



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Capital Expenditures	\$465,236				
Operating Costs					
External Revenues (Grants)					
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>\$465,236</b>				

# ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included in the 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 \$465,236; including a transfer from Reserves in the amount of \$465,236.

C. Departmental Fiscal Review: Debbie Duranson

**III. REVIEW COMMENTS**

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

Lucretia for 5/13/24  
 4/23/24  
 KK 4/19 OFMB JA 4/19

Brenda Mackell 5/7/24  
 Contract Dev. and Control  
 Tru 5/6/24

**B. Legal Sufficiency:**

Anne Delmont 5/7/24  
 Assistant County Attorney

**C. Other Department Review:**

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

**AMENDMENT NO. 3 TO CONTRACT  
BETWEEN  
PALM BEACH COUNTY DEPARTMENT OF AIRPORTS  
AND  
RICONDO & ASSOCIATES, INC.  
FOR  
AIRPORT PLANNING CONSULTING SERVICES  
AT  
PALM BEACH COUNTY AIRPORTS**

This Amendment No. 3 to the Contract is made as of the 14<sup>th</sup> day of May, 2024, by and between Palm Beach County, Florida (COUNTY) and RICONDO & ASSOCIATES, 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 36-3663903.

**WITNESSETH**

WHEREAS, on August 23, 2022, the County entered into an Agreement (R2022-0888) with the CONSULTANT for the CONSULTANT to provide General Planning 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 May 16, 2023, the County entered into an Amendment #1 (R2023-0700) 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 contract.

WHEREAS, on January 23, 2024, the County entered into an Amendment #2 (R2024-0045) 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 contract.

WHEREAS, Article 26 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 Four Hundred Sixty-Five Thousand, Two Hundred Thirty-Six Dollars and No Cents (**\$465,236.00**) for the services in 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.

IN WITNESS WHEREOF, the parties have caused the First 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, RICONDO & ASSOCIATES, INC., has caused these presents to be signed in its corporate name by its duly authorized officer PETE RICONDO, SENIOR 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

ATTEST:

JOSEPH ABRUZZO  
CLERK OF THE CIRCUIT COURT  
& COMPTROLLER

PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS:

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

By: \_\_\_\_\_  
Maria Sachs, Mayor

WITNESS: Kimberly Davis  
SIGNATURE

Kimberly Davis  
Name (type or print)

CONSULTANT:  
RICONDO & ASSOCIATES, INC  
COMPANY NAME

Pete Ricondo  
Signature

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By: Anne Helgert  
County Attorney

Pete Ricondo  
Name (type of print)

Senior Vice President  
Title

APPROVED AS TO TERMS  
AND CONDITIONS

By: Ken Beebe  
Director of Airports



**TABLE OF CONTENTS**

**EXHIBIT A GENERAL SCOPE OF SERVICES ..... A-1**  
EXHIBIT A-1 Task I-24-DOA-R-014 – 2024 Bond Feasibility Report ..... A1-1  
EXHIBIT A-3 Task III-22-DOA-R-001 – Miscellaneous Planning, Financial, Airport Business/Management  
Support & Environmental Services (Replenish) ..... A2-1

**EXHIBIT B Detailed Fees, Expenses, and Payments ..... B-1**  
EXHIBIT B-I Summary of Fees ..... BI-1  
EXHIBIT B-II Schedule of Payments ..... BII-1

**EXHIBIT C Proposed Schedules..... C-1**  
**EXHIBIT D EBO Schedules ..... D-1**  
**EXHIBIT E Certificate of Insurance ..... E-1**

# **EXHIBIT "A"**

## **GENERAL SCOPE OF SERVICES**



## **AIRPORT PLANNING CONSULTING SERVICES**

### **Exhibit A-1: Scope of Services**

---

#### **Task I-24-PBI-R-014: 2024 Bond Feasibility Study Report**

Palm Beach International Airport (PBI)

---

#### **Project Description**

The Palm Beach County Department of Aviation (the County) intends to issue Series 2024 Airport Revenue Bonds (Series 2024 Bonds) to fund a portion of the planned Concourse B Expansion, new Aircraft Rescue and Fire Fighting (ARFF) Station, and new Revenue Control Building projects at Palm Beach International Airport (the Airport). In conjunction with the anticipated issues of the Series 2024 Bonds, this scope of work covers Ricondo's development of a Report of the Airport Consultant (the Feasibility Report) which evaluates the financial feasibility of the issuance of the Series 2024 Bonds, as well as associated services.

The Feasibility Report will be included in the Official Statement for the Series 2024 Bonds and will be prepared in accordance with the County's financing schedule. Ricondo proposes to complete the following tasks, described herein, in conjunction with the preparation of the Feasibility Report.

#### **Task and Cost**

This scope of services includes Planning Services. Total Lump Sum labor cost of this scope of services is \$198,120.00 plus an additional \$9,600.00 in Reimbursable Expenses. The budget also assumes an additional Labor Budget of \$7,516.00 for one additional draft (beyond the three drafts included in this Scope of Services), if needed, that would be billed on a Time and Materials basis, resulting in a total budget of \$215,236.00. A summary of the fee estimate is provided in **Appendix A**.

#### **Scope of Services**

##### **Task 1: Initial Coordination and Data Gathering**

This task will include coordination with County staff, as well as external organizations, to gather necessary information to develop the Feasibility Report, including but not limited to: operation, financial and statistical data of the Airport, socioeconomic information, tourism information, and industry data. Ricondo will attend via conference call a coordination meeting with the County and the County's financial advisor.

##### **Task 2: Preparation of the Report of the Airport Consultant**

The subtasks described below correspond to the individual chapters that comprise the Feasibility Report.



### **Sub-task 2.1 Letter and Summary of Report**

The letter will serve as an introduction to the Feasibility Report and the Summary will present in bullet paragraph and tabular form an overview of the key assumptions, projections, and findings detailed in the body of the Report.

