

## **AGENDA ITEM SUMMARY**

☒ Consent      ☐ Regular  
☐ Workshop      ☐ Public Hearing

**Submitted By: Department of Airports**

## I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:** Amendment No. 11 to the General Consulting contract with AECOM Technical Services, Inc. for Consulting/Professional Services in the amount of \$59,298 for the continued performance of professional planning and design services related to the approved Palm Beach County Airports' Capital Improvement Program.

**Summary:** The Consulting contract (R-2014-0031) with AECOM Technical Services, Inc. for general airport planning and design was approved on January 14, 2014 in the amount of \$1,641,372 in order to carry out the approved Capital Improvement Programs for the County's Airports. Amendments 1 through 10 have been previously approved by the Board increasing the amount of the contract by \$9,771,892, bringing the total contract to \$11,413,264. Approval of Amendment No. 11 will provide an additional \$59,298 to complete the following: Task I Services – Specific Projects: Palm Beach International Airport (PBIA) Evaluation of Noise Levels at Proposed Noise Monitor Site; and, Consulting Services for Passenger Facility Charge Application. AECOM Technical Services, Inc. is a Los Angeles, California based firm; however, the majority of the work to be completed in this contract will be completed and/or managed through their West Palm Beach and Tampa, Florida offices in conjunction with several Palm Beach County-based sub-consultants and firms. A Disadvantaged Business Enterprise (DBE) goal of 15% was set for this contract. AECOM Technical Services, Inc. has committed to 21% DBE participation for this contract. The total proposed DBE participation in this amendment is approximately 14%. The current paid to date DBE participation is approximately 14%. Approval of this Amendment No. 11 results in anticipated overall DBE participation of 18%. **Countywide (AH)**

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

1. Amendment No. 11 to contract with AECOM Technical Services, Inc. – 3 Originals
2. DBE Information

by: John Kelly 12/14/17  
Department Director Date

VBaker 12/15/17  
County Administrator Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	<u>\$59,298</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Operating Costs	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
External Revenues (Grants)	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Program Income (County)	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
In-Kind Match (County)	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
NET FISCAL IMPACT	<u>\$59,298</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Is Item Included in Current Budget? Yes X No         
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:

Budget is available in the above-referenced account. Funding is from Airport Revenue.

C. Departmental Fiscal Review:                     

## III. REVIEW COMMENTS

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

                     12/13/17  
OFMB  
12/15/17

                     12/12/17  
Contract Dev. and Control  
12/11/17

### B. Legal Sufficiency:

Anne Delmont 12-14-17  
Assistant County Attorney

### C. Other Department Review:

                                      
Department Director

REVISED 11/17

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

**AMENDMENT NO. 11 TO CONTRACT  
BETWEEN  
PALM BEACH COUNTY DEPARTMENT OF AIRPORTS  
AND  
AECOM TECHNICAL SERVICES, INC.  
FOR  
GENERAL CONSULTING SERVICES FOR ARCHITECTURAL, ENGINEERING, CONSTRUCTION  
MANAGEMENT AND LAND DEVELOPMENT  
AT  
PALM BEACH COUNTY AIRPORTS**

This Amendment No. 11 to the Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between Palm Beach County, Florida (COUNTY) and AECOM TECHNICAL SERVICES, INC., a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal Tax I.D. number is 95-2661922.

**WITNESSETH**

WHEREAS, on January 14, 2014, the County entered into an Agreement (R2014-0031) with the CONSULTANT for the CONSULTANT to provide General Airport Consulting Services for the Palm Beach County Department of Airports, for a period of two (2) years, with two (2) one (1)-year renewal options, the exercise of which are within COUNTY'S sole control and discretion; and

WHEREAS, on October 7, 2014, the COUNTY entered into an Amendment No. 1 (R2014-1446) 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, on October 21, 2014, the COUNTY entered into an Amendment No. 2 (R2014-1578) 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, on February 3, 2015, the COUNTY entered into an Amendment No. 3 (R2015-0144) 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, on May 5, 2015, the COUNTY entered into an Amendment No. 4 (R2015-0552) 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, on July 21, 2015, the COUNTY entered into an Amendment No. 5 (R2015-0917) 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, on December 15, 2015, the COUNTY entered into an Amendment No. 6 (R2015-1773) with the CONSULTANT to exercise the first one (1) year renewal option for the continuation of services and to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 25 of the original Agreement; and

