

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

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Meeting Date: August 25, 2026	☒ Consent	☐ Regular
	☐ Workshop	☐ Public Hearing

Submitted By: Department of Airports

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 10 to the Contract for Consulting/Professional Services (Consulting Agreement) (R2022-0888) with Ricondo & Associates, Inc. (Ricondo) in the amount of \$341,680 and retroactively extending the term from August 21, 2026, through August 25, 2026, for the continued performance of professional consulting services for the Department of Airports (Department).

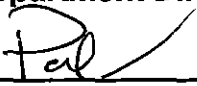
Summary: The Consulting Agreement with Ricondo was approved by the Board of County Commissioners (BCC) on August 23, 2022, in the amount of \$2,021,165 for the provision of professional consulting services for the Department. Amendment No. 1 through Amendment No. 9 increased the contract amount by a total of \$5,480,164.34 and provided for various services, including, but not limited to, the Palm Beach County Park Airport (LNA) Safety Assessment, LNA Master Plan Update, Palm Beach International Airport (PBI) Cybersecurity Implementation Support, 2024 Bond Feasibility Report, PBI Consolidated Rental Car Facility (CONRAC) Advanced Planning, General Aviation Airport Layout Plan Updates, and exercised the two (2) one (1) year renewal options. A detailed Contract history is included in Attachment 1. Amendment No. 10 increases the Contract amount by \$341,680, for a total Contract amount of \$7,843,009 .34. Amendment No. 10 includes services associated with upgrades to the parking access and revenue control system (PARCS) at the President Donald J. Trump International Airport (DJT) and financial services needed to ensure compliance with new financial reporting requirements applicable to airport enterprise funds. Due to the rescheduling of the BCC meeting from August 18 to August 25, the Consulting Agreement must be extended retroactively. Ricondo is based in Chicago, Illinois; however, the majority of work will be managed through its Miami office. The Consulting Agreement was presented to the Goal Setting Committee (GSC) on September 1, 2021, and the GSC established an Affirmative Procurement Initiative (API) of Small Business Enterprise (SBE) mandatory subcontracting goal of 10%. Ricondo committed to 11% SBE participation for the life of the Consulting Agreement. For this Amendment No. 10, the proposed SBE participation is 0%. To date, the overall SBE participation achieved on this Consulting Agreement is 7.1% **Countywide (YBH)**

Background and Justification: Amendment No. 10 provides services associated with the PARCS to ensure proper integration between various systems and equipment through the installation and testing process and financial services need to ensure compliance with new financial reporting requirements primarily associated with new Governmental Accounting Standards Board (GASB) statements. The new GASB statements introduce sweeping changes to financial reporting for airport enterprise funds, requiring support services to ensure timely and accurate financial reporting.

Attachments:

1. Amendment No. 10 with Ricondo & Associates, Inc. – 2 Originals w/Contract History

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Recommended By: 	7/30/26
Department Director	Date
Approved By: 	8/3/26
Chief Deputy County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures	\$341,680				
Operating Costs					
External Revenues (Grants)					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$341,680				

ADDITIONAL FTE POSITIONS (Cumulative)

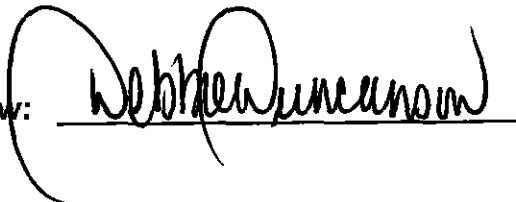
Is Item Included in the Current Budget? Yes X No
Does this item include the use of federal funds? Yes No X
Does this item include the use of state funds? Yes No X

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

Reporting Category

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

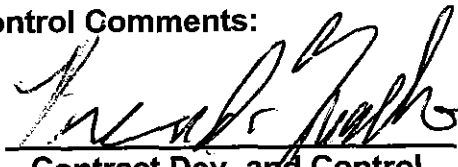
Approval of this item will provide funding for Amendment No.10 to the Consulting Agreement in the amount of \$341,680.

