Meetings sub-tasks details listed below are subject to change

Task 4: Documentation

A comprehensive Technical Report summarizing the process and the results of the detailed analyses for the Airfield Capacity and Alternative Analyses will be prepared. The document shall include all exhibits, graphs, and tables. The various PowerPoint presentations developed for each categorical analysis will be compiled and included as appendices of the Technical Report.

Sub-task 4.1 Draft Technical Report

A preliminary draft of the Technical Report will be provided to the DOA in electronic (pdf and MS word files) and paper format for internal review and comment. Electronic format deliverables will be provided to the DOA via email and sharefile platform.



Sub-task 4.2 Final Technical Report

After the Department reviews the draft Technical Report and provides final comments, the final Technical Report will be prepared. The final Technical Report will be provided to the Airport. Up to five hard copies of the final Technical Report will be printed for the DOA and an electronic copy of the Technical Report will be provided. The Palm Beach DOA will be responsible for distribution of the final Technical Report to the appropriate parties.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Overall Task Management and Airfield Planning Lead)
American Infrastructure Development, Inc.	(ROM Cost Estimates, Engineering Analyses)

Deliverables

1. Summary PowerPoint Presentation
2. Draft Technical Report – one (1) pdf version and one (1) in MS Word format
3. Final Technical Report – up to five hardcopies (5), one (1) pdf version and one (1) in MS Word format
4. Other working files in MS Excel and AutoCAD format

ASSUMPTIONS

1. Use of FAA AC 150/5060-5, Airport Capacity and Delay to determine hourly airfield capacity.
2. Use of handbook calculation per FAA AC 150/5060-5, *Airport Capacity and Delay* methods to determine Annual Service Volume
3. The proposed shortening of Runway 14-32 as presented in the Runway 10R-28L EIS will form the basis to validate the operational benefit of maintaining Runway 14-32 upon redeveloping Runway 10R-28L

EXCLUSIONS

1. Development of Aviation Activity Forecasts (to be performed separately under Task I-22-PBI-R-004)
2. Dynamic Airfield Simulation
3. Reevaluation of alternatives associated with the reconfiguration of Runway 14-32
4. Updating of the Airport Layout Plan Drawing Set



Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-PBI-R-001: PBI Airfield Capacity and Alternatives Analysis
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: \$289.00 \$207.00 \$181.00 \$142.00 \$142.00 \$107.00 \$87.00

	HOURS										TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Project Principal	Project Manager	Sr. Engineer	Engineer	Engineer	Planner	Sr. Designer	Clerical	Total Hours	Labor (\$)		
1. Airfield Capacity Analysis												
Subtotal	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
2. Airfield Alternatives Analysis												
2.2 Existing Airfield (Baseline) Conditions	0	8	14	12	0	0	0	0	34	\$5,894.00	\$0.00	\$5,894.00
2.5 Preliminary Engineering Assessments/ROM Cost Estimates	4	16	50	40	8	30	0	0	148	\$24,314.00	\$0.00	\$24,314.00
2.6 Selection and Refinement of Preferred Alternative	0	6	8	34	0	20	0	0	34	\$5,530.00	\$0.00	\$5,530.00
2.7 Construction Impact Analysis	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal	4	30	72	52	8	50	8	0	216	\$35,738.00	\$0.00	\$35,738.00
3. Meetings												
3.1 Kickoff Meeting	0	0	0	0	0	6	0	0	6	\$852.00	\$100.00	\$952.00
3.2 DOA Coordination Meetings (3)	0	8	8	0	0	24	0	0	40	\$6,512.00	\$0.00	\$6,512.00
3.3 FAA Consultations	0	0	0	0	0	12	0	0	12	\$1,704.00	\$0.00	\$1,704.00
Subtotal	0	8	8	0	0	42	0	0	58	\$9,068.00	\$100.00	\$9,168.00
4. Documentation												
4.1 Draft Report	0	6	12	0	0	40	0	8	66	\$9,790.00	\$0.00	\$9,790.00
Subtotal	0	6	12	0	0	40	0	8	66	\$9,790.00	\$0.00	\$9,790.00
Total Base Proposal Hours												
Subtotal Base Labor Costs	4	44	92	52	8	132	8	8	340	\$54,596.00	\$100.00	\$54,696.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-2: Scope of Services

Task I-22-PBI-002: PBI Wildlife Hazard Assessment Update

Palm Beach International Airport (PBI)

Project Description

The Palm Beach County Department of Airports (DOA) intends to update the Wildlife Hazard Assessment (WHA) for the Palm Beach International Airport (PBI) which was last completed in 2011. The WHA will be conducted following regulations set forth in Federal Aviation Regulation (FAR) Part 139 and related FAA advisory circulars (AC 150/5200-38). This WHA will include a review of past wildlife strike data and observations at PBI, a review of site conditions including on- and off-site hazards, 12 months of semi-monthly wildlife observations and data collection, analysis of that wildlife data in relation to aircraft activity, GIS mapping and analysis of the data and observations, and recommendations aimed to decrease potential wildlife aircraft incidents.

Project Justification

The FAA National Wildlife Strike Database includes record of 309 wildlife strikes at PBI from March 2012 through March 1, 2022. PBI has undertaken a variety of measures to reduce potential wildlife hazards and has a wildlife hazard management program. Because it has been over ten years since an assessment was completed at PBI, the DOA is conducting this assessment to update and improve the wildlife hazard management at PBI through resulting implementation actions.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$229,742.90.

Scope of Services

Through the tasks outlined below, the WHA will be developed to address the requirements set forth in FAR Part 139.337 (c) which are as follows:

- (c) The wildlife hazard assessment required in paragraph (b) of this section must be conducted by a wildlife damage management biologist who has professional training and/or experience in wildlife



hazard management at airports or an individual working under direct supervision of such an individual. In accordance with AC 150/5200-36B:

To meet the requirements of §139.337(c) and (f)(7), a wildlife damage management biologist (from now on referred to as a "qualified airport wildlife biologist") must:

- Have the necessary academic coursework from accredited institutions and work experience to meet the qualifications of a GS-0486 series wildlife biologist as defined by the U.S. Office of Personnel Management classification standards or be designated as a Certified Wildlife Biologist by The Wildlife Society (<http://www.wildlife.org>) and,
- Have taken and passed an airport wildlife hazard management training course acceptable to the FAA Administrator and,
- While working under the direct supervision of a qualified airport wildlife biologist:
 - Have conducted at least one Wildlife Hazard Assessment acceptable to the FAA Administrator (as described in Section 139.337) or,
 - Conducted at least one year of continual wildlife hazard monitoring at a certificated airport using FAA-approved methodology (FAA AC 150/5200-38, Ch. 4).
- Have successfully completed at least one of the following within 5 years of their initial FAA approved airport wildlife hazard management training course, and every 5 years thereafter:
 - An airport wildlife hazard management training course that is acceptable to the FAA Administrator (Appendix C), or
 - Attendance, as a registered participant, at a joint Bird Strike Committee– USA/Bird Strike Committee–Canada annual meeting, or c. Other training acceptable to the FAA Administrator.

The wildlife hazard assessment must contain at least the following:

- (1) *An analysis of the events or circumstances that prompted the assessment.*
- (2) *Identification of the wildlife species observed and their numbers, locations, local movements, and daily and seasonal occurrences.*
- (3) *Identification and location of features on and near the airport that attract wildlife.*
- (4) *A description of wildlife hazards to air carrier operations.*
- (5) *Recommended actions for reducing identified wildlife hazards to air carrier operations.*



Task 1: Review of Wildlife Strike Data & Data Collection Methodology Development

CONSULTANT will collect past wildlife strike data from airport personnel, air traffic control tower personnel (if applicable), or from the FAA's National Wildlife Strike Database to provide the airport with a summary and/or trend history of reported strikes at PBI.

CONSULTANT will prepare the methodology used for data collections and analysis for the Wildlife Hazard Assessment document. This task includes:

- finalizing wildlife observation forms for data collection methodology,
- data management setup,
- grid-based mapping which includes the observation points to be utilized in the 12-month data collection phase of the project.

Task 2: Project Kick-off Meeting and On-site Inspection

CONSULTANT will hold one meeting to "kick-off" the project. At this meeting, CONSULTANT will:

- Provide an overview presentation of the study,
- Gather information from airport personnel regarding potential wildlife hazard attractants or wildlife/aircraft related issues at PBI,
- Discuss stakeholders at the airport for project input, and
- Discuss project logistics such as airport access, observation point access, and special events that may impact the study. Finalize safety map(s).

CONSULTANT will meet on-site with PBI staff to inspect the aircraft operation area (AOA) for potential wildlife hazard attractants and to evaluate the proposed wildlife observation areas.

CONSULTANT will prepare a technical memorandum or preliminary assessment outlining the findings from the initial site inspection of the AOA.

Task 3: Wildlife Monitoring & Data Collection

CONSULTANT will conduct wildlife observations at determined locations on and possible off airport property:

- Each of these stations will be monitored for twelve (12) consecutive months.
- Each of the stations will be monitored twice a month.

Each semi-monthly monitoring event (minimum 24 events) will encompass three separate observation periods (dawn, dusk, and mid-day). CONSULTANT will conduct additional observations as follows:



- Up to twelve (12) monthly nighttime/spotlight surveys within the AOA. These observations will occur within the 12-month time frame of the wildlife monitoring portion of this assessment.
- CONSULTANT will conduct up to two (2) additional sampling activities (if needed) to help determine if a prey base is present within the AOA (this may include rodent trapping, fish sampling, or other activities determined appropriate by predator observations/activity)

A mid-term project update meeting will be held after 6 months of data have been collected. Initial data, including a discussion of data analysis, will be reviewed with the client at this meeting.

Task 4: Data Input and Analysis

CONSULTANT will compile the wildlife observation data from the wildlife observation points, the nighttime/spotlight observation data sheets, and any prey base data into a data management system that is tied to a grid overlay map of the airport and project area.

CONSULTANT will then provide the following data analysis and/or graphic display of analysis as part of the assessment document:

Grid-based wildlife data densities, seasonal densities, and if needed, species specific density graphics:

- Tabular and/or graph formatted data summaries of the above listed grid-based wildlife data graphics
- Season or daily trend analysis of wildlife observation data
- Nighttime/spotlight data analysis
- Prey base data analysis

To describe the wildlife hazards to aircraft operations the following data analysis/graphic display of data will be conducted:

- Major aircraft flight corridors (approach plate info) will be provided as part of the WHA document and will be used in the data analysis to identify areas of potential risk and conflict.
- Wildlife observation data will be displayed graphically and/or in tabular format by FAA Ranking of Hazard to Aviation (FAA AC 150/5200-32B Table 1)

FAA AC 150/5200-33C sets separation distances from an airport's AOA to potential wildlife hazard attractants. Areas within the airport property boundary that are identified as potential wildlife hazard attractants will be developed. CONSULTANT will prepare graphics following separation distances apply (FAA AC 150/5200-33C) that will include general land use designations and potential areas for wildlife hazard attractants (for example: landfills, documented rookery sites, wildlife refuges, or protected natural areas managed for potentially hazardous wildlife):

- 5,000 feet from the nearest air operations area (piston powered aircraft)



- 10,000 feet from the nearest air operations area (turbine powered aircraft)
- 5-mile range to protect approach, departure, and circling airspace.

Task 5: Geographic Information Systems (GIS) Analysis and Mapping

Using GIS, we will assess wildlife hazards and risks, identify and map "hot spots" and use the data to set priorities with the Airport:

- GIS data layers will be obtained from public sources and supplemented with airport specific information and observation data to analyze wildlife habitat on the AOA and adjacent property.
- Specific wildlife observation data will be integrated with data on birdstrikes, aircraft utilization, regional habitat analysis and aircraft movement plots to identify potential hazards. The GIS analysis will provide a foundation for estimates of wildlife abundance, records of wildlife strikes and sightings, and a tool for long-term wildlife hazard management at PBI.

Task 6: Documentation

CONSULTANT will prepare draft recommendations and report:

- CONSULTANT will develop a list of recommended actions intended to reduce the identified wildlife hazard attractants on or near PBI. These prioritized recommendations will be based on the site inspection, wildlife monitoring, data analysis, and other information gathered throughout the assessment process.
- CONSULTANT will prepare a Draft WHA document for review and comment by the CLIENT. A meeting will be held to discuss comments and questions prior to developing the Final WHA document.

Upon receipt of all comments from CLIENT, CONSULTANT will complete and coordinate the final document:

- CONSULTANT will prepare the Final WHA document for final review by the client.
- The CLIENT will submit the Final WHA document to the FAA. CONSULTANT will provide assistance in responding to comments or questions from the FAA regarding the assessment. CONSULTANT will respond to FAA comments and re-submit final WHA (if required).



Task 7: Wildlife Hazard Management Plan Update

CONSULTANT will work with PBI to develop an adaptive WHMP update that meets all FAR Part 139 requirements. Development of the WHMP includes identification of airport resources, responsible personnel and wildlife hazard deterrent measures; discussion of procedural information; communications and community involvement and refinement and continuation of the airport's wildlife hazard management training (WHMT) program. Through the tasks outlined in this scope, the update will be developed to specifically address the requirements set forth in FAA FAR Part 139.337 (f) which are as follows:

(f) The plan must include at least the following:

(1) A list of the individuals having authority and responsibility for implementing each aspect of the plan.

(2) A list prioritizing the following actions identified in the wildlife hazard assessment and target dates for their initiation and completion:

(i) Wildlife population management;

(ii) Habitat modification; and

(iii) Land use changes.

(3) Requirements for and, where applicable, copies of local, State, and Federal wildlife control permits.

(4) Identification of resources that the certificate holder will provide to implement the plan.

(5) Procedures to be followed during air carrier operations that at a minimum includes—

(i) Designation of personnel responsible for implementing the procedures;

(ii) Provisions to conduct physical inspections of the aircraft movement areas and other areas critical to successfully manage known wildlife hazards before air carrier operations begin;

(iii) Wildlife hazard management measures; and

(iv) Ways to communicate effectively between personnel conducting wildlife control or observing wildlife hazards and the air traffic control tower.

(6) Procedures to review and evaluate the wildlife hazard management plan every 12 consecutive months or following an event described in paragraphs (b)(1), (b)(2), and (b)(3) of this section, including:

(i) The plan's effectiveness in dealing with known wildlife hazards on and in the airport's vicinity and

(ii) Aspects of the wildlife hazards described in the wildlife hazard assessment that should be reevaluated.



(7) A training program conducted by a qualified wildlife hazard management biologist to provide airport personnel with the knowledge and skills needed to successfully carry out the wildlife hazard management plan required by paragraph (d) of this section.

The WHMP documentation will be in accordance to, and include the information as required per FAA Part 139.337 (f). The document will include the following sections along with supporting information:

- Introduction
- Authority, Roles, and Responsibilities
- Prioritized List of Actions – WHA Recommendation Implementation
- Identification of Airport Resources
- Legal Requirements for Wildlife Control
- Operational Procedures for Wildlife Hazard Management
- Review and Evaluation of the WHMP
- Training Program (Identification and Outline of Program)

Sub-task 8.3 WHMP DOA Coordination Meetings

Two (2) DOA project meetings will be conducted during the preparation of the PBI WHMP update. The initial meeting will identify the members of the DOA's wildlife hazard management team, their responsibilities, and the importance of coordination between Authority departments and/or sections. A second meeting will be conducted after the draft WHMP update has been submitted to the DOA for review. At this time, CONSULTANT will attend to any comments or questions from the DOA. This will assure the DOA finds the content and recommendations of the WHMP fully acceptable prior to finalizing.

CONSULTANT will continually coordinate with DOA to receive input and discuss options for the WHMP during the kick-off and update meetings. This includes the DOA providing CONSULTANT with a description of resources (personnel, equipment, supplies, finances, etc.) the Authority is available to allocate for WHMP implementation and identify current staff responsibilities. This will ensure and production of a high-quality report with actions that are cost feasible and implementable.

The information from the FAA accepted WHA for PBI will be reviewed and reformatted for use in the WHMP update as applicable. Any additional information gathered at PBI after the WHA is completed will also be incorporated into the update.

Sub-task 8.2 Draft WHMP Update Development

When developed, the WHMP update will require the commitment of the DOA's resources (time, personnel, equipment, supplies, and finances). Therefore, we recognize that the DOA must approve and agree to any management or task items that are identified. Even if such items are recommended by the Qualified Airport



Wildlife Biologist, only the DOA as the Airport Sponsor can commit airport resources. In addition, once finalized, the WHMP update will be coordinated through the FAA Certification Inspector, and upon approval, incorporated into the Airport Certification Manual (ACM). Therefore, it is imperative that the development of the WHMP is a collaborative effort between the consulting team and the DOA. Our team understands that the DOA must support all action items included in the final version of the WHMP update prior to FAA submittal and approval.

The document will consist of a variety of management techniques based on the results of the PBI WHA. The report will include, but is not limited to, the following requirements of 14 CFR Part 139.337 (e) and (f):

- A list of the individuals having authority and responsibility for implementing each aspect of the plan.
- A list prioritizing the following actions identified in the WHA and target dates for their initiation and completion:
 - (i) Wildlife population management;
 - (ii) Habitat modification; and
 - (iii) Land use changes.
- Requirements for and copies of local, state, and federal wildlife control permits where applicable.
- Identification of resources that the certificate holder will provide to implement the plan.
- Procedures to be followed during air carrier operations that at a minimum includes:
 - (i) Designation of personnel responsible for implementing the procedures;
 - (ii) Provisions to conduct physical inspections of the aircraft movement areas and other areas critical to successfully manage known wildlife hazards before air carrier operations begin;
 - (iii) Wildlife hazard control measures; and
 - (iv) Ways to communicate effectively between personnel conducting wildlife control or observing wildlife hazards and the air traffic control tower.
- Procedures to review and evaluate the WHMP annually or following an event described in 14 CFR, Part 139.337 (b)(1), (b)(2), and (b)(3), including:
 - (i) The plan's effectiveness in dealing with known wildlife hazards on and in the airport's vicinity and;
 - (ii) Aspects of the wildlife hazards described in the WHA that should be reevaluated.
- A training program conducted by a qualified wildlife damage management biologist to provide airport personnel with the knowledge and skills needed to successfully carry out the WHMP.



- Local, state and federal agency coordination related to potential permits will be conducted, if required. This may include coordination with the USFWS for a Federal Migratory Bird Depredation permit or other applicable agencies to secure permits necessary for implementing wildlife management tactics described in the WHMP, if requested by the Authority.

The draft WHMP update will be provided to the DOA for review and comment. This will include five (5) printed copies of the draft WHMP and electronic copies that contain a PDF file and Word version of the draft WHMP document. Once comments are received, CONSULTANT will make appropriate changes to address comments as needed. When the DOA submits the WHMP to the FAA, CONSULTANT will assist in responding to comments or questions from the FAA, if required.

Sub-task 8.3 Final WHMP Update Development

A draft final version of the WHMP update, that includes any requested edits or changes, will be provided to the Authority for final approval. Any revisions will be addressed and the WHMP update will be finalized for submittal to the FAA. Five (5) printed copies of the final WHMP update and two (2) electronic copies that contain a PDF file and Word version of the final WHMP update will be provided to the DOA. Three (3) additional printed copies of the WHMP will also be prepared for submittal to the FAA. The DOA may submit these printed copies of the WHMP to the FAA or, upon request; CONSULTANT can submit the document on the DOA's behalf. Should comments from FAA be received regarding the content of the WHMP and revisions are necessary, CONSULTANT will make appropriate revisions and address comments, if required.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Overall Task Management, Administration)
Environmental Science Associates	(Lead Environmental Consultant)
Environmental Quality, Inc.	(Wildlife Field Survey Support)

CONSULTANT will perform the required inspections, coordinating closely with the DOA, and submit the Draft Wildlife Hazard Assessment within three (3) months of completion of the 12-month study timeframe. Based on input from the Draft Report Review Meeting with the DOA, CONSULTANT will submit the Final Report within two (2) months of receipt of comments.