WHEREAS, on May 3, 2016, the COUNTY entered into an Amendment No. 7 (R2016-0558) 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, on September 13, 2016, the COUNTY entered into an Amendment No. 8 (R2016-1125) 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, on November 1, 2016, the COUNTY entered into an Amendment No. 9 (R2016-1577) with the CONSULTANT to exercise the second one (1) year renewal option for the continuation of services and to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 25 of the original Agreement; and

WHEREAS, on September 26, 2017, the COUNTY entered into an Amendment No. 10 (R2017-1307) 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 A. The total amount to be paid by the COUNTY to the CONSULTANT for professional services, including any out of pocket expenses, shall not exceed Fifty Nine Thousand Two Hundred Ninety Eight Dollars (**\$59,298**) for the services in Amendment No. 11 to the original Contract.
2. Except as specifically amended herein, all other terms and conditions of the Contract shall remain in full force and effect.

{Remainder of page intentionally left blank.}

IN WITNESS WHEREOF, the parties have caused the Eleventh 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, AECOM TECHNICAL SERVICES, INC., has caused these presents to be signed in its corporate name by its duly authorized officer Andrew Kacer, Associate Vice President, acting on behalf of said CONSULTANT, and the Seal of said CONSULTANT to be affixed hereto and attested by the Secretary of said CONSULTANT, the day and year first written above.

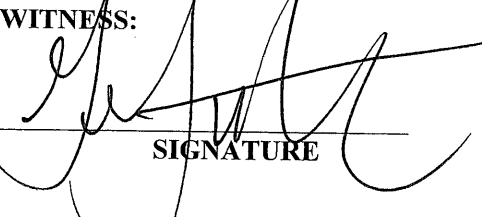
ATTEST:

PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS

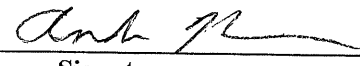
SHARON R. BOCK  
CLERK AND COMPTROLLER

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

By: \_\_\_\_\_  
Melissa McKinlay, Mayor

WITNESS:  
  
SIGNATURE  
  
GEORGE SANTOS  
Name (type or print)

CONSULTANT:  
  
AECOM Technical Services, Inc.  
COMPANY NAME

  
Signature  
  
Andrew Kacer  
Name (type or print)

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

Authorized Signatory  
Title

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

APPROVED AS TO TERMS  
AND CONDITIONS

By:   
Department Director





AMENDMENT NO. 11  
INDEX

---

CERTIFICATE OF INSURANCE

EXHIBIT A: AMENDMENT NO. 11

- EXHIBIT A-1      Task I-17-PBI-A-046: Evaluate Noise Levels at Proposed Site
- EXHIBIT A-2      Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI

EXHIBIT B: DETAILED FEES, EXPENSES AND PAYMENTS


- EXHIBIT B-I Summary of Fees
- EXHIBIT B-II Schedule of Payments

EXHIBIT C:      PROPOSED SCHEDULES

EXHIBIT D:      DBE



CERTIFICATE OF INSURANCE



STATUS BY PROJECT   AM BEST   CANCELLED   INSURED   COMPLIANT   NON-COM  
COVERAGES   SUMMARY PROBLEMS   EXPIRATION   SPECIAL ISSUES   MISSING PC  
[Log out](#)   [Dashboard](#)   [Select a Project](#)   [Add a Contract](#)   [Locate a Contract](#)   [Summary of](#)

Connect to ITS Live S^

Summary of Certificates

This report displays detailed Certificate of Insurance information for a selected Insured. Any items shown in red are deficient.

