



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Capital Expenditures	<u>\$1,659,431</u>	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues (Grants)	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u><b>\$1,659,431</b></u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No \_\_\_

Budget Account No: Fund 4111 Department 121 Unit A304-358 Object 6504  
Reporting Category \_\_\_\_\_

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

Funds are available in the above referenced account for this contract. Funding sources consist of Passenger Facility Charge of \$111,487 and Local Airport Revenue of \$1,547,944.

C. Departmental Fiscal Review: Com Simon

**III. REVIEW COMMENTS**

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

<p><u>Susan Henry 10/2/14</u> OFMB <u>5/10</u> <u>10/2</u> AM <u>10/2</u></p>	<p><u>Ann S. Jacobson 10/8/14</u> Contract Dev. and Control <u>10-8-14</u> S. Wheeler</p>
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**B. Legal Sufficiency:**

Amber Clark 10/10/14  
Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

**AMENDMENT NO. 2 TO CONTRACT**  
**BETWEEN**  
**PALM BEACH COUNTY DEPARTMENT OF AIRPORTS**  
**AND**  
**CORGAN ASSOCIATES, INC.**  
**FOR**  
**PROFESSIONAL SERVICES FOR BAGGAGE HANDLING SYSTEM (BHS) IMPROVEMENTS**  
**AT**  
**PALM BEACH INTERNATIONAL AIRPORT**

This Amendment No. 2 to the Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between Palm Beach County, Florida (COUNTY) and CORGAN ASSOCIATES, INC., a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, having its office and principal place of business at 401 North Houston Street, Dallas, Texas, 75202, whose Federal Tax I.D. number is 75-1079692.

**WITNESSETH**

WHEREAS, on September 11, 2012, the County entered into an Agreement (R2012-1241) with the CONSULTANT for the CONSULTANT to provide Consulting/Professional Services for the Palm Beach County Department of Airports related to the Baggage Handling System (BHS) Improvements Project at Palm Beach International Airport (PBIA); and

WHEREAS, on June 4, 2013, the COUNTY entered into an Amendment No. 1 (R2013-0665) with the CONSULTANT to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 25 of the original Agreement; and

WHEREAS, Article 25 of the Contract requires an amendment when the parties are able to define additional services and the parties have now defined those services,

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

1. The parties hereby agree to amend the Contract to include the Scope of Services and Fees as outlined in Exhibit I. The total amount to be paid by the COUNTY to the CONSULTANT for professional services, including any out of pocket expenses, shall not exceed One Million Six-Hundred Fifty Nine Thousand Four-Hundred Thirty One Dollars (\$1,659,431) for the services in Amendment No. 2 to the original Contract.
2. **ARTICLE 21 - NONDISCRIMINATION** shall be revised as follows:  
The CONSULTANT warrants and represents that all of its employees to the extent required by law 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 and expression, or genetic information.
3. **ARTICLE 13 – REMEDIES** shall be revised to include the following additional language:  
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.
4. Except as specifically amended herein, all other terms and conditions of the Contract shall remain in full force and effect.

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

ATTEST:

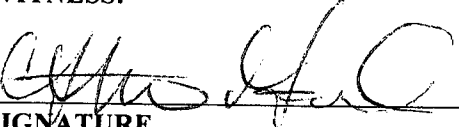
PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK  
CLERK AND COMPTROLLER

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Mayor


WITNESS:

  
SIGNATURE

CONSULTANT:

Corgan Associates, Inc.  
COMPANY NAME

Christie Gard  
Name (type or print)

  
Signature

John Murphy  
Name (type or print)


APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

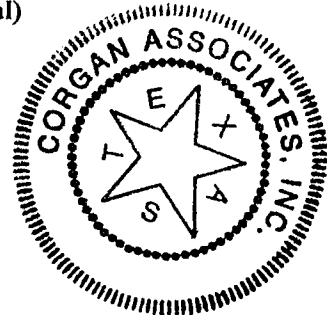
Principal  
Title

BY: \_\_\_\_\_  
County Attorney

(Corporate Seal)