Deliverables

1. Memorandum from the initial site inspection of the AOA– one (1) digital pdf version to PBI.
2. Draft Wildlife Hazard Assessment – one (1) digital pdf version and two (2) paper to PBI.
3. Final Wildlife Hazard Assessment – one (1) digital pdf version and three (3) paper to PBI.
4. Draft Wildlife Hazard Management Plan – one (1) digital pdf version and two (2) paper to PBI.
5. Final Wildlife Hazard Management Plan – one (1) digital pdf version and three (3) paper to PBI.



TASK ASSUMPTIONS AND EXCLUSIONS

1. The CLIENT will provide CONSULTANT with airport and area aerals and digital airport boundaries.
2. Graphics representing areas 5,000 ft, 10,000 ft and 5 miles from the AOA which may include land use summary information and other potential wildlife hazard attractants will be based on available information through publicly available sources.
3. Wildlife monitoring stations are subject to change in location or in quantity depending on accessibility, viability, and monitoring time allotment. Final locations and number of wildlife monitoring stations will be documented to the CLIENT.
4. Access and ability to drive a vehicle within the Airport's AOA is necessary for wildlife monitoring (all security training/driving training will be provided by PBI for personnel involved in wildlife observations and operating a vehicle within the AOA).
5. Wildlife observations will be performed by an FAA Qualified Wildlife Biologist or an ecologist/biologist under the direct supervision of a FAA Qualified Wildlife Biologist.
6. Environmental permitting or implementation of hazardous wildlife deterrent activities are not included within this scope of services.

Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-PBI-R-002: PBI Wildlife Hazard Assessment
Palm Beach County Department of Airports - Airport Planning Consultant Services
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$376.00 \$305.00 \$205.00 \$130.00

	HOURS					R&A Labor (\$)	R&A EXPENSES (\$)	R&A TRAVEL EXPENSES (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	Local EBO Amounts (\$)
	Senior Vice President	Director	Senior Consultant	Admin/Support	Total Hours							
1 Review of Wildlife Strike Data and Data Collection Methodology Development												
1.1 Wildlife Observation Forms	0		0	0	0	\$0.00	\$0.00	\$0.00	\$1,159.52	ESA	\$1,159.52	\$0.00
1.2 Data Management Setup	0		0	0	0	\$0.00	\$0.00	\$0.00	\$2,319.04	ESA	\$2,319.04	\$0.00
1.3 Grid Base Mapping	0		0	0	0	\$0.00	\$0.00	\$0.00	\$2,319.04	ESA	\$2,319.04	\$0.00
Subtotal	0		0	0	0	\$0.00	\$0.00	\$0.00	\$5,797.60		\$5,797.60	\$0.00
2 Project Kick-off Meeting and On-site Inspection												
2.1 Kick-off Meeting / Site Inspection	0	4		0	4	\$1,220.00	\$0.00	\$50.00	\$6,832.04	ESA	\$8,102.04	\$750.00
Subtotal	0	4		0	4	\$1,220.00	\$0.00	\$50.00	\$6,832.04		\$8,102.04	\$750.00
3 Wildlife Monitoring & Data Collection												
3.1 Semi-Monthly Monitoring (12 Months)	0		0	0	0	\$0.00	\$0.00	\$0.00	\$79,805.76	EQI	\$79,805.76	\$22,500.00
3.2 Monthly Nighttime/Spotlight Surveys	0		0	0	0	\$0.00	\$0.00	\$0.00	\$13,578.56	EQI	\$13,578.56	\$10,100.00
3.3 Additional Sampling Activities (2)	0		0	0	0	\$0.00	\$0.00	\$0.00	\$3,919.52	EQI	\$3,919.52	\$2,760.00
3.4 Mid-term Project Update Meeting	0		4	0	4	\$1,220.00	\$0.00	\$50.00	\$5,756.34	ESA	\$7,026.34	\$740.00
Subtotal	0	4		0	4	\$1,220.00	\$0.00	\$50.00	\$103,060.18		\$104,330.18	\$36,100.00
4 Data Input and Analysis												
4.1 Data Input and Analysis	0		0	0	0	\$0.00	\$0.00	\$0.00	\$23,065.08	ESA	\$23,065.08	\$0.00
Subtotal	0		0	0	0	\$0.00	\$0.00	\$0.00	\$23,065.08		\$23,065.08	\$0.00

Fee Proposal for I-22-PBI-R-002: PBI Wildlife Hazard Assessment

Palm Beach County Department of Airports - Airport Planning Consultant Services

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

Rates: <div><div>\$376.00</div><div>\$305.00</div><div>\$205.00</div><div>\$180.00</div></div>												
	Senior Vice President			HOURS		R&A Labor (\$)	R&A Expenses (\$)	R&A Travel Expenses (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	Local EBO Amounts (\$)
	Director	Consultant	Admin/Support	Total Hours								
5 Geographical Information Systems (GIS) Analysis and Mapping												
5.1 GIS Analysis and Mapping	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$7,282.84	ESA	\$7,282.84	\$0.00
Subtotal	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$7,282.84		\$7,282.84	\$0.00
6 Documentation												
6.1 Prepare Preliminary Draft WHA Report	4	8	16	8	36	\$8,264.00	\$200.00	\$0.00	\$17,557.32	ESA	\$26,021.32	\$0.00
6.2 Client Review Meeting	0	4	0	0	4	\$1,220.00	\$0.00	\$50.00	\$3,518.32	ESA	\$4,788.32	\$740.00
6.3 Prepare Revised Draft WHA Report	0	2	0	4	6	\$1,130.00	\$200.00	\$0.00	\$5,636.40	ESA	\$6,966.40	\$0.00
6.4 FAA Consultation/Finalize WHA Report	0	4	0	0	4	\$1,220.00	\$200.00	\$0.00	\$2,818.20	ESA	\$4,238.20	\$0.00
Subtotal	4	18	16	12	50	\$11,834.00	\$600.00	\$50.00	\$29,530.24		\$42,014.24	\$740.00
7 Wildlife Hazard Management Plan (WHMP) Update												
7.1 WHMP Coordination Meetings (2)	0	8	0	0	8	\$2,440.00	\$0.00	\$100.00	\$7,256.88	ESA	\$9,796.88	\$1,480.00
7.2 Draft WHMP Update	4	8	16	4	32	\$7,744.00	\$200.00	\$0.00	\$14,912.56	ESA	\$22,856.56	\$0.00
7.3 Final WHMP Update	0	4	0	4	8	\$1,740.00	\$200.00	\$0.00	\$4,557.48	ESA	\$6,497.48	\$0.00
Subtotal	4	20	16	8	48	\$11,924.00	\$400.00	\$100.00	\$26,726.92		\$39,150.92	\$1,480.00
Total Base Proposal Hours												
Subtotal Base Labor Costs & Expenses	\$3,008.00	\$14,038.00	\$6,560.00	\$2,600.00	\$26,198.00	\$26,198.00	\$1,000.00	\$250.00	\$202,294.90		\$229,742.90	\$39,110.00
												17.9%



Fee Proposal for I-22-PBI-R-002: PBI Wildlife Hazard Assessment
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Environmental Science Associates

Rates: \$269.73 \$191.39 \$144.94 \$123.77

	HOURS					Labor (\$)	EXPENSES (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Senior Director I	Managing Associate III	Senior Associate II	Senior Associate I	Total Hours					
1 Review of Wildlife Strike Data and Data Collection Methodology Development										
1.1 Wildlife Observation Forms	0	0	8	0	8	\$1,159.52	\$0.00	\$0.00	\$0.00	\$1,159.52
1.2 Data Management Setup	0	0	16	0	16	\$2,319.04	\$0.00	\$0.00	\$0.00	\$2,319.04
1.3 Grid Base Mapping	0	0	16	0	16	\$2,319.04	\$0.00	\$0.00	\$0.00	\$2,319.04
Subtotal	0	0	40	0	40	\$5,797.60	\$0.00	\$0.00	\$0.00	\$5,797.60
2 Project Kick-off Meeting and On-site Inspection										
2.1 Kick-off Meeting / Site Inspection	8	0	16	8	32	\$5,467.04	\$0.00	\$0.00	\$575.00	\$6,042.04
Subtotal	8	0	16	8	32	\$5,467.04	\$0.00	\$0.00	\$575.00	\$6,042.04
3 Wildlife Monitoring & Data Collection										
3.1 Semi-Monthly Monitoring (12 Months)	12	60	240	0	312	\$49,505.76	\$0.00	\$0.00	\$7,800.00	\$57,305.76
3.2 Monthly Nighttime/Spotlight Surveys	0	0	24	0	24	\$3,478.56	\$0.00	\$0.00	\$0.00	\$3,478.56
3.3 Additional Sampling Activities (2)	0	0	8	0	8	\$1,159.52	\$0.00	\$0.00	\$0.00	\$1,159.52
3.4 Mid-term Project Update Meeting	10	0	16	0	26	\$5,016.34	\$0.00	\$0.00	\$0.00	\$5,016.34
Subtotal	22	60	288	0	370	\$59,160.18	\$0.00	\$0.00	\$7,800.00	\$66,960.18
4 Data Input and Analysis										
4.1 Data Input and Analysis	4	24	120	0	148	\$23,065.08	\$0.00	\$0.00	\$0.00	\$23,065.08
Subtotal	4	24	120	0	148	\$23,065.08	\$0.00	\$0.00	\$0.00	\$23,065.08



Fee Proposal for I-22-PBI-R-002: PBI Wildlife Hazard Assessment
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Environmental Science Associates

Rates: \$269.73 \$181.39 \$144.84 \$123.77

	HOURS					Labor (\$)	EXPENSES (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Senior Director I	Managing Associate III	Senior Associate II	Senior Associate I	Total Hours					
5 Geographical Information Systems (GIS) Analysis and Mapping										
5.1 GIS Analysis and Mapping	0	0	0	12	12	\$7,282.84	\$0.00	\$0.00	\$0.00	\$7,282.84
Subtotal	0	0	0	12	12	\$7,282.84	\$0.00	\$0.00	\$0.00	\$7,282.84
6 Documentation										
6.1 Prepare Preliminary Draft WHA Report	8	0	96	12	116	\$17,557.32	\$0.00	\$0.00	\$0.00	\$17,557.32
6.2 Client Review Meeting	4	0	10	0	14	\$2,528.32	\$0.00	\$0.00	\$250.00	\$2,778.32
6.3 Prepare Revised Draft WHA Report	8	0	24	0	32	\$5,636.40	\$0.00	\$0.00	\$0.00	\$5,636.40
6.4 FAA Consultation/Finalize WHA Report	4	0	12	0	16	\$2,818.20	\$0.00	\$0.00	\$0.00	\$2,818.20
Subtotal	24	0	142	12	178	\$28,540.24	\$0.00	\$0.00	\$250.00	\$28,790.24
7 Wildlife Hazard Management Plan (WHMP) Update										
7.1 WHMP Coordination Meetings (2)	8	0	16	0	24	\$4,476.88	\$0.00	\$0.00	\$1,300.00	\$5,776.88
7.2 Draft WHMP Update	8	0	88	0	96	\$14,912.56	\$0.00	\$0.00	\$0.00	\$14,912.56
7.3 Final WHMP Update	4	0	24	0	28	\$4,557.48	\$0.00	\$0.00	\$0.00	\$4,557.48
Subtotal	20	0	128	0	148	\$23,946.92	\$0.00	\$0.00	\$1,300.00	\$25,246.92
Total Base Proposal Hours										
	78	84	774	32	968					
Subtotal Base Labor Costs	\$21,038.94	\$16,076.76	\$112,183.56	\$3,960.64	\$153,259.90	\$153,259.90	\$0.00	\$0.00	\$9,925.00	\$163,184.90



Fee Proposal for I-22-PBI-R-002: PBI Wildlife Hazard Assessment

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: Environmental Quality, Inc.

Rates: \$115.00

	HOURS		Labor (\$)	EXPENSES (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Senior Scientist	Total					
		Hours					
1 Review of Wildlife Strike Data and Data Collection Methodology Development							
Subtotal	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Project Kick-off Meeting and On-site Inspection							
2.1 Kick-off Meeting / Site Inspection	6	6	\$690.00			\$100.00	\$790.00
Subtotal	6	6	\$690.00	\$0.00	\$0.00	\$100.00	\$790.00
3 Wildlife Monitoring & Data Collection							
3.1 Semi-Monthly Monitoring (12 Months)	180	180	\$20,700.00	\$0.00	\$0.00	\$1,800.00	\$22,500.00
3.2 Monthly Nighttime/Spotlight Surveys	80	80	\$9,200.00	\$0.00	\$0.00	\$900.00	\$10,100.00
3.3 Additional Sampling Activities (2)	24	24	\$2,760.00	\$0.00	\$0.00	\$0.00	\$2,760.00
3.4 Mid-term Project Update Meeting	6	6	\$690.00	\$0.00	\$0.00	\$50.00	\$740.00
Subtotal	290	290	\$33,350.00	\$0.00	\$0.00	\$2,750.00	\$36,100.00
4 Data Input and Analysis							
Subtotal	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Fee Proposal for I-22-PBI-R-002: PBI Wildlife Hazard Assessment

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: Environmental Quality, Inc.

Rates: \$115.00

	HOURS		Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Senior Scientist	Total Hours				
5 Geographical Information Systems (GIS) Analysis and Mapping						
Subtotal	0	0	\$0.00	\$0.00	\$0.00	\$0.00
6 Documentation						
6.2 Client Review Meeting	6	6	\$690.00	\$0.00	\$50.00	\$740.00
Subtotal	6	6	\$690.00	\$0.00	\$50.00	\$740.00
7 Wildlife Hazard Management Plan (WHMP) Update						
7.1 WHMP Coordination Meetings (2)	12	12	\$1,380.00	\$0.00	\$100.00	\$1,480.00
Subtotal	12	12	\$1,380.00	\$0.00	\$100.00	\$1,480.00
Total Base Proposal Hours						
Subtotal Base Labor Costs	\$36,110.00	\$36,110.00	\$36,110.00	\$0.00	\$3,000.00	\$39,110.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-3: Scope of Services

Task I-22-PBI-R-003: PBI Terminal Gate Capacity and Alternatives Analysis

Palm Beach International Airport (PBI)

Introduction

The current Airport Master Plan for the Palm Beach International Airport (PBI or the Airport) identified the need for a total of 30 air carrier contact gates to serve the demand levels projected for 2035. With an existing capacity of 28 contact gates, this would require two additional gates to become operational during the Master Plan's 20-year planning horizon. As recommended by the current Airport Master Plan, these two additional gates would be achieved by constructing a headhouse at the end of the Concourse B pier.

Since the completion of the current PBI Master Plan, the passenger and air carrier operational demand levels have changed. Although the COVID-19 pandemic had caused a significant reduction in passenger demand levels throughout the world, passenger demand levels at PBI had experienced a robust recovery in 2021, a trend that continues in 2022 as the Omicron variant appears to have subsided. As a result, the Federal Aviation Administration's (FAA's) Draft 2022 Terminal Area Forecast (TAF) projects that both enplaned passenger and air carrier activity levels will exceed those considered by the Airport's current Master Plan. On that basis, the need for additional terminal gates at PBI are likely to exceed those considered in its current Master Plan.

To support the Palm Beach County Department of Airports (DOA) with reassessing its long-term terminal gate needs, the DOA has requested the services of the Ricondo & Associates, Inc. (Ricondo) team. This effort will include an update to the terminal gate demand/capacity assessments for PBI, and reevaluation of the terminal development alternatives for the Airport. The final deliverables for this effort will include a summary PowerPoint presentation and technical report that summarize the approach, methodologies and recommendations from this analysis. This scope of services describes the services that would be provided by the Ricondo team.

The terminal gate capacity analyses will be predicated on a set of Aviation Activity Forecasts that will be developed by Ricondo under Task I-22-PBI-R-004, *Aviation Activity Forecast*.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$184,752.64.



Scope of Services

The following tasks and subtasks will be performed by the Ricondo Team.

Task 1: Gate Capacity Analysis and Requirements

The Gate Capacity Analysis will determine when the current gate capacity would be exceeded. It will also quantify the incremental gate requirements through the 20-year planning horizon. The Gate Capacity Analysis will include the following subtasks.

Sub-task 1.1 Data Collection and Document Existing Conditions

Ricondo will document the existing terminal gate conditions. This will include the collection of applicable data from the DOA and the assembly of graphics and tables to summarize the existing gate constraints and planned gate expansion contained in the current Master Plan. This task will culminate with the development of an aircraft parking layout plan and summary of existing aircraft gate constraints. Apron pavement markings, passenger boarding bridge types, finished floor elevations, ground elevation contours, terminal floor plans, fuel hydrant pit locations, and airline gate assignments will be documented from readily available sources.

Sub-task 1.2 Peak Gate Demand/Capacity Analysis and Requirements

Utilizing the design day flight schedules and associated ramp chhrs derived under Task I-22-PBI-R-004, *Aviation Activity Forecast*, Ricondo will summarize the gate requirements for both aviation activity forecasts. The analysis will assess each gate type (i.e. commuter, narrowbody, widebody, etc.) for the existing terminal in accordance with both aviation activity forecasts. International and domestic gates will be evaluated separately as well. The proposed expansion of Concourse B as recommended by the current PBI Master Plan will also be considered. The resulting gate requirements will be presented for the near-term (five year), intermediate-term (10 year), and long-term (20-year) planning horizons.

Task 2: Terminal Gate Expansion Alternatives

This task will include the identification and evaluation of terminal gate expansion alternatives that would support the long-term gate requirements defined during the previous tasks. These alternatives will focus on the expansion of the concourses and/or development of new concourse facilities only. It will **not** assess the various functional components of the passenger terminal, such as ticket counters, baggage makeup areas, baggage claim, security screening checkpoints, federal inspection services, or concessions/retail space. The Terminal Gate Expansion Alternatives task will include the following subtasks.

Sub-task 2.1 Gate Optimization Opportunities

Prior to developing additional terminal gates, it is prudent to ensure that all opportunities to optimize the utilization of existing facilities have been considered. It may be possible to avoid or defer the capital costs associated with constructing additional terminal gates by ensuring that airline gate assignments match the mix of aircraft parking positions. The gate optimization opportunities would consider potential airline gate reassignments and/or reconfiguring the aircraft parking plan.

Sub-task 2.2 Gate Expansion Alternatives



Once all gate optimization opportunities have been thoroughly vetted, Ricondo will identify and evaluate a range of gate expansion alternatives. These alternatives will consider the recommended expansion of Concourse B, as well as other development opportunities. To minimize costs, these expansion opportunities will consider terminal development alternatives considered during previous master/terminal planning studies. However, Ricondo will also consider newly defined opportunities as well. Ricondo will collaborate with DOA staff to review the various gate expansion alternatives and identify up to four alternatives that will be subject to further analysis.

Sub-task 2.3 Evaluation of Gate Expansion Alternatives

The Ricondo Team will identify and evaluate up to four (4) alternatives. While the ultimate evaluation criteria used will be reviewed and approved by the Palm Beach DOA, the following parameters are representative to the criteria that would be applied to the evaluation of shortlisted alternatives:

- Impacts to Existing Facilities and Infrastructure
- Passenger Convenience/Experience
- Operational Efficiency
- Constructability
- Rough Order of Magnitude (ROM) Development Cost Estimates and funding options

This subtask will culminate with the selection of a preferred gate expansion alternative, that may be subject to refinement during the subsequent subtask.