### **Sub-task 2.2 The Series 2024 Bonds Proposed Financing**

The first chapter of the Feasibility Report will provide an overview of the Series 2024 Bonds. The chapter will include details of the current transaction, including a review of the legal structure established through the Indenture and Resolution relevant to the analysis in the Feasibility Report, such as the security pledged for repayment of the bonds, the Rate Covenant, the Additional Bonds Test, and the Flow of Funds. This section will also review the sources and uses of funds associated with the Series 2024 Bonds.

### **Sub-task 2.3 The Airport**

The second chapter presents an overview of the physical and operational aspects of the Airport. Ricondo will work with County staff to gather information to provide the reader information regarding the governance structure of the Airport; the physical size of the Airport; its location relative to the city center or other important population centers; employment; tourist areas; and access to the local highway network and public transportation. The chapter also establishes the Air Trade Area served by the Airport (the geographic area from which the Airport generates the majority of its originating passenger traffic), identify nearby competing airports, and include physical descriptions of the airfield, terminal, and other facilities at the Airport.

### **Sub-task 2.4 The Capital Program and Funding Sources**

This chapter of the Feasibility Report will discuss the County's multi-year capital program (including the Concourse B Expansion, ARFF Station, and Revenue Control Building) for the Airport including the need for the projects, their estimated costs, and the proposed schedule of when each project is estimated to commence and be completed. The Capital Program and Funding Sources chapter will also include a detailed description of expected funding sources, including the estimated total amount available and the expected timing of cash flows.

### **Sub-task 2.5 Demographic and Economic Analysis**

This chapter will examine the historical economic and demographic trends present in the Air Trade Area based on data gathered from governmental and private sources. Factors reviewed in this chapter include economic activity measured by gross domestic product or total personal income; population trends and characteristics; employment trends and distribution; wealth levels and trends; and the identification of major employers and drivers of tourism-based activity such as cultural and recreational attractions. The chapter will also include a discussion of projections of key demographic and economic variables from nationally or locally recognized sources, which provide the basis for the forecasts of demand for air service developed in the following chapter.





### **Sub-task 2.6 Passenger Demand and Air Service Analysis**

This chapter provides an overview of passenger trends and air service offered by the airlines operating at the Airport, tied to the economic and demographic trends identified in the preceding chapter. Ricondo will gather needed information regarding historical passenger and air service activity from the County staff, as well as governmental and private sources. Ricondo will develop assumptions regarding relationships between historical economic and passenger activity, from which it will derive forecasts of future passenger and air service activity based on the projections of economic activity presented in the prior chapter and known changes in the provision of air service by the airlines serving the Airport.

### **Sub-task 2.7 Financial Analysis**

This chapter examines the relationship between the Airport's financial performance and passenger demand. It begins with a review of the County's airline business agreement, which establishes the methodology used in setting the Airport's rates and charges and the terms on which the airlines have access to the Airport's terminal facilities. The chapter continues with a review of the Airport's recent financial performance, which provides a basis for the development of assumptions regarding the relationships between Airport revenues and expenses, inflation, and passenger activity. The chapter also sets forth assumptions related to the operating costs and revenues related to the projects to be financed by the proposed transaction. Based on these assumptions, the passenger and air service activity forecasts set forth in the preceding chapter, and the incorporation of the estimated annual debt service related to the proposed transaction (and any future bonds that may be issued in the near term), Ricondo will develop a pro forma projection of the Airport's financial performance for a period extending between five and ten years to demonstrate the County's ability to maintain compliance with the Resolution including the calculation of debt service coverage.

### **Sub-task 2.8 Document Production**

In accordance with the County's financing schedule, the Feasibility Report will be developed over the course of three drafts (Draft 1, Draft 2, and Final Report). Each draft is circulated to the financing team, after which a conference call or in-person meeting is usually scheduled to review the document and gather feedback. The first draft typically takes between 45 and 60 days to complete, during which most of the information gathering and writing takes place. The subsequent drafts usually take between 10 to 21 days to complete, in response to comments and corrections offered by the financing team. The near final draft is usually provided to the rating agencies in anticipation of meetings with the rating analysts. A final version, reflecting all the comments of the financing team, will be prepared for publication in the Preliminary Official Statement. Unless there is a material change in the pro forma financial forecast resulting from the pricing of the transaction, this final version is also included in the Final Official Statement.

### **Task 3: Other Services**

In conjunction with the development of the Feasibility Report, Ricondo anticipates the following services will be required:



### **Sub-task 3.1 In-Person Meetings**

Two Ricondo staff (1 Vice President and 1 Director) will travel to the County's offices for three in-person meetings to review drafts of the Feasibility Report. The purpose of these meetings is to gather and discuss comments and edits on the Feasibility Report from the bond team. The subsequent addressing of these comments and edits in the report document forms the basis of the redline version of the next draft. Either Ricondo or another member of the bond team will prepare an agenda for each meeting. No other presentations or materials will be required for these meetings. Ricondo will prepare meeting notes subsequent to each meeting, as necessary. The budget reflected in **Table 1** includes the cost for three two-person visits to the Airport. Ricondo participation in in-person meetings will be coordinated with the County. If any or all in-person meetings are determined to not be necessary, Ricondo will participate virtually in such meetings.

### **Sub-task 3.2 Document Review Meetings**

This task will include participation in three telephone conference call meetings to review the Feasibility Report as well as other documents necessary for the issuance of the Series 2024 Bonds. Similar to the in-person meetings described in Task 3.1, the document review meetings will be attended by two Ricondo staff (1 Vice president and 1 Director), with the purpose of discussing comments and edits on the Feasibility Report. Either Ricondo or another member of the bond team will prepare an agenda for each meeting. No other presentations or materials will be required for these meetings. Ricondo will prepare meeting notes subsequent to each meeting, as necessary.

### **Sub-task 3.3 Rating Agency Preparation and Participation**

This task will include preparation of any documentation necessary to prepare for the bond rating agency meetings and participation in two conference call meetings to prepare for meetings. This task also includes Ricondo's attendance (one one-person two-day trip by a Vice President) at and participation in the bond rating agency meetings, which are assumed to take place either at the Airport or in New York, NY.

