

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: October 18, 2011 Consent Regular
 Workshop Public Hearing

Submitted By: Department of Airports

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: An Administrative Amendment to seven (7) Joint Participation Agreements (JPA) with the Florida Department of Transportation (FDOT) approved by the Board of County Commissioners on August 16, 2011 for the following projects:

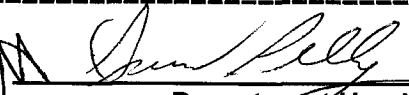
1. Southside Pavement and Infrastructure Improvements at Palm Beach County Park Airport – (R-2011-1158)
2. Terminal Apron Rehabilitation and Taxilane Construction at Palm Beach County Glades Airport – (R-2011-1159)
3. Concourse B Terminal Ramp and Taxilane at Palm Beach International Airport (R-2011-1155)
4. Construct Hangars at North Palm Beach County General Aviation Airport (R-2011-1157)
5. Upgrade and Expand Baggage Facility at Palm Beach International Airport - (R-2011-1153)
6. Miscellaneous Taxiway Rehabilitation and Repair at Palm Beach International Airport (R-2011-1156)
7. Airport Strategic Business Development Plan (Phase II) at Palm Beach International Airport – (R-2011-1154)


Summary: The FDOT amended Exhibit A, Scope of Services, of the seven (7) JPAs by providing for additional clarification in the Scope of Services as it relates to the Design Phase and the Construction Phase associated with the project, specifically including additional requirements for invoicing and changes to the approved Scope of Services. Delegation of authority for execution of the above Administrative Amendment was approved by the BCC on September 23, 2008 (3F3 – Item B). On August 30, 2011 the Administrative Amendment was executed by the Director of Airports. **Countywide (AH)**

Background and Justification: On August 16, 2011 the County approved seven (7) JPAs with the FDOT. Prior to FDOT executing the agreements, FDOT made a change to the Scope of Services, Exhibit A, by providing for additional clarification in the Scope of Services as it relates to the Design Phase and the Construction Phase associated with the project, specifically including additional requirements for invoicing and changes to the approved Scope of Services. FDOT then requested the County change Exhibit A of the JPAs by a letter dated August 30, 2011. The letter was then approved by the Director of Airports in accordance with the delegation of authority. The Administrative Amendment is now being brought to the BCC as a receive and file.

Attachments:

1. Administrative Amendment letter from FDOT dated August 30, 2011 with new Exhibit A for all seven (7) JPAs

Recommended By:  9/26/11
Department Head Date

Approved By:  10/18/11
County Administrator Date

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
Operating Revenues	_____	_____	_____	_____	_____
External Revenues (Grants)	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>~0~</u> *see below	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes ___ No ___

Budget Account No: Fund ___ Department ___ Unit ___ Object ___
Reporting Category _____

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

* There is No Fiscal Impact for this item.

C. Departmental Fiscal Review: CM Sumner

III. REVIEW COMMENTS

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

[Signature]
OFMB
9/27/11
VA
9/28/11

[Signature] 10/7/11
Contract Dev and Control
10-7-11
D. Wheeler

B. Legal Sufficiency:

Anne Delgent 10/7/11
Assistant County Attorney

C. Other Department Review:

Department Director



Florida Department of Transportation

RICK SCOTT
GOVERNOR

3400 W. Commercial Blvd.
Fort Lauderdale, FL 33309
August 30, 2011

ANANTH PRASAD, P.E.
SECRETARY

Mr. Bruce Pelly
Airport Director
Palm Beach International Airport
846 Palm Beach International Airport
West Palm Beach, FL 33406

Dear Mr. Pelly:

Subject: Joint Participation Agreement – Administrative Amendment

Due to an addition to the Florida Statutes effective July 1, 2010, Section 215.971 regarding the Scope of Service, the Department has amended and finalized the language included in Exhibit A. This language needs to be incorporated into the JPAs that have recently been executed by Palm Beach Board of County Commissioners, but have not yet been executed by the Department.