Monday, December 04, 2017

Simple View

Certificate Images

Documents

Insured: AECOM Technical Services, Inc. Insured ID: R-2014-0031-PBC

Status: Compliant

ITS Account Number: PLC678

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

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 4/1/2018			
General Aggregate:	\$5,000,000	\$5,000,000	
Products - Completed Operations Aggregate:	\$0	\$0	
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$5,000,000	\$5,000,000	
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>			
Expiration: 4/1/2018			
	All Owned Autos	Any Auto not provided	X
	Hired Autos	not provided	X
	Non-Owned Autos	not provided	X
Combined Single Limit:	\$5,000,000	\$5,000,000	
<u>Workers Compensation/Employers Liability</u>			
Expiration: 1/1/2018			
<u>Professional Liability</u>			
Expiration: 4/1/2018			
Each Occurrence:	\$5,000,000	\$5,000,000	
Aggregate Limit:	\$5,000,000	\$5,000,000	

Notifications [\(Show All\)](#)

There were no deficiency letters issued.

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

Certificate Submittal





## EXHIBIT A

This Amendment No. 11 is in accordance with the Contract (Agreement R2014-0031) for Consultant/Professional Services between Palm Beach County (COUNTY) and AECOM Technical Services, Inc. (CONSULTANT) dated January 14, 2014.

EXHIBIT A-1      Task I-17-PBI-A-046: Evaluate Noise Levels at  
Proposed Site

EXHIBIT A-2      Task I-17-PBI-A-047: Consulting Services for Passenger  
Facility Charge 18-16-C-00-PBI



## EXHIBIT A-1

**PALM BEACH DOA GENERAL CONSULTING SERVICES**

**EXHIBIT A-1**

**Palm Beach International Airport (PBI)  
Task I-17-PBI-A-046: Evaluate Noise Levels at Proposed Site**

**OVERVIEW**

The Palm Beach Department of Airports (DOA) has requested that AECOM Technical Services, Inc. (AECOM or CONSULTANT) manage the Task performed by Harris Miller Miller & Hanson, Inc. (HMMH) for the Task I-17-PBI-A-046: Evaluate Noise Levels at Proposed Site Project (Project) at Palm Beach International Airport (PBI). HMMH will evaluate noise levels at a new proposed site for NMT 6 at Palm Beach International Airport (PBIA).

**PROJECT TEAM**

The Project Team for this task includes:

<b>Firm Name (CONSULTANT / SUBCONTRACTOR)</b>	<b>Type of Services</b>
AECOM Technical Services, Inc. (CONSULTANT)	Project Management
Harris Miller Miller & Hanson, Inc. (HMMH)	Noise Monitoring

**SCOPE OF WORK**

This assignment includes one task: monitoring of noise at the proposed noise monitor location. HMMH will perform the work for this project on a time and materials basis. For a detailed description of HMMH’s scope and fee please refer to their Attached Scope and Fee.

**PROJECT SCHEDULE**

The results of HMMH’s analysis will be presented in a brief technical memorandum in January, 2018.

**PROJECT ASSUMPTIONS**

In the event that the COUNTY and the CONSULTANT believe it to be in the best interests of the Project that additional services beyond what is provided in this scope of work be provided by the CONSULTANT, a separate Task Authorization, which specifies the proposed scope of services to be performed, will be prepared.



**HMMH**

77 South Bedford Street  
Burlington, Massachusetts 01803  
781.229.0707  
www.hmmh.com

VIA Electronic Mail <andy.kacer@aecom.com>

December 1, 2017

Andy Kacer  
Greater Florida Manager - Airports  
AECOM Technical services, Inc.  
7650 West Courtney Campbell Causeway  
Tampa, FL 33607

Subject: Revised Proposal to Evaluate Noise Levels at Proposed Site  
Reference: 307180.004



Dear Andy:

HMMH is pleased to present this proposal to evaluate noise levels at a new proposed site for NMT 6 at Palm Beach International Airport (PBIA), under our on-call contract with AECOM. This would be our fourth task under that agreement.