APPROVED AS TO TERMS  
AND CONDITIONS

By:   
Department Director



10 September 2014

C O R G A N

ARCHITECTURE  
INTERIOR DESIGN

401 North Houston Street  
Dallas, TX 75202  
TEL 214 748 2000

WWW.CORGAN.COM

Mr. Gary M. Sypek  
Director of Airport Planning  
Palm Beach County Department of Airports  
846 Palm Beach International Airport  
West Palm Beach, FL 33406-1470

Re: PBIA BHS Improvements Project  
Cost and Schedule Estimate for Construction Phase Services

Dear Gary,

Corgan Associates Inc. respectfully submits this cost and schedule estimate for Construction Administration Services for the PBIA BHS Improvements Project. This estimate is intended to comply with provisions of Article 25 Modifications of Work of our Contract for Consulting/Professional Services for the BHS Improvements Project dated September 11, 2012. If acceptable to the County, Corgan requests a Contract Amendment adopting the cost and schedule changes described below.

**Objective**

Current scope of the Corgan contract for PBIA BHS Improvements Project includes design and bid phase services only. The objective of the scope of services of this estimate is to provide construction phase services as described below.

**Project Team**

Corgan team members responsible for construction phase services will include:

<i>Corgan Associates, Inc.</i>	<i>Prime Consultant and Architect</i>
<i>Vic Thompson Company</i>	<i>BHS Designer</i>
<i>Bliss &amp; Nyitray, Inc.</i>	<i>Structural Engineer</i>
<i>Gartek Engineering Corporation</i>	<i>MEP/FP Engineer</i>
<i>Big Sky Incorporated</i>	<i>IT/Access Control Designer</i>

**Scope of Services**

Corgan will provide construction phase services as described in the attached Scope of Construction Phase Services exhibit and including:

- Participation in 60 estimated weekly teleconference meetings.
- Attendance at 20 estimated monthly site meetings.
- Review of submittals.
- Response to RFI requests for information.
- Drawing revisions.
- Special site visits.
- BHS quality assurance services.
- Observation of BHS testing.
- Special threshold inspection services.
- Closeout services.

**Estimated Schedule**

Based on schedule information provided by the project CMR Corgan estimates a construction phase service duration of approximately 20 months from November 2014 through June 2016.

10 September 2014  
Cost and Schedule Estimate for Construction Administration Services

**Estimated Cost**

Corgan estimates the following cost increase for construction phase services:

	Services	Expenses	Total
Corgan Associates, Inc.	\$ 312,654	\$ 26,000	\$ 388,654
Vic Thompson Company	\$ 855,090	\$ 120,000	\$ 975,090
Bliss & Nyitray, Inc.	\$ 75,825	\$ 250	\$ 76,075
Gartek Engineering Corporation	\$ 197,280	\$ 630	\$ 197,910
Big Sky Incorporated	\$ 64,497	\$ 7,205	\$ 71,702
Total Estimate	\$1,505,346	\$ 154,085	\$1,659,431

Corgan proposes to invoice for construction phase services monthly on the basis of hourly labor costs with supporting hourly rate and timesheet documentation plus reimbursable expense costs with supporting documentation of actual costs.

We trust you will find this estimate in order. We appreciate this opportunity to continue serving Palm Beach County and the Department of Airports on this critical project. Thank you for your confidence in our firm and please contact us if you have any questions or need any additional information.

Sincerely,



John Murphy  
Principal

## EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

### CONSTRUCTION PHASE SERVICES

#### 1.0 GENERAL

1.1 CONSULTANT shall provide administration of the Contract between the COUNTY and CONSULTANT as set forth below.

1.2 CONSULTANT shall advise and consult with the COUNTY during the Construction Phase Services. CONSULTANT shall have authority to act on behalf of the COUNTY only to the extent provided in this Agreement. CONSULTANT shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall CONSULTANT be responsible for the CMR's failure to perform the Work in accordance with the requirements of the Contract Documents. CONSULTANT shall be responsible for CONSULTANT's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the CMR or of any other persons or entities performing portions of the Work.

1.3 CONSULTANT's responsibility to provide Construction Phase Services commences with authorization of Construction Phase services and terminates on the date the CONSULTANT issues the final Certificate for Payment. If the services covered by this Contract have not been completed by July 31, 2016 through no fault of the CONSULTANT, extension of CONSULTANT's services beyond that date shall be compensated as Additional Services.