We ask that you review the attached language. By initialing each line below you agree to allow the Department to add the new exhibit A to the partially executed agreements as listed.

<u>FM No.</u>	<u>Project Description</u>	<u>Contract No.</u>	<u>Initial</u>
422467-1-94-01	Southside Pavement Infrastructure Imp.	AQE56	<i>BP</i>
422481-1-94-01	Terminal Apron Rehab & Taxilane Const.	AQE57	<i>BP</i>
429706-1-94-01	Concourse B Terminal Ramp & Taxilane	AQE55	<i>BP</i>
422466-1-94-01	Construct Hangars	AQE58	<i>BP</i>
420374-1-94-01	Upgrade & Expand Baggage Facility	AQE59	<i>BP</i>
429705-1-94-01	Misc. Taxiway Rehab & Repair	AQE61	<i>BP</i>
429704-1-94-01	Strategic Business Plan Phase II	AQE60	<i>BP</i>

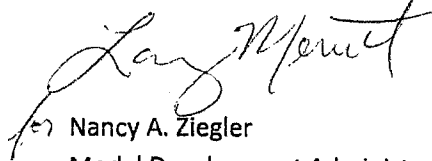
Should you have any questions, please contact Nicole Notz at 954-777-4497 or by email at Nicole.notz@dot.state.fl.us.

Please return the original letter to:
Ms. Nicole Notz
Dept of Transportation/ OMD

Please return the original letter to:


Ms. Nicole Notz
Dept of Transportation/ OMD
3400 W. Commercial Boulevard
Fort Lauderdale, FL 33309-3421

Sincerely,



Nancy A. Ziegler
Modal Development Administrator

Acknowledged:



Name: Bruce V. Pelly
Title: Airport Director

NAZ/nn
Attachment

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY



COUNTY ATTORNEY

Fin. Proj. No.: 422467-1-94-01
Contract No : AQE56
Agreement Date: SEP 2011

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and **Palm Beach County BOCC**.

PROJECT LOCATION: Palm Beach County Park Airport

PROJECT DESCRIPTION: Southside Pavement Infrastructure improvements

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Project Number and the Federal Identification number, where applicable and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

The plans and specifications review required in paragraph 15.00 of the Agreement shall include an Engineer Certification and compliance with Department requirements as outlined in Exhibit "C".

SPECIAL CONSIDERATIONS BY DEPARTMENT:

Effective July 1, 2010, Section 215.971 of the Florida Statutes, requires agreements with the State to contain a scope of work that clearly establishes quantifiable and measurable deliverables. Each deliverable must specify the required level of service to be performed and the Department's criteria for evaluating successful completion. The items must be submitted and approved through the Florida Aviation Database <http://www.florida-aviation-database.com/> filed under the appropriate Financial Management (FM) number to meet the deliverable requirements. The deliverables must be received and accepted by the Department prior to the payment of services. The Department of Financial Services Internet link below provides guidance on clear and comprehensive scopes and deliverables development. The scope of work and deliverables are specifically addressed in chapter 3:

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

Narrative	This project will provide for aviation redevelopment on the south side of the airfield, including hangars, aprons/taxilanes and infrastructure to support the redevelopment and improvement of existing facilities.
Justification	In 2014, the existing long term leasehold at LNA expires, at which time the County plans to make improvements to the existing facilities at the airport, in order to provide updated facilities to the users of the airfield. Additional facilities in support of the Master Plan Update may also be warranted to meet the future demand at the airport.

