

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 23, 2024[X] Consent [] Regular
[] Workshop [] Public Hearing

Submitted By: Department of Airports

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- (A) Amendment No. 3 to the General Consulting Agreement (Consulting Agreement) with AVCON, Inc. (AVCON) for Consulting/Professional Services in the amount of \$156,049.37 for the continued performance of professional planning and design services related to the approved Palm Beach County Airports Capital Improvement Program; and
- (B) A Budget Transfer in the amount of \$156,050 in the Airport's Improvement and Development Fund to provide budget for the project; including a transfer from Reserves in the amount of \$156,050.

Summary: The Consulting Agreement with AVCON for general airport planning and design consulting services was approved by the Board on September 13, 2022 (R-2022-1029) in the amount of \$796,697.19 in order to carry out the approved Capital Improvement Program for the County's Airport System. Amendment No. 1 was approved by the Board on October 3, 2023 (R-2023-1441), increasing the Consulting Agreement by \$449,162.38. Amendment No. 2 was approved by the Board on December 19, 2023, increasing the Consulting Agreement by an additional \$326,772.90. Approval of Amendment No. 3 will provide an additional \$156,049.37 to complete the annual Stormwater Pollution Prevention Plan updates for County-owned airports. AVCON is an Orlando, Florida based firm; however, the majority of the work will be completed through its Boca Raton, Florida office. On September 1, 2021, the Goal Setting Committee established a mandatory SBE goal of 20% and an M/WBE Evaluation Preference up to 15% as the Affirmative Procurement Initiatives for this Consulting Agreement. AVCON is a State of Florida certified MBE firm and has committed to 37.75% SBE participation for this Consulting Agreement. The anticipated SBE participation for the Consulting Agreement, including Amendment No. 3, is 54.6%. The SBE participation for Amendment No. 3 is 84.85%. Countywide (AH)

Background and Justification: In order to carry out the approved Capital Improvement Program for the County's Airport System, the Department of Airports requires professional planning, design, engineering, and construction-phase services. This amendment allows for the continuation for services necessary for the development and operation of the County's Airport System.

Attachments:

1. Amendment No. 3 with AVCON, Inc. – 2 Originals
2. Budget Transfer

Recommended By: [Signature] 12-18-23
Department Director Date

Approved By: [Signature] 1/2/24
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2024 | 2025 | 2026 | 2027 | 2028 |
|----------------------------|------------|------|------|------|------|
| Capital Expenditures | \$ 156,050 | | | | |
| Operating Costs | | | | | |
| External Revenues (Grants) | | | | | |
| Program Income (County) | | | | | |
| In-Kind Match (County) | | | | | |
| NET FISCAL IMPACT | \$ 156,050 | | | | |

ADDITIONAL FTE
POSITIONS (Cumulative) _____

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

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

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

A Budget Transfer in the Airport's Improvement and Development Fund in the amount of \$156,050; including a transfer from Reserves in the amount of \$156,050.

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

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

Shirley Mark 12/20/23
OFMB QA 12/20/23
ESW 12-20-23

Dr. S. Jacobson 12/28/23
Contract Dev. and Control
TMA 12/28/23

B. Legal Sufficiency:

Anne Delgent 12-29-23
Assistant County Attorney

C. Other Department Review:

Department Director

REVISED 11/17

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

24-0284

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

Page 1 of 1 pages

Advantage Document Numbers

BGRV:

BGEX: 121-121323*605

FUND 4111 Airport Improvement & Development Fund

| ACCT.NUMBER | ACCOUNT NAME | ORIGINAL BUDGET | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | EXPENDED/ ENCUMBERED As of 12/11/23 | REMAINING BALANCE |
|------------------------------|------------------------------|--------------------|-------------------|----------|----------|--------------------|---|----------------------|
| <u>REVENUES/EXPENDITURES</u> | | | | | | | | |
| 121-A107-6505 | Design/Eng/Mgmt - CIP Adm | 8,808,773 | 7,725,903 | 156,050 | 0 | 7,881,953 | 4,803,134 | 3,078,819 |
| 121-A900-9909 | Reserves Improvement Program | 17,216,760 | 11,467,670 | 0 | 156,050 | 11,311,620 | 0 | 11,311,620 |
| Total Receipts and Balances | | 217,226,377 | 213,797,817 | 156,050 | 156,050 | 213,797,817 | | |

Signatures & Dates

By Board of County Commissioners

Office of Financial Management & Budget

At Meeting of

INITIATING DEPARTMENT/DIVISION

Tuesday, January 23, 2024

Administration/Budget Department Approval

Deputy Clerk to the

OFMB Department - Posted

Board of County Commissioners

**AMENDMENT NO. 3 TO CONTRACT
BETWEEN
PALM BEACH COUNTY DEPARTMENT OF AIRPORTS
AND
AVCON, INC.
FOR
CONSULTING/PROFESSIONAL SERVICES
AT
PALM BEACH COUNTY AIRPORTS**

This Amendment No. 3 to the Contract is made as of the 23rd day of January 2024, by and between **Palm Beach County**, Florida (COUNTY) and **AVCON, 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 59-2890463.

WITNESSETH

WHEREAS, on September 13, 2022, the County entered into Agreement (R2022-1029) with the CONSULTANT for the CONSULTANT to provide Airport General 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 3, 2023, the County entered into an Amendment No. 1 (R2023-1441) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 26 of the original Agreement; and

WHEREAS, on December 19, 2023, the County entered into an Amendment No. 2 (R2023-___) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 26 of the original Agreement; and

WHEREAS Article 26 of the Contract requires an amendment when the parties are able to define additional services,

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

1. The parties hereby agree to amend the Contract to include the Scope of Services and Fees as outlined in Exhibit A. The total amount to be paid by the COUNTY to the CONSULTANT for professional services, including any out of pocket expenses, shall not exceed **One Hundred Fifty-Six Thousand Forty-Nine Dollars and Thirty-Seven Cents (\$156,049.37)** for the services described in this AMENDMENT NO. 3 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.

AVCON, Inc.

IN WITNESS WHEREOF, the parties have caused the Third Amendment to the Contract to be signed by the Mayor of the Board of County Commissioners and the Seal of said Board to be affixed hereto and attested by the Clerk of said board, and the CONSULTANT, AVCON inc., has caused these presents to be signed in its corporate name by its duly authorized officer, SANDEEP SINGH, 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

ATTEST: PALM BEACH COUNTY, FLORIDA
JOSEPH ABRUZZO BOARD OF COUNTY COMMISSIONERS:
CLERK OF THE CIRCUIT COURT
& COMPTROLLER

By: Deputy Clerk By: Maria Sachs, Mayor

WITNESS: CONSULTANT:

Suzanne M. Finney Digitally signed by Suzanne M. Finney
Date: 2023.12.14 09:22:35 -05'00'
SIGNATURE AVCON, INC.
COMPANY NAME
Suzanne Finney Sandeep Singh Digitally signed by Sandeep Singh
Date: 2023.12.14 09:20:39 -05'00'
Name (type or print) Signature

APPROVED AS TO FORM AND LEGAL SUFFICIENCY Sandeep Singh, P.E.
Name (type or print)
By: Anne Delgent President
County Attorney Title

APPROVED AS TO TERMS AND CONDITIONS
By: Jan Butse
Director of Airports



Signatory Authorization



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
AVCON, INC.

