





Amendment No. 9  
Agreement for Consulting/Professional Services  
Ricondo & Associates, Inc.  
Palm Beach International Airport

Amendment No. 9  
Ricondo & Associates, Inc.

Attachment No. 1:

Amendment No. 9 with Ricondo & Associates Inc. - two (2) Originals  
With Contract History



**AMENDMENT NO. 9 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. 9 to the Contract is made as of the 9<sup>th</sup> day of June, 2026, by and between Palm Beach County, Florida, hereinafter referred to as the 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 a Contract (R2022-0888) (the "Contract") with the CONSULTANT for the CONSULTANT to provide General Planning Consulting Services for the Palm Beach County Department of Airports ("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, Article 26 of the Contract requires an amendment to add or modify services; and

WHEREAS, on May 16, 2023, the COUNTY entered into an Amendment No. 1 (R2023-0700) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on January 23, 2024, the COUNTY entered into an Amendment No. 2 (R2024-0045) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on May 14, 2024, the COUNTY entered into an Amendment No. 3 (R2024-0545) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on August 20, 2024, the COUNTY entered into an Amendment No. 4 (R2024-0927) with the CONSULTANT for the CONSULTANT to exercise the first one (1) year renewal option for the continuation of services provided by the CONSULTANT under this contract and provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on April 8, 2025, the COUNTY entered into an Amendment No. 5 (R2025-0457) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on June 3, 2025, the COUNTY entered into an Amendment No. 6 (R2025-0724) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

WHEREAS, on July 15, 2025, the COUNTY entered into an Amendment No. 7 (R2025-0930) with the CONSULTANT for the CONSULTANT to exercise the first one (1) year renewal option for the continuation of services provided by the CONSULTANT under this contract in accordance with Article 2 of the Contract; and

WHEREAS, on March 10, 2026, the COUNTY entered into an Amendment No. 8 (R2026-0301) ("Amendment No. 8") with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports in accordance with Article 26 of the Contract; and

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 Five Hundred Ninety-Nine Thousand, Eight Hundred Dollars and No Cents (\$599,800.00) for the services in Amendment No. 9 to the original Contract.
2. To address a scrivener's error in Exhibit B to Amendment No. 8, Exhibit B to Amendment No. 8 is hereby deleted in its entirety and replaced with Attachment "A" to this Amendment.
3. 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 hereto have duly executed this Amendment No. 9 as of the day and year first above written.

ATTEST:

PALM BEACH COUNTY, FLORIDA

ATTEST:  
MICHAEL A. CARUSO  
CLERK OF THE CIRCUIT COURT  
& COMPTROLLER

PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS:

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

By: \_\_\_\_\_  
Sara Baxter, Mayor

WITNESS:  
Kimberly Davis  
SIGNATURE

CONSULTANT:  
RICONDO & ASSOCIATES, INC  
COMPANY NAME

KIMBERLY DAVIS  
Name (type or print)

P. Ricondo  
Signature

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

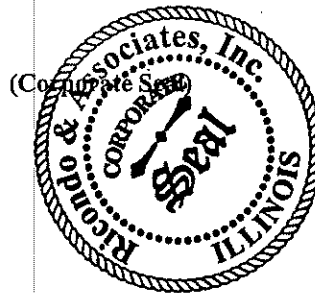
Pete Ricondo  
Name (type of print)

By: Anne Helgent  
County Attorney

Senior Vice President  
Title

APPROVED AS TO TERMS  
AND CONDITIONS

By: Sa Bk  
Director of Airports

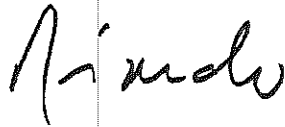


**RICONDO & ASSOCIATES, INC.  
SECRETARY'S CERTIFICATE**

I, the undersigned, as Secretary of RICONDO & ASSOCIATES, INC., a corporation organized and existing under the laws of the State of ILLINOIS, hereby certify that:

1. I am the duly elected and incumbent Secretary of Ricondo & Associates, Inc. ("Corporation") and the keeper of corporate records.
2. The By-Laws of the Corporation, as amended by on December 11, 2013, provide that Pete Ricondo, as a Senior Vice-President of the Corporation, is authorized to sign any and all contracts and/or agreements with the State of Florida – Palm Beach County Department of Aviation and to do any and all things necessary to execute the contracts and/or agreements on behalf of the Corporation.
3. The amendment to By-Laws dated December 11, 2013, a copy of which is attached hereto as Exhibit A, has not been amended, modified, or repealed and remains in full force and effect as of the date hereof.