SCOPE OF SERVICES

Design Phase

1. The Agency must submit a signed copy of an agreement between the Agency and its third-party consultant, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the third-party consultant. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its third-party consultant. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The consultant should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
 - a. Percentage Completed. For this method the consultant's invoice should list a detailed description of each task in the approved scope of services and schedule of values, the dollar value amount for the item, the percentage completed for the item, and the dollar value for the percentage completed.
 - b. Completed Tasks. For this method the consultant's invoice should list a detailed description of each task in the approved scope of services and schedule of values, the dollar value amount for each item, indicate which task have been completed, and the dollar value for each task completed.
2. The Agency shall sign each invoice submitted to the Department and certify thereon that the Agency has verified that the percentages of and/or task completions are correct and that the amounts indicated on the invoice are correct.
3. Any change(s) to the approved scope of services or schedule of values will require a change order approved by the Department, and signed by the Agency and the third-party consultant. Invoices incorporating unapproved changes cannot be submitted by the Agency or paid by the Department. Invoices submitted to the Department with any unapproved charges will be rejected by the Department.

Construction Phase

4. The Agency must submit a signed copy of an agreement between the Agency and its contractor, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the contractor. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its contractor. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The contractor should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
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Fin. Proj. No.: 422481-1-94-01
Contract No : AQE57
Agreement Date: 2011

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and **Palm Beach County County BOCC.**

PROJECT LOCATION: Palm Beach County Glades Airport

PROJECT DESCRIPTION: Terminal Apron Rehab & Taxilane Construction

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Project Number and the Federal Identification number, where applicable and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

The plans and specifications review required in paragraph 15.00 of the Agreement shall include an Engineer Certification and compliance with Department requirements as outlined in Exhibit "C".

SPECIAL CONSIDERATIONS BY DEPARTMENT:

Effective July 1, 2010, Section 215.971 of the Florida Statutes, requires agreements with the State to contain a scope of work that clearly establishes quantifiable and measurable deliverables. Each deliverable must specify the required level of service to be performed and the Department's criteria for evaluating successful completion. The items must be submitted and approved through the Florida Aviation Database <http://www.florida-aviation-database.com/> filed under the appropriate Financial Management (FM) number to meet the deliverable requirements. The deliverables must be received and accepted by the Department prior to the payment of services. The Department of Financial Services Internet link below provides guidance on clear and comprehensive scopes and deliverables development. The scope of work and deliverables are specifically addressed in chapter 3:

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

Narrative This project will provide for the rehabilitation of the terminal apron at the airport, as well as the construction of additional taxiways to serve future hangars/T-hangars adjacent to the existing T-hangar facilities.

SCOPE OF SERVICES

Design Phase

1. The Agency must submit a signed copy of an agreement between the Agency and its third-party consultant, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the third-party consultant. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its third-party consultant. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The consultant should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
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Construction Phase

4. The Agency must submit a signed copy of an agreement between the Agency and its contractor, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must

include or incorporate by reference a schedule of values that will be used to approve payments to the contractor. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its contractor. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The contractor should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:

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Fin. Proj. No.: 429706-1-94-01
Contract No : AQE55
Agreement Date: _____

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and **Palm Beach County BOCC.**

PROJECT LOCATION: Palm Beach International Airport

PROJECT DESCRIPTION: Concourse B Terminal Ramp & Taxilane

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Project Number and the Federal Identification number, where applicable and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

The plans and specifications review required in paragraph 15.00 of the Agreement shall include an Engineer Certification and compliance with Department requirements as outlined in Exhibit "C".

SPECIAL CONSIDERATIONS BY DEPARTMENT:

Effective July 1, 2010, Section 215.971 of the Florida Statutes, requires agreements with the State to contain a scope of work that clearly establishes quantifiable and measurable deliverables. Each deliverable must specify the required level of service to be performed and the Department's criteria for evaluating successful completion. The items must be submitted and approved through the Florida Aviation Database <http://www.florida-aviation-database.com/> filed under the appropriate Financial Management (FM) number to meet the deliverable requirements. The deliverables must be received and accepted by the Department prior to the payment of services. The Department of Financial Services Internet link below provides guidance on clear and comprehensive scopes and deliverables development. The scope of work and deliverables are specifically addressed in chapter 3:

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

Narrative

This project will provide for the milling and resurfacing of the terminal taxilane on the west side of Concourse B, as well as crack sealing of the taxilane serving the west side of the concourse.