### **Sub-task 3.4 Closing Documents**

This task will include the preparation and execution of any certificates and documents required for closing.

### **Sub-task 3.5 Contract Administration**

This task includes Ricondo's administration of the contract/task, including invoicing, preparation of status reports, and other related administrative tasks.

## **Task 4: Additional Drafts (Time and Materials)**

Drafts of the Feasibility Report will be completed in conjunction with an overall bond transaction schedule to be developed by the County's financial advisor, with input from Ricondo and County staff. Shifts in schedule of the transaction, or the information demands of the financing team, may result in the need for additional drafts. Ricondo will only undertake additional drafts with the understanding and approval of the County. The approximate cost of each additional draft is presented in Table 1 as an optional fee per



additional draft and assumes no expenses other than labor for the document production and document review. Additional in-person meetings beyond those described in Task 3 would be authorized under a separate task order.

### **Schedule**

The first draft of the Feasibility Report is anticipated for distribution to the County and other financing team members within 45 to 60 days of official kickoff of the bond transaction. Ricondo will review, revise, and distribute subsequent drafts of the Feasibility Report in accordance with the financing schedule which assumes a bond issuance in November 2024.

### **Deliverables**

- Feasibility Report drafts (up to three, unless additional drafts are needed per Task 4)
- Final Feasibility Report for inclusion in the Official Statement
- Any required certificates and closing documents pertaining to Ricondo's work as the feasibility consultant

### **PROJECT TEAM:**

The Project Team consists of:

Ricondo & Associates, Inc. (Overall Task Management and Preparation of the Feasibility Report and Associated Services)



## **Appendix A**

### **Fee Estimate Summary**

**Exhibit A-1: FEE Proposal for I-24-PBI-R-014: 2024 Bond Feasibility Report**  
**Palm Beach County Department of Airports - Airport Planning Consultant Services**  
**Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary**

	Rates:						Total Hours	R&A Labor (\$)	R&A TRAVEL EXPENSES (\$)	TOTAL COST (\$)	EBO Amounts (\$)
	\$350.00	\$305.00	\$245.00	\$205.00	\$163.00	\$163.00					
	HOURS										
	Vice President	Director	Managing Consultant	Senior Consultant	Consultant	Technical Specialist					
<b>1 Initial Coordination and Data Gathering</b>											
1.1 Initial Coordination and Data Gathering	8	8	0	8	0	0	24	\$6,880.00	\$0.00	\$6,880.00	\$0.00
<b>Subtotal</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>\$6,880.00</b>	<b>\$0.00</b>	<b>\$6,880.00</b>	<b>\$0.00</b>
<b>2 Report of the Airport Consultant <sup>1/</sup></b>											
2.1 Letter and Summary of Report	2	4	0	4	0	0	10	\$2,740.00	\$0.00	\$2,740.00	\$0.00
2.2 The Series 2025 Bonds Proposed Financing	4	24	0	16	0	0	44	\$12,000.00	\$0.00	\$12,000.00	\$0.00
2.3 The Airport	4	16	0	8	24	0	52	\$11,832.00	\$0.00	\$11,832.00	\$0.00
2.4 The Capital Program and Funding Sources	8	24	24	16	0	0	72	\$19,280.00	\$0.00	\$19,280.00	\$0.00
2.5 Demographic and Economic Analysis	8	8	56	80	0	0	152	\$35,360.00	\$0.00	\$35,360.00	\$0.00
2.6 Passenger Demand and Air Service Analysis	8	40	0	60	20	0	128	\$30,560.00	\$0.00	\$30,560.00	\$0.00
2.7 Financial Analysis	8	40	0	40	0	0	88	\$23,200.00	\$0.00	\$23,200.00	\$0.00
2.8 Document Production	0	24	0	54	0	6	84	\$19,368.00	\$0.00	\$19,368.00	\$0.00
<b>Subtotal</b>	<b>42</b>	<b>180</b>	<b>80</b>	<b>278</b>	<b>44</b>	<b>6</b>	<b>630</b>	<b>\$154,340.00</b>	<b>\$0.00</b>	<b>\$154,340.00</b>	<b>\$0.00</b>
<b>3 Other Related Services</b>											
3.1 In Person Meetings <sup>2/</sup>	16	16	0	0	0	0	32	\$10,480.00	\$7,950.00	\$18,430.00	\$0.00
3.2 Document Review Conference Calls <sup>3/</sup>	12	12	0	0	0	0	24	\$7,860.00	\$0.00	\$7,860.00	\$0.00
3.3 Rating Agency Preparation and Participation <sup>4/</sup>	16	24	0	0	0	0	40	\$12,920.00	\$1,650.00	\$14,570.00	\$0.00
3.4 Closing Documents	1	0	0	2	0	0	3	\$760.00	\$0.00	\$760.00	\$0.00
3.5 Contract Administration	0	16	0	0	0	0	16	\$4,880.00	\$0.00	\$4,880.00	\$0.00
<b>Subtotal</b>	<b>45</b>	<b>68</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>115</b>	<b>\$36,900.00</b>	<b>\$9,600.00</b>	<b>\$46,500.00</b>	<b>\$0.00</b>
<b>4 Additional Draft (Optional Services - T&amp;M)</b>											
4.1 Optional Drafts (one additional Draft)	2	6	4	10	12	0	34	\$7,516.00	\$0.00	\$7,516.00	\$0.00
<b>Subtotal</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>10</b>	<b>12</b>	<b>0</b>	<b>34</b>	<b>\$7,516.00</b>	<b>\$0.00</b>	<b>\$7,516.00</b>	<b>\$0.00</b>
<b>Total Base Proposal Hours</b>	<b>97</b>	<b>262</b>	<b>84</b>	<b>298</b>	<b>56</b>	<b>6</b>	<b>803</b>				
<b>Subtotal Base Labor Costs &amp; Expenses</b>	<b>\$33,950.00</b>	<b>\$79,910.00</b>	<b>\$20,580.00</b>	<b>\$61,090.00</b>	<b>\$9,128.00</b>	<b>\$978.00</b>	<b>\$205,636.00</b>	<b>\$205,636.00</b>	<b>\$9,600.00</b>	<b>\$215,236.00</b>	<b>\$0.00</b>