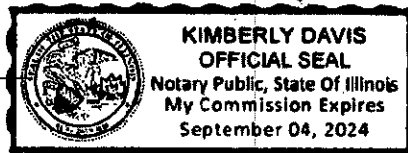
Dated this day 8th of June 2022



\_\_\_\_\_  
Ramon Ricondo, Secretary

Subscribed and sworn to before me  
this 8<sup>th</sup> day of June 2022

  
\_\_\_\_\_  
Notary Public



Commission No. 607838

**EXHIBIT A  
AMENDMENT TO BY-LAWS  
DATED DECEMBER 11, 2013**

**AMENDMENT OF BY-LAWS**  
**Dated December 11, 2013**

**ARTICLE IV**  
**OFFICERS**

*SECTION 5. THE VICE-PRESIDENTS.* (a) The vice-president (or in the event there be more than one vice-president, each of the vice-presidents) shall assist the president in the discharge of his/her duties as the president may direct and shall perform such other duties as from time to time may be assigned to him/her by the president or by the board of directors. In the absence of the president or in the event of his/her inability or refusal to act, the vice-president (or in the event there be more than one vice president, the vice-presidents in the order designated by the board of directors, or by the president if the board of directors has not made such a designation, or in the absence of any designation, then in the order of seniority of tenure as vice president) shall perform the duties of the president, and when so acting, shall have the powers of and be subject to all the restrictions upon the president. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these by-laws, the vice president (or each of them if there are more than one) may execute for the corporation certificates for its shares and any contracts, deeds, mortgages, bonds or other instruments which the board of directors has authorized to be executed (except as provided in subparagraph (b) below), and he/she may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the board of directors, according to the requirements of the form of the instrument.

(b) Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these by-laws, vice-presidents shall have the power and authority to enter into any contract or agreement, or amend or cancel the same, in the ordinary course of business of the corporation or that is normal and incidental to the day-to-day operations of the corporation without authority of the board of directors or the president provided such contract or agreement is subject to the laws and jurisdiction of the United States (or one of its territories) and does not require the corporation to perform services outside of the United States (or one of its territories). Such power expressly includes, without limitation, the power to enter into contracts or agreements for the corporation to provide aviation and related consulting services. All contracts and agreements which do not meet the specifications set forth in this subparagraph (b) shall remain subject to the direction and control of the board of directors as provided in subparagraph (a) above.

**NONGOVERNMENTAL ENTITY HUMAN TRAFFICKING AFFIDAVIT**  
**Section 787.06(13), Florida Statutes**

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

I, the undersigned, am an officer or representative of Ricondo & Associates, Inc. (Consultant) and attest that Consultant does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

**Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.**

*P. Ricondo*  
(signature of officer or representative)

Pete Ricondo, Senior Vice President  
(printed name and title of officer or representative)

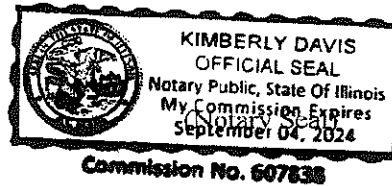
**State of Florida, County of Palm Beach**

Sworn to and subscribed before me by means of  physical presence or  online notarization this, 25th day of June, by Pete Ricondo.

Personally known  OR produced identification .

Type of identification produced \_\_\_\_\_.

*Kimberly Davis*  
NOTARY PUBLIC  
My Commission Expires: 09/04/2024  
State of Florida at large



DISCLOSURE OF OWNERSHIP INTERESTS

TO: PALM BEACH COUNTY CHIEF OFFICER, OR HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

STATE OF FLORIDA COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, this day personally appeared Pete Ricondo, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant appears herein as:

[ ] an individual or [x] the Senior Vice President of Ricondo & Associates, Inc. [position—e.g., sole proprietor, president, partner, etc.] [name & type of entity—e.g., ABC Corp., XYZ Ltd. Partnership, etc.]. The Affiant or the entity the Affiant represents herein seeks to do business with Palm Beach County through its Board of County Commissioners.

2. Affiant's address is: 200 N LaSalle Street, Suite 2900, Chicago, IL 60601

3. Attached hereto as Exhibit "A" is a complete listing of the names and addresses of every person or entity having a five percent (5%) or greater interest in the Affiant's corporation, partnership, or other principal. Disclosure does not apply to nonprofit corporations, government agencies, or to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

4. Affiant acknowledges that this Affidavit is given to comply with Palm Beach County policy, and will be relied upon by Palm Beach County and the Board of County Commissioners. Affiant further acknowledges that he or she is authorized to execute this document on behalf of the entity identified in paragraph one, if any.