Justification

This area was identified as needing rehab/maintenance as part of a recent pavement evaluation.

SCOPE OF SERVICES**Design Phase**

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Construction Phase

4. The Agency must submit a signed copy of an agreement between the Agency and its contractor, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to

approve payments to the contractor. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its contractor. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The contractor should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:

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Fin. Proj. No.: 422466-1-94-01
Contract No : AQE58
Agreement Date: 8/27/2011

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and **Palm Beach County BOCC.**

PROJECT LOCATION: North Palm Beach County General Aviation Airport

PROJECT DESCRIPTION: Construct Hangars

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Project Number and the Federal Identification number, where applicable and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

The plans and specifications review required in paragraph 15.00 of the Agreement shall include an Engineer Certification and compliance with Department requirements as outlined in Exhibit "C".

SPECIAL CONSIDERATIONS BY DEPARTMENT:

Effective July 1, 2010, Section 215.971 of the Florida Statutes, requires agreements with the State to contain a scope of work that clearly establishes quantifiable and measurable deliverables. Each deliverable must specify the required level of service to be performed and the Department's criteria for evaluating successful completion. The items must be submitted and approved through the Florida Aviation Database <http://www.florida-aviation-database.com/> filed under the appropriate Financial Management (FM) number to meet the deliverable requirements. The deliverables must be received and accepted by the Department prior to the payment of services. The Department of Financial Services Internet link below provides guidance on clear and comprehensive scopes and deliverables development. The scope of work and deliverables are specifically addressed in chapter 3:

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Narrative This project will provide for the design and construction of additional hangar facilities at the Airport, to meet the growing demand for these facilities.

SCOPE OF SERVICES

Design Phase

1. The Agency must submit a signed copy of an agreement between the Agency and its third-party consultant, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the third-party consultant. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its third-party consultant. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The consultant should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
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Fin. Proj. No.: 420374-1-94-01
Contract No : AQE59
Agreement Date: _____

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and **Palm Beach County BOCC.**

PROJECT LOCATION: Palm Beach International Airport

PROJECT DESCRIPTION: Upgrade & Expand Baggage Facility

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Project Number and the Federal Identification number, where applicable and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

The plans and specifications review required in paragraph 15.00 of the Agreement shall include an Engineer Certification and compliance with Department requirements as outlined in Exhibit "C".

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Effective July 1, 2010, Section 215.971 of the Florida Statutes, requires agreements with the State to contain a scope of work that clearly establishes quantifiable and measurable deliverables. Each deliverable must specify the required level of service to be performed and the Department's criteria for evaluating successful completion. The items must be submitted and approved through the Florida Aviation Database <http://www.florida-aviation-database.com/> filed under the appropriate Financial Management (FM) number to meet the deliverable requirements. The deliverables must be received and accepted by the Department prior to the payment of services. The Department of Financial Services Internet link below provides guidance on clear and comprehensive scopes and deliverables development. The scope of work and deliverables are specifically addressed in chapter 3:

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

Narrative

The DOA has identified a multi-phase project to replace and upgrade the existing baggage processing systems (inbound and outbound) at PBI to provide additional capacity and improve the overall operating efficiency of the existing baggage processing system. The existing system was constructed as part of the initial terminal development in

the mid-to-late 1980's. This project will provide for the improvements to and expansion of both the bag claim (inbound) and bag makeup (outbound) facilities, including possible system replacement and the construction of additional system capacity required to support the Airport's gate capacity and future demand.