Sub-task 2.4 Refinement of Recommended Alternative

During the evaluation of alternatives and selection of the recommended alternative (Preferred Alternative), issues may be identified relative to the various factors evaluated (standards, operations, phasing, cost/affordability, or other factors) that require further refinement. This task will focus on refining the preferred alternative to respond to any of the issues identified during the evaluation and selection process. It is important to recognize that a "Preferred Alternative" is defined for purposes of providing a basis for updating the Airport Layout Plan and to conduct further analyses (funding and financial analysis, etc.).

Sub-task 2.5 ROM Cost Estimate

The Ricondo Team will prepare rough order magnitude cost estimates for the Preferred Alternative. The cost estimate will be provided on an item of work basis. The estimates will be prepared with sufficient detail to provide the level of confidence expected for use in PBI's financial planning, capital programming, and implementation initiatives.

The Ricondo Team will work with the Palm Beach DOA staff to determine appropriate soft cost factors to be applied in the following key areas:

- Planning / Advanced Planning Costs – Planning / advanced planning costs are estimated based on an anticipated level of effort.



- Environmental Documentation Costs – Environmental documentation costs are estimated based on an anticipated level of environmental documentation effort.
- Design and Construction Management Costs – Design and Construction Management costs are generally estimated as a percentage of direct construction costs, depending on the complexity of the project.
- Indirect Allocation Costs – Costs such as program management, Owner’s Construction Insurance Plan (OCIP) or similar costs will be allocated to enable the Palm Beach DOA to capture some Airport Improvement Program funds for administration purposes.
- Contingencies/Management Reserves

The Ricondo Team will also establish percentage mark-ups for unquantified construction costs, which may include the following costs:

- | | |
|---|--------------------------------------|
| ■ General Conditions/Overhead | ■ Mobilization and demobilization |
| ■ Drainage | ■ Construction management |
| ■ Temporary erosion and sedimentation control | ■ Environmental mitigation (permits) |
| ■ Surveying | ■ Hazardous material mitigation |
| ■ Maintenance of Traffic (MOT) | ■ Utilities |
| | ■ Other general contingencies |

Sub-task 2.6 Implementation Plan

In this sub-task, Ricondo will develop a preliminary phasing/implementation timeline and the capital expenditure plan. This plan will not only consider the incremental gate requirements, but also take into consideration potential schedule activities associated with design, bidding, construction, and NEPA processing. Phasing drawings for the short, mid-, and long-term planning horizons will be updated. The final phasing plan will form the ultimate basis for updating the Airport Layout Plan (ALP) drawings in a subsequent task. This scope of work excludes the updating of the ALP drawings.

Sub-task 2.7 Summary PowerPoint Presentation

Ricondo will prepare a summary presentation in MS PowerPoint that summarizes the approach, methodologies and recommendations associated with the terminal gate alternatives analysis. The Summary A consolidated draft of the presentation will be submitted to DOA staff for review and comment. Upon receiving comments, the PowerPoint presentation will be revised and incorporated into the technical report as an appendix. Both the Draft and Final PowerPoint presentation will be submitted in electronic format (PowerPoint and/or PDF format).

Task 3: Meetings

During this task, Ricondo will attend up to six meetings. It is envisioned that these meetings would be held at pertinent milestones and include staff from Ricondo, the DOA and select airlines. The following is a summary of the anticipated meetings and a preliminary description of the topics anticipated for each meeting:



- A Kick-off meeting and data collection
- DOA Briefing #1: Review preliminary gate capacity analysis and gate requirements
- DOA Briefing #2: Review gate optimization options and preliminary range of alternatives
- DOA Briefing #3: Selection of a preferred gate development alternative
- Airline Briefing #1: Review preliminary gate capacity analyses, gate requirements and gate optimization options.
- Airline Briefing #2: Final review of the preferred gate development alternative

For each meeting listed above, Ricondo will prepare an agenda, discussion materials, sign-in sheets, and meeting notes. Up to three staff from Ricondo will attend in each of the meetings.

Task 4: Deliverables

The documentation associated with the Aviation Activity Forecasts will include the development of a summary Microsoft (MS) PowerPoint presentation and technical report.

Sub-task 4.2 Draft Technical Report

A preliminary draft of the Technical Report will be provided to the DOA in electronic (pdf and MS word files) and hardcopy format for internal review and comment. Electronic format deliverables will be provided to the DOA via email and sharefile platform.

Sub-task 4.3 Final Technical Report

After the Department reviews the draft Technical Report and provides final comments, the final Technical Report will be prepared. The final Technical Report will be provided to the Airport. Up to five hard copies of the final Technical Report will be printed for the DOA and an electronic copy of the Technical Report will be provided. The Palm Beach DOA will be responsible for distribution of the final Technical Report to the appropriate parties.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Overall Task Management and Terminal Planning Lead)
American Infrastructure Development, Inc.	(ROM Cost Estimates – Airside/Civil)
Aguirre Project Resources	(ROM Cost Estimates – Terminal Building Elements)
Colome & Associates, Inc.	(Drafting Support, Meeting Notes)



Deliverables

1. Summary PowerPoint Presentation
2. Draft Technical Report – one (1) pdf version and one (1) in MS Word format
3. Final Technical Report – up to five hardcopies (5), one (1) pdf version and one (1) in MS Word format
4. Other working files in MS Excel and AutoCAD format

ASSUMPTIONS

1. Terminal gate expansion alternatives will build upon prior master/terminal planning studies and focus on concourse/gate expansion opportunities.
2. The terminal gate capacity analyses will be predicated on a set of Aviation Activity Forecasts that will be developed by Ricondo under Task I-22-PBI-R-004, *Aviation Activity Forecast*.
3. The alternatives analysis will focus on the expansion of the concourses and/or development of new concourse facilities only. It will **not** assess the various functional components of the passenger terminal, such as ticket counters, baggage makeup areas, baggage claim, security screening checkpoints, federal inspection services, or concessions/retail space.

EXCLUSIONS

1. Development of Aviation Activity Forecasts and associated design day flight schedules/ramp charts (to be performed separately under Task I-22-PBI-R-004)
2. Dynamic terminal simulation
3. Capacity analyses associated with the functional areas within the main terminal building.
4. Updating of the Airport Layout Plan Drawing Set

Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-PBI-R-003: PBI Terminal Gate Capacity and Alternatives Analysis
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Aguirre Project Resources

Rates: \$221.70 \$173.63 \$157.43 \$118.19 \$108.89

	Principal	Chief Estimator	Sr. Cost Estimator	Cost Estimator	Scheduler	HOURS			Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
						Total	Hours					
1 Gate Capacity Analysis and Recommendations												
1.1 Initial Gate Capacity Study												
1.2 Gate Capacity Study												
1.3 Gate Capacity Study												
1.4 Gate Capacity Study												
1.5 Gate Capacity Study												
Subtotal	4	0	0	0	0	0	0	50.00	50.00	0.00	0.00	50.00

2 Terminal Gate Expansion Alternatives

2.1 Terminal Gate Expansion Alternatives												
2.1.1 Terminal Gate Expansion Alternatives												
2.1.2 Terminal Gate Expansion Alternatives												
2.1.3 Terminal Gate Expansion Alternatives												
2.1.4 Terminal Gate Expansion Alternatives												
2.1.5 Terminal Gate Expansion Alternatives												
2.5 ROW Cost Estimates	4	34	50	18	0	106		\$16,795.94	\$0.00	\$0.00	\$0.00	\$16,795.94
2.5.1 ROW Cost Estimates												
2.5.2 ROW Cost Estimates												
2.5.3 ROW Cost Estimates												
Subtotal	4	34	50	18	0	106		\$16,795.94	\$0.00	\$0.00	\$0.00	\$16,795.94

3 Gate Design

3.1 Gate Design												
3.1.1 Gate Design												
3.1.2 Gate Design												
3.1.3 Gate Design												
3.1.4 Gate Design												
3.1.5 Gate Design												
Subtotal	0	0	0	0	0	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4 Documentation

4.1 Documentation												
4.1.1 Documentation												
4.1.2 Documentation												
4.1.3 Documentation												
4.1.4 Documentation												
4.1.5 Documentation												
Subtotal	0	0	0	0	0	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Base Proposal Hours
Subtotal Base Labor Costs

4	\$886.80	34	50	18	0	106		\$16,795.94	\$0.00	\$0.00	\$0.00	\$16,795.94



Fee Proposal for I-22-PBI-R-003: PBI Terminal Gate Capacity and Alternatives Analysis
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: \$289.00 \$207.00 \$181.00 \$142.00 \$107.00

	Project Principal	Project Manager	HOURS			Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
			Sr. Engineer	Engineer	Sr. Designer				
1 Gate Capacity Analysis and Recommendations									
1.1 Gate Capacity Analysis	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.2 Gate Capacity Recommendations	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 Terminal Gate Expansion Alternatives									
2.1 Terminal Gate Expansion Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.2 Terminal Gate Expansion Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.3 Terminal Gate Expansion Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.4 Terminal Gate Expansion Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2.5 ROM Cost Estimates	2	12	20	24	16	\$11,802.00	\$0.00	\$0.00	\$11,802.00
2.6 Terminal Gate Expansion Alternatives	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	2	12	20	24	16	\$11,802.00	\$0.00	\$0.00	\$11,802.00
3 Administration									
3.1 Administration	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.2 Administration	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.3 Administration	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.4 Administration	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
3.5 Administration	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 Documentation									
4.1 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.2 Documentation	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.3 Documentation	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 Documentation	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
Total Base Proposal Hours									
Subtotal Base Labor Costs	\$578.00	\$2,484.00	\$3,620.00	\$3,408.00	\$1,712.00	\$11,802.00	\$0.00	\$0.00	\$11,802.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-4: Scope of Services

Task I-22-PBI-R-004: Aviation Activity Forecasts

Palm Beach International Airport (PBI)

Introduction

Aviation demand, both globally and at the Palm Beach International Airport (PBI or the Airport), has been significantly impacted by the COVID-19 pandemic. As the industry has begun recovering from the pandemic, the Palm Beach County Department of Airports (DOA) has requested an update to the aviation activity forecasts for PBI considering industry changes as a result of the pandemic. These forecasts will support future planning analyses, including airfield, terminal and other facility analyses, as well as other business and financial planning initiatives. This document outlines the scope of services that would be provided by Ricondo to support the development of new aviation activity forecasts for PBI.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$174,420.00.

Scope of Services

The following tasks and subtasks will be performed by the Ricondo Team.

Task 1: Aviation Activity Forecast

The key objective of the aviation activity forecast task is to estimate/project the future aviation demand that will provide the basis for subsequent planning analyses to be performed under separate tasks. These forecasts will be prepared on a fiscal year (FY) basis. FY 2021 will be used as the base year and annual forecasts will be developed for FY 2022 through FY 2041.

Ricondo will develop a forecast of future aviation activity levels for passengers, cargo tonnage, aircraft operations and based aircraft for the Airport. Ricondo will utilize the latest FAA Terminal Area Forecast (TAF) for based aircraft projections. The forecast will be developed considering historical activity patterns, regional socioeconomic factors, and other relevant industry trends and observations (e.g., fuel costs, airline yields, etc.). The resulting forecasts will be compared to the FAA's most current TAF for PBI.



Design day flight schedules (DDFSs) for the FY 2027, 2032 and 2042 will also be produced. The preparation of the DDFSs requires the development of derivative forecasts, which translate the annual forecasts into peak month, daily and peak hour demand levels. For long-term planning purposes, future activity forecasts, including the derivative forecasts, need to reflect an unconstrained condition. A set of alternate demand scenarios will also be developed to support sensitivity analyses.

A Forecast Report detailing the methodology, assumptions, and results will ultimately be developed and submitted to the DOA for review and comments. A more detailed description and summary of the various subtasks included in the formulation of the PBI Master Plan forecasts are provided below.

Sub-task 1.1 Data Collection/Review

Data on historical passenger, cargo, and aircraft operations activity at PBI will be assembled from existing sources, reviewed and organized for the period commencing in 2012 and ending in 2021 (in fiscal years).

Sources for data may include but are not limited to: DOA records, the Airport's noise tracking system, published airline schedule data, U.S. Department of Transportation (DOT) databases, and The FAA's The Operations Network database. Historical activity will be compiled based on the following activity segments:

- Annual enplanements (total, domestic versus international, and by airline)
- Annual originating and connecting enplanements (as provided in the U.S. DOT Origin and Destination database)
- Annual airline aircraft operations (total and by airline)
- Annual aircraft operations by category (passenger airlines, cargo, general aviation, others, and military)
- Historical air cargo – (total, belly, and dedicated freighter, by airline)
- Historical general aviation aircraft operations
- Based Aircraft (general aviation only)
- Peak month enplanements
- Peak month operations
- Socioeconomic and demographic data (population, income, employment) – historical and projected

Sub-task 1.2 Market Assessment and Factors Affecting Demand

An air service market assessment will be developed to inform the update of PBI's air carrier activity projections. This assessment will provide a better understanding of the various factors that are likely to influence the post-pandemic demand patterns at PBI. It will focus on the passenger demand within the south Florida region, competition between PBI and Fort Lauderdale-Hollywood International Airport, emerging trends in commercial aviation, and other key industry factors that may have an impact on passenger demand (e.g., fuel prices, airline mergers, fares, etc.). The impacts of the COVID-19 pandemic on demand in South Florida, as well as any structural changes to the industry as a result of the pandemic will



also be explored. These analyses will incorporate the latest airline industry guidance, demand trends, socioeconomic outlooks and feedback from airlines serving PBI.

The findings of the air service market assessment would be discussed with airlines individually, adjusted as applicable following that review, and used to support the development of the aviation activity projections and corresponding DDFSs.

Sub-task 1.3 Prepare Aviation Activity Forecasts

Ricondo will prepare two sets of Aviation Activity Forecasts through FY 2042:

- One Baseline Forecast
- One Alternate Passenger Demand Scenario

The Baseline Aviation Activity Forecast through 2042 would be prepared considering the results of the data collection and market assessment tasks. Methodologies that will be considered and employed as appropriate may include, but are not necessarily be limited to, trend analyses, single- and multi-variable regression analyses, and market share assessments. Input from the DOA and airlines, as well as non-aviation factors that may influence demand growth for PBI and the aviation industry as a whole will also be considered. The Baseline Forecast will include annual projections of:

- Passenger enplanements (total, international, domestic, and a breakdown of Origin/Destination (O&D) vs. connecting)
- Passenger airline operations (total, domestic, and international),)
- Aircraft operations (total, passenger airlines, cargo, general aviation, military)
- General aviation operations
- Cargo tonnage (total, passenger airlines, and cargo airlines)
- Fleet mix projections (passenger airlines, cargo airlines, and general aviation)

One alternative passenger demand scenario will also be prepared. The specific parameters of the alternative passenger demand scenario will be developed in coordination with the DOA and may be informed by the results of the market assessment task and any feedback from airlines. The alternative passenger demand scenario will include projections of both enplaned passengers and passenger airline operations.

In lieu of developing a general aviation-based aircraft forecast, the projection of based aircraft contained in the most recent FAA TAF will be utilized for the Baseline Forecast. The TAF does not contain a fleet mix for general aviation operations. Ricondo will develop a general aviation fleet mix and apply the resulting fleet mix to the projections contained in the FAA TAF.

Sub-task 1.4 Aircraft Fleet Mix Forecast

Ricondo will generate aircraft fleet mix projections for FY 2027, 2032, 2037 and 2042 under both the Baseline Forecast and Alternate Demand Scenarios. The passenger aircraft fleet mix forecast will focus on seat capacity ranges of aircraft likely to serve PBI with specific aircraft types representing specific aircraft for each seating range category. The cargo fleet mix will be developed by aircraft category (e.g., propellor,



narrowbody, widebody) while the general aviation fleet mix will be developed by FAA category (e.g., single-engine piston, multi-engine piston, turboprop, jet),

The existing and future design aircraft will be identified for the purposes of establishing the airfield's Airport Reference Code (aircraft approach category and airplane design group) and Taxiway Design Group.

Sub-task 1.5 Derivative Forecasts

Ricondo will prepare detailed projections of the Airport's overall forecast demand by peak month, peak month average weekday (PMAWD), and peak hour for each major segment of activity as follows:

- Passengers (total, enplaned, domestic, international, and deplaned)
- Aircraft Operations (total, scheduled passenger, cargo and general aviation/other)

Peak month and PMAWD may differ among specific segments of activity when compared to the Airport's overall peaks. If applicable and in addition to the Airport's overall peak data, peak month and PMAWD activity will be identified as follows:

- Passengers (domestic and international)
- Scheduled passenger operations (domestic and international)
- Other operations (cargo and general aviation/other)
- The detailed time-based projections will be defined and presented for each component segment for use in facility planning at various peak period levels.

These derivative forecasts will be used to assist in the development of future design day schedules and will be prepared for the forecast years of 2027, 2032, and 2042 for the Baseline forecast.

Subtask 1.6 Design Day Flight Schedules/Ramp Charts

Using the annual passenger and aircraft operations forecasts as well as the Peak Month Average Weekday (PMAWD) derivative forecasts, airline flight schedules and projected hourly distribution profiles for FY 2026, 2032, and 2042 associated with the Baseline Forecasts will be developed. For the Alternate Demand Scenario, one DDFS will be prepared for the demand levels forecasted for 2042 only. A DDFS for the Base Year (FY 2021) will also be prepared. If applicable, to account for demands that international passenger airline activity may place on facilities, the DDFSs will include peak international activity levels identified separately from the Airport's PMAWD.

The DDFSs will be used for the purpose of assessing various components of the Airport under separate Tasks, including but not limited to airfield and terminal gate capacity analyses. These flight schedules will be prepared based on the existing (base year) flight schedule, modified to reflect the projected future fleet mix, markets served, and expected future peaking characteristics. Information related to aircraft fleet mix and seating capacity by aircraft type, airline, and scheduled arrival and departure time will be informed by the analysis conducted in the market assessment. Development of the non-passenger airline (e.g., cargo, general aviation/other, and military) DDFS will be informed by the Baseline Forecast and Alternate Demand Scenario.



Task 2: Meetings

All meetings associated with this task will be performed virtually (MS Teams, Zoom, etc.). For budgeting purposes, there are five meeting anticipated during the development of the Aviation Activity Forecasts for PBI. These meetings would include:

- A kickoff meeting
- Two meetings with select airlines
- One meeting with current fixed base operators at PBI
- Review draft baseline forecast and alternate demand scenario

For each meeting listed above, Ricondo will prepare an agenda, discussion materials, sign-in sheets (if necessary), and meeting notes.

Task 3: Deliverables

The documentation associated with the Aviation Activity Forecasts will include the development of a summary Microsoft (MS) PowerPoint presentation and technical report.

Sub-task 3.1 Summary PowerPoint Presentation

Ricondo will prepare a summary presentation in MS PowerPoint that summarizes the approach, methodologies and recommendations associated with the development of the Aviation Activity Forecasts. The Summary PowerPoint presentation will build upon the various presentations derived for each of the meetings described above. A consolidated draft of the presentation will be submitted to DOA staff for review and comment. Upon receiving comments, the PowerPoint presentation will be revised and incorporated into the technical report as an appendix. Both the Draft and Final PowerPoint presentation will be submitted in electronic format (PowerPoint and/or PDF format).

Sub-task 3.2 Technical Report

Ricondo will prepare a technical report that summarizes the approach, methodologies and results associated with the development of the Aviation Activity Forecasts described herein. Ricondo will submit a Draft technical report for DOA review and comment. The submittal of the Draft technical report will be submitted in portable document file (pdf) format.