#### 2.0 EVALUATIONS OF THE WORK

2.1 CONSULTANT shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work and CONSULTANT shall not be a guarantor of the CMR's performance. On the basis of the site visits, CONSULTANT shall keep the COUNTY reasonably informed about the progress and quality of the portion of the Work completed, and report to the COUNTY (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the CMR, and (2) defects and deficiencies observed in the Work.

2.2 CONSULTANT has the authority to reject Work that does not conform to the Contract Documents. Whenever CONSULTANT considers it necessary or advisable, CONSULTANT shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the CONSULTANT nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of CONSULTANT to the CMR, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

2.3 CONSULTANT shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the COUNTY or CMR. CONSULTANT's response to such requests shall be made in writing within any reasonable and mutually agreed upon time limits or otherwise with reasonable promptness.

2.4 Interpretations and decisions of the CONSULTANT shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, CONSULTANT shall endeavor to secure faithful performance by both COUNTY and CMR, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

## EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

### **3.0 CERTIFICATES FOR PAYMENT TO CMR**

**3.1** CONSULTANT shall review and certify the amounts due the CMR and shall issue certificates in such amounts. CONSULTANT's certification for payment shall constitute a representation to the COUNTY, based on CONSULTANT's evaluation of the Work as provided in Section 2.0 and on the data comprising the CMR's Application for Payment, that, to the best of CONSULTANT's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by CONSULTANT.

**3.2** The issuance of a Certificate for Payment shall not be a representation that CONSULTANT has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the COUNTY to substantiate the CMR's right to payment, or (4) ascertained how or for what purpose the CMR has used money previously paid on account of the Contract Sum.

**3.3** CONSULTANT shall maintain a record of the Applications and Certificates for Payment.

**3.4** The term "certify" as used by the CONSULTANT shall mean to state or declare a professional opinion (in accordance with professional standards exercised by Architects in the State of Florida) of conditions known at the time such certifications was made. CONSULTANT's certification of certain information or conditions in no way relieves any other party from meeting requirements imposed by contract or other means, including commonly accepted industry standards.

### **4.0 SUBMITTALS**

**4.1** CONSULTANT shall review the CMR'S submittal schedule and shall not unreasonably delay or withhold approval. CONSULTANT's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the CONSULTANT's professional judgment to permit adequate review.

**4.2** In accordance with the CONSULTANT-approved submittal schedule, CONSULTANT shall review and approve or take other appropriate action upon the CMR's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the CMR's responsibility. CONSULTANT's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures. CONSULTANT's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**4.3** If the Contract Documents specifically require the CMR to provide professional design services or certifications by a design professional related to systems, materials or equipment, CONSULTANT shall specify the appropriate performance and design criteria that such services must satisfy. CONSULTANT shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the CMR that bear such professional's seal and signature when submitted to the CONSULTANT. CONSULTANT shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.



## EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

**4.4** CONSULTANT shall review and respond to requests for information about the Contract Documents. CONSULTANT shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. CONSULTANT's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, CONSULTANT shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

**4.5** CONSULTANT shall maintain a record of submittals and copies of submittals supplied by the CMR in accordance with the requirements of the Contract Documents.

### **5.0 CHANGES IN THE WORK**

**5.1** CONSULTANT may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. CONSULTANT shall prepare Change Orders and Construction Change Directives for the COUNTY'S approval and execution in accordance with the Contract Documents.

**5.2** CONSULTANT shall maintain records relative to changes in the Work.

### **6.0 PROJECT COMPLETION**

**6.1** CONSULTANT shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the CMR and forward to the COUNTY, for the COUNTY's review and records, written warranties and related documents required by the Contract Documents and assembled by the CMR; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

**6.2** CONSULTANT's inspections shall be conducted with the COUNTY to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the CMR of Work to be completed or corrected.

**6.3** When the Work is found to be substantially complete, CONSULTANT shall inform the COUNTY about the balance of the Contract Sum remaining to be paid the CMR, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**6.4** CONSULTANT shall forward to the COUNTY the following information received from the CMR: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the CMR under the Contract Documents.

**6.5** Upon request of the COUNTY, and prior to the expiration of one year from the date of Substantial Completion, CONSULTANT shall, without additional compensation, conduct a meeting with the COUNTY to review the facility operations and performance.