**BACKGROUND**

PBIA has a long-standing airport noise and operations monitoring system (ANOMS). The Department of Airports (DOA) has installed a permanent noise monitor in the Town of Cloud Lake on Lang Road. At the time of its installation, it was suggested that the location of the monitor would likely collect significant ambient noise, from nearby I-95 and Southern Blvd. Our previous analysis has shown that traffic noise is affecting the monitor and the DOA provided two alternate site locations. At the November CCAN meeting, HMMH presented our recommendation to move the monitor to the Glen Ridge Town Hall. This was acceptable to CCAN and the community; however, the DOA would like HMMH to conduct a short term measurement at the site to confirm that the contribution of traffic noise to the total noise level is minimal.

**PROPOSED SCOPE OF WORK**

This assignment includes one task to monitor noise at the proposed noise monitor location and provide a technical memorandum.

**Task 1. Noise Monitoring in Glen Ridge**

HMMH will conduct 24-hours' noise monitoring at the Glen Ridge Town Hall proposed site. HMMH will conduct attended monitoring for a period of 2-3 hours at the site, logging aircraft and non-aircraft noise events. Chris Nottoli will conduct the noise monitoring.

HMMH will analyze noise monitor results to determine if the alternate location is better suited to tracking aircraft noise events. HMMH will present results in a brief technical memorandum.

**PRICE PROPOSAL**

We will perform this project on a time and materials basis of \$8,204. A breakdown of hours and expenses is shown in Table 1. This amount includes all labor, overhead, profit, materials, equipment and travel expenses required to perform the work.

Table 1. Price Proposal

Description	Supervisory Consultant (M. Eagan)		Principal Consultant (R. Mentzer)		Sr. GIS (M. Hamilton)		Consulatnt (C. Nottoli)		Total Labor		Total Non-Labor	TOTAL
	\$275		\$240		\$142		\$115					
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost		
Task 1. Noise Monitoring	2	\$550	16	\$3,840	0	\$0	24	\$2,760	42	\$7,150	\$1,054	\$8,204
Total Budget	2	\$550	16	\$3,840	0	\$0	24	\$2,760	42	\$7,150	\$1,054	\$8,204

Please let me know if you have any questions. We look forward to supporting you on this assignment.

Sincerely yours,

Harris Miller Miller & Hanson Inc. d/b/a/ HMMH



Mary E Eagan

Mary Ellen Eagan  
President & CEO



## EXHIBIT A-2

**PALM BEACH DOA GENERAL CONSULTING SERVICES**

**EXHIBIT A-2**

**Palm Beach International Airport (PBI)**  
**Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI**

**OVERVIEW**

The Palm Beach Department of Airports (DOA) has requested that AECOM Technical Services, Inc. (AECOM or CONSULTANT) manage the Task performed by Ricondo, Inc. (Ricondo) for the Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI Project (Project).

**PROJECT TEAM**

The Project Team for this task includes:

<b>Firm Name (CONSULTANT / SUBCONTRACTOR)</b>	<b>Type of Services</b>
AECOM Technical Services, Inc. (CONSULTANT)	Task Facilitation
Ricondo, Inc. (Ricondo)	Passenger Facility Charge (PFC) Consulting Services

**SCOPE OF WORK**

This assignment is intended for Ricondo to assist the DOA in their plans to submit a new Passenger Facility Charge (PFC) application to the Federal Aviation Administration (FAA) to partially fund various capital projects at PBI or other airports in the airport system.

Ricondo will perform the following tasks:

- Task 1: Preparation of Project Information
- Task 2: Air Carrier Consultation Notice and Public Notice
- Task 3: Air Carrier Consultation Meeting
- Task 4: Preparation of Submittal Document
- Task 5: Preparation of Air Carrier Notification of PFC Approval

**PROJECT SCHEDULE**

Ricondo will gather information for 60 to 75 days and have a preliminary meeting with the FAA. The assignment shall be completed within seven months of sending air carriers a notice of PFC consultation.



**PROJECT ASSUMPTIONS**

In the event that the COUNTY and the CONSULTANT believe it to be in the best interests of the Project that additional services beyond what is provided in this scope of work be provided by the CONSULTANT, a separate Task Authorization, which specifies the proposed scope of services to be performed, will be prepared.