Sub-task 3.3 Final Technical Report

Upon receiving comments from the DOA, Ricondo will modify the Draft technical report, as required, and submit as a Final deliverable. The submittal of the Final technical report will be submitted in both pdf and MS Word format.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc. (Forecasting)



Deliverables

1. Summary PowerPoint Presentation.
2. Draft Technical Report – one (1) pdf version and one (1) in MS Word format
3. Final Technical Report – one (1) pdf version and one (1) in MS Word format
4. Design Day Flight Schedules and Ramp Chart – one (1) pdf version
5. Other tabular data and charts in MS Excel format

ASSUMPTIONS

1. The demand projections for based aircraft will coincide with the FAA's most recent published TAF.

EXCLUSIONS

1. Coordination with FAA to obtain approval of the Aviation Activity Forecasts.

Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-PBI-R-004: PBI Aviation Activity Forecasts

Palm Beach County Department of Airports - Airport Planning Consultant Services

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

Rates:

\$376.00

\$505.00

\$245.00

\$205.00

\$163.00

\$163.00

	HOURS							R&A		TOTAL COST (\$)	
								Labor (\$)	R&A EXPENSES (\$)		
	Senior Vice President	Director	Managing Consultant	Senior Consultant	Consultant	Technical Specialist	Total Hours				
1 Aviation Activity Forecasts											
1.1 Data Collection/Review	0	2	4	0	8	0	14	\$2,894.00	\$0.00	\$2,894.00	
1.2 Market Assessment and Factors Affecting Demand	2	0	50	24	24	0	100	\$21,834.00	\$0.00	\$21,834.00	
1.3 Prepare Aviation Activity Forecasts (Baseline and Scenario)	4	8	120	24	16	0	172	\$40,872.00	\$0.00	\$40,872.00	
1.4 Fleet Mix Projections	2	4	12	8	0	0	26	\$6,552.00	\$0.00	\$6,552.00	
1.5 Derivative Forecasts	0	0	8	32	0	0	40	\$8,520.00	\$0.00	\$8,520.00	
1.6 Design Day Flight Schedules/Ramp Charts	2	8	40	100	16	0	166	\$36,100.00	\$0.00	\$36,100.00	
Subtotal	10	22	234	188	64	0	518	\$116,772.00	\$0.00	\$116,772.00	
2 Meetings (Virtual)											
2.1 Kickoff Meeting	2	4	12	0	0	0	18	\$4,912.00	\$0.00	\$4,912.00	
2.2 Forecast Review	0	4	8	12	0	0	24	\$5,640.00	\$0.00	\$5,640.00	
2.3 Air Carrier Briefings	2	4	12	8	0	0	26	\$6,552.00	\$0.00	\$6,552.00	
2.4 GA/FBO Briefings	2	2	6	6	0	0	16	\$4,062.00	\$0.00	\$4,062.00	
Subtotal	6	14	38	26	0	0	84	\$21,166.00	\$0.00	\$21,166.00	
3 Documentation											
3.1 Summary PowerPoint Presentation	2	4	24	8	0	4	42	\$10,144.00	\$0.00	\$10,144.00	
3.2 Draft Forecast Report	4	12	40	16	0	20	92	\$21,504.00	\$0.00	\$21,504.00	
3.3 Final Forecast Report	2	4	8	0	0	4	18	\$4,584.00	\$250.00	\$4,834.00	
Subtotal	8	20	72	24	0	28	152	\$36,232.00	\$250.00	\$36,482.00	
Total Base Proposal Hours											
	24	56	344	238	64	28	754				
Subtotal Base Labor Costs & Expenses											
	\$9,024.00	\$17,080.00	\$84,280.00	\$48,790.00	\$10,432.00	\$4,564.00	\$174,170.00		\$250.00	\$174,420.00	



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-5: Scope of Services

Task I-22-PBI-R-005: Public and Employee Parking Analyses

Palm Beach International Airport (PBI)

Introduction

The Palm Beach County Department of Aviation (DOA) has requested that Ricondo & Associates, Inc., (Ricondo) provide the following scope of work to conduct Public and Employee Parking Requirements Analyses for Palm Beach International Airport (the Airport). The purpose of the project would be to calculate the public and employee parking space requirements based on current data to be provided by DOA for a 20-year planning horizon and to recommend public parking rate structure changes that are justifiable based on quantitative analysis, price elasticity of demand, and best-practice comparisons within the industry and comparable to those offered at peer airports. Potential future parking capacity expansion and development strategies, should this task demonstrate the need for such development, would be addressed in a second phase.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$89,980.00.

Scope of Services

The following tasks and subtasks will be performed by the Ricondo Team.

Task 1.1: Conduct Project Kickoff Meeting

The project kickoff meeting will serve as an opportunity for the Ricondo Project Manager (PM) and key Team members to confirm project processes, objectives, and timelines with the DOA's PM and other key internal decision-makers. Ricondo's goals for the kickoff meeting include establishing a clear understanding of the DOA's expectations, confirmation of project roles and responsibilities, and establishment of communication protocols and frequency.

It is anticipated that this meeting will cover:

- Confirmation and identification of the DOA Project Team composition, roles, and communication protocols.



- Understanding of overall project objectives and the DOA's expectations.
- Review of overall project timeline and deliverables.
- Review of critical steps in the study (milestones, deliverables).
- Discussion of the DOA's desired study outcomes.
- Discussion of existing parking operations and demands related to patterns and seasonality.
- Desired proportion of parking spaces provided close-in versus remote and structured versus surface.
- Discussion of the competitive dynamics within the parking system in the vicinity of the airport.
- Discussion of existing parking product offerings and staff views related to new and improvement offerings.
- Existing and future parking pricing options, including the availability of historical pricing data that would help to define the effect of pricing changes on the elasticity of demand.
- Confirmation of target planning horizons.
- Discussion of strategy and timing for engagement of key stakeholders (if necessary).
- Review of existing public data availability and the need for updating/collecting supplemental data, if necessary.

Task 1.2: Obtain and Review Parking Data

The goal of this task is to provide sufficient background information and data to assist in determining existing demand and in preparing models used to project future requirements and revenues for all public parking facilities.

The following public parking data will be provided by the DOA or its parking operator for use in this study to determine existing and future demand of all public and employee parking facilities:

- Most recent aviation demand forecasts depicting annual originating enplanements and aircraft operations.
- Historical monthly originating passenger statistics and aircraft operations, 2014 – present.
- Current physical capacity (spaces) of each parking product and/or facility.
- Current rate structure as well as any rate changes that have occurred, 2014 – present, by product/facility.
- Monthly transactions and revenue for 2014 – present, by product/facility.
- Daily peak occupancy counts by product/facility for 2019 – present.
- Daily overnight occupancy counts by product/facility for 2019 – present.
- Hourly entry and exit reports by product/facility for the peak month of the most recent year (if daily peak occupancy counts are not available).



- Parking transactions and revenues by duration category (e.g., 0-1 hour, 1-2 hours, 2-3 hours, etc.) on a monthly basis for 2019 – present.
- Parking facility closure and diversion data for individual facilities for 2019 – present, if available.
- Any information available pertaining to cost elasticity of demand for parking at the Airport including, but not limited to, changes in utilization data for periods preceding and following parking rate changes at the Airport.
- Any other prior reports or analyses related to parking demand and revenue for 2019 – present.
- Any available information on off-airport parking competitors (location, capacity, rate, occupancy, fees charged by the Airport, etc.)

Task 1.3: Conduct Benchmarking of Peer Airports

Ricondo will prepare a summary of public parking products and rates for up to ten airports, selected collaboratively with the DOA. Benchmarking will include:

- Parking rates at peer airports by product type (short-term and long-term, walkable and shuttled, covered and uncovered, etc.)
- Parking products provided which may include premier parking spaces, vehicle services, advanced reservation, reserved space programs, corporate parking programs, sustained marketing, or promotion programs (e.g., couponing, sweepstakes), and parking wayfinding systems, among other products and services.

Task 1.4: Prepare Estimated Public Parking Demands and Revenues

Ricondo will develop a public parking demand and revenue model that reflects recent parking operations (measured in terms of parking transactions, parking space occupancy, and revenues) to determine when each parking facility will reach effective and physical capacity as well as the resulting impact on future revenue. Once calibrated to base year conditions, the model will be used to forecast future on-Airport public parking demand and revenues. Key tasks will include the following:

- Assess Historical Peak Day and Overnight Parking Demands—Using data collected previously, Ricondo would analyze historical daily peak and overnight parking demand for the base 365 day period to identify the seasonality of parking demands and the typical design-day parking demand by facility.
- Prepare and Calibrate Baseline Public Parking Demand/Revenue Model—Ricondo would customize its parking demand and revenue model to analyze existing activity and to forecast future Baseline parking activity for this study. The model uses transaction data by incremental parking duration (0 to 30 minutes, 30 minutes to 1 hour, 1 to 2 hours, etc.) to identify and summarize parking demands and revenues by parking facility for the following duration categories: short-duration (0 to 3 hours), mid-duration (3 to 24 hours), and long-duration (greater than 24 hours). The model would be calibrated by facility to the existing design day conditions by replicating the existing short-duration and long-duration components of demand accommodated in each facility during the typical design-day period as developed in the previous subtask. The parking demand and revenue model would then be used to predict parking demand and revenue derived from each on-airport parking



facility for the future approved design-day demand conditions assuming that existing parking facilities will remain in place without changes. Specifically, the model will provide an estimate of the year-by-year parking demands, by facility, during the typical busy day of the peak month, compare parking demands by facility with available capacity, and estimate the diversion of parking demand by facility based on existing or future parking constraints that may evolve over the planning horizon. The model will also be used to project annual parking revenue for the Baseline condition. The parking elasticity assumptions affecting demand between products will be derived from review of historical parking rate changes, if available, otherwise industry standard assumptions will be used.

- Prepare Baseline Public Parking Requirements—Existing and future design-day on-airport public parking demand would be converted to parking “requirements,” which includes an additional level-of-service based “buffer” of parking spaces such that a parking facility is not 100 percent occupied on the typical design day. The additional buffer would be confirmed with the DOA staff but would typically include an additional 10 percent over the actual demand for short-duration, high-turnover parking facilities and an additional 5 percent over the actual demand for long-duration, low-turnover parking facilities.
- Identify Anticipated Public Parking Deficiencies—The estimated Baseline demands for public parking would be compared with available spaces and to identify estimated deficiencies (or surplus) in available spaces over the course of the planning horizon.

Task 1.5: Develop Alternative Parking Rate Scenarios

A high-level review of up to three alternative parking rate scenarios would be developed as alternative “packages” and analyzed to assess the financial viability of each option. Key tasks would include the following:

- Identify Potential Rates and Products—Prepare a summary of potential rate increases by product based on the baseline analysis, professional experience, and benchmarking, including rates and products from peer airports. Parking rate scenarios will be developed based on an hourly and maximum daily rate basis.
- Prepare Assessment of Parking Rate Scenarios—Ricondo would undertake focused evaluations the Baseline and up to three alternative parking rate scenarios defined previously. For each scenario, Ricondo would conduct an analysis to further refine the strategy. This assessment will include analyzing impacts on each facility (including potential cannibalization), and other factors pertinent to a specific scenario. The analysis conducted under this work element will utilize the strategic parking rate and revenue model developed previously to assess the financial outcomes of the various parking rate scenarios, expected to include when, and how often rates for each of the parking products are increased, with gross and incremental parking revenue estimated annually. Additionally, it will project parking revenues—gross and incremental—that would be generated by the proposed new rates and estimate the loss in revenues (cannibalization), if any, from other parking products offered at the Airport that would serve as a “donor product” if rate changes are more drastic in one product over another.

Task 1.6: Conduct Workshop to Review and Select Preferred Plan Components



Ricondo would prepare for and attend a workshop with the DOA staff to review the Baseline and Alternative development, proposed rate scenarios, and to select a recommended approach. Key steps would include the following:

- Ricondo would prepare a preliminary list of evaluation criteria that would be used to evaluate the alternatives. The criteria and evaluation process would be structured to identify the strengths and weaknesses associated with the rate scenarios. The information would be reviewed with Authority staff and key stakeholders to revise and confirm the evaluation criteria. Upon confirmation of the evaluation criteria, Ricondo will prepare supporting analysis and an evaluation matrix used to compare the alternatives. Likely components of the matrix would include (a) revenue analysis and (b) customer service implications related to the allocation of parking close-in versus remote, surface versus structure.
- Ricondo would meet with the DOA staff and other stakeholders to review the alternatives, select desired components of the plans, and identify refinements.

Task 1.7: Employee Parking Demand/Capacity Analysis

Employee parking requires land area that must be considered concurrently with public parking in developing a holistic parking development plan for the Airport. Employee parking demand estimates will be based on actual parking lot accumulation counts by parking lot location, which would be obtained via daily peak occupancy counts as described in Task 1.2, or by utilizing parking lot entry and exit volumes (in 15-minute increments) and the occupancy count data to develop a profile of parking accumulation over the course of the busy week. The results of this analysis will be used to determine the peak occupancy day and the maximum accumulation that occurs at employee shift overlap on the peak day. Estimated accumulation profiles will be validated through comparison with field observations (i.e., parking occupancy counts) and anecdotal information provided by Authority staff.

Future year forecasts will be prepared based on the assumption that employee parking requirements will increase in proportion with the average growth in annual airline enplanements and annual aircraft operations. The requirements would be compared with available spaces and deficiencies will be identified.

Task 1.8: Deliverables

The documentation associated with the Public and Employee Parking Analyses will include the development of a summary Microsoft (MS) PowerPoint presentation and technical report.

Sub-task 1.8.1 Summary PowerPoint Presentation

Ricondo will prepare a summary presentation for the Task 1.6 Workshop in MS PowerPoint that summarizes the approach, methodologies and recommendations associated with the development of the analyses and rate scenarios. The Summary PowerPoint presentation will be updated after the Workshop as needed and a consolidated draft of the presentation will be submitted to DOA staff for review and comment. Upon receiving comments, the PowerPoint presentation will be revised submitted as Final. Both the Draft and Final PowerPoint presentation will be submitted in electronic format (PowerPoint and/or PDF format).

Sub-task 1.8.2 Technical Report



Ricondo will prepare a technical report that summarizes the approach, methodologies and results associated with the development of the Public and Employee Parking Analyses described herein. Ricondo will submit a Draft technical report for DOA review and comment. The submittal of the Draft technical report will be submitted in portable document file (pdf) format.

Sub-task 1.8.3 Final Technical Report

Upon receiving comments from the DOA, Ricondo will modify the Draft technical report, as required, and submit as a Final deliverable. The submittal of the Final technical report will be submitted in both pdf and MS Word format.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Task Leader / Parking Analyses)
American Infrastructure Development, Inc.	(Benchmarking and Workshop Support)

Deliverables

1. Summary PowerPoint Presentation.
2. Draft Technical Report – one (1) pdf version and one (1) in MS Word format
3. Final Technical Report – one (1) pdf version and one (1) in MS Word format

ASSUMPTIONS

1. Requested data/files will be provided in MS Excel, Word, or pdf format.
2. All data requested will be provided by the DOA unless described otherwise.
3. Ricondo will work with the DOA as well as rely on our experience at similar airports to develop assumptions regarding the displacement of parking demand between products. These scenarios will outline the allocation of demand that is turned away from a specific parking facility when it reaches capacity. No passenger surveys or analysis determining the predicted allocation of displaced demand will be conducted.

EXCLUSIONS

1. Analysis of rental car facilities is not included in this study.
2. Detailed cost estimates, O&M cost analyses, or cost benefit analyses for any potential new or expanded parking facility are not included in this task



Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-PBI-R-005: Fee Proposal for PBI Public and Employee Parking Analyses

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: \$142.00

	HOURS		Labor	EXPENSES	TRAVEL	TOTAL
	Planner	Total				
1 Task Description	Hours	Hours	(\$)	(\$)	EXPENSES	COST
					(\$)	(\$)
1.1 Conduct Project Kickoff Meeting		0	\$0.00		\$0.00	\$0.00
1.2 Obtain and Review Public Parking Data		0	\$0.00		\$0.00	\$0.00
1.3 Conduct Benchmarking of Peer Airports	24	24	\$3,408.00		\$0.00	\$3,408.00
1.4 Prepare Estimated Baseline Public Parking Demands and Revenues		0	\$0.00		\$0.00	\$0.00
1.5 Develop Alternative Parking Rates, Products and Development Strategies		0	\$0.00		\$0.00	\$0.00
1.6 Conduct Workshop to Review and Select Preferred Plan Components	8	8	\$1,136.00		\$100.00	\$1,236.00
1.7 Employee Parking Demand/Capacity Analysis		0	\$0.00		\$0.00	\$0.00
1.8 Documentation		0	\$0.00		\$0.00	\$0.00
1.9 Subtask Description		0	\$0.00		\$0.00	\$0.00
Subtotal	32	32	\$4,544.00	\$0.00	\$100.00	\$4,644.00
Total Base Proposal Hours	32	32				
Subtotal Base Labor Costs	\$4,544.00	\$4,544.00	\$4,544.00	\$0.00	\$100.00	\$4,644.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-6: Scope of Services

Task I-22-PBI-R-006: Airport Layout Plan Revision

Palm Beach International Airport (PBI)

Introduction

The current Airport Layout Plan (ALP) for the Palm Beach International Airport (PBI or the Airport) provides consideration for the future redevelopment of Runway 10R-28L to serve air carrier aircraft in the future. It also includes consideration for the extension of Runway 10L-28R and the decommissioning of Runway 14-32. The 2018 PBI Master Plan further identifies future Runway 10R-28L to be constructed by the beginning of 2028. Due to the significant changes in aircraft operational demand levels and aircraft fleet mix due to the COVID-19 pandemic, the timing and operational requirements for the planned extension of this runway is being reassessed. Once this reassessment is completed, the PBI ALP will need to be revised to reflect the airfield requirements anticipated with the current and projected aircraft fleet mix for PBI. This scope of services describes the services that would be provided by the Ricondo team to support an interim revision to the PBI ALP.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$90,216.00.

Scope of Services

The scope of work specifically entails updating the current ALP drawing sheets for the Palm Beach International Airport to reflect revised runway and taxiway configurations necessary to accommodate the current and projected aircraft fleet for PBI.



Task 1: Data Collection/Assemble Drawing Files

Ricondo will collect and assemble the current ALP drawing sheets that were developed in 2018 and 2008, as well as the airspace obstacle files obtained in 2015. The drawings files will be reviewed and reformatted, as necessary, to ensure compliance with current data and layering standards.

Task 2: Airfield Design Standards Compatibility Review

On March 31, 2022, the Federal Aviation Administration released Advisory Circular (AC) 150/5300-13B, Airport Design. This document includes a significant update to the FAA's airfield planning and design standards, which the PBI ALP should conform with. Ricondo will conduct a review of the future airfield configuration to ensure that the proposed airfield complies with these new design standards. This will also include a review of current Modification to Design Standards to assess the ability to achieve full compliance with the revised design standards contained in AC 150/5300-13B.

Task 3: Airport Layout and Terminal Area Plan Drawing Sheets Revision

The existing Airport Layout Drawing (ALD) will be reviewed to ensure that any changes to the airfield that may have occurred since the 2018 ALP set was prepared to ensure that it reflects the current conditions. The future ALD and Terminal Area plan drawing sheets will also be revised to reflect any changes to the future conditions, including revised runway and taxiway configurations. Should modifications to the future buildings be anticipated, those changes will be incorporated as well.

Task 4: Data Sheet and Cover Sheet

The Airport Data Sheet will be revised to reflect any changes to the airfield and potential changes resulting from the issuance of AC 150/5300-13B. The wind roses will also be updated to reflect the most recent historical weather data from the National Oceanic and Atmospheric Administration.

Task 5: Part 77 Airspace Drawing(s)

The overall Airspace drawings will be modified to reflect potential changes to the imaginary surfaces that may result from changes to the ultimate airfield configuration. Obstructions to the outer approach, horizontal, and conical surfaces will also be verified and updated accordingly. The 2015 obstacle data will serve the basis for the obstruction analyses.