Filing Information

Document Number K22990
FEI/EIN Number 59-2890463
Date Filed 05/05/1988
State FL
Status ACTIVE

Principal Address

5555 EAST MICHIGAN STREET
SUITE 200
ORLANDO, FL 32822-2779

Changed: 11/21/2002

Mailing Address

5555 EAST MICHIGAN STREET
SUITE 200
ORLANDO, FL 32822-2779

Changed: 11/21/2002

Registered Agent Name & Address

SINGH, SANDEEP
5555 EAST MICHIGAN STREET
SUITE 200
ORLANDO, FL 32822

Name Changed: 03/26/1997

Address Changed: 02/06/2003

Officer/Director Detail

Name & Address

Title DCP

SINGH, SANDEEP
11138 BRIDGE HOUSE RD.
WINDERMERE, FL 34786

Title VP

BALDOCCHI, RICHARD V
750 ALBA DR.
ORLANDO, FL 32804

Title ST

KRISS, JAMES A
9348 THURLOE PLACE
ORLANDO, FL 32827-7003

Title Director

LEWIS, VIRGIL C
604 SAILBOAT DRIVE
NICEVILLE, FL 32578

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2022 | 01/04/2022 |
| 2022 | 06/15/2022 |
| 2023 | 01/10/2023 |

Document Images

| | |
|---|--|
| 01/10/2023 -- ANNUAL REPORT | View image in PDF format |
| 06/15/2022 -- AMENDED ANNUAL REPORT | View image in PDF format |
| 01/04/2022 -- ANNUAL REPORT | View image in PDF format |
| 01/07/2021 -- ANNUAL REPORT | View image in PDF format |
| 01/07/2020 -- ANNUAL REPORT | View image in PDF format |
| 01/08/2019 -- ANNUAL REPORT | View image in PDF format |
| 01/16/2018 -- ANNUAL REPORT | View image in PDF format |
| 01/04/2017 -- ANNUAL REPORT | View image in PDF format |
| 01/06/2016 -- ANNUAL REPORT | View image in PDF format |
| 01/07/2015 -- ANNUAL REPORT | View image in PDF format |
| 01/22/2014 -- ANNUAL REPORT | View image in PDF format |
| 01/10/2013 -- ANNUAL REPORT | View image in PDF format |
| 01/23/2012 -- ANNUAL REPORT | View image in PDF format |
| 01/04/2011 -- ANNUAL REPORT | View image in PDF format |
| 01/28/2010 -- ANNUAL REPORT | View image in PDF format |
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| 01/04/2007 -- ANNUAL REPORT | View image in PDF format |
| 01/07/2006 -- ANNUAL REPORT | View image in PDF format |
| 01/10/2005 -- ANNUAL REPORT | View image in PDF format |
| 01/05/2004 -- ANNUAL REPORT | View image in PDF format |

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|---|--|
| 02/06/2003 -- ANNUAL REPORT | View image in PDF format |
| 01/14/2002 -- ANNUAL REPORT | View image in PDF format |
| 04/04/2001 -- ANNUAL REPORT | View image in PDF format |
| 05/31/2000 -- ANNUAL REPORT | View image in PDF format |
| 02/26/1999 -- ANNUAL REPORT | View image in PDF format |
| 01/27/1998 -- ANNUAL REPORT | View image in PDF format |
| 03/26/1997 -- ANNUAL REPORT | View image in PDF format |
| 04/23/1996 -- ANNUAL REPORT | View image in PDF format |
| 02/06/1995 -- ANNUAL REPORT | View image in PDF format |

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PALM BEACH COUNTY DOA GENERAL CONSULTING SERVICES

EXHIBIT A-1

Task I-23-DOA-AV-010 Stormwater Pollution Prevention Plan (SWPPP) Annual Compliance Inspections - 2024

Palm Beach International Airport (PBI)
North Palm Beach County General Aviation Airport (F45)
Palm Beach County Park Airport (LNA)
Palm Beach County Glades Airport (PHK)

OVERVIEW

The Palm Beach County Department of Airports (DOA) has requested that AVCON, Inc. (AVCON) provide services associated with the Stormwater Pollution Prevention Plan (SWPPP) Annual Compliance Inspections - 2024 Project (Project) for the Palm Beach County Department of Airports (DOA).

PROJECT TEAM

The Project Team for this task includes:

| Firm Name (CONSULTANT / SUBCONSULTANT) | Type of Services |
|---|---|
| AVCON, Inc. (CONSULTANT) | Project Management, QC Review and Drainage Map Updates |
| Earthology, LLC | SWPPP compliance inspections, meetings, reports, and SWPPP Training |

PROJECT UNDERSTANDING

The National Pollutant Discharge Elimination System (NPDES) Program is administered by the U.S. Environmental Protection Agency (EPA) under the Authorization of the Clean Water Act (33 United States Code 1251) and is designed to regulate the discharge of point source pollution into Waters of the United States. Requirements of the program are stipulated in Title 40 of the Code of Federal Regulations, Parts 122 through 124. The State of Florida has obtained the approval to operate its own NPDES program through the Florida Department of Environmental Protection (FDEP), in lieu of a Federal program.

As a transportation facility that discharges stormwater to State surface waters, the four (4) airports managed by the DOA are required to obtain and operate under the conditions of an NPDES Sector S Multi-Sector Generic Permit (MSGP). The NPDES MSGP Permits for the four (4) Palm Beach County Airports were last renewed on January 9, 2021, and renewals of these permits are required every five (5) years in order to remain compliant with the FDEP's rules and regulations. As indicated in Part 3 of the Sector S Permit Language, a SWPPP that provides details about discharges associated with industrial activity from vehicle/aircraft maintenance areas and/or equipment cleaning areas must be



developed as one of the MSGP permit requirements. In Accordance with F.A.C. 62-624.600, all MSGP permittees are mandated to conduct annual monitoring and provide Annual Reports to the FDEP Department, within 6 months after the permit issuance date anniversary.

SECTION I - SCOPE OF WORK

AVCON's complete scope of work is presented below.

Task 1 – Inspections, Compliance Inspection Reports Revisions, and Training

The AVCON Team will conduct an annual permit compliance inspection of each industrial tenant and sub-tenants, fuel farms and DOA maintenance facilities (PBI, only) at the four (4) Palm Beach County Airports (PBI ~ 61 inspections; LNA ~29 inspections; F45 ~9 inspections; PHK – 2 inspections. [Note: many tenants have more than one facility/building]. This task includes conducting the 2024 annual compliance inspections, preparing the inspection forms, photographs, conducting the 2024 training workshop for employees and tenants, and preparing the Annual Compliance Inspection Reports for each airport. Each are detailed below.