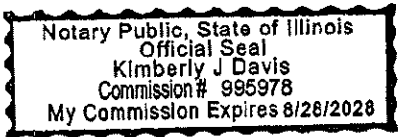
5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief it is true, correct and complete.

FURTHER AFFIANT SAYETH NAUGHT.

[Signature]
Pete Ricondo, Affiant
(Print Affiant Name)

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this 22 day of January, 2026, by Pete Ricondo, [x] who is personally known to me or [ ] who has produced as identification and who did take an oath.



[Signature]
Notary Public
Kimberly J. Davis
(Print Notary Name)
State of Illinois County of Cook
My Commission Expires: 8/28/2028



**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**

CONTRACT NO. R2022-0888  
 DATE APPROVED BY BCC 8/23/2022  
 EXPIRATION DATE 8/23/2024  
 ORIGINAL CONTRACT AMOUNT = \$2,021,165.00  
 SBE COMMITMENT 11.00%  
 ORIGINAL AGREEMENT 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 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:

AMEND No.	BCC APPROVAL DATE	RESOLUTION NUMBER	CONTRACT RENEWAL	RESOLUTION TOTAL AMOUNT	RESOLUTION TASK I AMOUNT	RESOLUTION TASK II AMOUNT	RESOLUTION TASK III BUDGET	RESOLUTION SBE COMMITMENT	NEW CONTRACT AMOUNT	STATUS	DESCRIPTION
1	5/16/2023	R2023-0700		\$1,189,895.34	\$789,895.34	\$0.00	\$ 400,000.00	14.43%	\$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	1/23/2024	R2024-0045		\$453,243.00	\$203,243.00	\$0.00	\$ 250,000.00	4.26%	\$3,564,303.34	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	5/14/2024	R2024-0545		\$465,236.00	\$215,236.00	\$0.00	\$ 250,000.00	0.00%	\$4,129,539.34	Approved R2024-0545	2024 Bond Feasibility Report; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
4	8/20/2024	R2024-0927	One (1) Year	\$472,327.69	\$222,327.69	\$0.00	\$ 250,000.00	0.00%	\$4,601,867.03	Approved R2024-0927	Exercise the first one-year renewal option for the continuation of services provided under this agreement. PBI CONRAC Advanced Planning; General Aviation Airport Exhibit A Property Map Updates; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services.
5	4/8/2025	R2025-0457		\$513,898.00	\$563,898.00	\$0.00	\$250,000.00	0.87%	\$5,415,765.03	Approved R2025-0457	Concourse B Construction Gate Optimization Analysis; PBI Cybersecurity Program Support Services, LNA Aviation Activity Forecast; F45 FBO Conceptual FBO Site Plan; DOA Triennial Review Appraisals; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
6	6/3/2025	R2025-0724		\$870,184.31	\$810,184.31	\$60,000.00	\$0.00	18.60%	\$6,285,949.34	Approved R2025-0724	LNA Aviation Easements, F45 ALP Update and Narrative Report; PHK ALP Update and Narrative Report; Capital Improvement Program (CIP) Planning Support; Passenger Facility Charge (PFC) Support
7	7/8/2025	R2025-0930	One (1) Year	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,285,949.34	Approved R2025-0930	Exercise the second one-year renewal option for the continuation of services provided under this agreement.
8	3/10/2026	R2026-0301		\$615,580.00	\$115,580.00	\$0.00	\$500,000.00	0.00%	\$6,901,529.34	Approved R2026-0301	PBI Airline Agreement Support - Phase 2
9	Pending	Pending		\$599,900.00	\$349,800.00	\$0.00	\$250,000.00	0.00%	\$7,501,329.34	Pending	Real Estate and Concession Advisory Services; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services

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**ATTACHMENT A – Exhibit B - Corrected Schedule of Payments (Amendment No. 8)**

**EXHIBIT "A"**

**GENERAL SCOPE OF SERVICES**



## **AIRPORT PLANNING CONSULTING SERVICES**

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

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#### **Task I-26-DOA-R-028: Real Estate and Concession Advisory Services**

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

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#### **Introduction**

The Palm Beach County Department of Airports (DOA) has requested the services of Ricondo and Associates, Inc. (Ricondo) to support the DOA with various concessions and real estate matters at each of its four airports. To support these efforts, an allowance account would be established to allow Ricondo to assist the DOA on an as-needed basis.