**Table 2**

Ricordo & Associates, Inc. - Reimbursable Travel Expenses (I-24-PBI-R-0014, 2024 Bond Feasibility Report)

Task Description	Travel Expense Assumptions												Grand Total
	HOTEL (Unit Cost)	# of Nights	# of People Traveling	Subtotal	Meals and Incidentals (Allowance)	# of Days	# of People Traveling	Subtotal	Airfare (Unit Cost)	# of Trips	# of People Traveling	Subtotal	
<b>1 Initial Coordination and Data Gathering</b>	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
<b>2 Report of the Airport Consultant 1/</b>													
2.1 Letter and Summary of Report	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
2.2 The Series 2025 Bonds Proposed Financing	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
2.3 The Airport	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
2.4 The Capital Program and Funding Sources	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
2.5 Demographic and Economic Analysis	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
2.6 Passenger Demand and Air Service Analysis	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
2.7 Financial Analysis	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
2.8 Document Production	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
<b>3 Other Related Services</b>													
3.1 In Person Meetings 2/	\$ 250.00	3	2	\$ 1,500.00	\$ 75.00	3	2	\$ 450.00	\$ 1,000.00	3	2	\$ 6,000.00	\$ 7,950.00
3.2 Document Review Conference Calls 3/	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
3.3 Rating Agency Preparation and Participation 4/	\$ 250.00	2	1	\$ 500.00	\$ 75.00	2	1	\$ 150.00	\$ 1,000.00	1	1	\$ 1,000.00	\$ 1,650.00
3.4 Contract Administration	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
<b>4 Additional Draft (Optional Services - TR&amp;M)</b>													
4.1 Optional Drafts (one additional Draft)	\$ 250.00	0	0	\$ -	\$ 150.00	0	0	\$ -	\$ 500.00	0	0	\$ -	\$ -
												<b>Subtotal</b>	<b>\$ 9,600.00</b>

**Notes:**

1/ Assumes 6 drafts (4 preliminary, 1 Rating Agency, 1 POS)

/

/

4/ Assumes 2 consecutive days for rating agency meetings in Palm Beach or New York. Expenses assume \$1,000 airfare, \$250 lodging (2 nights), and \$75 meal per diem for one person.



## **AIRPORT PLANNING CONSULTING SERVICES**

### **Exhibit A-2: Scope of Services**

---

#### **Task III-22-DOA-R-001: Miscellaneous Planning, Financial, Airport Business, Management Support, & Environmental Services (Replenish)**

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

---

#### **Introduction**

The Palm Beach County Department of Airports (DOA) is in the process of implementing different airport development programs at each of its four airports. Therefore, there are numerous activities occurring that require the DOA's review and analysis, and may require the assistance of Ricondo & Associates, Inc. and or its team of subconsultants (collectively the Ricondo Team. To support these efforts, an allowance account would be established to allow the Ricondo Team to assist the DOA with miscellaneous planning, financial, airport business and management support services that require quick-turnaround airport planning analyses or advisory services on an as-needed basis.

This scope of services describes the services that could be provided by the Ricondo team as staff extension support to the DOA as the need to assist with various planning, financial, airport business/management, and environmental efforts becomes necessary.

#### **Task and Cost**

This task will be performed on an as-needed basis and therefore will be conducted on a time and materials basis. A budget allowance of \$250,000.00 will be established.

#### **Scope of Services**

These analyses and services may relate to, but not necessarily be limited to, airport facility layout and land use analyses, airspace/obstruction evaluations, business/financial planning, operational assessments, management support, and other miscellaneous planning support services. These services may relate to the Palm Beach International Airport (PBI), North Palm Beach County General Aviation Airport (F45), Palm Beach County Park Airport (LNA) or Palm Beach County Glades Airport (PHK). The subject matter may include, but not necessarily be limited to:

- Aviation Planning



- Air Service studies
- Financial analyses
- Airfield, landside, terminal and concessions planning
- Land use planning
- Land acquisition
- Market assessment
- Appraisal services
- Land development support
- Stormwater and environmental planning
- IT Planning support services/technology master planning support
- airport activity forecasting
- RFP/RFQ Development Support
- Performance Standards and Operational Requirements for Customer/Passenger or Business Partner Services (e.g. ground servicing equipment, storage areas, concessions spaces, baggage handling)
- Common Use Systems Consulting and Advisory Services
- Benchmarking Studies
- Best Practices Research and Assessments
- Rates and Charges Studies (airline, tenants, parking facilities, etc.)
- Staff Extension Services (part time or full time as needed)
- Other targeted Airport Business and Operations Advisory Services, as needed

**PROJECT TEAM:**

To be determined as requests are made by the DOA.

**Deliverables:**

The deliverables will be dependent on the support services requested by the DOA, but it is anticipated that these may consist of one or more of the following options:

1. Findings/conclusions in PowerPoint Presentation format.
2. Visual illustrations prepared using various graphics or drafting software tools, and delivered to the DOA in PDF, JPEG or PGN formats.
3. Source files, such as AutoCAD drawings, MS Word documents, MS Excel tables and graphs, MS Project schedules.





4. Technical memorandums or briefs necessary to communicate an approach, assumptions or changes to the associated tasks.



**No Labor Fee Estimate Summary Attached**

**Task will be Performed on a Task Order Basis**

**EXHIBIT "B-I"**

**SUMMARY OF FEES, EXPENSES AND PAYMENTS**

B-I

**PROJECT NAME:**

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

**RESOLUTION NO:**

2024-XXXX

**CONSULTANT:**

Ricondo & Associates, Inc.