**6.6** To the extent that CONSULTANT's scope includes preparation of Record Drawings, COUNTY acknowledges and agrees that CONSULTANT is relying on the information provided by the CMR and assumes that the information contained in the as-built drawings provided by the CMR is accurate and correct. Neither CONSULTANT, nor any of its consultants or their employees, makes any warranty, expressed or implied, or assumes any legal liability or responsibility for the accuracy, reliability, completeness and/or usefulness of any information contained in the CMR's as-built drawings. CONSULTANT and CONSULTANT's consultants disclaim any responsibility and/or liability for errors contained in the Record Drawings to the extent such error is caused by incorrect information provided by the CMR.

## EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

### 7.0 SPECIAL BHS CONSTRUCTION PHASE SERVICES

7.1 CONSULTANT shall provide specific BHS construction phase services as part of administration of the Contract between the COUNTY and CONSULTANT as set forth below.

### 7.2 CA/QA SERVICES FOR PBI CBIS AND INBOUND BHS

#### A. Communications/Information Distribution

##### 1. Construction Meetings

- a) Attend the pre-construction conference.
- b) Attend weekly construction meetings via conference call when not on site.
- c) Document and track key issues that impact the design intent for the CBIS and Inbound BHS.
- d) Assist with coordination and resolution of CBIS and Inbound BHS related tasks assigned at site meetings.

#### B. Quality Assurance

##### 1. Monitoring (Quality Audits) – Assumed to be on-site every other week for 3 days.

- a) Provide technical expertise to monitor and verify that the CBIS and Inbound BHS are installed per project documents and immediately identify discrepancies.
- b) Review components to determine if they are the project approved components and that they are installed as specified. Document and report discrepancies.
- c) Review conveyor incline and decline angles to determine if they are per project drawings. Document and report discrepancies.
- d) Review connecting conveyor gaps to determine that they are not excessive. Document and report discrepancies.
- e) Review conveyor alignment. If they are not properly aligned to minimize jam potential document and report discrepancies.
- f) Review belt speeds and belt types are as specified. Document and report discrepancies.
- g) Verify that vibration control is adequately addressed throughout the CBIS. Document and report discrepancies.
- h) Review components for maintenance accessibility. Document and report discrepancies.
- i) Review placement of tracking photo eyes and detection devices to determine if they are installed in the proper sequence and specified locations. Document and report discrepancies.
- j) Verify that all hardware is furnished, installed, and tightened as specified. Document and report discrepancies.
- k) Verify that the CBIS and Inbound BHS functionality is per the project documents. Document and report discrepancies.
- l) Work with the CMR and CBIS/BHS subcontractor to identify and correct discrepancies.

##### 2. Reports

- a) Establish reporting protocol with COUNTY, CMS, and other stakeholders
- b) Create and submit regular QA Reports.
- c) Issue, log, and track QA reports to document installation deficiencies.
- d) Maintain and monitor an action item list from the QA reports once discrepancies have been documented and reported so that progress can be measured.
- e) Create and submit regular Project Reports.
- f) Create, log, and submit regular Non-Compliance Reports. Non-Compliance Report and Log forms provided by CONSULTANT.

#### C. Quality Control (Performed by VTC Engineering Staff)

##### 1. Drawing/Specification Review

- a) Internal and external reviews of construction documentation.

## EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

### 2. Submittals

- a) Review and respond to BHS subcontractor submittals.
  - (1) Mechanical and Electrical Component Data Submittal.
  - (2) Mechanical and Electrical Drawing Submittal.
  - (3) Functional Specification Submittal.
  - (4) Description of Operation Submittal.
  - (5) Spare Parts Submittal.
  - (6) O&M Manual Submittal.
  - (7) Testing Submittal.
  - (8) Close-Out Documentation Review.

### 3. Clarifications

- a) Respond to BHS subcontractor requests for information.
- b) Provide plan and specification clarifications.
- c) Provide technical corrective action guidance.

### 4. Support

- a) Provide on-site support for system commissioning.
- b) Provide periodic technical support for coordination meetings.