It is mutually understood that work under the Real Estate and Concession Advisory Services would only be undertaken when requested by staff from the DOA. Services performed under this Professional Services Authorization would be compensated based on a lump sum basis in accordance with the terms specified under the Master Agreement Resolution Number R2022-0888 (Solicitation DOA 21-11) for Airport Planning Consulting Services between Ricondo & Associates and the DOA.

#### **Task and Cost**

The services described herein will be performed on an as-needed basis. An allowance account of \$349,800.00 will be established, which consists of 1060 hours of labor for a Senior Director. These services will be billed on a lump sum basis commensurate with actual level of effort incurred each invoice period. A summary of the fee estimate is provided in Appendix A.

#### **Scope of Services**

##### **Task 1: Real Estate and Concessions Advisory Services**

The primary task involves assisting the DOA with real estate and concession-related matters, such as the following:

- ▣ Requests for use of DOA property, including easements and other rights of access.
- ▣ Agenda item preparation and review.
- ▣ Title, survey and appraisal development and review.



- ▣ Land acquisition and other support for the Consolidated Rental Car Facility.
- ▣ Review and develop agreements and documents such as leases, concession agreements, permits and RFPs.
- ▣ Calculate rental and minimum guarantee adjustments.
- ▣ Review and reconcile audits to ensure compliance with agreement requirements.
- ▣ Revenue forecasting for budget development.
- ▣ Contract compliance monitoring, review and resolution.
- ▣ Review and draft correspondence for DOA.

The scope of work may evolve after the RFP completion to accommodate support for other documentation requirements that may arise.

**Task 2: Task Administration**

During this effort, Ricondo will prepare a scope and labor fee estimate and prepare a status report for submittal with its invoice(s). For budgeting purposes, it is assumed that this task will have a duration of 12 months.

**Deliverables:**

The deliverables associated with this task will be dependent on the nature of DOA's requests.

The Project Team consists of:

Ricondo & Associates, Inc.

(Real Estate and Concessions Advisory Services/Task Administration)



**Appendix A**  
**Fee Estimate Summary**

**Exhibit B-2: Fee Proposal for I-26-DOA-R-028: Real Estate and Concessions Advisory Services Palm  
Beach County Department of Airports - Airport Planning Consultant Services  
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary**

Rates: **\$330.00**

	HOURS		R&A	R&A	SUBCONSULTANT	TOTAL	EBO
	Senior Director	Total Hours	Labor (\$)	EXPENSES (\$)	LABOR & EXPENSES (\$)	COST (\$)	Amounts (\$)
<b>1 Advisory Services</b>							
1.01 Requests for use of DOA Property	100	100	\$33,000.00	\$0.00	\$0.00	\$33,000.00	\$0.00
1.02 Agenda Item Preparation	40	40	\$13,200.00	\$0.00	\$0.00	\$13,200.00	\$0.00
1.03 Title, Survey, and Appraisal Development & Review	80	80	\$26,400.00	\$0.00	\$0.00	\$26,400.00	\$0.00
1.04 Land Acquisition	160	160	\$52,800.00	\$0.00	\$0.00	\$52,800.00	\$0.00
1.05 Review and Develop Agreements	200	200	\$66,000.00	\$0.00	\$0.00	\$66,000.00	\$0.00
1.06 Calculate Rental and Minimum Guarantee Adjustments	140	140	\$46,200.00	\$0.00	\$0.00	\$46,200.00	\$0.00
1.07 Review and Reconcile Audits	120	120	\$39,600.00	\$0.00	\$0.00	\$39,600.00	\$0.00
1.08 Revenue Forecasting	80	80	\$26,400.00	\$0.00	\$0.00	\$26,400.00	\$0.00
1.09 Contract Compliance Monitoring, Review and Resolution	80	80	\$26,400.00	\$0.00	\$0.00	\$26,400.00	\$0.00
1.10 Review and Draft Correspondence for DOA	40	40	\$13,200.00	\$0.00	\$0.00	\$13,200.00	\$0.00
<b>Subtotal</b>	<b>1040</b>	<b>1040</b>	<b>\$343,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$343,200.00</b>	<b>\$0.00</b>
<b>2 Task Administration</b>							
2.1 Proposal Preparation/Monthly Invoicing	20	20	\$6,600.00	\$0.00	\$0.00	\$6,600.00	\$0.00
<b>Subtotal</b>	<b>20</b>	<b>20</b>	<b>\$6,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,600.00</b>	<b>\$0.00</b>
<b>Total Base Proposal Hours</b>	<b>1060</b>	<b>1060</b>					
<b>Subtotal Base Labor Costs &amp; Expenses</b>	<b>\$349,800.00</b>	<b>\$349,800.00</b>	<b>\$349,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$349,800.00</b>	<b>\$0.00</b> <b>0.0%</b>



## **AIRPORT PLANNING CONSULTING SERVICES**

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

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#### **Task III-26-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)

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#### **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:

2022-XXXX

CONSULTANT:

Ricondo & Associates, Inc.