Labor/Fee Estimate Summary - CONSULTANT (AECOM Technical Services, Inc.) - Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI

Task Description		Labor Estimate (Hours)									Fee Estimate (\$)		
		Principal	QC Reviewer	Senior Project Manager	Senior Engineer	Engineer	Senior CADD Designer	Clerical	Total	Labor	Expenses	Total	
Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI													
	Coordination and Task Management	Total	0	0	3	0	2	0	12	17	\$ 1,525	0	\$ 1,525
Total Fee - AECOM Technical Services, Inc.			0	0	3	0	2	0	12	17	\$1,525	\$0	\$1,525
Subconsultant Fees													
1	Ricondo	T&M	\$ 46,380.00			LS		1,525					
		EXP	\$ 2,530.00			T and M		46,380.00					
2		T&M				Expenses		2,530.00					
		EXP											
3		T&M											
		EXP											
Total Fee - Subconsultants			\$ 48,910.00										
GRAND TOTAL FEE - BASIC ENGINEERING SERVICES			\$ 50,435.00										



November 29, 2017

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

RE: Proposal for Consulting Services for Passenger Facility Charge 18-16-C-00-PBI

Dear Mr. Sypek:

The Palm Beach County Department of Airports (the County) has requested assistance from Ricondo Inc. (Ricondo) for Passenger Facility Charge (PFC) consulting services to assist the County with the preparation and submission of PFC 18-16-C-00-PBI (PFC No. 16) to the Federal Aviation Administration (FAA).

Ricondo will assist the County in the preparation of PFC No. 16 in accordance with 14 CFR § 158.2. Ricondo will gather the necessary project, financial, and statistical information from the County ; prepare the required airline consultation notice for your signature and mailing; prepare the required public notice for inclusion on the Authority's website; ensure that all procedural requirements are met for the meeting; prepare the application; with assistance from the County, prepare the response to air carrier comments; provide the completed application to the County in a format ready for execution and submission; with assistance with the County, prepare supplemental information for the FAA if required; and prepare the airline notice of FAA approval.

*BUDGET*

Ricondo proposes to perform the services described in the attached Scope of Services for a total fee not to exceed \$49,000, as presented on **Table 1**.

R&A STAFFING

Bonnie Ossege will be the R&A officer-in-charge for this assignment, Michael Scott will be the project manager, and will be assisted by other Ricondo staff, as needed.

If the scope and budget for this assignment are acceptable, please issue a Notice-to-Proceed, for us to initiate our work efforts. We look forward to working with you on this assignment.



**RICONDO®**

Product Code  
Part Number C  
Name  
Date 2020  
Page 2

RICONDO, INC.

Bonnie A. Ossege  
Vice President

ENCLOSURES

cc: Read File  
document1

**Proposal to Provide  
Assistance for the Preparation of  
PFC Application No. 18-16-C-00-PBI**

**Our Understanding**

The Palm Beach County Department of Airports (County) is planning to submit a new Passenger Facility Charge (PFC) application to the Federal Aviation Administration (FAA) to partially fund various capital projects at Palm Beach International Airport and / or any of the other airports in the airport system and blend projects from one or more previous PFC applications submitted to and approved by the FAA.

**Objective**

The objective of this task is for Ricondo, Inc. (Ricondo) to submit PFC application no. 18-16-C-00-PBI (PFC #16) to the FAA for impose and use authority at a \$4.50 per enplaned passenger level to fund, in part, the County for the local share of certain projects including, but not limited to Runway 14/32 Shoulder Pavement Rehabilitation, Taxiway B Modifications, Taxiway A Rehabilitation, Runway Incursion Mitigation Project, Public Address System Replacement, Escalator Replacement, Emergency Generator Replacement, FIS (Customs) Expansion, Concourse B Expansion, and Interior Airfield Service Road.