1.1 In-House Data Collection

Upon receipt of the Notice to Proceed, Earthology will forward a Request for Information (RFI) letter to the DOA for the following information associated with each airport:

- Updated contact information for the members of the SWPPP Team.
- Updated list of tenants and their contact information.
- Preventive maintenance records.
- Procedural changes to spill response and containment.
- Spill Reports for additional spills occurring in 2023.
- Facility Response Plan (if available).
- Updated Spill Prevention, Control, and Countermeasure (SPCC) Plans.

1.2 Tenant Questionnaire and Notification

The AVCON/Earthology Team will coordinate with PBCDOA to obtain the latest tenant list. Earthology will update and distribute a questionnaire to verify the tenant's information, identify the type of industrial activities that are currently being conducted in the leasehold, compile a preliminary list of the types of significant materials used and stored in the facility, and compile a preliminary list of Best Management Practices (BMPs) that are currently being employed by the new tenant. Tenants will also be requested to provide as-built connections, if needed.

Prior to the 2024 annual compliance inspections, the /Earthology Team will provide the DOA with the draft Tenant Notification of Inspection letter and NPDES Compliance Commitment Certificate. These documents will be reviewed and approved by DOA prior to distribution to the tenants and DOA Maintenance. The AVCON/Earthology Team will distribute the letter via

email on behalf of the DOA. Emails will be tracked and notification by US mail will occur if no indication of tenant acknowledgement is received.

Assumptions:

- DOA will provide Safety Data Sheets (SDS) of significant materials for Airport operated facilities. Significant materials are defined as raw materials, fuels, finished materials such as diesel, gasoline, petroleum products, hydraulic fluid, fertilizer, pesticide, herbicides, sealants, and paint; and waste products that have the potential to be released with stormwater discharges;
- AVCON will review the available as-built plans of new facilities constructed at all airports since the last Airport Layout Plan (ALP) and Drainage Master Plan updates at DOA's file room.
- AVCON will provide updates to Drainage and Basin Delineation Maps for all airports, as needed and based on conditions observed in the field.

1.3 Annual Site Compliance Inspections

The AVCON Team will conduct the 2024 annual site compliance inspections to coincide with the NPDES outfall inspections, and airports facility and tenant inspections for each Airport. During the annual site compliance inspections, the AVCON Team will:

- Field verify identified potential pollutant sources.
- Identify new potential pollutant sources that resulted from recent development projects at the Airports, since the last SWPPP update.
- Request as-builts from tenants for stormwater connections, etc. and field verify as-built maps of structures and facilities that were constructed after the last SWPPP update, necessary for updating the Drainage and Basin Maps.
- Complete draft inspection checklist;
- Photograph and document the location of new and/or modified drainage patterns and structures;
- Visually Inspect vegetation/ wildlife around the outfalls, in compliance with FAA stormwater guidance.
- Review and photograph current conditions at each Airport; and
- Verify, photograph, and evaluate current stormwater controls.

1.4 Visual NPDES Permitted Drainage Structure Inspections

The AVCON team will perform a visual inspection for each NPDES permitted outfall at each airport. This inspection will document the condition of the structure and visually determine whether the discharge is stormwater runoff or from some other sources that may potentially be an illicit discharge. If an illicit or non-stormwater discharge is identified and further investigation is necessary, additional investigative services will be performed under a separate task

authorization. As a part of this inspection, additional drainage structures that are located near buildings or facilities will be inspected at each of the airports to determine the condition of structure, whether it is functioning, blocked or flow is impeded; or if the structure requires maintenance and/or repair. The results of the drainage structure inspections will be documented in the Annual Compliance Inspection Report for each airport. Cost estimates for maintenance and repair activities are not included in this scope of services and if necessary, will be performed under a separate task authorization.

1.5 Tenant and DOA Facility Inspections

The AVCON team will perform industrial tenant and DOA Facility Inspections in conjunction with the annual compliance and NPDES permitted drainage structure inspections, which will consist of tenant leased hangars, buildings, and DOA Facilities. The inspections will be conducted to field verify the type of industrial activity being performed in the hangars or buildings, identify potential sources of stormwater pollution and BMPs being implemented, compile a list of general significant materials in hangars or buildings, and document the storage locations of these materials and waste disposal methods. As a part of this inspection, potential stormwater connections that are located in or adjacent to the buildings/ facilities will be inspected to determine the condition of structure, whether it is functioning, blocked or flow is impeded; or if the structure requires maintenance and/or repair. As-built drawings will be requested from the tenants to assist in determining permitted connections. This information will be documented in the Annual Compliance Inspection Reports.

Assumptions:

- The Tenant and DOA Facility Inspections will be performed concurrently with the non- stormwater discharge and annual compliance inspections.
- Tenants are responsible for providing as-built drawings, when requested.
- Hangars or buildings that are inaccessible at the time of inspection will not be inspected and will be noted as “Inaccessible” in the Inspection Reports.

1.6 Annual Compliance Inspection Report

AVCON, INC. will update and conduct a detailed quality control review of the Annual Compliance Inspection Reports with the following:

- Date of Inspection;
- Update tenant list and tables;
- Finalize inspection checklist and BMP forms;
- Results of the visual Non-Stormwater Discharge Inspections including photographs and signed inspection forms from the non-stormwater discharge inspections;
- Results of the tenant inspections including photographs and signed completed industrial tenant inspection forms, tenant questionnaire, and NPDES compliance certificate for each tenant;

- Results of the DOA facility inspections, i.e. fences, waste management, parking areas, buildings, and aprons;
- Non-Compliance certification form for each airport detailing non-compliance issues observed during inspections.
- Summary of noncompliance issues by tenants.

Assumptions:

- The DOA will provide comments on the revised Inspection Reports to AVCON/Earthology within 15 calendar days of receiving the Reports;
- DOA will receive Draft reports in electric format;
- DOA will receive three (3) hard copies of each of the Final Inspection Reports; and,
- An electronic copy of final revised Inspection Reports in both Microsoft Word and Adobe Acrobat Portable Document Format (PDF) will be provided to the DOA.

1.7 Tenant Compliance Coordination

The AVCON/Earthology Team will coordinate with the tenants at each airport to provide the results of the inspections. The results will be e-mailed to the tenants on behalf of DOA and the results will indicate the types of BMPs that were implemented or that are recommended for each facility necessary for compliance with the NPDES permits for each airport. In addition, tenants with coverage under the State's Multi-Sector General Permits (MSGPs) will use the result of the inspections to comply with their terms and conditions of the permit. The inspection result package will contain the following items:

1. Cover letter on DOA letterhead;
2. Industrial Tenant Inspection Checklist;
3. Applicable BMPs Checklist(s);
4. Identification of non-compliance issues and time frame to correct and notify DOA of corrections.