Task 6: Update Inner Approach/Departure Surface Drawings

The inner approach and departure surface drawings for Runways 10R-28L and 10L-28R will be modified to reflect potential changes to the imaginary surfaces that may result from changes to the ultimate airfield configuration. Obstructions to the approach, departure, transitional and primary surfaces will also be verified and updated accordingly. The 2015 obstacle data will serve the basis for the obstruction analyses.

Task 7: Create Runway 14-32 Inner Approach/Departure Surface Drawing

The inner approach and departure surface drawings for Runway 14-32 will be modified to reflect potential changes to the imaginary surfaces that may result from changes to the ultimate airfield configuration. Obstructions to the approach, departure, transitional and primary surfaces will also be verified and updated accordingly. The 2015 obstacle data will serve the basis for the obstruction analyses.



Task 8: Airport Land Use Drawing Sheet

The Airport Land Use Drawing sheet will be modified to reflect the potential changes to PBI's future airfield configuration and on-Airport land uses. Updates to the off-Airport land uses will **not** be performed.

Task 9: FAA Standard Operating Procedure (SOP) 2.00, ALP Checklist

Ricondo will prepare an ALP checklist to accompany the ALP Submittal the FAA.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc. (Task Administration, Airport Layout Plan Revisions)

American Infrastructure Development, Inc. (Drafting Support)

Deliverables

1. Preliminary Draft ALP Revision Drawings for PB DOA review
2. Revised Draft ALP Revision Drawings for FAA Review
3. Final ALP Revision Drawings for FAA Approval

ASSUMPTIONS

1. DOA will provide Ricondo an electronic copy of the 2008 and 2018 ALP drawing sets in AutoCAD format.
2. DOA will provide Ricondo an electronic copy of any changes to the PBI airfield and/or on-airport facilities that may have been constructed since the 2018 ALP was prepared in AutoCAD Format.
3. DOA will provide Ricondo an electronic copy of the 2015 obstacle data files and other data table files in MS Excel Format.
4. DOA will provide Ricondo an electronic copy of the ALP Checklist associated with the 2018 ALP drawing set in PDF and/or MS Word format.
5. Noise contours associated with the land use drawings will either be prepared by others or omitted from the Land Use Drawing Sheet.

EXCLUSIONS

1. Updating or development of the ALP Narrative Report
2. Aerial surveying or collection of obstruction data
3. Update aircraft noise contours
4. Electronic submittal of the PBI ALP to the FAA's Airport Data and Information Portal



5. Updates to the off-Airport land uses
6. Aircraft noise modeling (to be performed by others)

Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-PBI-R-006: Fee Proposal for Draft PBI Airport Layout Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$305.00 \$245.00 \$205.00

Task Description	HOURS				R&A Labor (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	EBO Amounts (\$)	
	Director	Managing Consultant		Senior Consultant						Total Hours
1 Task Description										
1.1 Data Collection/Assemble Drawing Files	2	4		8	14	\$3,230.00	\$0.00	None	\$3,230.00	\$0.00
1.2 Airfield Design Standards Compatibility Review	8	16		80	104	\$22,760.00	\$0.00	None	\$22,760.00	\$0.00
1.3 ALP & Terminal Area Drawing Sheet	8	16		80	104	\$22,760.00	\$0.00	None	\$22,760.00	\$0.00
1.4 Data Sheet and Cover Sheet	2	24		0	26	\$6,490.00	\$4,544.00	AID	\$11,034.00	\$4,544.00
1.5 Part 77 Airspace Drawing(s)	2	8		0	10	\$2,570.00	\$3,408.00	AID	\$5,978.00	\$3,408.00
1.6 Update Inner Approach/Departure Surface Drawings	2	8		44	54	\$11,590.00	\$0.00	None	\$11,590.00	\$0.00
1.7 Create Runway 14-32 Inner Approach/Departure Surface Drawings	2	6		24	32	\$7,000.00	\$0.00	None	\$7,000.00	\$0.00
1.8 Airport Land Use Drawing Sheet	2	4		0	6	\$1,590.00	\$1,704.00	AID	\$3,294.00	\$1,704.00
1.9 SOP 2.00, ALP Checklist Update	2	8			10	\$2,570.00	\$0.00	None	\$2,570.00	\$0.00
Subtotal	30	94		236	360	\$80,560.00	\$9,656.00		\$90,216.00	\$9,656.00
Total Base Proposal Hours										
Subtotal Base Labor Costs & Expenses	\$9,150.00	\$23,030.00		\$48,380.00	\$80,560.00	\$80,560.00	\$9,656.00		\$90,216.00	\$9,656.00
										10.7%



Fee Proposal for I-22-PBI-R-006: Fee Proposal for Draft PBI Airport Layout Plan Update
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates: \$142.00

	HOURS		Labor (\$)	EXPENSES (\$)	TOTAL COST (\$)
	Planner	Total Hours			
1 Task Description					
1.1 Data Collection/Assemble Drawing Files		0	\$0.00	\$0.00	\$0.00
1.2 Airfield Design Standards Computability Review		0	\$0.00	\$0.00	\$0.00
1.3 ALP & Terminal Area Drawing Sheet		0	\$0.00	\$0.00	\$0.00
1.4 Data Sheet and Cover Sheet	32	32	\$4,544.00	\$0.00	\$4,544.00
1.5 Part 77 Airspace Drawing(s)	24	24	\$3,408.00	\$0.00	\$3,408.00
1.6 Update Inner Approach/Departure Surface Drawings		0	\$0.00	\$0.00	\$0.00
1.7 Create Runway 14-32 Inner Approach/Departure Surface Drawings		0	\$0.00	\$0.00	\$0.00
1.8 Airport Land Use Drawing Sheet	12	12	\$1,704.00	\$0.00	\$1,704.00
1.9 SOP 2.00, ALP Checklist Update		0	\$0.00	\$0.00	\$0.00
Subtotal	68	68	\$9,656.00	\$0.00	\$9,656.00
Total Base Proposal Hours					
	68	68			
Subtotal Base Labor Costs	\$9,656.00	\$9,656.00	\$9,656.00	\$0.00	\$9,656.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-7: Scope of Services

Task I-22-DOA-R-007: Capital Improvement Program (CIP) Manual and Project Sheets

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) maintains a Capital Improvement Program (CIP) for all four of its airports. The CIP outlines its capital budget for the next five years and typically includes a schedule of projects grouped by anticipated implementation year, rough-order-of-magnitude (ROM) costs, and anticipated funding sources. The capital projects contained in the CIP are routinely reassessed as part of the DOA's annual budgeting process. Once the annual budgets and CIP is formally approved by the Board of County Commissioners, the DOA typically applies for funding through the Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), and other agencies, as appropriate.

To support the DOA's CIP planning and implementation efforts, the DOA has requested the services of Ricondo & Associates to prepare a CIP Implementation Manual. This document will expand the CIP schedules prepared by the DOA to include a series of project sheets that contain the following information:

- | | |
|---|---|
| ■ Project Description | ■ Project Dependencies |
| ■ Airfield Related | ■ Design Principals to be Involved (Architectural, Electrical, Civil, etc.) |
| ■ Project shown on Conditionally Approved ALP | ■ Total Project Costs |
| ■ Environmental (NEPA) Compliance Status | ■ Funding Breakdown |
| ■ Project Justification | ■ Implementation Years |

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$149,239.46.



Scope of Services

The following tasks and subtasks will be performed by the Ricondo Team.

Task 1: Capital Improvement Program Update

The existing airport CIPs will be updated to define facility development and implementation timing consistent with current and/or ongoing planning studies. However, the implementation for these facilities will be linked to triggers of activity rather than specific timelines. This will ensure that facility development is initiated and implemented consistent with the demand for such facilities.

The resulting CIPs will be presented in the form of a matrix with accompanying program element summary sheets. The matrix will contain a portfolio of capital improvement projects and the associated demand level, or demand scenario, which “triggers” the need for the given improvement project. A one-page program element summary sheet will also be developed for each short-term capital improvement project, which further describes the project. It is assumed that program element summary sheets will be developed for a maximum of 130 short-term (5-year) CIP projects.

Specifically, the project element summary sheets will contain a detailed description of the project and its associated elements, re-state the demand level or demand scenario triggering the need for the proposed improvement(s), benefits provided by the project, estimated costs, and an implementation schedule. The implementation schedule will estimate timelines necessary for the programming, design and construction of the given project in order to provide the DOA with an order of magnitude time estimate for how long it will take to implement a new facility or other improvement once the trigger is reached.

Task 2: Cost Estimates

As necessary, preliminary probable cost estimates of the proposed projects will be prepared, as determined from existing planning studies, incorporated systems studies, and the Airport Master Plans, in order to develop project to finance associations. The Cost Estimate will consider probable year of construction, inflation in labor and materials costs (both engineering and construction).

Task 3: Deliverables

A technical report will be prepared by Ricondo summarizing the capital improvement programming and financial analyses described in the preceding sub-tasks. The report will be labeled as drafts of work in progress study activities. The draft technical report will be provided to the DOA for review in portable document file (PDF) format. Comments and feedback provided for the draft report will be addressed and incorporated into the final master plan document.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Overall Task Management, Airfield Planning Lead)
American Infrastructure Development, Inc.	(Civil Project Descriptions, Cost Estimate Validation)
Colome & Associates	(Facility Project Descriptions)



Deliverables

1. Cost Estimates
2. Draft CIP Manual and Technical Report – one (1) pdf version and one (1) in MS Word format
3. Final CIP Manual and Technical Report – one (1) pdf version and one (1) in MS Word format
4. Other working files in MS Excel and AutoCAD format

ASSUMPTIONS

1. None

EXCLUSIONS

1. Dynamic Airfield Simulation
2. Insert assumptions.

Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-DOA-R-006: Capital Improvement Program Manual and Project Sheets

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: American Infrastructure Development, Inc.

Rates:									
HOURS									
		Project Manager	Sr. Engineer	Planner	Sr. Designer	Total Hours	Labor (\$)	EXPENSES (\$)	TOTAL COST (\$)
1 CIP Program Manual and Project Sheets									
1.1 CIP Update		24	0	220	0	244	\$36,208.00	\$0.00	\$36,208.00
1.2 Cost Estimates		2	40	0	16	58	\$9,366.00	\$0.00	\$9,366.00
1.3 Deliverables		0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal		26	40	220	16	302	\$45,574.00	\$0.00	\$45,574.00
Total Base Proposal Hours									
		26	40	220	16	302			
Subtotal Base Labor Costs		\$5,382.00	\$7,240.00	\$31,240.00	\$1,712.00	\$45,574.00	\$45,574.00	\$0.00	\$45,574.00



Fee Proposal for I-22-DOA-R-006: Capital Improvement Program Manual and Project Sheets
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Colome & Associates, Inc.

Rates: \$136.29 \$115.85 \$104.08

	HOURS				Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Principal/ Project Architect	Architect	Project Manager	Total Hours				
1 CIP Program Manual and Project Sheets								
1.1 CIP Update	24	160	0	184	\$21,806.96	\$0.00	\$0.00	\$21,806.96
1.2 Cost Estimates	2	40	24	66	\$7,404.50	\$0.00	\$0.00	\$7,404.50
1.3 Deliverables	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	26	200	24	250	\$29,211.46	\$0.00	\$0.00	\$29,211.46
Total Base Proposal Hours								
	26	200	24	250				
Subtotal Base Labor Costs	\$3,543.54	\$23,170.00	\$2,497.92	\$29,211.46	\$29,211.46	\$0.00	\$0.00	\$29,211.46



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-8: Scope of Services

Task I-22-DOA-R-008: GASB 87 Lease Accounting 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 Government Accounting Standards Board (GASB) Statement 87 on leases is intended to standardize the reporting for government leases and lessors. GASB 87's provisions will become effective for reporting periods that began after June 15, 2021. On that basis, the Palm Beach County Department of Airports (DOA) will need to adhere to the GASB 87 standards before the close of fiscal year 2022. To support its efforts with complying with the GASB 87, the DOA has requested the assistance of the Ricondo Team.

This proposal outlines the scope of services and fees for financial impacts analysis associated with implementation assistance associated with GASB-87 for all four of the DOA's airports. These services will be provided by Cherry Bekaert under the supervision of Carolyn Binder, CPA, LLC (CB).

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$88,800.00.

Scope of Services

The scope of work specifically entails assisting the DOA in assessing and quantifying the impact(s) of GASB-87, assisting staff with the evaluation of leases, and develop policies and procedures, as necessary. The services performed to accomplish this task will include:

- Meet with DOA accounting staff and management to understand breadth of applicable leases and contracts
- Analyze all contracts to determine which are leases applicable under the standard
- Review leases and check for multiple components



- Determine appropriate materiality thresholds for capitalization
- Set up technology to manage leases –for journal entries and footnote disclosures
- Examine loan covenants and debt limitations to determine impact, if applicable
- Develop new policies and procedures
- Prepare calculations and footnotes; collaborate with external auditors

The scope of this engagement does not include an audit, the objective of which would be the expression of an opinion, on the accounting records. Accordingly, the Ricondo Team will not express such an opinion.

Ricondo acknowledges that during the engagement the Ricondo Team will have access to and become acquainted with various trade secrets, innovations, processes, information, records and specifications owned or licensed by BRAA. The Ricondo Team agrees that it will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the BRAA.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Task Administration)
Carolyn Binder CPA, LLC	(Task Manager)
Cherry Bekaert	(Accounting and Audit Services)

Deliverables

1. Journal Entries,
2. Draft Financial Statement Disclosures
3. Draft Policy/Procedure.

ASSUMPTIONS

1. Per discussions with DOA staff, the scope of services assumes the review of up to 120 leases

EXCLUSIONS

1. Audit services

Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-DOA-R-007: GASB 87 Lease Accounting Support

Palm Beach County Department of Airports - Airport Planning Consultant Services

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

Rates:

\$305.00

	HOURS		R&A Labor (\$)	R&A EXPENSES (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	SUBCONSULTANT FIRM NAME (\$)	TOTAL COST (\$)	Local EBO Amounts (\$)
	Director	Total Hours						
1 GASB 87 Audit								
1.1 Kickoff Meeting/Lease Review	4	4	\$1,220.00	\$100.00	\$5,270.00	Cherry Bakeart	\$6,590.00	\$0.00
1.2 Analyze Contracts/Identify Applicable Leases	0	0	\$0.00	\$0.00	\$21,600.00	Cherry Bakeart	\$21,600.00	\$0.00
1.3 Review Leases for Multiple Components	4	4	\$1,220.00	\$0.00	\$6,410.00	Carolyn Binder, CPA; Cherry Bakeart	\$7,630.00	\$0.00
1.4 Determine Materiality Thresholds for Capitalization	4	4	\$1,220.00	\$0.00	\$3,130.00	Carolyn Binder, CPA; Cherry Bakeart	\$4,350.00	\$0.00
1.5 Set up Technologies to Manage Leases	4	4	\$1,220.00	\$0.00	\$23,440.00	Carolyn Binder, CPA; Cherry Bakeart	\$24,660.00	\$0.00
1.6 Examine Loan Covenants	4	4	\$1,220.00	\$0.00	\$4,790.00	Carolyn Binder, CPA; Cherry Bakeart	\$6,010.00	\$0.00
1.7 Develop New Policies and Procedures	4	4	\$1,220.00	\$0.00	\$3,280.00	Carolyn Binder, CPA; Cherry Bakeart	\$4,500.00	\$0.00
1.8 Prepare Calculations & Footnotes; Coordinate with Auditors	4	4	\$1,220.00	\$0.00	\$4,570.00	Carolyn Binder, CPA; Cherry Bakeart	\$5,790.00	\$0.00
1.9 Collaborate with External Auditors	4	4	\$1,220.00	\$100.00	\$6,350.00	Carolyn Binder, CPA; Cherry Bakeart	\$7,670.00	\$0.00
Subtotal	32	32	\$9,760.00	\$200.00	\$78,840.00		\$88,800.00	\$0.00
Total Base Proposal Hours								
	32	32						
Subtotal Base Labor Costs & Expenses	\$9,760.00	\$9,760.00	\$9,760.00	\$200.00	\$78,840.00		\$88,800.00	\$0.00
0.0%								



Fee Proposal for I-22-DOA-R-007: GASB 87 Lease Accounting Support

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: Carolyn Binder, CPA, LLC

Rates: \$155.00

	HOURS		Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	President	Total				
		Hours				
1 GASB 87 Audit						
1.1 Kickoff Meeting/Lease Review	4	4	\$620.00	\$0.00	\$0.00	\$620.00
1.2 Analyze Contracts/Identify Applicable Leases	0	0	\$0.00	\$0.00	\$0.00	\$0.00
1.3 Review Leases for Multiple Components	8	8	\$1,240.00	\$0.00	\$250.00	\$1,490.00
1.4 Determine Materiality Thresholds for Capitalization	8	8	\$1,240.00	\$0.00	\$0.00	\$1,240.00
1.5 Set up Technologies to Manage Leases	8	8	\$1,240.00	\$0.00	\$0.00	\$1,240.00
1.6 Examine Loan Covenants	8	8	\$1,240.00	\$0.00	\$0.00	\$1,240.00
1.7 Develop New Policies and Procedures	8	8	\$1,240.00	\$0.00	\$0.00	\$1,240.00
1.8 Prepare Calculations & Footnotes; Coordinate with Auditors	8	8	\$1,240.00	\$0.00	\$0.00	\$1,240.00
1.9 Collaborate with External Auditors	4	4	\$620.00	\$0.00	\$250.00	\$870.00
Subtotal	56	56	\$8,680.00	\$0.00	\$500.00	\$9,180.00
Total Base Proposal Hours						
	56	56				
Subtotal Base Labor Costs	\$8,680.00	\$8,680.00	\$8,680.00	\$0.00	\$500.00	\$9,180.00



Fee Proposal for I-22-DOA-R-007: GASB 87 Lease Accounting Support

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: Cherry Bekaert

	RATES:										TOTAL COST (\$)
	HOURS						Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)		
	Staff	Senior	Manager	Senior Manager	Partner	Total Hours					
1 GASB 87 Audit											
1.1 Kickoff Meeting/Lease Review	0	4	2	2		2	10	\$2,350.00	\$0.00	\$2,300.00	\$4,650.00
1.2 Analyze Contracts/Identify Applicable Leases	0	80	20	4	0	0	104	\$21,600.00	\$0.00	\$0.00	\$21,600.00
1.3 Review Leases for Multiple Components	0	20	4	0	0	0	24	\$4,920.00	\$0.00	\$0.00	\$4,920.00
1.4 Determine Materiality Thresholds for Capitalization	0	4	0	2		2	8	\$1,890.00	\$0.00	\$0.00	\$1,890.00
1.5 Set up Technologies to Manage Leases	120	0	0	0	0	0	120	\$22,200.00	\$0.00	\$0.00	\$22,200.00
1.6 Examine Loan Covenants	0	10	2	2	2	2	16	\$3,550.00	\$0.00	\$0.00	\$3,550.00
1.7 Develop New Policies and Procedures	4	4	0	2	0	0	10	\$2,040.00	\$0.00	\$0.00	\$2,040.00
1.8 Prepare Calculations & Footnotes: Coordinate with Auditors	8	4	2	0	2	2	16	\$3,330.00	\$0.00	\$0.00	\$3,330.00
1.9 Collaborate with External Auditors	0	10	0	0	0	4	14	\$3,180.00	\$0.00	\$2,300.00	\$5,480.00
Subtotal	132	136	30	12	12		322	\$65,060.00	\$0.00	\$4,600.00	\$69,660.00
Total Base Proposal Hours	132	136	30	12		12	322				
Subtotal Base Labor Costs	\$24,420.00	\$27,200.00	\$6,900.00	\$3,000.00	\$3,540.00		\$65,060.00	\$65,060.00	\$0.00	\$4,600.00	\$69,660.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-9: Scope of Services

Task I-22-DOA-R-009: General Aviation Airport Master Plan Updates Gap Analysis

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

Introduction

In 2017, the Palm Beach County Department of Airports (PB DOA) initiated the updating of its Airport Master Plans for each of its three general aviation airports. The technical analyses were completed in 2019 and 2020. However, the master plan reports were never finalized due to the COVID-19 pandemic. Therefore, the PB DOA would like to engage the Ricondo & Associates, Inc. team to finalize the master plan updates and associated ALP's for its three general aviation airports.