Justification

The existing baggage processing system (comprising bag claim units for processing bags on inbound flights and baggage make-up devices for processing bags on outbound flights) is nearing its 20-year operating life. While a few of the conveyor units have been replaced and ongoing maintenance of the system has been proactive, the parts and components of the various processing devices are showing the effects of aging and the efficiency of the system can be improved given modern technology and operating standards. In addition, the construction of the new gates on Concourse C will require additional baggage processing capacity as greater utilization of PBI's gate inventory materializes in the coming years. The DOA has determined that undertaking this project during the slower demand periods anticipated for the near-term will help minimize disruptions to the airlines and airport operations, while also reducing the inconvenience to passengers and airports users during construction

SCOPE OF SERVICES

Design Phase

1. The Agency must submit a signed copy of an agreement between the Agency and its third-party consultant, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the third-party consultant. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its third-party consultant. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The consultant should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
 - a. Percentage Completed. For this method the consultant's invoice should list a detailed description of each task in the approved scope of services and schedule of values, the dollar value amount for the item, the percentage completed for the item, and the dollar value for the percentage completed.
 - b. Completed Tasks. For this method the consultant's invoice should list a detailed description of each task in the approved scope of services and schedule of values, the dollar value amount for each item, indicate which task have been completed, and the dollar value for each task completed.

2. The Agency shall sign each invoice submitted to the Department and certify thereon that the Agency has verified that the percentages of and/or task completions are correct and that the amounts indicated on the invoice are correct.
3. Any change(s) to the approved scope of services or schedule of values will require a change order approved by the Department, and signed by the Agency and the third-party consultant. Invoices incorporating unapproved changes cannot be submitted by the Agency or paid by the Department. Invoices submitted to the Department with any unapproved charges will be rejected by the Department.

Construction Phase

4. The Agency must submit a signed copy of an agreement between the Agency and its contractor, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the contractor. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its contractor. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The contractor should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
 - a. Percentage Completed. For this method the contractor's invoice should list a detailed description of each task in the approved scope of services and schedule of values, the dollar value amount for the item, the percentage completed for the item, and the dollar value for the percentage completed.
 - b. Completed Tasks. For this method the contractor's invoice should list a detailed description of each task in the approved scope of services and schedule of values, the dollar value amount for each item, indicate which task have been completed, and the dollar value for each task completed.
5. The contractor should submit their pay request to the Agency's project inspector for approval using the standard "Application and Certificate for Payment" form. The Agency's project inspector will review and approve the contractor's pay request certifying the percentage of completion and/or quantities are correct.
6. The Agency shall sign each invoice submitted to the Department and certify thereon that the Agency has verified that the percentages of and/or task completions are correct and that the amounts indicated on the invoice are correct.
7. Any change(s) to the approved scope of services or schedule of values will require a change order approved by the Department, and signed by the Agency and the contractor. Invoices incorporating unapproved changes cannot be

submitted by the Agency or paid by the Department. Invoices submitted to the Department with any unapproved charges will be rejected by the Department.

Fin. Proj. No.: 429705-1-94-01
Contract No : AQE61
Agreement Date: SEP 12 2011

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and **Palm Beach County BOCC.**

PROJECT LOCATION: Palm Beach International Airport

PROJECT DESCRIPTION: Miscellaneous Taxiway Rehabilitation & Repair

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Project Number and the Federal Identification number, where applicable and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

The plans and specifications review required in paragraph 15.00 of the Agreement shall include an Engineer Certification and compliance with Department requirements as outlined in Exhibit "C".

SPECIAL CONSIDERATIONS BY DEPARTMENT:

Effective July 1, 2010, Section 215.971 of the Florida Statutes, requires agreements with the State to contain a scope of work that clearly establishes quantifiable and measurable deliverables. Each deliverable must specify the required level of service to be performed and the Department's criteria for evaluating successful completion. The items must be submitted and approved through the Florida Aviation Database <http://www.florida-aviation-database.com/> filed under the appropriate Financial Management (FM) number to meet the deliverable requirements. The deliverables must be received and accepted by the Department prior to the payment of services. The Department of Financial Services Internet link below provides guidance on clear and comprehensive scopes and deliverables development. The scope of work and deliverables are specifically addressed in chapter 3:

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

Narrative

This project will provide for the rehabilitation of various taxiway pavement sections at PBIA including Taxiway B, Taxiway D and Taxiway E.