**PHONE NO.:**

(305) 260-2727

**CONTACT:**

Pete Ricondo

**FAX NO:**

(305) 260-2728

**DATE:**

11-Apr-24

**DEPARTMENT:**

Airports

<b>Local S-WBE and S-MBE Subcontractor Amount</b>					
<b>Name, Address and Phone Number of DBE Subcontractor</b>	<b>Type of Work to be Performed</b>	<b>Small Woman Business Enterprise</b>	<b>Small Minority Business Enterprise</b>	<b>Share</b>	<b>Letter of Intent Goal</b>
American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624  Office: (813) 374-2200	Civil Engineering	\$ -	\$ -	0.0%	7.0%
Colome & Associates, Inc. 530 24th Street West Palm Beach, Florida 33407  Office: (561) 833-9147	Architectural Services	\$ -		0.0%	5.0%
Environmental Quality, Inc. 212 US Highway 1 Tequesta, FL 33469  Office: (561) 575-6778	Environmental	\$ -	\$ -	0.0%	2.0%
JMorton Planning and Landscape Architecture, Inc. 3910 RCA Boulevard, Suite 101 Palm Beach Gardens, FL 33410  Office: (561) 500-5060	Land Development and Planning Support	\$ -	\$ -	0.0%	3.0%
The Valerin Group 2101 Vista Parkway, Suite 301 West Palm Beach, FL 33411  Office: (561) 440-4446	Communications & Public Relations	\$ -	\$ -	0.0%	3.0%
<b>Total:</b>		\$ -	\$ -	<b>0.0%</b>	<b>20.0%</b>
<b>Total Fee:</b>		\$ 465,236.00	<b>Total % of S-WBE/S-MBE Participation:</b>		<b>0.00%</b>

**Table 1**

Level/Task Fee Structure - Ricondo Work Program #4 (Contract Amendment #3)

<b>Task Description</b>	<b>Lump Sum Amount</b>	<b>T&amp;M Amount</b>	<b>Reimbursable Expenses</b>	<b>Allowance Account</b>	<b>Total Cost</b>	
<b>Level 1 Tasks:</b>						
<b>PBI:</b>						
I-24-PBI-R-014 2024 Bond Feasibility Report	\$ 198,120.00	\$ 7,516.00	\$ 9,600.00	\$ -	\$ 215,236.00	
<b>Subtotal - Level 1 Tasks</b>	<b>\$ 198,120.00</b>	<b>\$ 7,516.00</b>	<b>\$ 9,600.00</b>	<b>\$ -</b>	<b>\$ 215,236.00</b>	
<b>Level 3 Tasks:</b>						
III-22-DOA-R-001 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services (Replenish)		Unknown at this Time		\$ 250,000.00	\$ 250,000.00	
<b>Subtotal - Level 3 Tasks</b>		<b>Unknown at this Time</b>		<b>\$ 250,000.00</b>	<b>\$ 250,000.00</b>	
<b>Grand Total</b>	<b>\$ 198,120.00</b>	<b>\$ 7,516.00</b>	<b>\$ 9,600.00</b>	<b>\$ 250,000.00</b>	<b>\$ 465,236.00</b>	
<b>Share</b>		43%	2%	2%	54%	100%

Sources: R&A Team

Prepared by: Ricondo & Associates, Inc.

**Table 2**

Team Fee Estimate Summary - Ricondo Work Program #4 (Amendment #3)

Task Description	Ricondo	MBE / SBE / WBE Consultants		Total
		None		
<b>Level 1 Tasks:</b>				
<b>PBI:</b>				
I-24-PBI-R-014 2024 Bond Feasibility Report	\$ 215,236.00	\$ -		\$ 215,236.00
<b>Subtotal - Level 1 Tasks</b>	<b>\$ 215,236.00</b>	<b>\$ -</b>		<b>\$ 215,236.00</b>
<b>Level 3 Tasks:</b>				
III-22-DOA-R-001 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services (Replenish)		<b>Unknown at this Time</b>		\$ 250,000.00
<b>Subtotal - Level 3 Tasks</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 250,000.00</b>
<b>Grand Total</b>	<b>\$ 215,236.00</b>	<b>\$ -</b>		<b>\$ 465,236.00</b>
<b>Share</b>	46%	0%		<b>100%</b>

Sources: R&amp;A Team

Prepared by: Ricondo &amp; Associates, Inc.



**Prime Consultant Labor and Fee Estimate Summary - Work Program #4 (Amendment #3)**  
**Palm Beach County Department of Airports - Airport Planning Consultant Services**  
**Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary**

Rates: **\$350.00    \$305.00    \$245.00    \$205.00    \$163.00    \$163.00**

	HOURS						Total Hours	R&A Labor (\$)	R&A TRAVEL EXPENSES (\$)	SUBCONSULTANT LABOR & EXPENSES (\$)	TOTAL COST (\$)	Local EBO Amounts (\$)
	Vice President	Director	Managing Consultant	Senior Consultant	Consultant	Technical Specialist						
<b>Level 1 Tasks:</b>												
I-24-PBI-R-014 2024 Bond Feasibility Report	97	262	84	298	56	6	803	\$205,636.00	\$9,600.00	\$0.00	\$215,236.00	\$0.00
<b>Subtotal (Level I Tasks)</b>	<b>97</b>	<b>262</b>	<b>84</b>	<b>298</b>	<b>56</b>	<b>6</b>	<b>803</b>	<b>\$205,636.00</b>	<b>\$9,600.00</b>	<b>\$0.00</b>	<b>\$215,236.00</b>	<b>\$0.00</b>
<b>Level 3 Tasks:</b>												
III-22-DOA-R-001 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services (Replenish)	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal (Level III Tasks)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Total Base Proposal Hours	97	262	84	298	56	6	803					
<b>Subtotal Base Labor Costs &amp; Expenses</b>	<b>\$33,950.00</b>	<b>\$79,910.00</b>	<b>\$20,580.00</b>	<b>\$61,090.00</b>	<b>\$9,128.00</b>	<b>\$978.00</b>	<b>\$205,636.00</b>	<b>\$205,636.00</b>	<b>\$9,600.00</b>	<b>\$0.00</b>	<b>\$215,236.00</b>	<b>\$0.00</b>
												0.0%