PHONE NO.:

(305) 260-2727

CONTACT:

Pete Ricondo

FAX NO.:

(305) 260-2728

DATE:

8-Apr-26

DEPARTMENT:

Airports

Name, Address and Phone Number of DBE Subcontractor	Type of Work to be Performed	Small Business Enterprise	Share	Letter of Intent Goal
American Infrastructure Development, Inc. 3810 Northdate 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%
Anderson & Carr, Inc. 2801 Exchange Ct, Palm Beach, FL 33409 Office: (561) 833-1661	Real Estate Appraisal Services	\$ -	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>23.0%</b>

<b>Total Fee:</b>	\$	<b>599,800.00</b>	<b>Total % of SBE Participation</b>	<b>0.00%</b>
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**Table 1**

Level/Task Fee Structure - Ricondo Work Program #9 (Contract Amendment #9)

<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>DOA:</b>					
I-26-DOA-R-028 Real Estate and Concessions Advisory Services	\$ 349,800.00	\$ -	\$ -	\$ -	\$ -
<b>Subtotal - Level 1 Tasks</b>	<b>\$ 349,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 349,800.00</b>
<b>Level 3 Tasks:</b>					
III-26-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services		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>\$ 349,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>	<b>\$ 599,800.00</b>
<b>Share</b>	<b>58%</b>	<b>0%</b>	<b>0%</b>	<b>42%</b>	<b>100%</b>

Sources: R&A Team  
Prepared by: Ricondo & Associates, Inc.

**Table 2**

Team Fee Estimate Summary - Ricondo Work Program #9 (Amendment #9)

<b>Task Description</b>	<b>Ricondo</b>	<b>Total</b>
<b>Level 1 Tasks:</b>		
<b>DOA</b>		
I-26-DOA-R-028 Real Estate and Concessions Advisory Services	\$ 349,800.00	\$ 349,800.00
<b>Subtotal - Level 1 Tasks</b>	<b>\$ 349,800.00</b>	<b>\$ 349,800.00</b>
<b>Level 3 Tasks:</b>		
III-26-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services	<b>Unknown at this Time</b>	\$ 250,000.00
<b>Subtotal - Level 3 Tasks</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>
<b>Grand Total</b>	<b>\$ 349,800.00</b>	<b>\$ 599,800.00</b>
<b>Share</b>	<b>58%</b>	<b>100%</b>

Sources: R&amp;A Team

Prepared by: Ricondo &amp; Associates, Inc.



**Prime Consultant Labor and Fee Estimate Summary - Work Program #9 (Amendment #9)**  
**Palm Beach County Department of Airports - Airport Planning Consultant Services**  
**Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary**

Rates: **\$330.00**

	HOURS		R&A	R&A	SUBCONSULTANT	TOTAL	Local EBO
	Senior Director	Total Hours	Labor (\$)	EXPENSES (\$)	LABOR & EXPENSES (\$)	COST (\$)	Amounts (\$)
<b>Level 1 Tasks:</b>							
I-26-PBI-R-028 PBI Planning Support Services	1060	1060	\$349,800.00	\$0.00	\$0.00	\$349,800.00	\$0.00
<b>Subtotal (Level I Tasks)</b>	<b>1060</b>	<b>1060</b>	<b>\$349,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$349,800.00</b>	<b>\$0.00</b>
<b>Level 3 Tasks:</b>							
III-26-DOA-R-003 Misc Planning, Financial, Airport Business/Mgmt Support and Env Planning Services	Unknown at this Time	0	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00
<b>Subtotal (Level III Tasks)</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>
Total Base Proposal Hours	1060	1060		\$0.00			
<b>Subtotal Base Labor Costs &amp; Expenses</b>	<b>\$349,800.00</b>	<b>\$349,800.00</b>	<b>\$349,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$599,800.00</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-26-DOA-R-028      Real Estate and Concession Advisory Services**

Completion Time: 9 Months

Compensation for Phase 1: \$349,800.00

Deliverables Required: See Exhibit A for list of deliverables.