### 5. Engineering Support Liaison

- a) The CA/QA lead will be responsible for coordination and information distribution.
- b) Coordinate field requests for engineering support.
- c) Relay RFI responses.
- d) Relay plan and specification clarifications.
- e) Assist with issuance of CBIS and Inbound BHS related design change notices.
- f) Relay information concerning review and approval status of BHS subcontractor submittals, functional specifications, description of operations, spare parts list, commissioning test plans and substitution request.
- g) Assist in the preparation of notices of any non-conforming CBIS/BHS work observed.

## D. Coordination/Issue Resolution

- a) Assist with resolution of CBIS/BHS related field issues and key CBIS/BHS implementation issues as they arise.
- b) Assist with schedule and operation phasing, work plans, and temporary operational interruptions with the COUNTY, CMR, and other stakeholders.

## E. Risk Monitoring and Control

### 1. Risk Identification

- a) Expedite identification of discrepancies between design documentation and constructed elements through regular site observation.
- b) Confirm that BHS subcontractors are performing the installation based on approved contract documents.

### 2. Risk Documentation

- a) Expedite documentation and notification of discrepancies between design documentation and constructed elements through regular reports, meetings, meeting minutes, and memos and letters as required.

### 3. Risk Mitigation

- a) Assist with resolution of conflicts with the COUNTY, CMR, and other stakeholders. Expedite resolution of conflicts before they unduly impact schedule and cost.

### 4. Claims

- a) Assist COUNTY in review, evaluation and documentation of BHS subcontractor Claims.

## EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

### F. Change Control

#### 1. Scope Verification

- a) Assist in the review of requests for changes and submit recommendations to the COUNTY.
- b) Assist in negotiating BHS subcontractor proposals, and if accepted, prepare Change Orders and Construction Change Directives.

#### 2. Schedule Control

- a) Review BHS subcontractor comprehensive phasing schedules with the COUNTY, CMR, BHS subcontractor, and other necessary stakeholders to confirm proper sequencing of TSA, COUNTY, CMR, and BHS subcontractor activities.
- b) Identify and formally communicate key phasing issues that may adversely impact the installation of the CBIS and Inbound BHS.
- c) Assist in coordinating the integration activities of the BHS subcontractor, TSA, CMR, and COUNTY.

#### 3. Cost Control

- a) Monitor the project for changes and other cost impacts.
- b) Report potential impacts in daily and weekly reports.
- c) Assist the COUNTY in mitigating cost impacts.

### G. Closure

#### 1. Administrative Closure

- a) Assist the COUNTY in coordination of CBIS and Inbound BHS Record Drawing and TSA, EDS supplier record drawings into a complete CBIS/BHS As-Built drawing set.

#### 2. Contract Closeout

- a) CBIS and Inbound BHS Punch list/Closeout.
  - (1) Develop and issue punch lists for the CBIS and Inbound BHS and follow-up to verify the discrepancies are corrected to comply with the requirements of the project documents.
  - (2) Assist the COUNTY in preparing the project close out documents.
  - (3) Attend the final project walk through.
- b) Assist the COUNTY with Warranty Review.
- c) Verify that all spare parts have been delivered and properly checked in.

## 7.3 TESTING, COMMISSIONING AND TRAINING SERVICES FOR CBIS

### A. Testing

#### 1. OEM Testing

- a) Assist the BHS OEM in testing the system's functions for proper operations.
- b) Conduct/observe the following BHS OEM tests to determine component/system readiness for next phase of testing:
  - (1) Static Testing.
  - (2) Dynamic Testing.
  - (3) Functional Testing.
  - (4) Pre-iSAT Testing.
- c) Upon successful completion of testing, certify that the CBIS is ready for TSA TRR testing and commissioning.

#### 2. TSA TRR (Test Readiness Report) Testing

- a) Assist the BHS/EDS supplier and TSA contractor in testing the system's functions for proper operations.
- b) Observe the following TSA contractor tests.
  - (1) **TRR** – Pre-Integrated Site Acceptance Testing of the CBIS (an abbreviated iSAT process consisting of 2-3 nights of testing)

## EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

3. TSA (IV&V) Testing
  - a) Assist the BHS/EDS supplier and TSA in testing system functions for proper operation.
  - b) Observe the following TSA (IV&V) tests and assist in commissioning and certification of the BHS/EDS equipment with TSA commissioning team.
    - (1) **SAT** – Site Acceptance Testing of EDS Equipment (2-4 hour test per machine after machine and power is installed and prior to system completion or integration – sometimes as much as several months prior).
    - (2) **iSAT** – Integrated Site Acceptance Testing of EDS Equipment (process consists of full line testing and system testing and can take from 1 to 3 weeks depending on the system).
- B. Commissioning**
  1. Provide on-site support for system commissioning.
  2. Coordinate BHS commissioning activities.
  3. Follow protocol for BHS commissioning.
- C. Operations & Maintenance Training**
  1. Airport and/or airline O&M personnel.
    - a) Training to be provided by BHS OEM – coordinate the following:
      - (1) Provide mechanical, electrical and computer training required to properly maintain and operate the CBIS.
      - (2) Provide CBIS orientation to familiarize O&M personnel with system layout, failsafe operations, and system safety.
      - (3) Provide any other relevant training to O&M personnel required for proper system operations, maintenance, and safety.
    - b) Review training material.
    - c) Develop training schedules with airport/airline.
    - d) Coordinate/schedule classroom/system availability for training sessions.
    - e) Keep copies of sign-in sheets, training material, and presentations for project records.
  2. Airline/third party orientation and system hygiene training.
    - a) Training to be provided by BHS OEM – coordinate the following:
      - (1) Provide high-level system presentation including sections on system operations and baggage hygiene.
      - (2) Conduct CBIS orientation to familiarize Airline/third party personnel with system layout, system safety, and baggage hygiene ramifications.
    - b) Keep copies of sign-in sheets, training material, and presentations for project records.
  3. TSA Operations Training.
    - a) Training to be provided by BHS OEM – coordinate the following:
      - (1) Provide mechanical, electrical and computer training required to properly operate the staffed portions of the system in the CBRA and OSR areas.
      - (2) Instruct TSA in system procedures to run IQT bags.
      - (3) Provide CBIS orientation to familiarize TSOs with system layout, failsafe operations, and system safety.
      - (4) Provide any other relevant training to TSA required for proper system operations and safety.
    - b) Review training material and submit detailed outline of training material and text to be presented to TSA prior to training.
    - c) Develop training schedules with local TSA.
    - d) Coordinate/schedule classroom/system availability for training sessions.
    - e) Video tape all training sessions and provide copies to TSA prior to live screening of baggage.

EXHIBIT: SCOPE OF CONSTRUCTION PHASE SERVICES

**7.4 TRAVEL EXPENSES SPECIFIC TO BHS CONSTRUCTION PHASE SERVICES**

**A. BHS Construction Phase Travel**

1. Travel for BHS Construction Phase Services includes:
  - a. CA/QA
    - i. Project Manager – (10) trips, (1) staff, (2) days/trip
    - ii. Quality Assurance Rep - (40) trips, (1) staff, (3) days/trip
    - iii. Engineering Staff – (10) trips, (1) staff, (3) days/trip
  - b. Testing
    - i. Project Manager – (2) trips, (1) staff, (5) days/trip
    - ii. Quality Assurance Rep - (4) trips, (1) staff, (12) days/trip
    - iii. Engineering Staff – (2) trips, (1) staff, (5) days/trip
    - iv. Additional Staff During Testing - (4) trips, (1) staff, (12) days/trip
  - c. Close-out/As-builts
    - i. Project Manager – (2) trips, (1) staff, (3) days/trip
    - ii. Quality Assurance Rep - (2) trips, (1) staff, (5) days/trip
2. If required BHS Construction Phased travel in excess of the number of trips listed above will be compensated as additional service reimbursable expense as authorized by COUNTY.



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

LOI/SOQ Project Description: Palm Beach International Airport Baggage Handling System (BHS) Improvements

Name of Respondent: Corgan Associates, Inc.