**EXHIBIT "B-II"**  
**SCHEDULE OF PAYMENTS**

**B-II**



# EXHIBIT B-II

## SCHEDULE OF PAYMENTS

The Scope of Work to be completed by the Consultant as defined in Exhibit "A" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the 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:

### **LEVEL I TASKS**

Task(s) to be Completed:

**I-24-DOA-R-014      2024 Bond Feasibility Report**

Completion Time: 6 Months

Compensation for Phase 1: \$215,236.00

Deliverables Required: See Exhibit A for list of deliverables.

### **LEVEL II TASKS**

**None**

### **LEVEL III TASKS**

**III-22-DOA-R-001      Miscellaneous Planning, Financial, and Airport Business/Management and Environmental Support Services (Replenish)**

Completion Time: TBD

Compensation for Phase 1: \$250,000.00

Deliverables Required: Established on a task basis

**EXHIBIT "C"**

**PROPOSED SCHEDULES**

# PALM BEACH COUNTY AIRPORT PLANNING CONSULTING SERVICES

## EXHIBIT C - PROPOSED SCHEDULES

TASKS TO BE COMPLETED:

	TASK DESCRIPTION	DURATION
<b>Level I Tasks:</b>		
Exhibit A-1: I-24-DOA-R-014	2024 Bond Feasibility Report	12 Months
<b>Level II Tasks:</b>		
No Tasks		N/A
<b>Level III Tasks:</b>		
Exhibit A-3: III-24-DOA-R-001	Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services	TBD

**EXHIBIT "D"**

EBO SCHEDULES 1 & 2

**OEBO SCHEDULE 1**

**LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION**

**SOLICITATION/PROJECT/BID NAME:** Airport Planning Consultant Services  
**NAME OF PRIME RESPONDENT/BIDDER:** Ricondo & Associates, Inc.  
**CONTACT PERSON:** Pete Ricondo  
**SOLICITATION OPENING/SUBMITTAL DATE:** October 21, 2021

**SOLICITATION/PROJECT/BID No.:** DOA 21-11 (Amendment #3)  
**ADDRESS:** 1000 NW 57th Court, Suite 920, Miami FL, 33126  
**PHONE NO.:** (305) 260-2727 **E-MAIL:** pricondo@ricondo.com  
**DEPARTMENT:** Department of Airports

**PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.**

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
1. Ricondo & Associates, Inc. 1000 NW 57th Court, Suite 920 Miami FL, 33126	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$215,236.00	
2. American Infrastructure Development, Inc. 3810 Northdale Blvd., Suite 170 Tampa, Florida 33624	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3. Colome & Associates, Inc. 530 24th Street West Palm Beach, Florida 33407	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$ 0.00	\$0.00	\$0.00	
4. Environmental Quality, Inc. 212 US Highway 1 Tequesta, FL 33469	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$ 0.00	\$0.00	\$0.00	
5. JMorton Planning & Landscape Architecture, Inc. 3910 RCA Boulevard, Suite 101 Palm Beach Gardens, FL 33410	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(Please use additional sheets if necessary)				<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$215,236.00

Total Bid Price \$ \$465,236.00.

Total SBE - M/WBE Participation \$0.00

I hereby certify that the above information is accurate to the best of my knowledge:  Pete Ricondo  
 Signature Title

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

# OEBO SCHEDULE 1

## LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

**SOLICITATION/PROJECT/BID NAME:** Airport Planning Consultant Services  
**NAME OF PRIME RESPONDENT/BIDDER:** Ricondo & Associates, Inc.  
**CONTACT PERSON:** Pete Ricondo  
**SOLICITATION OPENING/SUBMITTAL DATE:** October 21, 2021


**SOLICITATION/PROJECT/BID No.:** DOA 21-11 (Amendment #3)  
**ADDRESS:** 1000 NW 57th Court, Suite 920, Miami FL, 33126  
**PHONE NO.:** (305) 260-2727 **E-MAIL:** pricondo@ricondo.com  
**DEPARTMENT:** Department of Airports

**PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.**

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Aguiree Project Resources, LLC 2955 Wood Lake Trail, Grand Prairie, TX 75054 Office: 214-552-5172	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
2. Barich, Inc. 2241 E. Pecos Road, Suite 2, Chandler, AZ 85225 Office: 480.361.4122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
3. Carolyn Binder, CPA, LLC 9300 Conroy Windermere Rd, Windermere, FL 34786 Office: 407.319.0301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
4. Environmental Science Associates 5401 South Kirkman Road, Suite 475 Orlando, FL 32819 Office: 407.312.1294	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
5. EXP U.S. SERVICES, INC. 201 Alhambra Circle Coral Gables, Florida Office: 305-631-2208	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
(Please use additional sheets if necessary)				<b>Total</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
				<b>Total SBE - M/WBE Participation</b>	<u>\$0.00</u>			

**Total Bid Price \$** \$465,236.00.

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

  
 \_\_\_\_\_  
 Signature

Senior Vice President  
 \_\_\_\_\_  
 Title

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

# OEBO SCHEDULE 1

## LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

**SOLICITATION/PROJECT/BID NAME:** Airport Planning Consultant Services  
**NAME OF PRIME RESPONDENT/BIDDER:** Ricondo & Associates, Inc.  
**CONTACT PERSON:** Pete Ricondo  
**SOLICITATION OPENING/SUBMITTAL DATE:** October 21, 2021

**SOLICITATION/PROJECT/BID No.:** DOA 21-11 (Amendment #3)  
**ADDRESS:** 1000 NW 57th Court, Suite 920, Miami FL, 33126  
**PHONE NO.:** (305) 260-2727 **E-MAIL:** pricondo@ricondo.com  
**DEPARTMENT:** Department of Airports

**PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.**

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
		Minority/Women Business	Small Business					
1. The Valerín Group, Inc. 2101 Vista Parkway Suite 301 West Palm Beach, FL 33411 Office: 561.440.4446	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Woolpert 4454 Idea VCenter Boulevard Dayton, OH 45430 Office: +1.937.531.1631	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Cherry Bekaert 1111 Metropolitan Ave, Ste 900 Charlotte, NC 28204 Office: 1.704.940.2663	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Brown & Phillips, Inc. 1860 Old Okeechobee Road, Suite 509 West Palm Beach, FL 33409 Office: (561) 615-3988	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Quadrex, Aviation P.O. Box 34155 Melbourne, FL 32903-1155 Office: (321) 574-5633	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Please use additional sheets if necessary)				<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00
				<b>Total Bid Price \$</b>	<b>\$465,236.00</b>			
				<b>Total SBE - M/WBE Participation</b>	<b>\$0.00</b>			

I hereby certify that the above information is accurate to the best of my knowledge:  Senior Vice President  
Signature Title

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

# OEBO SCHEDULE 1


## LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services  
 NAME OF PRIME RESPONDENT/BIDDER: Ricondo & Associates, Inc.  
 CONTACT PERSON: Pete Ricondo  
 SOLICITATION OPENING/SUBMITTAL DATE: October 21, 2021

SOLICITATION/PROJECT/BID No.: DOA 21-11 (Amendment #3)  
 ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126  
 PHONE NO.: (305) 260-2727 E-MAIL: pricondo@ricondo.com  
 DEPARTMENT: Department of Airports

**PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.**

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)	
1. HMMH 700 District Avenue, Suite 800 Burlington, MA 01803 Office (781) 852-3156	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2. ME Egan Consulting 269 Highland Avenue Winchester, MA 01890 Office: (617) 504-5941	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3. Faith Group 3101 S. Hanley Road  St. Louis, MO 63143 Office: (314) 991-2228	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(Please use additional sheets if necessary)				Total	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Total Bid Price \$ <u>\$465,236.00</u>				Total SBE - M/WBE Participation <u>\$0.00</u>					

I hereby certify that the above information is accurate to the best of my knowledge:  Senior Vice President  
Signature Title

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



**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
DX00001780	Ricondo & Associates, Inc.	Modified	Compliant					DOA 21-11	Airport Planning Consultant Services
		A+g , XV	American Guarantee and Liability Insurance Company	AUC648509700	8/1/2023	8/1/2024	Excess Liability		
		A+g , XV	American Zurich Insurance Company	CPO771955600	8/1/2023	8/1/2024	General Liability		
		A , XV	Lloyd's Syndicate 2623 (Beazley Furlonge Limited)	W163DD231001	8/1/2023	8/1/2024	Professional Liability		
		A+g , XV	American Zurich Insurance Company	WC669614200	8/1/2023	8/1/2024	Workers Comp		

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



## **Contract History**

### **Project No. DOA 21-11**

**PALM BEACH COUNTY DEPARTMENT OF AIRPORTS  
PROFESSIONAL SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR AIRPORT PLANNING CONSULTING SERVICES  
CONTRACT HISTORY  
PROJECT NO. DOA 21-11**

<b>CONTRACT NO.</b> R2022-0888 <b>DATE APPROVED BY BCC</b> 8/23/2022 <b>EXPIRATION DATE</b> 8/23/2024 <b>ORIGINAL CONTRACT AMOUNT =</b> \$2,021,165.00 <b>DBE COMMITMENT</b> 11.00% <b>ORIGINAL AGREEMENT SERVICES:</b>	*Pursuant to Article 2 Performance Period continued performance of on-going services related to tasks authorized prior to the expiration of the contract shall extend the term presented to allow completion of the task  The Professional Services Agreement with Ricondo & Associates, Inc. for a term of two (2) years, with two one (1) year renewal options in the amount of \$2,021,165 for the performance of Airport Planning Consulting Services related to the approved Palm Beach County's system of Airports Program. Original agreement includes the following: Airfield Capacity Update and Alternatives Analyses; PBI Wildlife Hazard Assessment; PBI Gate Capacity Analyses & Incremental Development Strategy; PBI Aviation Activity Forecasts; PBI Public/Employee Parking Capacity Analysis; PBI Airport Layout Plan Revision; Capital Improvement Program (CIP) Manual and Project Sheets; GASB 87 Lease Accounting Support; General Aviation Airport Master Plan Updates Gap Analysis; Capital Improvement Program (CIP) Planning Support; Passenger Facility Charge (PFC) Support; Miscellaneous Planning, Financial, and Airport Business/Management Support Services; Miscellaneous NEPA Processing Services
--	---

AMEND No.	BCC APPROVAL DATE	DBE COMMITMENT	AMEND TIME	AMENDMENT AMOUNT	NEW CONTRACT AMOUNT	STATUS	DESCRIPTION
1	5/16/2023	14.43%		\$1,189,895.34	\$3,211,060.34	Approved R2023-0700	LNA Safety Assessment; LNA Master Plan Update; Miscellaneous Planning, Financial, and Airport Business/Management Support Services; Miscellaneous NEPA Processing Services
2	1/23/2004	4.26%		\$453,243.00	\$3,664,303.34	Approved R2024-0045	PBI Cyber Security Implementation Support (Phase 3B); PBI Runway 10L-28R Exit Taxiway Evaluation; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
3	Pending	0.00%		\$465,236.00	\$4,129,539.34	Pending Approval	2024 Bond Feasibility Report; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services

**PALM BEACH COUNTY DEPARTMENT OF AIRPORTS  
 PROFESSIONAL SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR AIRPORT PLANNING CONSULTING SERVICES  
 CONTRACT HISTORY  
 PROJECT NO. DOA 21-11**