### LEVEL II TASKS

None

### LEVEL III TASKS

**III-26-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-26-DOA-R-028	Real Estate and Concession Advisory Services	9 Months
<b>Level II Tasks:</b>		
No Tasks		
<b>Level III Tasks:</b>		
Exhibit A-2: III-26-DOA-R-001	Miscellaneous Planning, Financial, and Airport Business/Management and Environmental Support Services (Replenish)	TBD

**EXHIBIT "D"**

OSBD SCHEDULES 1

**OSBD SCHEDULE 1**

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services SOLICITATION/PROJECT/BID NO.: DOA 21-11 (Amendment #8)  
 SOLICITATION OPENING/SUBMITTAL DATE: April 8, 2026 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: Ricondo & Associates, Inc. ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126  
 CONTACT PERSON: Pete Ricondo PHONE NO.: (305) 260-2727 E-MAIL: pricondo@ricondo.com  
 PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$349,800.00 Non-SBE  SBE   
SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

**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	SBE	
1. American Infrastructure Development, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
2. Colome & Associates, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
3. Environmental Quality, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
4. JMorton Planning & Landscape Architecture, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
5. Carr & Anderson, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00

(Please use additional sheets if necessary)  
 Total Bid/Offer Price \$ 599,800.00 Total 0  
 Total Certified SBE Participation \$ 0.00

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

- Note:**
- 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.
  - Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OSBD Affirmative Procurement Initiative (API). Please
  - Modification of this form is not permitted and will be rejected upon submittal.
  - If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation.

**OSBD SCHEDULE 1**

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services  
 SOLICITATION OPENING/SUBMITTAL DATE: April 8, 2026

SOLICITATION/PROJECT/BID NO.: DOA 21-11 (Amendment #8)  
 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:

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 CONTACT PERSON: Pete Ricondo PHONE NO.: (305) 260-2727 E-MAIL: pricondo@ricondo.com  
 PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$349,800.00  
 SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.  Non-SBE  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	SBE	
1. HMMH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
2. ME Eagan Consulting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
3. Faith Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
4. Walker Consultants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
5. Michael Baker International	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 599,800.00 Total Certified SBE Participation \$ 0.00

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

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**OSBD SCHEDULE 1**

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services SOLICITATION/PROJECT/BID NO.: DOA 21-11 (Amendment #8)  
 SOLICITATION OPENING/SUBMITTAL DATE: April 8, 2026 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: Ricondo & Associates, Inc. ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126  
 CONTACT PERSON: Pete Ricondo PHONE NO.: (305) 260-2727 E-MAIL: pricondo@ricondo.com  
 PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$349,800.00 Non-SBE  SBE   
 SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

**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	SBE	
1. Aguirre Project Resources, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
2. Barich, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
3. Carolyn Binder, CPA, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
4. Environmental Science Associates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
5. EXP U.S. SERVICES, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 599,800.00 Total 0  
 Total Certified SBE Participation \$ 0.00

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

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**OSBD SCHEDULE 1**

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID NO.: DOA 21-11 (Amendment #8)

SOLICITATION OPENING/SUBMITTAL DATE: April 8, 2026

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: Ricondo & Associates, Inc. ADDRESS: 1000 NW 57th Court, Suite 920, Miami FL, 33126

CONTACT PERSON: Pete Ricondo PHONE NO.: (305) 260-2727 E-MAIL: pricondo@ricondo.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$349,800.00

SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE  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	SBE	
1. The Valerin Group, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
2. Woolpert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
3. Cherry Bekaert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
4. Brown & Phillips, Inc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
5. Quadrex, Aviation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 599,800.00

Total 0

Total Certified SBE Participation \$ 0.00

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

Name & Authorized Signature

Title

Senior Vice President

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**OSBD SCHEDULE 1**

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services SOLICITATION/PROJECT/BID NO.: DOA 21-11 (Amendment #8)  
 SOLICITATION OPENING/SUBMITTAL DATE: April 8, 2026 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:

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**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	SBE	
1. Lumin Advisors, LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
2. LTL Schock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
3. Tetra Tech	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
4. Campbell Hill Aviation Group, LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00
5.	<input type="checkbox"/>	<input type="checkbox"/>	

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 599,800.00 Total Certified SBE Participation \$ 0.00

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

- Note:**
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  - Modification of this form is not permitted and will be rejected upon submittal.
  - If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation.