C. Departmental Fiscal Review: 

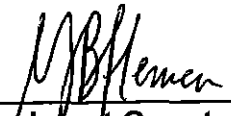
III. REVIEW COMMENTS

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


OFMB 7/13/26
7/13


Contract Dev. and Control 7/26/26
26 7.15.26

B. Legal Sufficiency:


Assistant County Attorney 8/3/26

C. Other Department Review:

Department Director

**AMENDMENT NO. 10 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. 10 to the Contract is made as of the 25th day of August, 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 8, 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) 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 9, 2026, the COUNTY entered into an Amendment No. 9 (R2026-0888) 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, the Contract was set to expire on August 22, 2026 but approval by the Board of County Commissioners (BCC) was going to take place on August 18, 2026. However, the BCC meeting was changed to August 25, 2026, so the Contract expired prior to BCC approval; and

WHEREAS, due to the Contract expiring prior to BCC approval, this Amendment is retroactively extending the term from August 21, 2026 through August 25, 2026; 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 term of the Contract is hereby retroactively extended from August 21, 2026 through August 25, 2026.
2. The parties hereby agree to amend the Contract to include the Scope of Services and Fees as outlined in Exhibit A, attached hereto and incorporated herein. The total amount to be paid by the COUNTY to the CONSULTANT for professional services, including any out-of-pocket expenses, shall not exceed Three Hundred Forty-One Thousand, Six Hundred Eighty Dollars and No Cents (\$341,680.00) for the services in this Amendment No. 10 to the original Contract.
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. 10 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

Kimberly Davis

Name (type or print)

CONSULTANT:
RICONDO & ASSOCIATES, INC
COMPANY NAME
P Ricondo

Signature

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: [Signature]

County Attorney

Pete Ricondo

Name (type of print)

Senior Vice President

Title

APPROVED AS TO TERMS
AND CONDITIONS

By: [Signature]

Director of Airports



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EXHIBIT “A”

GENERAL SCOPE OF SERVICES



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-1: Scope of Services

Task I-26-PBI-R-029: Parking Advisory Services #4

President Donald J. Trump International Airport (DJT)

Project Description

The Palm Beach County Department of Airports (DOA) has requested the assistance of the Ricondo & Associates, Inc. (Ricondo) team to assist with the ongoing upgrades to the parking access and revenue control system (PARCS), and a parking operational review of the parking operator and DOA parking processes. The Ricondo team will provide advisory services to the DOA to provide on-site support for parking tasks, technical and operational issues, and the development and implementation of parking Standard Operating Procedures (SOPs) for three parking projects. This scope of services describes the analyses that would be performed by the Ricondo team to provide the Parking Advisory Services.

Task and Cost

This scope of services includes Planning Services. The total cost of this scope of services is \$161,565.00, which will be billed on a lump sum basis. A summary of the fee estimate is provided in **Appendix A**.

Scope of Services

Task 1: DOA Parking Projects Resident Project Representative

These services will be performed in accordance with the attached letter proposal from Lumin Advisors.

Task 2: Standard Operating Procedure Development and Training

These services will be performed in accordance with the attached letter proposal from Lumin Advisors.

Task 3: SP+ Parking Contract, Operations, and Audit Review & Implementation

These services will be performed in accordance with the attached letter proposal from Lumin Advisors.

Task 4: Task Administration

During this effort, Ricondo will prepare a stand-alone scope of work for this task, issue a purchase order to its subconsultant, review subconsultant invoices, and prepare a status report for submittal with its invoice(s).



Ricondo will also coordinate with Lumin and DOA throughout the task to monitor progress and coordinate data needs. For budgeting purposes, it is assumed that this task will have a duration of nine (9) months.

PROJECT TEAM:

The Project Team consists of:

Ricondo & Associates, Inc.	(Overall Task Management)
Lumin Advisors	(Parking Advisory Services Task Leader)



5276 Parkhurst Crossing
McCordsville, Indiana
46055

May 10, 2026

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

RE: Proposal – Parking Advisory Services #4

Dear Mr. Ramacorti:

Lumin Advisors is pleased to submit this proposal to provide professional services to Ricondo & Associates, Inc. (Ricondo). This proposal is intended to define the scope of services to support the Palm Beach County Department of Airports (DOA) parking division. All services will be performed in accordance with the subconsultant agreement between Lumin Advisors (Lumin) and Ricondo dated August 2, 2024.