This proposal outlines the scope of services and fees for Ricondo & Associates, Inc. to conduct a gap analysis of the draft master plan reports and ALPs for each of the three general aviation airports and develop a work plan that outlines the level of effort required to finalize each airport's report and ALP, including undertaking the necessary stakeholder and public outreach for comments, and incorporating these into the master plan update documents as appropriate. The scope of services for this gap analysis does **not**, however, consider the actual work efforts associated with finalizing the master plans, as that will be defined upon completing the gap analysis described herein.

Task and Cost

This scope of services includes Planning Services. Total Lump Sum cost of this scope of services is \$22,084.00.

Scope of Services

The scope of work specifically entails assisting the PB DOA in assessing the level of effort that would be required to finalize the airport master plans and ALP's for the three general aviation airports and deriving a work plan that consists of a scope of services and preliminary labor/fee estimate to undertake the work plan.



Task 1: Gap Analysis

Ricondo will review each of the three draft Master Plan Reports and ALPs (against the FAA’s checklist) to assess their completeness and applicability to the post COVID-19 pandemic environment. This will include a comparison of the master plan’s aeronautical activity forecasts with current demand levels and the most recent Terminal Area Forecasts (TAFs) published by the Federal Aviation Administration (FAA). This will assist with determining the potential need to conduct any alternate demand scenarios for sensitivity testing and updating the facility requirements, alternatives analysis, ALP drawings, and/or capital improvement program (CIP) that were derived for each airport. A review of the original scope of services for each master plan will also be performed.

Ricondo will also assess planning approach and planning standards that were adopted to determine if any of the analysis may need to be revalidated or revised. At a minimum, this would include a preliminary review the airfield geometry to ensure compliance with recent changes to airfield geometry standards contained in FAA Advisory Circular 150/5300-13B, *Airport Design*.

The preliminary findings of the GAP analysis will be summarized in a PowerPoint presentation and reviewed with PB DOA staff. This will be completed during an on-line/virtual meeting via Zoom or MS Teams.

Task 2: Develop Work Plan

In accordance with the deficiencies identified during the gap analysis (i.e. Task 1), Ricondo will develop a work plan reflective of the efforts necessary to refine as necessary and finalize the master plan update reports and ALPs for the three general aviation airports. This will include formulating and implementing a stakeholder engagement and/or public involvement process. The work plan will consist of a scope of services, labor/fee estimate, and preliminary schedule. A draft Work Plan will be submitted to the PB DOA for review and comment. Upon receipt of comments from the PB DOA, the draft work plan will be revised as necessary and resubmitted to the DOA for consideration for future contract amendments.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc. (Task Administration, Gap Analysis)

Deliverables

1. Gap Analysis Summary PowerPoint Presentation
2. Draft Work Plan
3. Final Work Plan

ASSUMPTIONS

1. DOA will provide Ricondo an electronic copy of each draft master plan report and associated ALP set.



2. The aviation activity forecasts previously approved by the FAA for each of the three airport master plan updates, and adopted for the ongoing Part 150 studies shall remain the basis for the airport master plans. The preparation of alternate demand scenarios may, however, be considered if deemed necessary or appropriate..

EXCLUSIONS

1. Work efforts associated with the actual completion of the airport master plans.

Labor Fee Estimate Summary Attached



Appendix A

Fee Estimate Summary



Fee Proposal for I-22-DOA-R-008: General Aviation Airport Master Plan Updates Gap Analysis

Palm Beach County Department of Airports - Airport Planning Consultant Services

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

Rates:		\$376.00	\$305.00	\$245.00	\$205.00								
		HOURS				R&A		R&A EXPENSES (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)		TOTAL COST (\$)	Local EBO Amounts (\$)	
		Senior Vice President	Director	Managing Consultant	Senior Consultant	Total Hours			Labor (\$)				
						Hours							
1 CIP Program Manual and Project Sheets													
	1.1 GAP Analysis	2	4	40	12	58	\$14,232.00	\$0.00	\$0.00	\$14,232.00	\$0.00		
	1.2 Develop Work Plan	2	4	24	0	30	\$7,852.00	\$0.00	\$0.00	\$7,852.00	\$0.00		
	Subtotal	4	8	64	12	88	\$22,084.00	\$0.00	\$0.00	\$22,084.00	\$0.00		
Total Base Proposal Hours													
		4	8	64	12	88							
	Subtotal Base Labor Costs & Expenses	\$1,504.00	\$2,440.00	\$15,680.00	\$2,460.00	\$22,084.00	\$22,084.00	\$0.00	\$0.00	\$22,084.00	\$0.00		
											0.0%		



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-10: Scope of Services

Task II-22-DOA-001: Capital Improvement Program Planning Support Services

Palm Beach International Airport (PBIA),
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) maintains a current, rolling 5-year Capital Improvement Program (CIP) for its airport system, comprised of PBIA, F45, LNA, and PHK. The CIP represents a collection of projects for the various airports that generally seek to provide capacity benefits, operational or customer service enhancements, asset/facility/infrastructure preservation or modernization, and systems or equipment upgrades. Each year, the DOA will review, validate, and refine/modify/amend its CIP for several purposes:

1. To re-prioritize needs at each of its airports, and introduce new projects, defer projects, or modify the sequencing of projects within the CIP;
2. To address new or emerging needs at any of its airports;
3. To capitalize opportunities for securing federal and/or state grant funding;
4. To add an additional outer year to the 5-year rolling CIP and introduce projects in that outer year;
5. To confirm and seek approval of the updated CIP as part of the County's annual budget approval cycle;
6. To reflect changes/modifications discussed and agreed upon with the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) as part of its annual planning meetings/conference calls

This scope of services describes the services that would be provided by the Ricondo team as staff extension support to the DOA as the need to review and update the CIP becomes necessary throughout the year.

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 \$50,000.00 will be established.



Scope of Services

The following tasks and subtasks will be performed by the Ricondo Team as requested by the DOA:

1. Review and validation of CIP projects to confirm their need, benefits, and scope (including enabling projects that should be included in the scope or as a separate project).
2. Validations or update of the estimate costs for individuals CIP projects.
3. Identification of new CIP projects.
4. Coordination meetings with DOA divisions to confirm airport needs (capacity, operational, customer enhancements, or maintenance/modernization projects).
5. Participation in annual coordination meetings between the DOA, FAA and FDOT.
6. Updates and data uploads onto the Joint Automated Capital Improvement Program (JACIP) portal.
7. Revisions to the 5-year Capital Improvement Plan summary worksheets.
8. DOA support during the County's annual capital program and budget approval cycle.
9. DOA support in funding strategies and funding source allocations/breakdowns.
10. Preparation of exhibits/graphics to illustrate existing or new projects proposed for the CIP.
11. Preparation of grant pre-application or application packages, and supporting documentation (such as CATEX checklist forms)

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Overall Task Management; CIP Planning and Advising)
American Infrastructure Development, Inc.	(ROM Cost Estimating, CIP Advising Support)

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. Working CIP or cost estimate files in MS Excel or other comparable spreadsheet or database software files that can be used, opened and manipulated by the DOA.
4. Technical memorandums or briefs necessary to communicate an approach, assumptions or changes to the CIP or individual CIP projects.



No Labor Fee Estimate Summary Attached

Task Will be Billed on a Time and Materials Basis



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-11: Scope of Services

Task II-22-PBI-R-002: Passenger Facility Charge Support Services

Palm Beach International Airport (PBI)

Introduction

The Palm Beach County Department of Airports (County) has requested that Ricondo & Associates, Inc. (Ricondo) provide consulting services associated to support the preparation and submittal of Passenger Facility Charge (PFC) applications and PFC amendments to the Federal Aviation Administration (FAA) for projects at Palm Beach International Airport (PBI), Palm Beach County Glades Airport (PHK), Palm Beach County Park Airport (LNA), North Palm Beach County General Aviation Airport (F45).

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 \$100,000 will be established.

Scope of Services

While the scope of the projects to be included in each PFC application is unknown, the following tasks are anticipated.

Task 1: Development of New PFC Application

Subtask 1.1: Preparation of Draft PFC Application

Ricondo will prepare a draft PFC application to submit to the FAA for a comprehensive review prior to preparing the Official PFC application. Ricondo will perform the following services associated with this subtask:

- Submit a data request for project information to the County
- Review project documentation provided by the County in response to the data request
- Prepare a PFC Cash Flow Analysis
- Compile project data for the proposed projects based on data provided by the County to include:



- Project Description
 - Project Justification
 - Project Objective
 - Project Start Date/ Completion Date
 - Project Cost
 - Funding Sources
 - Airspace, Airport Layout Plan (ALP), Environmental Status
- Prepare eligibility analyses for Terminal and ARFF Station related projects in accordance with FAA guidelines
 - Prepare draft PFC application with exhibits
 - Submit the draft PFC application to the County for review and comment
 - Submit the draft PFC application to FAA's Orlando District Office (ADO) Staff for review based on feedback from the County
 - Participate in a conference call (WebEx/Microsoft Teams) meeting with the FAA to review draft PFC application
 - Update draft PFC application to incorporate FAA comments

Projects submitted as impose and use are required to be identified on the latest ALP (if applicable) and have approved environmental and airspace determinations. The County will provide to Ricondo the ALP approval dates, file airspace reviews, and submit environmental determination forms to the FAA for approval. These filings will need to occur immediately after the notice to proceed to allow FAA time for review and provide their determination.

Subtask 1.2: Air Carrier Consultation Notice and Public Notice

Upon receiving comments from FAA for the draft PFC application, Ricondo will prepare an Air Carrier Consultation Notice for the County to mail to all air carriers having a significant business interest at PBI. The County is to distribute the Airline Consultation Notice at least 30 days prior to the County's determined date of the Air Carrier Consultation Meeting. Ricondo will also prepare a Public Notice for posting on PBI's website.

Ricondo will provide the following services for this subtask:

- Prepare Air Carrier Consultation Notice, to include:
 - Project descriptions, justification statements, and detailed financial plans
 - The PFC level for each project, the proposed charge effective date, the estimated charge expiration date, and the estimated total of PFC revenue
 - Identification of any class of air carrier to be excluded from collection of a PFC
 - Date, time, and location of the Air Carrier Consultation Meeting



- Confirm mailing list based on latest ACAIS Report
- Prepare Public Notice for website

Subtask 1.3: Air Carrier Consultation Meetings

Ricondo will attend and lead the Air Carrier Consultation Meeting at PBI, provide the financial plan for the projects, and ensure that all topics required by 14 CFR 158 are covered during the meeting. The County will lead the discussion on details of the proposed projects and answer any questions by the air carriers' regarding those projects being considered for funding.

Ricondo will provide the following services for this subtask:

- Prepare Air Carriers Consultation Meeting materials
- Conduct Air Carrier Consultation Meeting
- Provide responses to comments received from the air carriers and public

Subtask 1.4: Preparation of Official PFC Application

Following the Air Carrier Consultation Meeting, Ricondo will prepare the official PFC application to include the following:

- A completed FAA Form 5500-1
- PBI's 5-year Airport Capital Improvement Plan (ACIP)
- Tables that include: 1) Current and proposed status of PFC impose and use authority; 2) PFC project funding sources; and 3) PFC revenue collection projections
- Documentation of the Air Carrier Consultation meeting and Public Notice including a copy of any comments received by the County from air carriers or the public and the County's response to any disagreements, if applicable
- A request to exclude a class of air carriers from the requirement to collect a PFC
- Confirmation of Airport Layout Plan, Airspace, and Environmental Findings for all projects
- Any additional information required by the FAA

Ricondo will submit the final PFC application on behalf of the County to the FAA in electronic format that can be downloaded from a link to a Ricondo Sharefile.

Subtask 1.5: Preparation of Air Carrier Notification of PFC Approval

Following FAA approval, Ricondo will prepare a notification letter for the County to transmit to the air carriers. The airline notification letter will include the following:

- The level of PFC to be imposed
- The total revenue to be collected



- The charge effective date will always be the first day of a month; however, it must be at least 30 days after the date the public agency notified the air carriers of the FAA's approval to impose the PFC
- The proposed charge expiration date
- A copy of the FAA's notice of approval
- The address where remittances and reports are to be filed by air carriers

Task 2: Preparation and Submission of a PFC Amendment

Subtask 2.1: Preparation of Type A amendment

Ricondo will coordinate with County staff and the FAA Orlando ADO to prepare documents and follow the procedures according to 14 CFR Part 158.37 guidance to meet the requirements for a Type A amendment submission. A Type A amendment does not require an Air Carrier Consultation Meeting since the proposed amended project does not increase over the \$1M threshold, increase by more than 25 percent of the approved amount, or change the scope of the original project.

This task will include the following:

- Review new project cost and Authority provided details for the need of additional funding
- Prepare FAA Form 5500-1 and FAA-SOAR Amendment Request Forms
- Prepare current and proposed PFC collection authority and forecast expiration date tables
- Draft an amendment request for FAA's review
- Incorporate FAA comments and finalize Type A Amendment
- Submit official Type A Amendment package to the FAA
- Draft a Notice to Air Carriers letter informing air carriers of amendment action

Subtask 2.1: Preparation of Type B amendment

Ricondo will coordinate with County staff and the FAA Orlando ADO to prepare documents and follow the procedures according to 14 CFR Part 158.37 guidance to meet the requirements for a Type B amendment submission. A Type B amendment requires an Air Carrier Consultation Meeting since the proposed amended project increases by more than 25 percent of the approved amount, or changes the scope of the original project.

This task will include the following:

- Review new project cost and Authority provided details for the need of additional funding
- Prepare FAA Form 5500-1 and FAA-SOAR Amendment Request Forms



- Prepare current and proposed PFC collection authority and forecast expiration date tables
- Draft an amendment request for FAA's review
- Incorporate FAA comments and finalize Type A Amendment
- Coordinate with County staff to determine date of Air Carrier Consultation Meeting
- Draft the Notice to Carriers letter to inform air carriers of the Air Carrier Consulting Meeting
- Prepare Public Notice
- Prepare Air Carrier Consultation Meeting materials
- Conduct Air Carrier Consultation Meeting
- Submit official Type B amendment package to the FAA
- Draft a Notice to Air Carriers letter informing air carriers of amendment action

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc. (Task Administration, PFC Application Support)

Typical Deliverables (as requested by the DOA)

1. PFC or Notice of Intent Application (Draft and official submission)
2. Eligibility Analysis (for Terminal and ARFF facility related projects)
3. Notice to Carriers letter
4. Air Carrier Consultation materials
5. FAA Form 5500-1
6. Amendment Request form
7. Tables for current and proposed PFC impose and use authority
8. Table for expiration dates



No Labor Fee Estimate Summary Attached

Task Will be Billed on a Time and Materials Basis



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-12: Scope of Services

Task III-22-DOA-R-001: 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 \$400,000.00 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 Time and Materials Basis



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-13: Scope of Services

Task III-22-DOA-R-002: 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 Time and Materials Basis

This initial Work Program #1, as described herein, consists of nine tasks. As summarized below, these initial efforts have an overall budget of \$2,021,165.00.

LEVEL I TASKS

TASK LEVEL / NO.	DESCRIPTION	BUDGET
Task I-22-PBI-R-001	Airfield Capacity Update and Alternatives Analyses	\$ 241,930.00
Task I-22-PBI-R-002	PBI Wildlife Hazard Assessment	\$ 229,742.90
Task I-22-PBI-R-003	PBI Gate Capacity Analysis and Incremental Development Strategy	\$ 184,752.64
Task I-22-PBI-R-004	PBI Aviation Activity Forecasts	\$ 174,420.00
Task I-22-PBI-R-005	PBI Public/Employee Parking Analyses	\$ 89,980.00
Task I-22-PBI-R-006	PBI Airport Layout Plan Revision	\$ 90,216.00
Task I-22-DOA-R-007	Capital Improvement Program (CIP) Manual and Project Sheets	\$ 149,239.46
Task I-22-DOA-R-008	GASB 87 Lease Accounting Support	\$ 88,800.00
Task I-22-DOA-R-009	General Aviation Airport Master Plan Updates Gap Analysis	\$ 22,084.00
Sub-total (Level I)		\$1,271,165.00

LEVEL II TASKS

TASK LEVEL / NO.	DESCRIPTION	BUDGET
Task II-22-DOA-R-001	Capital Improvement Program (CIP) Planning Support	\$ 50,000.00
Task II-22-DOA-R-002	Passenger Facility Charge (PFC) Support	\$ 100,000.00
Sub-total (Level II)		\$ 150,000.00

LEVEL III TASKS

TASK LEVEL / NO.	DESCRIPTION	BUDGET
Task III-22-DOA-R-001	Miscellaneous Planning, Financial, Airport Business and Management Support Services	\$ 400,000.00
Task III-22-DOA-R-002	Miscellaneous NEPA Processing Support Services	\$ 200,000.00
Sub-total (Level III)		\$600,000.00

GRAND TOTAL (WORK PROGRAM #1)		\$2,021,165.00
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Exhibit B contains a series of tables that provide more detail associated with the establishment of the fees prescribed above.

APPENDIX A
FEE ESTIMATE SUMMARY

PROJECT NAME:

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

RESOLUTION NO:

CONSULTANT:

Ricondo & Associates, Inc.