Deliverables:

A Tenant Correspondence Binder documenting correspondence with tenants will be prepared and submitted to the DOA (three (3) hard copies and electronically via the PBC Cloud Drive file access portal). The electronic format of the deliverables shall be in Adobe Acrobat Portable Document Format (PDF).

Task 2 - Training Workshop

The AVCON Team will conduct a total of two training workshops: one (1) virtual and one (1) in person training workshop to comply with SWPPP requirements. The purpose of the

training workshop is to educate Airport staff and tenants regarding the Stormwater Management Pollution Prevention Program and comply with the training requirement of the DOA's MSGP for each Airport.

Assumptions:

- DOA will provide a meeting space at each of the Airports at no cost to AVCON/Earthology;
- Two (2) training classes will be held after the annual compliance inspections are completed;
- The training classes will be approximately 1 - 1.5 hours in length including the test;
- One virtual training workshop will be held for all airports.
- One in person training workshop will be held at PBI Airport to adhere to the latest CDC Covid-19 guidelines.
- PowerPoint handouts will be reproduced for the in person training workshop based upon the number of industrial use tenants. Electronic files will also be provided.

Deliverables:

- Fifty (50) training booklets, examination forms, and certificates of attendance for the Palm Beach International Airport (PBI);
- Ten (10) training booklets, examination forms, and certificates of attendance for the North Palm Beach County General Aviation Airport (F45);
- Twenty (20) training booklets, examination forms, and certificates of attendance for the Palm Beach County Park Airport (Lantana);
- Up to ten (10) training booklets, examination forms, and certificates of attendance for the Palm Beach County Glades Airport (Pahokee).
- DOA will receive five (5) hard copies and an electronic copy of the Training materials (Microsoft PowerPoint presentation, a training handout, a class test questionnaire, and a certificate of attendance.)

Task 3 – Compliance Follow up

The AVCON Team will review the inspection results and in coordination with PBCDOA identified tenants/facilities that require follow up to ensure compliance. Follow ups will include letters requesting documentation of the addressed non-compliance issues within 45 days of the initial inspection. Documentation must be provided as a detailed list stating how non-compliance issues have been addressed along, with photographic evidence of

each correction. If the non-compliance issues have not been addressed, an action plan detailing how non-compliance issues will be addressed and an implementation schedule will be requested. Earthology will request all forms of documentation to be signed by the station/general manager or by a designee. In addition, Earthology will conduct follow up inspections to determine/verify if non-compliant issue(s) have been addressed.

Assumptions

- PBI - Up to 25 sites will require a re-inspection to determine compliance.
- LNA- Up to 16 sites will require a re-inspection to determine compliance.
- F45 - Up to 4 sites will require a re-inspection to determine compliance.
- PHK - One site will require a re-inspection to determine compliance.

Task 4 – Project Coordination

This task involves coordination between the AVCON team and the DOA throughout the duration of the contract (i.e., phone calls, emails, etc.). This task also includes preparing monthly progress reports of the status of task activities, scheduling, file management and project management activities.

PROJECT SCHEDULE

The AVCON Team is scheduled to complete this project within 300 Calendar Days following receipt of the Notice to Proceed. THE AVCON/Earthology Team will communicate with the DOA if time extensions will be needed/requested and to be approved by the DOA.

PROJECT DELIVERABLES

Project Deliverables are as described in the above-mentioned Tasks 1 through 4.

PROJECT ASSUMPTIONS

1. In the event that the DOA and AVCON believe it to be in the best interests of the Project that additional inspection services, or additional services beyond what is provided in this scope of work be provided by AVCON a separate Task Authorization, which specifies the proposed scope of services to be performed, will be prepared.
2. The DOA will be responsible to provide all necessary information environmental documents preparation described in this proposal, and any other information that could be required.
3. DOA shall pay additional compensation associated with efforts not specified in this proposal, if required. AVCON will notify the DOA in advance if this situation arises.
4. The proposal, scope of work, schedule and cost estimate has been prepared according to the information provided by the DOA. These may be adjusted according to the requirements and progress of the project and any additional effort that may be required.



- 5. The cost of the proposal does not include any activity related to other permit applications/modifications not defined in this scope, amendments, mitigation, restoration, and laboratory analysis, permit or application fees, among others.
- 6. All environmental documents (reports) are subject to one round of revisions by the DOA.

Attachments:
Attachment A - Labor Fee Estimate Summary
Earthology LLC, Proposal

| ATTACHMENT 'A' | | | | | | | | | | |
|---|--|--------------------------|-------------|-----------------------|------------------|------------------------|------------|---------------------|------------------------------|--------------------|
| PROJECT DESCRIPTION: PBC DOA Stormwater Pollution Prevention Plan (SWPPP) Compliance Inspections-2024 | | | | | | | | | DATE PREPARED: December 2023 | |
| PREPARED BY: Mark A. Waller | | | | | | | | | Rev. 1 | |
| TASK NUMBER | TASK DESCRIPTION | Employee Classifications | | | | | | | EXPENSES | TOTALS |
| | | Senior Project Manager | QC Reviewer | Senior Civil Engineer | Project Engineer | Contract Administrator | Hours | SUB-TOTAL - LABOR | | |
| | Billing Rates Per Hour | \$216.00 | \$252.00 | \$163.00 | \$102.00 | \$101.00 | | | | |
| | Inspections and Document Preparation | | | | | | | | | |
| | Project Scoping and CSA Preparation | 4 | | | | | | | | |
| 1.1 | In-House Data Collection | 2 | | | 6 | | 8 | \$1,044.00 | | \$1,044.00 |
| 1.2 | Tenant Questionnaire | 2 | | 2 | 2 | | 6 | \$962.00 | | \$962.00 |
| 1.3-1.5 | Annual Compliance, Visual NPDES Permitted Drainage Structures, Tenant & DOA Facility Inspections, Drainage Map Updates | 2 | 6 | 8 | 24 | 2 | 42 | \$5,898.00 | \$250.00 | \$6,148.00 |
| 1.6 | Annual Compliance Inspection Report | 4 | 10 | 12 | | | 26 | \$5,340.00 | | \$5,340.00 |
| 1.7 | Tenant Compliance Coordination | 2 | | 4 | | | 6 | \$1,084.00 | | \$1,084.00 |
| 2.0 | Training Workshop | | | 4 | | | 4 | \$652.00 | | \$652.00 |
| 3.0 | Compliance Followup | | | 4 | | | 4 | \$652.00 | | \$652.00 |
| Tasks 1 thru 3 Subtotals | | 16 | 16 | 34 | 32 | 2 | 100 | \$ 15,632.00 | \$ 250.00 | \$15,882.00 |
| | Client and Project Coordination | | | | | | | | | |
| | Coordination Meeting | 2 | | 2 | 4 | 2 | 10 | \$1,368.00 | | \$1,400.00 |
| | Task Management and Subconsultant Coordination | 10 | | 16 | 8 | 8 | 42 | \$6,392.00 | | \$6,400.00 |
| Client and Project Coordination Task Subtotal | | 12 | 0 | 18 | 12 | 10 | 52 | \$ 7,760.00 | \$ - | \$7,800.00 |
| Total Hours and Fee - AVCON, Inc. | | 28 | 16 | 52 | 44 | 12 | 152 | \$ 23,392.00 | \$ 250.00 | \$23,642.00 |

| Subconsultant Fees | | | |
|--------------------|--|----|------------|
| 1 | Total Subconsultant Fee - Earthology, LLC | \$ | 129,707.37 |
| | Total Subconsultant Expenses - Earthology, LLC | \$ | 2,700.00 |

| | | | |
|--|--|--|---------------------|
| GRAND TOTAL AVCON AND EARTHOLOGY FEE - BASIC ENGINEERING SERVICES | | | \$156,049.37 |
|--|--|--|---------------------|