SCOPE OF SERVICES

Lumin Advisors will provide advisory services for nine months to the DOA including supplementing onsite support for parking tasks, technical and operational issues, and the development and implementation of parking Standard Operating Procedures for three parking projects. The scope of services to be provided are as follows:

Task 1 DOA Parking Projects Resident Project Representative:

Subtask 1.1 Onsite Owner's Representative for Parking Issues and Initiatives

Onsite trips 1-9: Work onsite once per month for 2 days for up to nine months to conduct physical reviews, tests, training and meetings as needed for technical, operational, and contractual issues. This includes PARCS lane assessment, space count testing, command center and remote transaction processing, HUB service reports and SLA computations, HUB SLA computation and follow-up for first two months, and HUB report issues.

Subtask 1.2 Parking Vendor Invoice Reviews

Review parking technology and service provider monthly invoices and attend related meetings as needed. (HUB service, HUB projects, AeroParker)

Subtask 1.3 Monthly Executive Meetings

Lumin will meet each month with PBI leadership for status updates and strategy recommendations.

Subtask 1.4 HUB Service Meetings

Remotely attend HUB's weekly services meetings. Follow-up via calls/emails as needed.

Subtask 1.5 HUB PARCS Technician Accountability

Assist with PARCS technician accountability SOP and documents - Sign in sheet, process, meet with PBI to review process. Review PBI's draft SOP for HUB tech accountability. Meet with PBI to finalize documents. Meet with HUB Service Manager and HUB PARCS technician to review process.

Subtask 1.6 PBI Process for HUB Service Requests

Meet with PBI to discuss the process for submitting and tracking HUB service requests. Review PBI's draft SOP for PBI service request and tracking process. Meet with HUB Service Manager and HUB PARCS technician to review process.

Task 1 Deliverables:

The deliverables for this task include the following:

- Final SOP's for the HUB PARCS Technician accountability.
- Final SOP's for PBI's process to submit and track HUB service tickets.
- Completed test scripts for all onsite testing.
- Standard Operating Procedures for computing HUB's service SLA performance and invoice deductions.

Task 2 Standard Operating Procedures Development and Training

Assist the DOA in the development of SOPs, provide training materials and conduct training sessions, and modify SOPs for the reservation system, valet, and EV credit card processing.

Subtask 2.1 Reservation SOP Development and Implementation (3 onsite trips)

- Finance: Meet onsite to discuss process with PBI, draft SOP, review SOP with PBI and SP+, draft final SOP, train with PBI and TNS.
- Parking Operations:
 - Trip 10: Meet onsite to discuss process with PBI and SP+, draft SOP, review with PBI then SP+, draft final SOP.
 - Trip 11: Train staff to perform Reservation SOPs for SP+ and PBI - included in Task 1
- Trip 12: Follow-up meetings with SP+ and PBI Parking and Finance on performing Reservation SOP's. Revise SOP's as needed.

Subtask 2.2 Valet SOP Development and Implementation (2 onsite trips)

- Review SP+ valet SOP and modify for PBI. Teleconference to discuss process with PBI and SP+, draft SOP, review with PBI then SP+, draft final SOP.
- Trip 13: Train SP+ and PBI staff to perform Valet SOPs.
- Follow-up meetings with SP+ and PBI Parking to review and revise Valet SOP's as needed.

Subtask 2.3 EMV Credit Card Processing SOP Development and Implementation (1 onsite trip)

- Discuss process with PBI and SP+, draft SOP, review with PBI then SP+, draft final SOP.
- Onsite training with SP+, PBI, and TNS.
- Follow-up meetings with SP+ and PBI Parking on performing EMV Processing SOP's. Revise SOP's as needed.
- Revise SOP's as needed.

Task 2 Deliverables:

The deliverables for this task include the following:

- Reservation SOPs and training for Finance, Parking, and SP+.
- Valet SOPs and training for Parking, and SP+.
- EMV Credit Card Processing SOPs and training for Finance, Parking, and SP+.

Task 3 SP+ Parking Contract, Operations and Audit Review & Implementation**Subtask 3.1 Parking Operator Contract Analysis**

Review and comment on SP+ contract with the PBIC.