Because less than one-third of the total PFC funding in PFC #16 is expected to be for projects that would meet the significant contribution test for approval at the \$4.50 per enplaned passenger level (\$4.50 level), the FAA would likely only approve PFC #16 at a \$3.00 per enplaned passenger level (\$3.00 level). To avoid this reduction from the current \$4.50 level to a \$3.00 level, the County intends to blend PFC # 16 with PFC 14-15-C-00-PBI (PFC #15) so the combined PFC funding for the two applications exceeds one-third for projects approved at the \$4.50 level, thereby, maintaining the current \$4.50 collection level.

**Description**

Ricondo will perform the following tasks:

**Task 1: Preparation of Project Information**

Efforts under this task will include the following

- Project Kick-off meeting
- On-Site meeting with FAA
- Compilation of project descriptions, justifications, objectives and eligibility
- Development of the significant contribution for each applicable project
- Identification of total cost and amounts individual funding sources for each project
- Confirmation of each project's beginning and end dates
- Confirmation of each project's status regarding FAA airspace approval, project inclusion on an approved airport layout plan (ALP), and environmental review status of each project (e.g., date of categorical exclusion, completed environmental assessment (EA) or environmental impact statement (EIS), if applicable

- Review the latest expense vs remaining PFC authority based on \$3.00 and \$4.50 collection levels from PFC #15
- Coordinate with the FAA ADO regarding the PFC blending approach for PFC #16
- Preparation of PFC Application draft
- Submit PFC #16 draft to FAA and participate in conference call to review the draft and follow up revisions, as necessary
- Conference call with FAA to discuss comments
- Incorporate FAA comments to Application

#### **Task 2: Air Carrier Consultation Notice and Public Notice**

Ricondo will prepare an air carrier consultation notice (Consultation Notice) and provide to the County for mailing to all air carriers having a significant business interest at the Airport at least 30 days prior to the agreed upon date of the consultation meeting. This notice will be prepared after the County and Ricondo have met with the FAA regarding the draft of PFC #16 to incorporate the FAA's feedback on projects. The consultation notice will include:

- Descriptions of projects being considered for PFC funding
- 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 carrier to be excluded from collection of a PFC
- Date, time, and location of consultation meeting

Ricondo will prepare a public notice for posting on the County's website. The notice will include information provided to the air carriers having a significant business interest at the airport, but will not include a provision for a consultation meeting. Contact information will be provided for public comment.

#### **Task 3: Air carrier Consultation Meeting**

Ricondo will attend and lead the air carrier consultation meeting at the Airport, provide the financial plan for the projects, and insure that all required topics are covered. Airport staff will be in attendance to lead the discussion of technical aspects regarding each project being considered for funding. Ricondo will prepare meeting minutes for inclusion in the submittal of PFC #16.

#### **Task 4: Preparation of Submittal Document**

PFC #16 will include the following:

- A completed FAA Form 5500-1
- The County's ACIP
- Attachment B for each project
- Documentation of the airline consultation and public comment process including a copy of any comments received by the County during the air carrier consultation and public comment processes and the County's response to any disagreements
- If applicable, a request to exclude a class of carriers from the requirement to collect the PFC
- Confirmation of Airport Layout Plan, Airspace, and Environmental Findings for all projects not included in an existing Federal AIP grant
- Any additional information the FAA may require

- The final PFC application will be provided to the County in electronic format and hard copies.
- Ricondo will mail the official PFC application to the FAA ADO and Regional office.

**Task 5: Preparation of Air Carrier Notification of PFC Approval**

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

- 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 Administrator’s notice of approval
- The address where remittances and reports are to be filed by carriers

Ricondo will also prepare notification letters to those carriers that are exempt from collecting a PFC.

**Cost Proposal**

The table on the following page provides the breakdown of Ricondo’s cost proposal for this effort. Ricondo proposes a time and materials budget not-to-exceed \$49,000, including travel for two meetings at the Airport or FAA offices for the project kick-off and the airline consultation meeting. The project kick-off meeting will be attended by Ricondo’s Officer in Charge and Project Manager for the project. The consultation meeting will be attended by the Project Manager. Additional meeting labor and expense, if requested, would be charged at actual cost with no administrative mark-up.