Dated: December 13, 2023

To,

Mark Waller, P.E.
AVCON, Inc
6853 SW 18th Street,
Boca Raton, Florida 33433

Re: SWPPP Compliance Environmental Services Proposal and Quote

Dear Mr. Mark Waller

Earthology LLC is pleased to submit the Proposal and Quote for Environmental services, specifically to update, as needed, the Department of Airport’s current Stormwater Pollution Prevention Plan (SWPPP), conduct the annual permit compliance inspections at each airport, produce reports, and provide SWPPP training to the tenants at each airport

Introduction

Currently there are four (4) active NPDES Multi-Sector General Permit (MSGP) Stormwater General Permits issued to the four (4) airports owned and operated by Palm Beach County. The following is the list of MSGP Stormwater general permits, that require inspections, reporting, training, and other compliance activities conducted for the next

| FDEP Facility ID | Facility Name | Facility Address | Permit Issue Date | Permit Exp. Date |
|------------------|--|---|-------------------|------------------|
| FLR05B416 | North Palm Beach County General Aviation Airport (F45) | 11600 Aviation Blvd, West Palm Beach | 09-JAN-21 | 08-JAN-26 |
| FLR05D105 | Palm Beach County Park Airport (LNA) | 2633 Lantana Rd, Lantana | 09-JAN-21 | 08-JAN-26 |
| FLR05D104 | Palm Beach County Glades Airport (PHK) | 3800 State Road 715, Pahokee | 09-JAN-21 | 08-JAN-26 |
| FLR05B933 | Palm Beach Intl Airport (PBIA) | 846 Palm Beach International Airport, West Palm Beach | 09-JAN-21 | 08-JAN-26 |

The outfall from these Industrial facilities, is discharged into the Municipal Separate Stormwater Sewer Systems of the County, under the MS4 permit number FLS000018, issued to Palm Beach County and its co-permittees on September 8, 2021. The permit will expire on September 7, 2026. The Palm Beach County Department of Airports (PBCDOA) developed its most current SWPPP in 2020 for the MSGP SW General permits, which were issued in January 2021 for all four (4) county owned and operated airports.

This work assignment consists of complying with the current NPDES Multi-Sector Generic Permit for Stormwater Discharge Associated with Industrial Activity (MSGP) Stormwater General Permit(s) issued to the four PBCDOA airports.

SECTION 1 - SCOPE OF WORK

The scope of work for this Project consists of conducting the annual permit compliance inspections for all four (4) Palm Beach County Department of Airports (PBCDOA) airports: PBI, LNA, F45 and PHK. Earthology's assigned current task consists of complying with the current NPDES Multi-Sector Generic Permit for Stormwater Discharge Associated with Industrial Activity (MSGP) Stormwater General Permit(s) issued to the DOA. There are an estimated 61 facilities at PBI, 29 facilities at LNA, 9 facilities at F45, and 2 facilities at PHK.

TASK 1 - Compliance Inspections, Compliance Inspection Reports and Training

This task entails will conduct an annual permit compliance inspection of each industrial tenant and sub-tenants, fuel farms and PBCDOA maintenance facilities (PBI, only) at the four (4) Palm Beach County Airports (PBI ~ 61 inspections; LNA ~29 inspections; F45/NCO ~9 inspections; PHK – 2 inspections. [Note: many tenants have more than one facility/building]. This task includes conducting the 2024 annual compliance inspections, preparing the inspection forms, photographs, and preparing the Annual Compliance Inspection Reports for each airport. Each are detailed below.

1.1 Data Collection and Literature Review: At the commencement of the project, a formal request for information will be send to DOA, requesting all the following information:

- Updated contact information for the members of the SWPPP Team.
- Updated list of tenants and their contact information.
- Preventive maintenance records.
- Procedural changes to spill response and containment.
- Spill Reports for additional spills occurring in 2022, and 2023
- Facility Response Plan (if available).
- Update Spill Prevention, Control, and Countermeasure (SPCC) Plans.
- All the updated Drainage data based on any new construction

1.2 Tenant Questionnaire and Notification: Upon receipt of the List of Tenants and their contact information, Earthology will update and distribute a questionnaire to verify the tenant's information, identify the type of industrial activities that are currently being conducted in the leasehold; and compile a preliminary list of the types of significant materials used and stored in the facility, and compile a preliminary list of Best Management Practices (BMPs) that are currently being employed by the new tenant. All Tenants will also be requested to provide as-built connections that are new or proposed within 30 days of the notification. Tenants will so be required to address their non-compliance issues/submit an action plan, and provide a detailed list of corrections, along with site photographic documentation. Tenants will be required to have their documentation signed by their designated general manager. Earthology will provide a spreadsheet to track correspondence with tenants for each airport. This spreadsheet will be finalized and included as an appendix in the Tenant Notification Binder deliverable.

Once the documents are received, Earthology will compile the draft Tenant Notification of Inspection letter and NPDES Compliance Commitment Certificate for the PBCDOA to review prior to the distribution to the tenants and PBCDOA Maintenance. Earthology will distribute the letter via email on behalf of the DOA. Emails will be tracked and notification by US mail will occur if no indication of tenant acknowledgement is received.

- PBCDOA will provide Safety Data Sheets (SDS) of significant materials for Airport operated facilities.
- Earthology will review the available as-built plans of new facilities constructed at all airports

since the last Airport Layout Plan (ALP) and Drainage Master Plan updates at DOA's file room.

- AVCON will provide updates to Drainage and Basin Delineation Maps for all airports, as needed and based on conditions observed in the field.

1.3 Annual Site Compliance Inspections: The 2024 annual compliance inspections will be conducted by Earthology. These inspections will coincide with the NPDES outfall inspections (Task 1.4), and airports facility and tenant inspections (conducted by AVCON) for each Airport. The following items will be completed during this task:

- Field verification of all the identified potential pollutant sources.
- Identification of new potential pollutant sources that resulted from recent development projects at the Airports, since the last SWPPP update.
- As-builts will be requested from tenants for stormwater connections constructed after the last SWPPP update. Field verification of the new connections will be conducted during this inspection.
- The Inspection checklist will be filled out in the field during these inspections.
- Inspector will photograph and document the location of new and/or modified drainage patterns and structures
- Current conditions at each airport will be reviewed and photographed,
- Current stormwater controls will be verified, photographed, and evaluated.