Subtask 3.2 SP+ Operational and Audit SOP Review (4 onsite trips)

- Trip 14: Onsite review and observation of SP+ operation and audit processes.
 - Trip 15: Onsite meeting with PBI to discuss initial findings of contract, SOP review, and onsite observations. Meet with PBI and SP+ to discuss initial findings. Draft recommended SOP operational changes and audit changes.
 - Review recommendations with PBI and SP+. Finalize SOPs.
 - Draft PBI SOP's to monitor SP+ operational and audit performance. Review with PBI and revise as needed.
 - Trip 16: Onsite training for SP+ and PBI staff on new operational and audit SOPs.
-

- Trip 17: Follow-up onsite observation to confirm compliance with new operational and audit Revise SOPs as needed.

Task 3 Deliverables:

The deliverables for this task include the following:

- Revised SP+ Operational SOP document.
- Revised SP+ Audit SOP document.
- DOA Parking SOP for operational and audit reviews.

Table 1 – Labor and Budget summary.

Task	Description	Hours	\$ Labor
1	Onsite Owner’s Representative for Parking Issues and Initiatives	397	\$87,340.00
2	Develop and Train on Standard Operating Procedures for Reservations, Valet, EMV	150	\$33,000.00
3	SP+ Parking Contract, Operations and Audit Review & Implementation	140	\$30,800.00
	Total	687	\$151,140.00

Should you have any questions, please do not hesitate to contact me at (317) 938-5019 or email me at Michele@Lumin.us.com.

Sincerely,

Lumin Advisors



Michele Krakowski, C.P.A.
Senior Consultant



Appendix A

Fee Estimate Summary



Exhibit B-1 - FEE Proposal for I-26-PBI-R-029: Parking Advisory Services #4
Palm Beach County Department of Airports - Airport Planning Consultant Services
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

\$330.00								
	HOURS		R&A	R&A	SUBCONSULTANT	SUBCONSULTANT	TOTAL	EBO
	Senior Director	Total Hours	Labor (\$)	EXPENSES (\$)	LABOR & EXPENSES (\$)	FIRM NAME (\$)	COST (\$)	Amounts (\$)
1 DOA Parking Projects RPR								
1.1 Onsite Owner's Representative for Parking Issues and Initiatives	0	0	\$0.00	\$0.00	\$61,380.00	Lumin	\$61,380.00	\$0.00
1.2 Parking Vendor Invoice Review	0	0	\$0.00	\$0.00	\$7,920.00	Lumin	\$7,920.00	\$0.00
1.3 Monthly Executive Meetings	0	0	\$0.00	\$0.00	\$7,920.00	Lumin	\$7,920.00	\$0.00
1.4 HUB Services Meetings	0	0	\$0.00	\$0.00	\$7,920.00	Lumin	\$7,920.00	\$0.00
1.5 HUB PARCS Technician Accountability	0	0	\$0.00	\$0.00	\$880.00	Lumin	\$880.00	\$0.00
1.6 PBI Process for HUB Services Requests	0	0	\$0.00	\$0.00	\$1,320.00	Lumin	\$1,320.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$87,340.00		\$87,340.00	\$0.00
2 SOP Training and Development								
2.1 Reservation SOP Development and Implementation	0	0	\$0.00	\$0.00	\$18,700.00	Lumin	\$18,700.00	\$0.00
2.2 Valet SOP Development and Implementation	0	0	\$0.00	\$0.00	\$11,220.00	Lumin	\$11,220.00	\$0.00
2.3 ENV Credit Card Processing SOP Development & Implementation	0	0	\$0.00	\$0.00	\$3,080.00	Lumin	\$3,080.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$33,000.00		\$33,000.00	\$0.00
3 SP+ Parking Contract, Operations & Audit Review & Implementation								
3.1 Parking Operator Contract Analysis	0	0	\$0.00	\$0.00	\$8,800.00	Lumin	\$8,800.00	\$0.00
3.2 SP+ Operational Audit SOP Review	0	0	\$0.00	\$0.00	\$22,000.00	Lumin	\$22,000.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$30,800.00		\$30,800.00	\$0.00
4 Task Administration								
4.1 Proposal Preparation	8	8	\$2,640.00	\$0.00	\$0.00		\$2,640.00	\$0.00
4.2 DOA/Sub Coordination	9	9	\$2,970.00	\$0.00	\$0.00		\$2,970.00	\$0.00
4.3 Monthly Invoicing, Status Reports	9	18	\$4,815.00	\$0.00	\$0.00		\$4,815.00	\$0.00
Subtotal	26	35	\$10,425.00	\$0.00	\$0.00		\$10,425.00	\$0.00
Total Base Proposal Hours	26	35						
Subtotal Base Labor Costs & Expenses	\$8,580.00	\$10,425.00	\$10,425.00	\$0.00	\$151,140.00		\$161,565.00	\$0.00
								0.0%