PHONE NO.:

(305) 260-2727

CONTACT:

Pete Ricondo

FAX NO:

(305) 260-2728

DATE:

16-Jul-22

DEPARTMENT:

Airports

Name, Address and Phone Number of DBE Subcontractor		Type of Work to be Performed	Local S-WBE and S-MBE Subcontractor Amount			
			Small Woman Business Enterprise	Small Minority Business Enterprise	Share	Letter of Intent Goal
American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624 Office: (813) 374-2200		Civil Engineering	\$ 126,372.00	-	6.3%	7.0%
Colome & Associates, Inc. 530 24th Street West Palm Beach, Florida 33407 Office: (561) 833-9147		Architectural Services	\$ 45,912.16	-	2.3%	5.0%
Environmental Quality, Inc. 212 US Highway 1 Tequesta, FL 33469 Office: (561) 575-6778		Environmental	\$ 39,110.00	-	1.9%	2.0%
JMorton Planning and Landscape Architecture, Inc. 3910 RCA Boulevard, Suite 101 Palm Beach Gardens, FL 33410 Office: (561) 500-5060		Land Development and Planning Support	\$ -	-	0.0%	3.0%
The Valerin Group 2101 Vista Parkway, Suite 301 West Palm Beach, FL 33411 Office: (561) 440-4446		Communications & Public Relations	\$ -	-	0.0%	3.0%
		Total:	\$ 211,394.16	\$ -	10.5%	20.0%
Total Fee:		\$ 2,021,165.00	Total % of S-WBE/S-MBE Participation:		10.5%	

Table 1
Level/Task Fee Structure - Ricondo Work Program #1 (Original Contract)

Task Description	Lump Sum Amount	T&M Amount	Reimbursable Expenses	Total Cost
Level 1 Tasks:				
PBI:				
I-22-PBI-R-001 Airfield Capacity Update and Alternatives Analyses	\$ 233,330.00	\$ -	\$ 8,600.00	\$ 241,930.00
I-22-PBI-R-002 PBI Wildlife Hazard Assessment	\$ 215,567.90	\$ -	\$ 14,175.00	\$ 229,742.90
I-22-PBI-R-003 PBI Gate Capacity Analyses & Incremental Development Strategy	\$ 175,502.64	\$ -	\$ 9,250.00	\$ 184,752.64
I-22-PBI-R-004 PBI Aviation Activity Forecasts	\$ 174,170.00	\$ -	\$ 250.00	\$ 174,420.00
I-22-PBI-R-005 PBI Public/Employee Parking Capacity Analysis	\$ 87,580.00	\$ -	\$ 2,400.00	\$ 89,980.00
I-22-PBI-R-006 PBI Airport Layout Plan Revision	\$ 90,216.00	\$ -	\$ -	\$ 90,216.00
Misc.:				
I-22-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheets	\$ 148,989.46	\$ -	\$ 250.00	\$ 149,239.46
I-22-DOA-R-008 GASB 87 Lease Accounting Support	\$ 83,500.00	\$ -	\$ 5,300.00	\$ 88,800.00
I-22-DOA-R-009 General Aviation Airport Master Plan Updates Gap Analysis	\$ 22,084.00	\$ -	\$ -	\$ 22,084.00
Subtotal - Level 1 Tasks	\$ 1,230,940.00	\$ -	\$ 40,225.00	\$ 1,271,165.00
Level 2 Tasks:				
II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support	\$ -	Unknown at this Time	\$	\$ 50,000.00
II-22-DOA-R-002 Passenger Facility Charge (PFC) Support	\$ -	Unknown at this Time	\$	\$ 100,000.00
Subtotal - Level 2 Tasks	\$ -	Unknown at this Time	\$	\$ 150,000.00
Level 3 Tasks:				
III-22-DOA-R-001 Misc Planning, Financial, and Airport Business/Mgmt Support	\$ -	Unknown at this Time	\$	\$ 400,000.00
III-22-DOA-R-002 Miscellaneous Environmental Planning and NEPA Support	\$ -	Unknown at this Time	\$	\$ 200,000.00
Subtotal - Level 3 Tasks	\$ -	Unknown at this Time	\$	\$ 600,000.00
Grand Total	\$ 1,230,940.00	\$ -	\$ 40,225.00	\$ 2,021,165.00
Share	61%	0%	2%	100%

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

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

Table 2
Team Fee Estimate Summary - Ricondo Work Program #1 (Original Contract)



Prime Consultant Labor and Fee Estimate Summary - Work Program #1 (Final Rates @ 3.0 Multiplier)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

Rates: \$178.00 \$195.00 \$240.00 \$288.00 \$205.00 \$163.00 \$163.00 \$163.00 \$163.00 \$163.00																
	Senior Vice President	Director	Managing Consultant		Manager	Hours		Technical Specialist	Admin/Support	Total Hours	R&A Labor (\$)	R&A Expenses (\$)	SURCONSULT LABOR & EXPENSES (\$)	SURCONSULTANT FIRM NAME (S)	TOTAL COST (\$)	Local BID Amounts (\$)
			Consultant	Senior Consultant		Consultant	Support									
Level 1 Tasks																
I-22-PB-R-001 Airfield Capacity Update and Alternatives Analysis	17	98	220	24	344	80	0	0	0	783	\$78,734.00	\$6,250.00	\$54,690.00	AID	\$241,930.00	\$54,096.00
I-22-PB-R-002 PB Wildlife Hazard Assessment	8	46	0	0	32	0	0	0	20	106	\$16,198.00	\$1,000.00	\$202,394.90	ESA Environmental Quality	\$287,142.90	\$31,100.00
I-22-PB-R-003 PB Gate Capacity Analysis & Incremental Development Strategy	10	72	206	12	208	32	24	0	0	564	\$130,454.00	\$0.00	\$45,298.64	Aquifer, AID, Colborne	\$174,752.64	\$45,208.64
I-22-PB-R-004 PB Aviation Activity Forecasts	24	56	344	0	238	64	28	0	0	754	\$174,170.00	\$250.00	\$0.00	None	\$174,420.00	\$0.00
I-22-PB-R-005 PB Public Employee Parking Capacity Analysis	14	32	128	0	112	68	16	0	0	370	\$83,036.00	\$0.00	\$12,300.00	AID	\$95,300.00	\$1,644.00
I-22-PB-R-006 PB Airport Layout Plan Revision	0	30	94	0	236	0	0	0	0	300	\$60,560.00	\$0.00	\$0.00	AID	\$60,560.00	\$0.00
I-22-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheets	18	64	136	36	15	16	0	0	0	290	\$74,204.00	\$250.00	\$74,165.46	AID, Colborne	\$75,219.46	\$0.00
I-22-DOA-R-008 GASB 97 Lease Accounting Support	0	32	0	0	0	0	0	0	0	32	\$9760.00	\$200.00	\$78,840.00	Carolyn Hinder, Cheryl Balant	\$80,000.00	\$0.00
I-22-DOA-R-009 General Aviation Airport Master Plan Updates Gap Analysis	4	8	64	0	12	0	0	0	0	88	\$22,084.00	\$0.00	\$0.00	None	\$22,084.00	\$0.00
Subtotal (Level I Tasks)	95	442	1192	72	1198	260	68	20	20	3347	\$779,200.00	\$7,815.00	\$470,215.00		\$1,271,165.00	\$153,404.64
Level 2 Tasks																
II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support	Unknown at this Time															
II-22-DOA-R-002 Passenger Facility Charge (PFC) Support	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	IBD	\$0.00	\$0.00
Subtotal (Level II Tasks)	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	IBD	\$0.00	\$0.00
Level 3 Tasks																
III-22-DOA-R-001 Misc. Planning, Financial, and Airport Business/Opms Support	Unknown at this Time															
III-22-DOA-R-002 Miscellaneous Environmental Planning and NEPA Support	Unknown at this Time															
Subtotal (Level III Tasks)	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	IBD	\$0.00	\$0.00
Total Base Proposal Hours																
Subtotal Base Labor Costs & Expenses	95	442	1192	72	1198	260	68	20	20	3347	\$779,200.00	\$7,815.00	\$470,215.00		\$1,271,165.00	\$153,404.64
	\$15,720.00	\$134,810.00	\$292,040.00	\$14,976.00	\$245,590.00	\$42,360.00	\$11,084.00	\$2,950.00	\$2,950.00							12.1%



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: Aguirre Project Resources

Rates: \$221.70 \$173.83 \$157.43 \$118.19

	HOURS				Total Hours	Labor (\$)	EXPENSES (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Principal	Chief Estimator	Sr. Cost Estimator	Cost Estimator						
Level 1 Tasks:										
I-22-PBI-R-001 PBI Airfield Operations, Facilities, and Administration Analysis	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-002 PBI Wildlife Hazard Assessment	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-003 PBI Gate Capacity Analyses & Incremental Development Strategy	4	34	50	18	106	\$16,795.94	\$0.00	\$0.00	\$0.00	\$16,795.94
I-22-PBI-R-004 PBI Aviation Airfields Enticement	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-005 PBI Facility Engineering, Planning, and Analysis	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-006 PBI Airport Layout Plan Review	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-007 PBI Airport Environmental Impact and Regional Studies	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-DOA-R-008 GAGSB 07 Leases Accounting Support	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-DOA-R-009 General Aviation Airport Master Plan Update, Gap Analysis	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal (Level I Tasks)						\$16,795.94	\$0.00	\$0.00	\$0.00	\$16,795.94

Level 2 Tasks:										
II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support	Unknown at this Time					0	\$0.00			\$0.00
II-22-DOA-R-002 Passenger Facility Charge (PFC) Support	Unknown at this Time					0	\$0.00			\$0.00
Subtotal (Level II Tasks)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Level 3 Tasks:										
III-22-DOA-R-001 Misc Planning, Financial, and Airport Business/Mgmt Support	Unknown at this Time					0	\$0.00			\$0.00
III-22-DOA-R-002 Miscellaneous Environmental Planning and NEPA Support	Unknown at this Time					0	\$0.00			\$0.00
Subtotal (Level III Tasks)	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Base Proposal Hours					106					
Subtotal Base Labor Costs	\$886.80	\$5,910.22	\$7,871.50	\$2,127.42	\$16,795.94	\$16,795.94	\$0.00	\$0.00	\$0.00	\$16,795.94



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:																												
\$249.00				\$307.00				\$181.00				\$142.00				\$107.00				\$87.00				\$10.00				
HOURS																												
Project Principal		Project Manager		Sr. Engineer		Sr. Planner		Engineer		Planner		Designer		Clerical		RPR		Total Hours		Labor (\$)		EXPENSES (\$)		TRAVEL EXPENSES (\$)		TOTAL COST (\$)		
Level I Tasks:																												
I-22-PBI-R-001 Airfield Capacity Update and Alternatives Analysis				4	44	0	92	0	52	132	8	0	8	0	340	\$54,596.00	\$0.00	\$100.00	\$54,696.00									
I-22-PBI-R-002 PBI Gate Capacity Analysis and Incremental Development Strategy				2	12	20	0	0	24	0	16	0	0	74	\$11,802.00	\$0.00	\$0.00	\$11,802.00										
I-22-PBI-R-003 PBI Public/Employer Parking Capacity Analysis				0	0	0	0	0	0	32	0	0	0	0	32	\$4,544.00	\$0.00	\$100.00	\$4,644.00									
I-22-PBI-R-006 PBI Airport Layout Plan Revision				0	0	0	0	0	0	68	0	0	0	68	\$9,656.00	\$0.00	\$0.00	\$9,656.00										
I-23-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheets				0	26	40	0	0	0	220	16	0	0	302	\$45,574.00	\$0.00	\$0.00	\$45,574.00										
I-23-DOA-R-008 Miscellaneous Environmental Planning and NEPA Support				0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00									
Subtotal (Level I Tasks)				6	82	152	0	0	76	452	40	0	8	0	816	\$126,172.00	\$0.00	\$200.00	\$126,372.00									
Level 2 Tasks:																												
II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support				Unknown at this Time																								
II-22-DOA-R-002 Passenger Facility Charge (PFC) Support				Unknown at this Time																								
Subtotal (Level II Tasks)				0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00								
Level 3 Tasks:																												
III-22-DOA-R-001 Misc Planning, Financial, and Airport Business/Mgmt Support				Unknown at this Time																								
III-22-DOA-R-002 Miscellaneous Environmental Planning and NEPA Support				Unknown at this Time																								
Subtotal (Level III Tasks)				0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00								
Total Base Proposal Hours				6	82	152	0	0	76	452	40	0	8	0	816													
Subtotal Base Labor Costs				\$1,734.00	\$16,974.00	\$27,512.00	\$0.00	\$0.00	\$10,792.00	\$64,184.00	\$4,280.00	\$0.00	\$0.00	\$0.00	\$126,172.00	\$0.00	\$200.00	\$126,372.00										

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: Colome & Associates, Inc.

Rates:

\$136.29

\$115.85

\$104.08

	HOURS				Total Hours	Labor (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Principal/ Project Architect	Architect	Project Manager						
Level 1 Tasks:									
I-22-PB-R-001 Airport Planning Update and Alternatives Analysis	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PB-R-002 PB1 Wildlife Hazard Assessment	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PB-R-003 PB1 Gate Capacity Analyses & Incremental Development Strategy	0	142	0		142	\$16,450.70	\$0.00	\$250.00	\$16,700.70
I-22-PB-R-004 PB1 Aviation Activity Forecasts	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PB-R-005 PB1 Passenger Employee Parking Capacity Analysis	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PB-R-006 PB1 Airport Layout Plan Redesign	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00
I-22-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheets	26	200	24		250	\$29,211.46	\$0.00	\$0.00	\$29,211.46
I-22-DOA-R-008 GASE R7 Lease Accounting Support	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00
I-22-DOA-R-009 General Aviation Airport Master Plan Update Coordination	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00

Level 2 Tasks:

II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support	Unknown at this Time		0		0	\$0.00			\$0.00
II-22-DOA-R-002 Passenger Facility Charge (PFC) Support	Unknown at this Time		0		0	\$0.00			\$0.00
Subtotal (Level II Tasks)	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00

Level 3 Tasks:

III-22-DOA-R-001 Misc Planning, Financial, and Airport Business/Mgmt Support	Unknown at this Time		0		0	\$0.00			\$0.00
III-22-DOA-R-002 Miscellaneous Environmental Planning and NEPA Support	Unknown at this Time		0		0	\$0.00			\$0.00
Subtotal (Level III Tasks)	0	0	0		0	\$0.00	\$0.00	\$0.00	\$0.00

Total Base Proposal Hours

Subtotal Base Labor Costs	\$3,543.54	\$39,620.70	\$2,497.92		\$45,662.16	\$45,662.16	\$0.00	\$250.00	\$45,912.16
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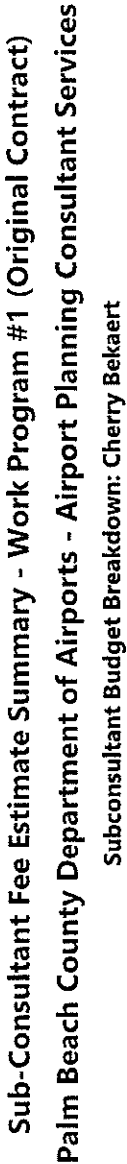
Sub-Consultant Labor and Fee Estimate Summary - Work Program #1 (Original Contract)

Palm Beach County Department of Airports - Airport Planning Consultant Services

Subconsultant Budget Breakdown: Environmental Quality, Inc.

Rates: \$115.00

	HOURS		Labor (\$)	EXPENSES (\$)	EXPENSES (\$)	TRAVEL EXPENSES (\$)	TOTAL COST (\$)
	Total						
	Senior Scientist	Hours					
Level 1 Tasks:							
I-22-PBI-R-001 Asphalt Capacity Update and Alternatives Analysis	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-002 PBI Wildlife Hazard Assessment	314	314	\$36,110.00	\$0.00	\$0.00	\$3,000.00	\$39,110.00
I-22-PBI-R-003 PBI Gate Capacity & Incremental Development Strategy	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-004 PBI Aviation Activity Forecasts	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-005 PBI Public Employee Parking Capacity Analysis	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-PBI-R-006 PBI Airport Layout Plan Review	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheet	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-DOA-R-008 GASB 37 Lease Accounting Support	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I-22-DOA-R-009 General Aviation Airport Master Plan Updates Gap Analysis	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal (Level I Tasks)	314	314	\$36,110.00	\$0.00	\$0.00	\$3,000.00	\$39,110.00
Level 2 Tasks:							
II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support		0	\$0.00				\$0.00
II-22-DOA-R-002 Passenger Facility Charge (PFC) Support		0	\$0.00				\$0.00
Subtotal (Level II Tasks)	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Level 3 Tasks:							
III-22-DOA-R-001 Misc Planning, Financial, and Airport Business/Mgmt Support		0	\$0.00				\$0.00
III-22-DOA-R-002 Miscellaneous Environmental Planning and NEPA 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	314	314					
Subtotal Base Labor Costs	\$36,110.00	\$36,110.00	\$36,110.00	\$0.00	\$0.00	\$3,000.00	\$39,110.00



Labor-Free Est. PB DOA WP #1_Original Contract_2022-0716.xlsx
Ricoardo & Associates, Inc. Confidential
11 of 11
7/16/2022

EXHIBIT “B-I”

2022 HOURLY BILLING RATES

EXHIBIT B-1

PALM BEACH COUNTY AIRPORT PLANNING CONSULTING SERVICES
2022 HOURLY BILLING RATES¹

The following is a summary of the 2022 hourly billing rates by labor category for each of the primary team members associated with the Ricondo & Associates, Team. Overhead and profit is included in these billing rates for the CONSULTANT. The manhour salary costs by job title description may be increased at the COUNTY’S discretion.

SCHEDULE OF HOURLY LABOR BILLING RATES

CONSULTANT: RICONDO & ASSOCIATES, INC.

DESCRIPTION	HOURLY BILLING RATES
Senior Vice President	\$376.00 ^{1/}
Vice President	\$350.00
Senior Director	\$330.00
Director	\$305.00
Managing Consultant	\$245.00
Manager	\$208.00
Senior Consultant	\$205.00
Consultant/Technical Specialist	\$163.00
Administrative/Support	\$130.00

1/ Capped rate. Actual calculated rate using a 3.00 labor multiplier is greater than the capped rate shown above.

CONSULTANT: AMERICAN INFRASTRUCTURE DEVELOPMENT, INC.

DESCRIPTION	HOURLY BILLING RATE
Project Principal	\$289.00
Project Manager	\$207.00
Senior Engineer/Planner	\$181.00
Engineer/Planner	\$142.00
RPR	\$130.00
Senior Designer	\$107.00
Designer	\$105.00
Clerical	\$87.00

CONSULTANT: CAROLYN BINDER, CPA, LLC

DESCRIPTION	HOURLY BILLING RATE
Certified Public Accountant	\$155.00

¹ Hourly billing rates subject to annual increases reflective of the Consumer Price Index as published by the U.S. Bureau of Labor Statistics

CONSULTANT: AGUIRRE PROJECT RESOURCES

DESCRIPTION	HOURLY BILLING RATE
Principal	\$221.70
Chief Estimator	\$173.83
Senior Cost Estimator	\$157.43
Scheduler	\$148.89
Cost Estimator	\$118.19

CONSULTANT: BARICH, INC.

DESCRIPTION	HOURLY BILLING RATES
Principal Consultant 2	\$264.63
Principal Consultant 1	\$245.52
Senior Consultant	\$228.41
Senior Business Analyst	\$214.06
Senior Project Manager	\$213.18
Business Analyst	\$178.23
Project Manager	\$176.42
Senior Systems Analyst	\$161.72
Technical Writer	\$92.62
Systems Analyst	\$80.86
Project Coordinator	\$76.82

CONSULTANT: CHERRY BEKAERT

DESCRIPTION	HOURLY BILLING RATES
Partner	\$295.00
Director	\$275.00
Senior Manager	\$250.00
Manager	\$230.00
Senior	\$200.00
Staff	\$185.00

CONSULTANT: COLOME & ASSOCIATES, INC.

DESCRIPTION	HOURLY BILLING RATES
Principal/Project Architect	\$136.29
Architect	\$115.85
Project Manager	\$104.08

CONSULTANT: ENVIRONMENTAL QUALITY, INC.

DESCRIPTION	HOURLY BILLING RATES
Principal	\$140.00
Senior Project Manager/Professional Geologist	\$125.00
Airboat Operator	\$120.00
Senior Scientist	\$115.00
Project Manager	\$105.00
Project Scientist	\$100.00
Swamp Buggy Operator	\$100.00
Draftsman/ Technical Editor	\$85.00
Senior Field Technician	\$80.00
Field Technician	\$65.00
Field Labor Technician	\$45.00

CONSULTANT: ENVIRONMENTAL QUALITY, INC.

DESCRIPTION	HOURLY BILLING RATES
Senior Director II	\$307.97
Senior Director I	\$269.73
Director II	\$238.51
Director I	\$217.81
Managing Associate III	\$191.39
Managing Associate II	\$181.82
Managing Associate I	\$156.18
Senior Associate II	\$144.94
Senior Associate I	\$123.77
Associate III	\$111.15
Associate II	\$100.47
Associate I	\$85.95

CONSULTANT: EXP U.S. SERVICES, INC.

DESCRIPTION	HOURLY BILLING RATES
Principal	\$324.03
Senior Project Manager	\$291.38
Senior Engineer	\$246.54
Senior Architect	\$224.13
Project Manager/Construction Manager	\$201.72
Architect	\$198.32
BIM Manger	\$177.60
LEED/Sust. Designer	\$168.07
Project Engineer	\$164.37
RPR	\$164.37
Technician	\$107.60
Administrative Assistant	\$103.60
Interim Architect	\$101.62

CONSULTANT: JP MORTON PLANNING AND LANDSCAPE ARCHITECTURE, INC.

DESCRIPTION	HOURLY BILLING RATE
Principal Architect	\$278.16
Senior Project Manage	\$143.95
Senior Landscape Designer	\$125.17
Project Manager	\$93.88
Designer	\$86.61

CONSULTANT: THE VALERIN GROUP, INC.