1.4 Visual NPDES Permitted Drainage Structure Inspections: Earthology will perform a visual inspection for each NPDES permitted outfall at each airport. This inspection will document the condition of the structure and visually determine whether the discharge is stormwater runoff or from some other sources that may potentially be an illicit discharge. If an illicit or non-stormwater discharge is identified and further investigation is necessary, additional investigative services will be performed under a separate task authorization.

As a part of this inspection, additional drainage structures that are located near buildings or facilities will be inspected at each of the airports to determine the condition of structure, whether it is functioning, blocked or flow is impeded; or if the structure requires maintenance and/or repair.

Non-Stormwater Discharge Inspections will also be conducted as part of this task.

The results of the drainage structure inspections will be documented in the Annual Compliance Inspection Report for each airport. Cost estimates for maintenance and repair activities are not included in this scope of services and if necessary, will be performed under a separate task authorization.

1.5 Tenant and PBCDOA Facility Inspections: Earthology will perform industrial tenant and PBCDOA Facility Inspections in conjunction with the annual compliance and NPDES permitted drainage structure inspections, which will consist of tenant leased hangars, buildings, and PBCDOA Facilities. The inspections will be conducted to field verify the type of industrial activity being performed in the hangars or buildings, identify potential sources of stormwater pollution and BMPs being implemented, compile a list of general significant materials in hangars or buildings, and document the storage locations of these materials and waste disposal methods. As a part of this inspection, potential stormwater connections that are located in or adjacent to the buildings/ facilities will be inspected to determine the condition of structure, whether it is functioning, blocked or flow is impeded; or if the structure requires maintenance and/or repair. As-built drawings will be requested from the tenants to assist in determining permitted connections. This information will be documented in the Annual Compliance Inspection Reports.

Assumptions:

- The Tenant and PBCDOA Facility Inspections will be performed concurrently with the non-stormwater discharge and annual compliance inspections.
- Tenants are responsible for providing as-built drawings, when requested.
- Hangars or buildings that are inaccessible at the time of inspection will not be inspected and will be noted as "Inaccessible" in the Inspection Reports.

1.6 Annual Compliance Inspection Report: Earthology will update and conduct a detailed quality control review on the Annual Compliance Inspection Reports with the following:

- Date of Inspection.
- Update tenant list and tables.
- Finalize inspection checklist and BMP forms.
- Results of the visual Non-Stormwater Discharge Inspections including photographs and signed inspection forms from the non-stormwater discharge inspections.
- Results of the tenant inspections including photographs, signed completed industrial tenant inspection forms, tenant questionnaire, and NPDES compliance certificate for each tenant.
- Results of the PBCDOA facility inspections, i.e., fences, waste management, parking areas, buildings, and aprons.
- Non-Compliance certification form for each airport detailing non-compliance issues observed during inspections.
- Summary of noncompliance issues by tenant.

Assumptions/Deliverables:

- The PBCDOA will provide comments on the revised Inspection Reports to AVCON/Earthology within 15 calendar days of receiving the Reports
- PBCDOA will receive Draft reports in electric format
- PBCDOA will receive three (3) hard copies of each of the Final Inspection Reports; and,
- An electronic copy of final revised Inspection Reports in both Microsoft Word and Adobe Acrobat format will be provided to the DOA.

1.7 Tenant Compliance Coordination: Earthology will coordinate with the tenants at each airport to provide the results of the inspections. The results will be e- mailed to the tenants on behalf of PBCDOA and the results will indicate the types of BMPs that were implemented or that are recommended for each facility necessary for compliance with the NPDES permits for each airport. In addition, tenants with coverage under the State's MSGPs will use the result of the inspections to comply with their terms and conditions of the permit. The inspection result package will contain the following items:

1. Cover letter on PBCDOA letterhead.
2. Industrial Tenant Inspection Checklist.
3. Applicable BMPs Checklist(s).
4. Identification of non-compliance issues and time frame to correct and notify PBCDOA of corrections.

Assumptions/Deliverables:

- A Tenant Correspondence Binder documenting correspondence with tenants will be prepared and submitted to PBCDOA – three (3) hard copies, and electronically via the PBC Cloud Drive file access portal). The electronic format of the deliverables shall be in Adobe Acrobat Portable Document Format (PDF).

TASK 2 – Training Workshop

Earthology will conduct a total of two (2) bi-lingual training workshops: one (1) virtual and one (1) in person training workshop, to comply with SWPPP requirements. The purpose of the training workshop is to educate Airport staff and tenants regarding the Stormwater Management Pollution Prevention Program and comply with the training requirement of the DOA's MSGP for each Airport.

Assumptions/Deliverables:

- PBCDOA will provide a meeting space at PBI at no cost to AVCON/Earthology
- A total of two (2) training classes will be held before the annual compliance inspections are completed.
- The training classes will be approximately 1 - 1.5 hours in length including the test.
- One (1) virtual training workshop will be held for all airports.
- One in person training workshop will be held at PBI Airport to adhere to the latest CDC Covid-19 guidelines.
- PowerPoint handouts will be reproduced for the in-person training workshop based upon the number of industrial use tenants. Electronic files will also be provided.
- Up to fifty (50) training booklets, examination forms, and certificates of attendance for the Palm Beach International Airport (PBI).
- Up to twenty (20) training booklets, examination forms, and certificates of attendance for the Palm Beach County Park Airport (LNA).
- Up to ten (10) training booklets, examination forms, and certificates of attendance for the North Palm Beach County General Aviation Airport (F45); Palm Beach County Glades Airport (PHK).
- PBCDOA will receive five (5) hard copies and an electronic copy of the Training materials (Microsoft PowerPoint presentation, a training handout, a class test questionnaire, and a certificate of attendance).

TASK 3 – Compliance Follow up

Earthology will review the inspection results and in coordination with AVCON and PBCDOA identify tenants/facilities that require follow up to ensure compliance. Follow ups will include letters requesting documentation of the addressed non-compliance issues within forty-five (45) days of the initial inspection. Documentation must be provided as a detailed list stating how non-compliance issues have been addressed along with photographic evidence of each correction. If the non-compliance issues have not been addressed, an action plan detailing how non-compliance issues will be addressed and an implementation schedule will be requested. Earthology will request all forms of documentation to be signed by the station/general manager or by a designee. In addition, Earthology will conduct follow up inspections to determine/verify if non-compliant issue(s) have been addressed.

Assumptions

- PBI - Up to 25 sites will require a re-inspection to determine compliance.
- LNA - Up to 16 sites will require a re-inspection to determine compliance.
- F45 - Up to 4 sites will require a re-inspection to determine compliance.
- PHK - One site will require a re-inspection to determine compliance.

TASK 4 – Project Coordination: This task involves coordination with AVCON and PBCDOA throughout the duration of the contract (i.e., phone calls, emails, meetings, etc.). This task also includes preparing monthly progress reports of the status of task activities, scheduling, file management and project management activities.