**Project Duration**

We anticipate 60 to 75 days to gather the detailed information for the application and a preliminary meeting with the FAA and, in accordance with PFC regulations we anticipate this assignment to be completed within seven months of sending the air carriers a notice of PFC consultation.

Table 1

Palm Beach County Department of Airports  
Palm Beach International Airport  
Budget Passenger Facility Charge (PFC) Application 18-16-C-00-PBI

DESCRIPTION	MANHOURS BY CATEGORY				TOTAL HOURS	EXPENSES	TOTAL
	OFFICER	DIRECTOR	MANAGING CONSULTANT	ADMIN.			
	\$375	\$275	\$195	\$65			
<b>Task 1: Preparation of Project Information</b>							
Project Kick-Off Conference Call	1	1	1	-	3	\$ -	\$ 845
On-Site Project Kick-Off Meeting with FAA	4	4	-	-	8	\$ 1,550	\$ 4,150
Compile Eligibility, Descriptions, Justifications, and Contribution	8	16	24	-	48	\$ -	\$ 12,080
Update Cost & Funding Sources	2	4	8	-	14	\$ -	\$ 3,410
Compile Draft, Submit to FAA	1	2	8	-	11	\$ -	\$ 2,485
Conference call to discuss FAA comments	2	2	2	-	6	\$ -	\$ 1,690
Incorporate FAA Comments	4	8	16	-	28	\$ -	\$ 6,820
<b>Task 2: Air Carrier Consultation Notice and Public Notice</b>							
Prepare Airline Consultation Notice	1	4	4	-	9	\$ -	\$ 2,255
Prepare Consultation Materials	1	2	4	-	7	\$ -	\$ 1,705
Prepare Public Notice	-	1	-	-	1	\$ -	\$ 275
<b>Task 3: Air Carrier Consultation Meeting</b>							
Conduct Airline Consultation Meeting	-	4	-	-	4	\$ 780	\$ 1,880
Prepare Airline Meeting Minutes	-	-	1	-	1	\$ -	\$ 195
Respond to Comments	-	1	4	-	5	\$ -	\$ 1,055
<b>Task 4: Preparation of Submittal Document</b>							
Prepare Form 5500-1	-	4	8	-	12	\$ -	\$ 2,660
Review of Final Application	4	8	-	2	14	\$ -	\$ 3,830
FAA Coordination and Final submittal	-	2	4	-	6	\$ -	\$ 1,330
Production		1	1	8	10	\$ 200	\$ 1,190
<b>Task 5: Preparation of Air Carrier Notification of PFC Approval</b>							
Prepare FAD Notification Notice to Airlines	-	1	4	-	5	\$ -	\$ 1,055
<b>Total</b>	<b>28</b>	<b>65</b>	<b>89</b>	<b>10</b>	<b>192</b>	<b>\$ 2,530</b>	<b>\$ 48,910</b>

PREPARED BY: Ricondo Inc., November 2017.



## EXHIBIT B:

### DETAILED FEES, EXPENSES AND PAYMENTS

EXHIBIT B-I Summary of Fees

EXHIBIT B-II Schedule of Payments



EXHIBIT B-I

SUMMARY OF FEES

Project	Lump Sum	T&M	Reimbursable Expenses	Total
<b>TASK I SERVICES</b>				
Task I-17-PBI-A-046: Evaluate Noise Levels at Proposed Site	\$659	\$7,150	\$1,054	\$8,863
Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI	\$1,525	\$46,380	\$2,530	\$50,435
			<b>Total</b>	<b>\$59,298</b>



EXHIBIT B-II  
SCHEDULE OF PAYMENTS

The Scope of Work to be completed by CONSULTANT as defined in Exhibit “A” consists of specific completion phases which shall be clearly identified upon submission to the COUNTY of certain “deliverables” as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

Tasks to Be Completed:

Project	Duration	Total
<b>TASK I SERVICES</b>		
Task I-17-PBI-A-046: Evaluate Noise Levels at Proposed Site	90 Calendar Days	\$8,863
Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI	270 Calendar Days	\$50,435
	<b>Total</b>	<b>\$59,298</b>



EXHIBIT C

PROPOSED SCHEDULES

Project	Duration
<b>TASK I SERVICES</b>	
Task I-17-PBI-A-046: Evaluate Noise Levels at Proposed Site	90 Calendar Days
Task I-17-PBI-A-047: Consulting Services for Passenger Facility Charge 18-16-C-00-PBI	270 Calendar Days



## EXHIBIT D

DBE



**DBE TOTALS**

<b>Firms</b>	<b>Total Amount</b>
Harris Miller Miller & Hanson, Inc.	\$8,204
<b><u>Total:</u></b>	<b><u>\$8,204</u></b>

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

LOI/SOQ Project Description: Airport General Consulting  
Name of Respondent: AECOM Technical Services, Inc. Change Order/Task/Amendment No. (if applicable): Amendment 11  
Contact Person: Andrew Kacer E-mail Address: Andy.Kacer@aecom.com  
Address: 7650 West Courtney Campbell Causeway, Tampa, FL 33607  
Phone No: (O) 813.636.2425 (C) 352.634.4363 Fax No: 813.287.8591

Name, Address & Phone No. of DBE Firm	Description of Type of Work	Classification (Check applicable box)	Dollar Amount			
			Black	Hispanic	Women	Other (Please Specify)
Harris Miller Miller & Hanson 77 South Bedford Street, Burlington, MA 01803 781.229.0707	Noise Monitoring	<input type="checkbox"/> Prime Consultant <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	<u>13.84</u> %	_____ %
		<input type="checkbox"/> Prime Consultant <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	_____ %	_____ %
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	_____ %	_____ %	_____ %	_____ %

**Total Percentage of DBE Participation: 13.84%**

- Notes:**
1. 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.
  2. 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>.
  3. 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: Andrew Kacer Date: 12-01-2017  
Signature  
Andrew Kacer - Associate Vice President  
Print Name/Title of Person Executing on Behalf of the Respondent

Schedule 2(A)  
v 10-26-11



<b>Airport General Consulting Professional Services - 2013</b>					
<b>RFP# - Project No. Not Assigned</b>					
<b>Date: January 29, 2013</b>					
<b>Marketplace: BC, PBC, MDC</b>					
<b>Project Goal: 15% adjusted for past participation</b>					
<b>NAICS Description</b>	<b>NAICS Code</b>	<b>Estimated Percentage of Total</b>	<b>Available DBE</b>	<b>Total Available</b>	<b>Weighted Percentage</b>
Engineering Services	541330	25.4%	138	1194	2.94%
Architectual Services	541310	6.5%	38	655	0.38%
Program Management	54161	11.7%	9	5217	0.02%
Construction Management	236220	12.2%	255	787	3.94%
Testing Services	541380	4.4%	9	95	0.41%
Land Surveying & Mapping	541370	1.1%	22	150	0.17%
Security Consulting Services	541690	12.4%	57	710	0.99%
Environmental Consulting Services	541620	6.0%	27	160	1.02%
Business Consulting Services	541611	5.5%	77	2711	0.16%
Legal Services	541110	1.0%	8	8088	0.00%
Planning Services	541320	5.8%	15	178	0.49%
Property Acquisition & Right of Way	531210	1.9%	4	3357	0.00%
Noise Consulting Services	541690	0.5%	57	710	0.04%
Plumbing - Mechanical	238220	5.7%	52	1786	0.17%
<b>Total</b>		<b>100%</b>			<b>10.72%</b>

<b>General Consulting Services Contracts</b>	<b>DBE Participation (To Date)</b>
<b>R2005-0319</b>	27%
<b>R2006-2418</b>	22%
<b>R2009-1643</b>	17%
<b>R2011-1333</b>	16%
<b>Median</b>	19%
<b>Adjustment for Past Participation</b>	15%
<b>DBE Project Goal</b>	<b>Percentage</b>
	15%