Justification

In 2010, the Department of Airports initiated a large-scale rehabilitation project on several pavement sections at PBIA, with funding from the Florida Department of Transportation and Passenger Facility Charges, based on pavement evaluations that were performed in the 2006-2008 timeframe. This funding will allow for the continuation of rehab activities that were not part of first project.

SCOPE OF SERVICES**Design Phase**

1. The Agency must submit a signed copy of an agreement between the Agency and its third-party consultant, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the third-party consultant. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its third-party consultant. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The consultant should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
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2. The Agency shall sign each invoice submitted to the Department and certify thereon that the Agency has verified that the percentages of and/or task completions are correct and that the amounts indicated on the invoice are correct.
3. Any change(s) to the approved scope of services or schedule of values will require a change order approved by the Department, and signed by the Agency and the third-party consultant. Invoices incorporating unapproved changes cannot be submitted by the Agency or paid by the Department. Invoices submitted to the Department with any unapproved charges will be rejected by the Department.

Construction Phase

4. The Agency must submit a signed copy of an agreement between the Agency and its contractor, incorporating the scope of services and schedule of values which have been approved by the Department. The scope of services must include or incorporate by reference a schedule of values that will be used to approve payments to the contractor. The scope of services and schedule of values must be approved in writing by the Department before the Agency enters into an agreement with its contractor. The schedule of values shall be a complete and detailed itemization describing each subcategory of work and related pay items and their associated total value, quantity, unit of measurement and unit price/cost. The contractor should invoice the Agency on a regular basis using the approved schedule of values and one of the following methods:
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Fin. Proj. No.: 429704-1-94-01

Contract No : AQE60

Agreement Date: _____

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and **Palm Beach County BOCC.**

PROJECT LOCATION: Palm Beach International Airport

PROJECT DESCRIPTION: Business Plan PH II

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Project Number and the Federal Identification number, where applicable and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

The plans and specifications review required in paragraph 15.00 of the Agreement shall include an Engineer Certification and compliance with Department requirements as outlined in Exhibit "C".

SPECIAL CONSIDERATIONS BY DEPARTMENT:

Effective July 1, 2010, Section 215.971 of the Florida Statutes, requires agreements with the State to contain a scope of work that clearly establishes quantifiable and measurable deliverables. Each deliverable must specify the required level of service to be performed and the Department's criteria for evaluating successful completion. The items must be submitted and approved through the Florida Aviation Database <http://www.florida-aviation-database.com/> filed under the appropriate Financial Management (FM) number to meet the deliverable requirements. The deliverables must be received and accepted by the Department prior to the payment of services. The Department of Financial Services Internet link below provides guidance on clear and comprehensive scopes and deliverables development. The scope of work and deliverables are specifically addressed in chapter 3:

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

Narrative

The Airport Strategic Business Development Plan is intended to be a comprehensive guide for targeted goals and initiatives for the Department of Airports (DOA) to focus on near term priorities for decision making and capital investments as it relates to business development of Palm Beach International Airport. The Plan is

intended to be an ongoing initiative for the DOA that is constantly reviewed and updated as warranted. However, annual goals and priorities would be set in an effort to maintain discipline towards progress on improving areas of focus included in the Plan. The Plan consists of three (3) focus areas: Air Service Development, Airport Marketing and Growth in Non-Aeronautical Revenues.

Justification

In today's environment, it is imperative that the DOA establish refined and realistic business goals for providing and maintaining competitive aviation services. This Plan will help to guide decisions and processes to help establish the goals and expand our services and capabilities.

SCOPE OF SERVICES

Design Phase

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