SECTION II – FEES

The lump sum fee (labor) to conduct this work is **\$129,707.37**. Expenses, which shall be billed separately based on cost, and are estimated not to exceed **\$2,700.00** Please refer to the proposed Labor/Fee Estimate.

SECTION III – ASSUMPTIONS/EXCLUSIONS

- The PBCDOA/AVCON will be responsible for providing all necessary information on environmental documents preparation described in this proposal, and any other information that could be required.
- The PBCDOA /AVCON will be responsible for a prompt review of any document submitted by Earthology in relation to this proposal.
- PBCDOA / AVCON shall pay additional compensation associated with efforts not specified in this proposal, if required. Earthology will notify the PBCDOA / AVCON in advance if this situation arises. Any additional effort shall be negotiated between the PBCDOA\AVCON and Earthology and must be approved before the required action.
- The proposal, scope of work, schedule and cost estimate has been prepared according to the information provided by the PBCDOA /AVCON, and the reference documents provided by AVCON. These may be adjusted according to the requirements and progress of the project and any additional effort that may be required.
- The cost of the proposal does not include activities related to other permit applications/modifications not defined in this scope, amendments, mitigation, restoration and laboratory analysis, permit, or application fees, among others.
- All environmental documents (reports) are subject to one round of revisions by AVCON and DOA.



| DOA 21-12 - 2024 - SWPPP Compliance - Labor / Fee Estimate - Earthology | | | | | | | | | |
|---|---|-----------------|-----------------------|------------------------|-----------------|-------------------|---------------------|-------------------|---------------------|
| | | Billig Rates | | | | | | | |
| | | \$223.06 | \$160.68 | \$103.97 | \$75.68 | | | | |
| | | Project Manager | Sr. Env Scientist III | Env Scientist Level II | Admin | Total Hrs | Labor | Expenses | Total |
| Task | Task Description | | | | | | | | |
| | Palm Beach International Airport (PBI) | 28 | 120 | 214 | 138 | 500 | \$58,211.04 | \$1,200.00 | \$59,411.04 |
| 1.1 | In-House Data Collection | 0 | 1 | 2 | 1 | 4 | \$444.23 | | \$444.23 |
| 1.2 | Tenant Questionnaire and Notification | 2 | 0 | 4 | 14 | 20 | \$1,920.54 | \$200.00 | \$2,120.54 |
| 1.3-1.5 | Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA Facility Inspections | 1 | 51 | 60 | 0 | 112 | \$14,655.94 | | \$14,655.94 |
| 1.6 | Annual Compliance Inspection Report | 8 | 18 | 73 | 30 | 129 | \$14,534.83 | \$500.00 | \$15,034.83 |
| 1.7 | Tenant Compliance Coordination | 2 | 0 | 8 | 60 | 70 | \$5,814.48 | \$450.00 | \$6,264.48 |
| 2 | Training Workshop | 8 | 16 | 19 | 25 | 68 | \$8,221.04 | \$50.00 | \$8,271.04 |
| 3 | Compliance Follow-Up | 7 | 34 | 48 | 8 | 97 | \$12,619.98 | | \$12,619.98 |
| | North County General Aviation Airport (F45) | 18 | 41 | 96 | 43 | 198 | \$23,838.32 | \$400.00 | \$24,238.32 |
| 1.1 | In-House Data Collection | 0 | 1 | 1 | 1 | 3 | \$340.26 | | \$340.26 |
| 1.2 | Tenant Questionnaire and Notification | 2 | 0 | 2 | 5 | 9 | \$1,032.11 | \$50.00 | \$1,082.11 |
| 1.3-1.5 | Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA Facility Inspections | 0 | 6 | 14 | 0 | 20 | \$2,419.66 | | \$2,419.66 |
| 1.6 | Annual Compliance Inspection Report | 4 | 19 | 42 | 18 | 83 | \$9,672.88 | \$150.00 | \$9,822.88 |
| 1.7 | Tenant Compliance Coordination | 1 | 0 | 2 | 4 | 7 | \$733.44 | \$150.00 | \$883.44 |
| 2 | Training Workshop | 7 | 5 | 13 | 12 | 37 | \$4,623.75 | \$50.00 | \$4,673.75 |
| 3 | Compliance Follow-Up | 4 | 10 | 22 | 3 | 39 | \$5,013.21 | | \$5,013.21 |
| | Palm Beach County Park Airport (LNA) | 22 | 24 | 139 | 81 | 266 | \$29,345.55 | \$900.00 | \$30,245.55 |
| 1.1 | In-House Data Collection | 0 | 1 | 1 | 10 | 12 | \$1,020.75 | | \$1,020.75 |
| 1.2 | Tenant Questionnaire and Notification | 1 | 0 | 2 | 9 | 12 | \$1,111.49 | \$150.00 | \$1,261.49 |
| 1.3-1.5 | Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA Facility Inspections | 0 | 13 | 38 | 0 | 51 | \$6,039.70 | | \$6,039.70 |
| 1.6 | Annual Compliance Inspection Report | 6 | 6 | 55 | 16 | 83 | \$9,230.55 | \$350.00 | \$9,580.55 |
| 1.7 | Tenant Compliance Coordination | 2 | 0 | 5 | 30 | 37 | \$3,234.27 | \$350.00 | \$3,584.27 |
| 2 | Training Workshop | 7 | 2 | 17 | 10 | 36 | \$4,406.37 | \$50.00 | \$4,456.37 |
| 3 | Compliance Follow-Up | 6 | 2 | 21 | 6 | 35 | \$4,296.75 | | \$4,296.75 |
| | Palm Beach County Glades Airport (PHK) | 7 | 6 | 57 | 21 | 91 | \$10,041.07 | \$200.00 | \$10,241.07 |
| 1.1 | In-House Data Collection | 0 | 1 | 1 | 0 | 2 | \$264.65 | | \$264.65 |
| 1.2 | Tenant Questionnaire and Notification | 1 | 0 | 2 | 2 | 5 | \$582.22 | \$50.00 | \$632.22 |
| 1.3-1.5 | Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA Facility Inspections | 0 | 0 | 12 | 0 | 12 | \$1,247.64 | | \$1,247.64 |
| 1.6 | Annual Compliance Inspection Report | 1 | 2 | 23 | 9 | 35 | \$3,616.22 | \$50.00 | \$3,666.22 |
| 1.7 | Tenant Compliance Coordination | 1 | 0 | 2 | 5 | 8 | \$809.05 | \$50.00 | \$859.05 |
| 2 | Training Workshop | 2 | 2 | 4 | 5 | 13 | \$1,561.41 | \$50.00 | \$1,611.41 |
| 3 | Compliance Follow-Up | 2 | 1 | 13 | 0 | 16 | \$1,958.41 | | \$1,958.41 |
| 3 | Project Coordination | 20 | 6 | 15 | 17 | 58 | \$8,271.39 | \$0.00 | \$8,271.39 |
| | Coordination | 8 | 4 | 4 | 4 | 20 | \$3,145.52 | | \$3,145.52 |
| | Project Status Report | 8 | 2 | 6 | 2 | 18 | \$2,880.88 | | \$2,880.88 |
| | Agency Coordination | 4 | 0 | 5 | 0 | 9 | \$1,412.09 | | \$1,412.09 |
| | Security Training and Badging | 0 | 0 | 0 | 11 | 11 | \$831.71 | | \$831.71 |
| Total Quote | | \$95.00 | \$197.00 | \$521.00 | \$300.00 | \$1,113.00 | \$129,707.37 | \$2,700.00 | \$132,407.37 |