<b>CONTRACT NO.</b> <b>DATE APPROVED BY BCC</b> <b>EXPIRATION DATE</b> <b>ORIGINAL CONTRACT AMOUNT =</b> <b>DBE COMMITMENT</b> <b>ORIGINAL AGREEMENT SERVICES:</b>	R2022-0888 8/23/2022 8/23/2024 \$2,021,165.00 11.00% The Professional Services Agreement with Ricondo & Associates, Inc. for a term of two (2) years, with two one (1) year renewal options in the amount of \$2,021,165 for the performance of Airport Planning Consulting Services related to the approved Palm Beach County's system of Airports Program. Original agreement includes the following: Airfield Capacity Update and Alternatives Analyses; PBI Wildlife Hazard Assessment; PBI Gate Capacity Analyses & Incremental Development Strategy; PBI Aviation Activity Forecasts; PBI Public/Employee Parking Capacity Analysis; PBI Airport Layout Plan Revision; Capital Improvement Program (CIP) Manual and Project Sheets; GASB 87 Lease Accounting Support; General Aviation Airport Master Plan Updates Gap Analysis; Capital Improvement Program (CIP) Planning Support; Passenger Facility Charge (PFC) Support; Miscellaneous Planning, Financial, and Airport Business/Management Support Services; Miscellaneous NEPA Processing Services
---	---

\*Pursuant to Article 2 Performance Period continued performance of on-going services related to tasks authorized prior to the expiration of the contract shall extend the term presented to allo completion of the task

AMEND No.	BCC APPROVAL DATE	DBE COMMITMENT	AMEND TIME	AMENDMENT AMOUNT	NEW CONTRACT AMOUNT	STATUS	DESCRIPTION
				\$2,108,374.34	\$4,129,539.34		
					\$0.00		Scope Reduction
				<b>Total Contract</b>	<b>\$4,129,539.34</b>		



## Signatory Authorization



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

## Detail by Entity Name

Foreign Profit Corporation  
RICONDO & ASSOCIATES, INC.

### Filing Information

**Document Number** P28662  
**FEI/EIN Number** 36-3663903  
**Date Filed** 03/28/1990  
**State** IL  
**Status** ACTIVE

### Principal Address

20 N Clark St.  
 Suite #1500  
 Chicago, IL 60602-4185

Changed: 04/22/2021

### Mailing Address

20 N Clark St.  
 Suite #1500  
 Chicago, IL 60602-4185

Changed: 04/22/2021

### Registered Agent Name & Address

CORPORATION SERVICE COMPANY  
 1201 HAYS STREET  
 TALLAHASSEE, FL 32301

Name Changed: 08/17/2021

Address Changed: 08/17/2021

### Officer/Director Detail

#### **Name & Address**

Title Director, VP

Mckenna, Darrin  
 515 King St  
 Suite 500  
 Alexandria, VA 22314

Title Director, VP

Branda, James  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, VP

Stanley, Jeffrey  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, VP

Chang, Joseph  
515 King Street  
Suite 500  
Alexandria, VA 22314

Title Director, VP

Woodward, Kristina  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, VP

Kielsing, Max  
909 Lake Carolyn Parkway  
Suite 850  
Irving, TX 75039

Title Director, VP

Culberson, Stephen  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, Asst. Secretary, Asst. Treasurer

Ricondo, Ramon  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, VP



Huy, Joseph A.  
2111 Palomar Airport Road  
Suite 350  
Carlsbad, CA 92011

Title Secretary, Treasurer, Director

Trezise, R. Douglas  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, VP

Hanly, Paul D.  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, VP

Quinn, Colleen  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

Title Director, VP

Jarvis, James T  
515 King St  
Suite 500  
Alexandria, VA 22314

Title Director, VP

Ricondo, Pedro  
1000 NW 57th Court  
Suite 920  
Miami, FL 33126

Title Director, VP

Williams, John C  
2 N. Central Ave  
Suite 1800  
Phoenix, AZ 85004

Title Director, VP

Boland, Michael  
20 N Clark St.  
Suite #1500

Chicago, IL 60602-4185

Title Director, VP

Ossege, Bonnie  
312 Walnut Street  
Suite 3310  
Cincinnati, OH 45202

Title Director, VP

Townsend, Chad  
700 17th Street  
Suite 1200  
Denver, CO 80202

Title Director, VP

Elliott, Bryan  
20 N Clark St.  
Suite #1500  
Chicago, IL 60602-4185

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2022	04/22/2022
2023	04/02/2023
2024	04/12/2024

**Document Images**

<a href="#">04/12/2024 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/02/2023 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/22/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/17/2021 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">04/22/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/15/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/27/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/06/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/26/2017 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">04/14/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/26/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/05/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/02/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/06/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/06/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/08/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/05/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

<a href="#">01/02/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/03/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/06/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/04/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/19/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/27/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/28/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/16/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/13/2000 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">01/18/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/22/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/27/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/24/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/26/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/04/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

## **Budget Transfer**

24-0644

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

Advantage Document Numbers

BGRV:

BGEX: 121-041224\*1212

FUND 4111      Airport Improvement & Development Fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 4/12/24	REMAINING BALANCE
<b><u>REVENUES/EXPENDITURES</u></b>								
121-A107-6505	Design/Eng/Mgmt - CIP Adm	8,808,773	10,677,754	465,236	0	11,142,990	7,234,371	3,908,619
121-A900-9909	Reserves Improvement Program	17,216,760	19,750,162	0	465,236	19,284,926	0	19,284,926
<b>Total Receipts and Balances</b>		<b>217,226,377</b>	<b>233,362,680</b>	<b>465,236</b>	<b>465,236</b>	<b>233,362,680</b>		

Signatures & Dates

By Board of County Commissioners

At Meeting of

Tuesday, May 14, 2024

Deputy Clerk to the

Board of County Commissioners

Office of Financial Management & Budget

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

*Kenneth / Koch*

4/18/24

*Lisa M...*

5/3/2024