DESCRIPTION	HOURLY BILLING RATES
Project Manager	\$138.53
Community Outreach Specialist	\$127.21
Graphic Designer	\$120.16
Multimedia Specialist/UAS/Videography	\$115.07

CONSULTANT: WOOLPERT

DESCRIPTION	HOURLY BILLING RATE
Project Director	\$304.34
Practice Leader	\$221.03
Project Manager	\$193.57
Imagery Lead	\$186.37
Utility/SME	\$141.97
Pilot	\$141.70
Photogrammetrist	\$130.52
GIS Technician	\$124.70
Photogrammetric Lead	\$118.26
Photogrammetric Technician	\$107.11
CADD Technician	\$102.08
Geospatial Technician	\$88.25
Administrative/Billing Coordinator	\$61.22
Camera Operator	\$84.06

EXHIBIT “B-II”

SCHEDULE OF PAYMENTS

EXHIBIT B-II

SCHEDULE OF PAYMENTS

The Scope of Work to be completed by the Consultant as defined in Exhibit "A" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the COUTNTY 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-22-PBI-R-001 Airfield Capacity Update and Alternatives Analyses

Completion Time: 6 Months

Compensation for Phase 1: \$241,930.00

Deliverables Required: See Exhibit A for list of Deliverables

I-22-PBI-R-002 PBI Wildlife Hazard Assessment

Completion Time: 18 Months

Compensation for Phase 1: \$229,742.90

Deliverables Required: See Exhibit A for list of Deliverables

I-22-PBI-R-003 PBI Gate Capacity Analyses & Incremental Development Strategy

Completion Time: 9 Months

Compensation for Phase 1: \$184,752.64

Deliverables Required: See Exhibit A for list of Deliverables

I-22-PBI-R-004 PBI Aviation Activity Forecasts

Completion Time: 4 Months

Compensation for Phase 1: \$174,420.00

Deliverables Required: See Exhibit A for list of Deliverables

I-22-PBI-R-005 PBI Public/Employee Parking Capacity Analysis

Completion Time: 6 Months

Compensation for Phase 1: \$89,980.00

Deliverables Required: See Exhibit A for list of Deliverables

I-22-PBI-R-006 PBI Airport Layout Plan Revision

Completion Time: 6 Months

Compensation for Phase 1: \$90,216.00

Deliverables Required: See Exhibit A for list of Deliverables

I-22-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheets

Completion Time: 9 Months

Compensation for Phase 1: \$149,239.46

Deliverables Required: See Exhibit A for list of Deliverables

I-22-DOA-R-008 GASB 87 Lease Accounting Support

Completion Time: 6 Months

Compensation for Phase 1: \$88,800.00

Deliverables Required: See Exhibit A for list of Deliverables

I-22-DOA-R-009 General Aviation Airport Master Plan Updates Gap Analysis

Completion Time: 2 Months

Compensation for Phase 1: \$22,084.00

Deliverables Required: See Exhibit A for list of Deliverables

LEVEL II TASKS

II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support

Completion Time: 12 Months

Compensation for Phase 1: \$50,000.00

Deliverables Required: See Exhibit A for list of Deliverables

II-22-DOA-R-002 Passenger Facility Charge (PFC) Support

Completion Time: 12 Months

Compensation for Phase 1: \$100,000.00

Deliverables Required: See Exhibit A for list of Deliverables

LEVEL III TASKS

III-22-DOA-R-001 Miscellaneous Planning, Financial, and Airport Business/Management Support

Completion Time: TBD

Compensation for Phase 1: \$400,000.00

Deliverables Required: See Exhibit A for list of Deliverables

III-22-DOA-R-002 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 GENERAL CONSULTING SERVICES

EXHIBIT C - PROPOSED SCHEDULES

TASKS TO BE COMPLETED:

TASK DESCRIPTION	DURATION
Level I Tasks:	
Exhibit A-1: I-22-PBI-R-001 Airfield Capacity Update and Alternatives Analyses	6 Months
Exhibit A-2: I-22-PBI-R-002 PBI Wildlife Hazard Assessment	18 Months
Exhibit A-3: I-22-PBI-R-003 PBI Gate Capacity Analyses & Incremental Development Strategy	9 Months
Exhibit A-4: I-22-PBI-R-004 PBI Aviation Activity Forecasts	4 Months
Exhibit A-5: I-22-PBI-R-005 PBI Public/Employee Parking Capacity Analysis	6 Months
Exhibit A-6: I-22-PBI-R-006 PBI Airport Layout Plan Revision	6 Months
Exhibit A-7: I-22-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheets	9 Months
Exhibit A-8: I-22-DOA-R-008 GASB 87 Lease Accounting Support	6 M0nths
Exhibit A-9: I-22-DOA-R-009 General Aviation Airport Master Plan Updates Gap Analysis	2 Months
Level II Tasks:	
Exhibit A-10: II-22-DOA-R-001 Capital Improvement Program (CIP) Planning Support	12 Months
Exhibit A-11: II-22-DOA-R-002 Passenger Facility Charge (PFC) Support	12 Months
Level III Tasks:	
Exhibit A-12: III-22-DOA-R-001 Miscellaneous Planning, Financial, and Airport Business/Management Support Services	TBD
Exhibit A-13: III-22-DOA-R-002 Miscellaneous NEPA Processing Services	TBD

EXHIBIT “D”

AFFIRMATIVE PROCURMENT ININITIATIVES

EXHIBIT D

AFFIRMATIVE ACTION INITIATIVES

Form J-EBO v.3

OEBO PARTICIPATION EVALUATION FORM

DATE SENT: 11/4/2021	PROJECT MANAGER: Cynthia M. Portnoy
PROJECT #: DOA 21-11	PROJECT NAME: Airport Planning Consultant Services
USER DEPARTMENT: Airports Planning & Development	SOLICITATION OPENING DATE: 10/21/2021
OEBO ESTABLISHED API: 1. SBE Subcontracting: Mandatory 10% SBE participation. 2. M/WBE Evaluation Preference –15 points shall be awarded based on the level of M/WBE dollar committed to on the prime respondents team.	

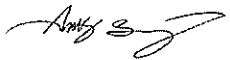
KEYS FOR DETERMINATIONS: (NOTED THROUGHOUT THIS DOCUMENT)

- (1) YES
- (2) NO
- (3) N/A

BID EVALUATION INFORMATION

BIDDER	PRIME IS A CERTIFIED S/M/WBE	IS RESPONDENT RESPONSIVE	EVALUATION PREFERENCE POINTS AWARDED	PERCENTAGE OF S/M/WBE UTILIZATION
Ricondo	(2)	(1)	15 points	11 %
	()	()		%
	()	()		%
	()	()		%

REMARKS: Ricando met the goal of mandatory 10%SBE participation. Their participation is at 11%. Also, they were awarded 15 points based on the level of M/WBE subcontracting. Respondent is awarded 15 points because both API goals were met and they are the only firm participating in the bid.


Signature: _____
Title: Small Business Development Specialist II
Date: 11/3/2021

Manager Signature: 

Project No.
OEBO Compliance Review

Project No. DOA 21-11 – Airport Planning Consultant Services
OEBO Compliance Review: 11/4/2021
Affirmative Procurement Initiatives:
SBE Subcontracting: Mandatory 10% SBE participation.
M/WBE Evaluation Preference –15 points shall be awarded based on the level of M/WBE dollar committed to on the prime respondents team.

Respondent:		Ricondo & Associates Inc. 1000 NW 57 th Court, Suite 920 Miami, FL 33126		Non-SBE Prime: 65.5% Expiration: (3)	
SBE	M/WBE	NON-SBE	Subcontractor Name	Dollar Amount/ Percent	Expiration Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	American Infrastructure Development, Inc.	7%	4/28/2023
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barich, Inc.	6.5%	(3)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Colomé & Associates, Inc. (S/WBE)	5%	3/13/2022
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Quality, Inc. (S/WBE)	2%	4/24/2022
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Environmental Science Associates Corporation	2%	(3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	EXP U.S. Services, Inc.	2%	(3)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JMorton Planning and Landscape Architecture, Inc. (S/WBE)	3%	7/19/2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Valerin Group, Inc. (S/WBE)	3%	4/9/2023
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Woolpert, Inc.	4%	(3)
SBE PARTICIPATION TOTAL				11%	15
SBE EVALUATION POINTS (EBO Certified M/WBE –African American)				Points	
EVALUATION NOTES:					

Project No.
OEBO Compliance Review

EXHIBIT “E”

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

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: priconde@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		Hispanic	Women	Caucasian	Other (Please Specify)	
1. Ricondo & Associates, Inc. 1000 NW 57th Court, Suite 920 Miami FL, 33126	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00		\$776,276.00
2. American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		\$0.00	\$126,372.00	\$0.00		\$0.00
3. Colome & Associates, Inc. 530 24th Street West Palm Beach, Florida 33407	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		\$0.00	\$ 45,912.16	\$0.00		\$0.00
4. Environmental Quality, Inc. 212 US Highway 1 Tequesta, FL 33469	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		\$0.00	\$ 39,110.00	\$0.00		\$0.00
5. JLMorton Planning & Landscape Architecture, Inc. 3910 RCA Boulevard, Suite 101 Palm Beach Gardens, FL 33410	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00		\$0.00
(Please use additional sheets if necessary)									
Total					\$0.00	\$211,394.16	\$0.00		\$0.00
Total Bid Price \$					\$2,021,165.00				
Total SBE - M/WBE Participation					\$211,394.16				

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



Senior Vice President

SignatureTitle

- 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

NAME OF PRIME RESPONDER/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. Acquiree 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"/>			\$0.00	\$0.00	\$0.00	\$0.00	\$16,795.94
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"/>			\$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"/>			\$0.00	\$0.00	\$0.00	\$0.00	\$9,180.00
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"/>			\$0.00	\$0.00	\$0.00	\$0.00	\$163,184.90
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"/>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Please use additional sheets if necessary)						Total	\$0.00	\$0.00	\$0.00	\$189,160.84
Total Bid Price \$						\$2,021,165.00		Total SBE - M/WBE Participation		\$211,394.16

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



Senior Vice President

Signature

Title

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

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID No.: DOA 21-11

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		Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. The Valerin Group, Inc.2101 Visia Parkway Suite 301 West Palm Beach, FL 33411 Office: 561.440.4446	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Woolpert 4454 Idea VCenter Boulevard Dayton, OH 45430 Office: +1.937.531.1631	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Cherry Bekaert 1111 Metropolitan Ave, Ste 900 Charlotte, NC 28204 Office: 1.704.940.2863	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$69,660.00
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

(Please use additional sheets if necessary)

Total Bid Price \$2,021,165.00

Total SBE - M/WBE Participation\$211,394.16

Total\$0.00\$0.00\$0.00\$0.00\$0.00\$69,660.00

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

Senior Vice President

SignatureTitle

- 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: Aguirre Project Resources
(Check box(s) that apply)

☐SBE ☐WBE ☐MBE ☐M/WBE ☒Non-S/M/WBE Date of Palm Beach County Certification (if applicable):

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

Column 1 Column 2 Column 3
☐Male ☐Female ☐African-American/Black ☐Asian American ☐Caucasian American ☐Supplier
☐Hispanic American ☐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-PBI-R-003 PBI Gate Capacity Analyses & Incremental Development Strategy	N/A	N/A	N/A	\$16,795.94

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: \$16,795.94

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

Not Applicable

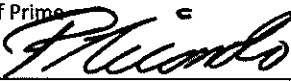
Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: 0.00 %

Ricondo & Associates, Inc.

Print Name of Prime

By:



Authorized Signature

Pedro Ricondo

Print Name

Senior Vice President

Title

Date: 6/7/2022

Aguirre Project Resources

Print Name of Subcontractor/subconsultant

By:



Authorized Signature

Charles Aguirre

Print Name

Managing Member

Title

Date: 6/6/2022

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: Cherry Bekaert

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

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

Column 1 Column 2 Column 3
☐Male ☐Female ☐African-American/Black ☐Asian American ☐Caucasian American ☐Supplier
☐Hispanic American ☐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.

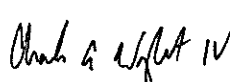
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
N/A	I-22-DOA-R-007 GASB 87 Lease Accounting Support	N/A	N/A	N/A	\$69,660.00

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: \$69,660.00

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: 6/7/2022

Cherry Bekaert
Print Name
By: 
Authorized Signature
Charles A Wright IV
Print Name
Partner
Title
Date: 6-6-22

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: Colome & Associates, 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-22-PBI-R-003 PBI Gate Capacity Analyses & Incremental Development Strategy	N/A	N/A	N/A	\$16,700.70
N/A	I-22-DOA-R-006 Capital Improvement Program (CIP) Manual and Project Sheets	N/A	N/A	N/A	\$29,211.46

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: \$45,912.16

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: 6/7/2022

Colome & Associates, Inc.

Print Name of Subcontractor/subconsultant

By:

Authorized Signature

Elizabeth A. G. Colome

Print Name

PRESIDENT

Title

Date: 6-7-2022

Revised 09/17/2019

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: Environmental Quality, Inc.
(Check box(s) that apply)

☒SBE ☒WBE ☐MBE ☐M/WBE ☐Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 4/25/2019

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-22-PBI-R-002 PBI Wildlife Hazard Assessment	N/A	N/A	N/A	\$39,110.00

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: \$39,110.00

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: 6/7/2022

Environmental Quality, Inc.

Print Name of Subcontractor/subconsultant

By:

Authorized Signature

Katharine Murray

Print Name

President

Title

Date: 5/31/2022

OEBO LETTER OF INTENT – SCHEDULE 2

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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-22-PBI-R-001 Airfield Capacity Update and Alternatives Analyses	N/A	N/A	N/A	\$54,696.00
N/A	I-22-PBI-R-003 PBI Gate Capacity Analyses & Incremental Development Strategy	N/A	N/A	N/A	\$11,802.00
N/A	I-22-PBI-R-005 PBI Public/Employee Parking Capacity Analysis	N/A	N/A	N/A	\$4,644.00
N/A	I-22-DOA-R-006 PBI Airport Layout Plan Revision	N/A	N/A	N/A	\$9,656.00
N/A	I-22-DOA-R-007 Capital Improvement Program (CIP) Manual and Project Sheets	N/A	N/A	N/A	\$45,574.00

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: \$126,372.00

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 %

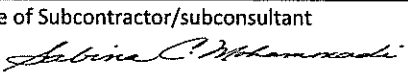
Name of 2nd/3rd tier Subcontractor/subconsultant

Ricondo & Associates, Inc.

Print Name of Prime
By: 
Authorized Signature

Pedro Ricondo
Print Name
Senior Vice President
Title
Date: 6/7/2022

American Infrastructure Development, Inc.

Print Name of Subcontractor/subconsultant
By: 
Authorized Signature

Sabina C. Mohammadi
Print Name
President-CEO
Title
Date: 5-24-22

OEBO LETTER OF INTENT – SCHEDULE 2

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

Prime Contractor: Ricondo & Associates, Inc. Subcontractor: Carolyn Binder, CPA, LLC

(Check box(s) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☒ Non-S/M/WBE Date of Palm Beach County Certification (if applicable):

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

Column 1	Column 2	Column 3
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> African-American/Black <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native 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-22-DOA-R-007 GASB 87 Lease Accounting Support	N/A	N/A	N/A	\$9,180.00

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: \$9,180.00

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: 6/7/2022

Carolyn Binder, CPA, LLC

Print Name of Subcontractor/subconsultant

By:

Authorized Signature

Carolyn Binder

Print Name

Managing Member

Title

Date: 05/27/2022

OEBO LETTER OF INTENT – SCHEDULE 2

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

Prime Contractor: Ricondo & Associates, Inc. Subcontractor: Environmental Science Associates
(Check box(s) that apply)

☐SBE ☐WBE ☐MBE ☐M/WBE ☒Non-S/M/WBE Date of Palm Beach County Certification (if applicable):

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


Column 1 Column 2 Column 3
☐Male ☐Female ☐African-American/Black ☐Asian American ☐Caucasian American ☐Supplier
☐Hispanic American ☐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-PBI-R-002 PBI Wildlife Hazard Assessment	N/A	N/A	N/A	\$163,184.90

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: \$163,184.90

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: 6/7/2022

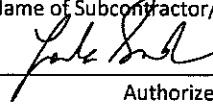
Environmental Science Associates
Print Name of Subcontractor/subconsultant
By: 
Authorized Signature
Julie Sullivan
Print Name
Senior Vice President
Title
Date: 6/6/2022

EXHIBIT “F”

ADDITIONAL FEDERAL AVIATION ADMINISTRATION (FAA) CONTRACT REQUIREMENTS

PALM BEACH COUNTY GENERAL CONSULTING SERVICES

EXHIBIT F

Additional Contract Requirements

The following terms and conditions are applicable to all contracts funded in whole or part by Passenger Facility Charge (PFC) Funds

Access to Records and Reports (FAA A1.3)

The Consultant shall maintain an acceptable cost accounting system. The Consultant agrees to provide the County, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the Consultant which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Consultant agrees to maintain all books, records and reports required under this contract for a period not less than three years after final payment is made and all pending matters are closed.

Breach of Contract Terms (FAA A3.3)

Any violation or breach of terms of this Contract on the part of the Consultant or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this Contract. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Title VI List of Pertinent Nondiscrimination Acts and Authorities (FAA A6.4.5)

During the performance of this Contract, the Consultant, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities ("Acts and Regulations"), including, but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or

activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); and
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

Occupational Safety and Health Act of 1970 (FAA A20.2)

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor’s compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

Consultant Affirmative Steps for Subcontracting (2 CFR 200.321(b)(6))

The Consultant must take the following affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used as subcontractors when possible:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirements permit, which encourage participation by small and minority businesses, and women's business enterprises; and
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

EXHIBIT “G”

Certificate of Insurance



Palm Beach County
Compliance Summary Report

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00001780	Ricondo & Associates, Inc.	Modified	Compliant					DOA 21-11	Ricondo & Associates, Inc.
			Travelers Property Casualty Company of America	cup6s20480a21nf	8/1/2021	8/1/2022	Excess Liability		
			Travelers Indemnity Company of Connecticut	6801h025632	8/1/2021	8/1/2022	General Liability		
			Travelers Indemnity Company of Connecticut	6801h089603	8/1/2021	8/1/2022	General Liability		
			Travelers Property Casualty Company of America	6604h024167	8/1/2021	8/1/2022	General Liability		
			Travelers Property Casualty Company of America	6804h307641	8/1/2021	8/1/2022	General Liability		
			Standard Fire Insurance Company	ub8k116645	8/1/2021	8/1/2022	Workers Comp		

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

BUDGET TRANSFER
BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA


Page 1 of 1 pages

Fund 4111 Airport Passenger Improvement and Development Fund

Advantage Document Numbers:
 BGEX 061322/1403

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ADOPTED BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 07/25/2022	REMAINING BALANCE
<u>Expenditures</u>								
121-A107-6505	Design Eng Mgmt	7,147,717	6,813,206	2,021,165		8,834,371	6,254,527	2,579,844
121-A900-9909	Reserves Improvement Program	19,773,212	9,634,244		2,021,165	7,613,079	0	7,613,079
Total Appropriations & Expenditures		<u>168,065,082</u>	<u>167,147,494</u>	<u>2,021,165</u>	<u>2,021,165</u>	<u>167,147,494</u>	<u>56,433,174</u>	<u>110,714,320</u>

	Signatures	Date	By Board of County Commissioners
OFMB		<u>7-28-22</u>	At Meeting of
INITIATING DEPARTMENT/DIVISION			<u>August 23, 2022</u>
Administration/Budget Department Approval			Deputy Clerk to the
OFMB Department - Posted			Board of County Commissioners