EXHIBIT B
Detailed Fees, Expenses, and Payments

EXHIBIT B-I
SUMMARY OF FEES

- **1. Level I Tasks:**

The total payment by the COUNTY to the CONSULTANT for rendering basic services for the Task Level I project described in Exhibit “A-1,” including labor and direct costs, shall not exceed **One Hundred Fifty-Six Thousand Forty-Nine Dollars and Thirty-Seven Cents (\$156,049.37).**

If it is necessary to increase the compensation beyond said allowances, prior written approval shall be obtained from the COUNTY authorizing said increase in compensation.

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 on a phase-by-phase basis upon submission to the COUNTY of certain deliverables as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments.

TASK I SERVICES

Tasks to be Completed:

Task I-23-DOA-AV-010: Stormwater Pollution Prevention Plan (SWPPP) Annual Compliance Inspections - 2024

Compensation: **\$156,049.37**

Deliverable(s) Required: See Exhibit “A-1” for list of deliverables.

PALM BEACH COUNTY GENERAL CONSULTING SERVICES

EXHIBIT C

Proposed Schedules

| TASK DESCRIPTION | Duration |
|---|--------------------------------|
| TASK I SERVICES | |
| Task I-23-DOA-AV-010: Stormwater Pollution Prevention Plan (SWPPP) Annual Compliance Inspections - 2024 | <u>300</u> Calendar Days |

PALM BEACH COUNTY GENERAL CONSULTING SERVICES

EXHIBIT D

OEBO SCHEDULES 1 & 2

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Airport General Engineering Consulting Services SOLICITATION/PROJECT/BID NO.: DOA 21-12 (Amendment #3)
SOLICITATION OPENING/SUBMITTAL DATE: October 28, 2021 COUNTY DEPARTMENT: Department of Airports

Section A PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT* ON THE PROJECT:
NAME OF PRIME RESPONDENT/BIDDER: AVCON, Inc. ADDRESS: 555 East Michigan Street, Suite 200 Orlando, FL 32822
CONTACT PERSON: Sandeep Singh PHONE NO.: (407) 599-1122 E-MAIL: ssingh@avconinc.com
PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$23,642.00
*SMWBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE MBE WBE SBE
☒ ☐ ☐ ☐

Section B PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

| Subcontractor/Sub consultant Name | (Check all Applicable Categories) | | | | DOLLAR AMOUNT OR PERCENTAGE OF WORK | | | | | |
|-----------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|--------------|-----------|-------|-------|
| | Non-SBE | MBE | WBE | SBE | Black | Hispanic | Women | Caucasian | Asian | Other |
| | | Minority Business | Women Business | Small Business | | | | | | |
| 1. Earthology, LLC | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | \$132,407.37 | | | |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |

(Please use additional sheets if necessary)

Total

Total Bid/Offer Price \$ 156,049.37

Total Certified S/M/WBE Participation \$ 132,407.37

I hereby certify that the above information is accurate to the best of my knowledge: Sandeep Singh Digitally signed by Sandeep Singh Date: 2023.12.14 09:21:05 -05'00' President

Name & Authorized Signature Title

- Note:
- 1. The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - 2. Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OEBO Affirmative Procurement Initiative (API). Please check the applicable box and list the dollar amount or percentage under the appropriate demographic category.
 - 3. Modification of this form is not permitted and will be rejected upon submittal.

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: DOA 21-12 (Amendment #3)
SOLICITATION/PROJECT NAME: DOA Stormwater Pollution Prevention Plan (SWPP) Annual Compliance Inspection -Environmental Services

Prime Contractor: AVCON, Inc. Subcontractor: Earthology, LLC

(Check box(s) that apply)
☒ SBE ☒ WBE ☐ MBE ☒ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/18/2021

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

| Column 1 | Column 2 | Column 3 |
|--|--|-----------------------------------|
| <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | <input type="checkbox"/> African-American/Black <input checked="" type="checkbox"/> Asian American <input type="checkbox"/> Caucasian American | <input type="checkbox"/> Supplier |
| | <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American | |

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

| Line Item | Item Description | Unit Price | Quantity/ Units | Contingencies/ Allowances | Total Price/Percentage |
|-----------|--|------------|-----------------|---------------------------|------------------------|
| | Environmental Services - SWPPP Annual Compliance Inspections | | | | \$132,407.37 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$132,407.37

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

| | |
|---|----------------------|
| Name of 2 nd /3 rd tier Subcontractor/subconsultant | Price or Percentage: |
|---|----------------------|

AVCON, Inc.

Print Name of Prime
By: Sandeep Singh Digitally signed by Sandeep Singh
Date: 2023.12.14 09:21:30 -05'00'
Authorized Signature
Sandeep Singh, PE
Print Name
President
Title
Date: 12/14/23

Earthology, LLC

Print Name of Subcontractor/subconsultant
By: [Signature]
Authorized Signature
Prajakta Kamthe
Print Name
President
Title
Date: 12/13/23

PALM BEACH COUNTY GENERAL CONSULTING SERVICES

EXHIBIT E

CERTIFICATE OF INSURANCE



Palm Beach County
Compliance Summary Report

| Vendor Number | Vendor Name | AM Best Rating | Insurance Carrier | Policy # | Eff. Date | Exp. Date | Coverage | Contract Number | Contract Name |
|---------------|-------------|----------------|---|---------------|-----------|-----------|------------------------|-----------------|---|
| DX00001794 | AVCON, INC. | Modified | Compliant | | | | | DOA 21-12 | Airport General Engineering Consultant Services |
| | | A++g , XV | Travelers Casualty Insurance Company of America | BA7S607609 | 10/6/2023 | 10/6/2024 | Auto Liability | | |
| | | A++g , XV | The Travelers Indemnity Company of America | CUP007S607855 | 10/6/2023 | 10/6/2024 | Excess Liability | | |
| | | A++g , XV | The Travelers Indemnity Company of America | 680007S607425 | 10/6/2023 | 10/6/2024 | General Liability | | |
| | | A+r , XV | Admiral Insurance Company | EO00004746806 | 10/6/2023 | 10/6/2024 | Professional Liability | | |
| | | A++g , XV | The Travelers Indemnity Company | UB007S607763 | 10/6/2023 | 10/6/2024 | Workers Comp | | |

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