**EXHIBIT "E"**

**CERTIFICATE OF INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>USI Insurance Services LLC</b> 2021 Spring Road, Suite 200 Oak Brook, IL 60523 312 442-7200	<b>CONTACT NAME:</b> Laurie Cloninger <b>PHONE (A/C, No, Ext):</b> 630 625-5219 <b>FAX (A/C, No):</b> 610 537-4939 <b>EMAIL ADDRESS:</b> laurie.cloninger@usi.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b> <b>Ricondo &amp; Associates, Inc.</b> 200 N. LaSalle St., Suite 2900 Chicago, IL 60601	<b>INSURER A:</b> Charter Oak Fire Insurance Company <b>NAIC #</b> 25615
	<b>INSURER B:</b> Travelers Property Cas. Co. of America <b>25674</b>
	<b>INSURER C:</b> Travelers Casualty and Surety Company <b>19038</b>
	<b>INSURER D:</b> Lloyd's Syndicate 3623 <b>NONAIC</b>
	<b>INSURER E:</b> Travelers Indemnity Company <b>25658</b>
<b>INSURER F:</b>	


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> JECT <input type="checkbox"/> LOC OTHER:			P6305Y312967COF25	08/01/2025	08/01/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
E	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BA5Y2674942543G	08/01/2025	08/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			CUP5Y3153312543	08/01/2025	08/01/2026	EACH OCCURRENCE \$17,000,000 AGGREGATE \$17,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	UB5Y26792A2543G	08/01/2025	08/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability (Claims Made)			W163DD251201	08/01/2025	08/01/2026	\$5,000,000 per claim \$5,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Network Security and Privacy Liability (Cyber) -  
Insurance Carrier: Travelers Excess and Surplus Lines Company (NAIC 29696)  
Policy Number: CYB-108072222-01  
Policy Term: 08/01/2025 - 08/01/2026  
Limit: \$3,000,000 each claim / aggregate  
(See Attached Descriptions)

<b>CERTIFICATE HOLDER</b>  Palm Beach County Board of County Commissioners Insurance Compliance, c/o EBIX, Inc. PO Box 100085 - DX Duluth, GA 30096	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## DESCRIPTIONS (Continued from Page 1)

RE: Reference No. DX00001780, Contract No. DOA 21-11, Airport Planning Consultant Services

The General Liability policy includes an automatic Additional Insured endorsement that provides Additional Insured status to the Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents, only when there is a written contract that requires such status, and only with regard to work performed by or on behalf of the named insured.

The General Liability policy contains a special endorsement with Primary and Noncontributory wording, when required by written contract.

The General Liability and Workers Compensation policies provide a Blanket Waiver of Subrogation when required by written contract, except as prohibited by law.

Umbrella Liability follows form of underlying coverages.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**BLANKET ADDITIONAL INSURED  
(ARCHITECTS, ENGINEERS AND SURVEYORS)**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

**1. The following is added to SECTION II - WHO IS AN INSURED:**

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the lim-

its of insurance described in Section III - Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

**2. The following is added to Paragraph 4.a. of SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is

COMMERCIAL GENERAL LIABILITY

available to the additional insured when that person or organization is an additional insured under any other insurance.

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you be-

fore, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:  
BUSINESS AUTO COVERAGE FORM

### PROVISIONS

1. The following is added to Paragraph **A.1.c., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph **B.5., Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Regardless of the provisions of paragraph a. and paragraph d. of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## BUSINESS AUTO EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

### BUSINESS AUTO COVERAGE FORM

**GENERAL DESCRIPTION OF COVERAGE** - This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>A. BROAD FORM NAMED INSURED</li> <li>B. BLANKET ADDITIONAL INSURED</li> <li>C. EMPLOYEE HIRED AUTO</li> <li>D. EMPLOYEES AS INSURED</li> <li>E. SUPPLEMENTARY PAYMENTS - INCREASED LIMITS</li> <li>F. HIRED AUTO - LIMITED WORLDWIDE COVERAGE - INDEMNITY BASIS</li> <li>G. WAIVER OF DEDUCTIBLE - GLASS</li> </ul> | <ul style="list-style-type: none"> <li>H. HIRED AUTO PHYSICAL DAMAGE - LOSS OF USE - INCREASED LIMIT</li> <li>I. PHYSICAL DAMAGE - TRANSPORTATION EXPENSES - INCREASED LIMIT</li> <li>J. PERSONAL PROPERTY</li> <li>K. AIRBAGS</li> <li>L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS</li> <li>M. BLANKET WAIVER OF SUBROGATION</li> <li>N. UNINTENTIONAL ERRORS OR OMISSIONS</li> </ul> |
|--|--|