Change Order/Task/Amendment No. (if applicable): \_\_\_\_\_

Contact Person: Jim LeBlanc

E-mail Address: jim.leblanc@corgan.com

Address: 401 North Houston Street, Dallas, TX 75202

Phone No.: (214) 757-1710 Fax No.: (214) 977 3583

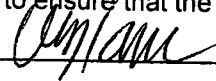
Name, Address & Phone No. of DBE Firm	Description of Type of Work	Classification (Check applicable box)	Percentage of DBE Participation			
			Black	Hispanic	Women	Other (Please Specify)
Gartek Engineering Corp 7210 SW 39 <sup>th</sup> Terrace Miami, FL 33155 (305) 266-8997	Engineering Services for MEP/FP Systems	<input type="checkbox"/> Prime Consultant <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	<u>11.9</u> %	_____ %	_____ %	_____ %
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	_____ %	_____ %
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	_____ %	_____ %

**Total Percentage of DBE Participation: 11.9 %**

**Notes:**

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

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

By:   
 Signature  
 Jim LeBlanc, Associate  
 Print Name/Title of Person Executing on Behalf of the Respondent

Date: 04-26-14



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

LOI/SOQ Project Description: **PBIA BHS IMPROVEMENTS – Construction Administration Services**

Change Order/Task /Amendment No. (if applicable): \_\_\_\_\_

Name of Prime Respondent: **Corgan Associates, Inc.**

Name of DBE Firm: **Gartek Engineering Corporation**

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

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

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

**MEP/FP Construction Administration Services**

\_\_\_\_\_

\_\_\_\_\_

(Additional Sheets may be used as necessary.)

**Total Percentage of Participation by DBE Firm for this Project: 11.9 %**

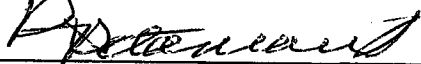
and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

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

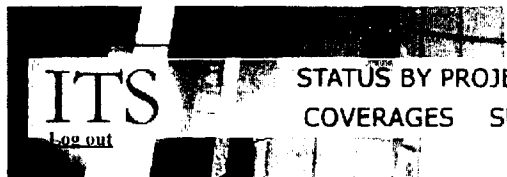
\_\_\_\_\_ %    DBE Certified  
 (Name of Subcontractor)      (Percentage of work to be subcontracted)    Non-DBE

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

**Gartek Engineering Corporation**  
 Printed Name of DBE Subcontractor

By:   
 Signature of Robert L. Betancourt, P.E. LEED AP, President

Date: **9/22/2014**



[Connect to ITS Live Support](#)

[STATUS BY PROJECT](#)   [AM BEST](#)   [CANCELLED](#)   [INSURED](#)   [COMPLIANT](#)   [NON-COMPLIANT](#)  
[COVERAGES](#)   [SUMMARY PROBLEMS](#)   [EXPIRATION](#)   [SPECIAL ISSUES](#)   [MISSING POLICIES](#)  
[Select a Project](#)   [Insured Problems](#)   [Locate a Contract](#)   [Summary of Contracts](#)

**Summary of Certificates**

[Home](#)

This report displays detailed certificate information for selected insured(s). Items in red are deficient.

Tuesday, September 30, 2014

[Images](#)

[Contracts](#)

Insured: **Corgan Associates Inc.**      Insured ID: **R-2012-1241-PBC**      **Compliant (with overrides)**

ITS Account Number: **PLC680**

Project(s): **Palm Beach County - Airports Planning & Development**

Insurance Policy	Required	Provided	Override
<b><u>General Liability</u></b>			
Expiration: 1/1/2015			
General Aggregate:	\$5,000,000	\$2,000,000	X
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$5,000,000	\$1,000,000	X
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<b><u>Automobile Liability</u></b>			
Expiration: 1/1/2015			
	All Owned Autos	All Owned Autos	
	Hired Autos	Hired Autos	
	Non-Owned Autos	Non-Owned Autos	
Combined Single Limit:	\$5,000,000	\$1,000,000	X
<b><u>Excess/Umbrella Liability</u></b>			
Expiration: 1/1/2015			
Each Occurrence:	\$0	\$9,000,000	
Aggregate Limit:	\$0	\$9,000,000	
<b><u>Workers Compensation/Employers Liability</u></b> WC Stat. Limits      WC Stat. Limits			
Expiration: 1/1/2015			
<b><u>Professional Liability</u></b>			
Expiration: 12/11/2014			
Each Occurrence:	\$5,000,000	\$5,000,000	
Aggregate Limit:	\$5,000,000	\$5,000,000	

**Notifications**

There were no deficiency letters issued.

Do you have an updated Certificate? Click the button below to submit a Certificate.

[Certificate Submittal](#)