### PROVISIONS

#### A. BROAD FORM NAMED INSURED

The following is added to Paragraph A.1., **Who Is An Insured**, of SECTION II - COVERED AUTOS LIABILITY COVERAGE:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

#### B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph c. in A.1., **Who Is An Insured**, of SECTION II - COVERED AUTOS LIABILITY COVERAGE:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which

this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

#### C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph A.1., **Who Is An Insured**, of SECTION II - COVERED AUTOS LIABILITY COVERAGE:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph b. in B.5., **Other Insurance**, of SECTION IV - BUSINESS AUTO CONDITIONS:
  - b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:
    - (1) Any covered "auto" you lease, hire, rent or borrow; and
    - (2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your

COMMERCIAL AUTO

permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

**D. EMPLOYEES AS INSURED**

The following is added to Paragraph A.1., Who Is An Insured, of SECTION II - COVERED AUTOS LIABILITY COVERAGE:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

**E. SUPPLEMENTARY PAYMENTS - INCREASED LIMITS**

1. The following replaces Paragraph A.2.a.(2), of SECTION II - COVERED AUTOS LIABILITY COVERAGE:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph A.2.a.(4), of SECTION II - COVERED AUTOS LIABILITY COVERAGE:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

**F. HIRED AUTO - LIMITED WORLDWIDE COVERAGE - INDEMNITY BASIS**

The following replaces Subparagraph (5) in Paragraph B.7., Policy Period, Coverage Territory, of SECTION IV - BUSINESS AUTO CONDITIONS:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction. for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(ii) Neither you nor any other involved "insured" will make any settlement without our consent.

(iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph C., Limits Of Insurance, of SECTION II - COVERED AUTOS LIABILITY COVERAGE.

(v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph C., Limits Of Insurance, of SECTION II - COVERED AUTOS LIABILITY COVERAGE, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess, contingent or on any other basis.

(c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

**G. WAIVER OF DEDUCTIBLE - GLASS**

The following is added to Paragraph D., Deductible, of **SECTION III - PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

**H. HIRED AUTO PHYSICAL DAMAGE - LOSS OF USE - INCREASED LIMIT**

The following replaces the last sentence of Paragraph A.4.b., **Loss Of Use Expenses**, of **SECTION III - PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

**I. PHYSICAL DAMAGE - TRANSPORTATION EXPENSES - INCREASED LIMIT**

The following replaces the first sentence in Paragraph A.4.a., **Transportation Expenses**, of **SECTION III - PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

**J. PERSONAL PROPERTY**

The following is added to Paragraph A.4., **Coverage Extensions**, of **SECTION III - PHYSICAL DAMAGE COVERAGE**:

**Personal Property**

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

**K. AIRBAGS**

The following is added to Paragraph B.3., **Exclusions**, of **SECTION III - PHYSICAL DAMAGE COVERAGE**:

Exclusion 3.a. does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs A.1.b. and A.1.c., but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

**L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS**

The following is added to Paragraph A.2.a., of **SECTION IV - BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

**M. BLANKET WAIVER OF SUBROGATION**

The following replaces Paragraph A.5., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV - BUSINESS AUTO CONDITIONS**:

**5. Transfer Of Rights Of Recovery Against Others To Us**

We **waive** any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by

such contract. The waiver applies only to the person or organization designated in such contract.

**N. UNINTENTIONAL ERRORS OR OMISSIONS**

The following is added to Paragraph **B.2.**, **Concealment, Misrepresentation, Or Fraud**, of **SECTION IV - BUSINESS AUTO CONDITIONS**:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

POLICY NUMBER: UB-SY26792A-25-43-G

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

**SCHEDULE**

**DESIGNATED PERSON:**

**DESIGNATED ORGANIZATION:**

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED  
BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS  
WAIVER.

INCLUDING:

CITY OF CHICAGO 121 N LASALLE ST RM 806, CHICAGO, IL 60602.

ATTACHMENT A  
Corrected Schedule of Payments

**EXHIBIT B**

**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-26-PBI-R-027      PBI Airline Agreement Support – Phase 2**

Completion Time: 12 Months

Compensation for Phase 1: \$115,580.00

Deliverables Required: See Exhibit A for list of deliverables.

**LEVEL II TASKS**

**None**

**LEVEL III TASKS**

**III-26-DOA-R-001      Miscellaneous Planning, Financial, and Airport Business/Management and Environmental Support Services (Replenish)**

Completion Time: TBD

Compensation for Phase 1: \$500,000.00

Deliverables Required: Established on a task basis