Exhibit B-1 - FEE Proposal for I-26-PBI-R-029: Parking Advisory Services #4
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Lumin Advisors

Rates: **\$220.00**

	HOURS			TRAVEL	TOTAL	
		Total	Labor	EXPENSES	EXPENSES	COST
	Senior Consultant	Hours	(\$)	(\$)	(\$)	(\$)
1 DOA Parking Projects RPR						
1.1 Onsite Owner's Representative for Parking Issues and Initiatives	279	459	\$61,380.00	\$0.00	\$0.00	\$61,380.00
1.2 Parking Vendor Invoice Review	36	72	\$7,920.00	\$0.00	\$0.00	\$7,920.00
1.3 Monthly Executive Meetings	36	72	\$7,920.00	\$0.00	\$0.00	\$7,920.00
1.4 HUB Services Meetings	36	76	\$7,920.00	\$0.00	\$0.00	\$7,920.00
1.5 HUB PARCS Technician Accountability	4	8	\$880.00	\$0.00	\$0.00	\$880.00
1.6 PBI Process for HUB Services Requests	6	12	\$1,320.00	\$0.00	\$0.00	\$1,320.00
Subtotal	397	699	\$87,340.00	\$0.00	\$0.00	\$87,340.00
2 SOP Training and Development						
2.1 Reservation SOP Development and Implementation	85	137	\$18,700.00	\$0.00	\$0.00	\$18,700.00
2.2 Valet SOP Development and Implementation	51	91	\$11,220.00	\$0.00	\$0.00	\$11,220.00
2.3 ENV Credit Card Processing SOP Development & Implementation	14	38	\$3,080.00	\$0.00	\$0.00	\$3,080.00
Subtotal	150	266	\$33,000.00	\$0.00	\$0.00	\$33,000.00
3 SP+ Parking Contract, Operations & Audit Review & Implementation						
3.1 Parking Operator Contract Analysis	40	80	\$8,800.00	\$0.00	\$0.00	\$8,800.00
3.2 SP+ Operational Audit SOP Review	100	154	\$22,000.00	\$0.00	\$0.00	\$22,000.00
Subtotal	140	234	\$30,800.00	\$0.00	\$0.00	\$30,800.00
4 Task Administration						
4.1 Proposal Preparation	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.2 DOA/Sub Coordination	0	0	\$0.00	\$0.00	\$0.00	\$0.00
4.3 Monthly Invoicing, Status Reports	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	687	1199				
Subtotal Base Labor Costs	\$151,140.00	\$151,140.00	\$151,140.00	\$0.00	\$0.00	\$151,140.00



AIRPORT PLANNING CONSULTING SERVICES

Exhibit A-2: Scope of Services

Task I-26-DOA-R-030: DOA Financial & Accounting Support Services

Donald J. Trump International Airport (DJT),
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) has requested the services of the Ricondo & Associates Team (Ricondo) to provide advisory and technical services from a qualified Certified Public Accountant (CPA) to support the implementation of Governmental Accounting Standards Board (GASB) statements and related compliance needs. The Ricondo team will provide technical guidance, implementation support, document processes, and validate the DOA's to ensure compliance with GASB requirements for fiscal years 2024-2026.

Task and Cost

This scope of services includes Planning Services. The total cost of this scope of services is \$180,115.00, which will be billed on a lump sum basis. There are no reimbursable expenses anticipated with this effort. A summary of the fee estimate is provided in **Appendix A**.

Scope of Services

These services will consist of the following tasks.

Task 1: **GASB 103 Implementation: Financial Reporting Model Improvements**

As requested by the DOA, these services will be provided by Citrin Cooperman in accordance with the attached proposal.

Task 2: **GASB 104 Implementation: Capital Asset Disclosure Requirements**

These services will be provided by Citrin Cooperman in accordance with the attached proposal.

Task 3: **GASB 105 Implementation and Technical Accounting Support**

These services will be provided by Citrin Cooperman in accordance with the attached proposal.



Task 4: Financial Statement Preparation & Review

These services will be provided by Citrin Cooperman in accordance with the attached proposal.

Task 5: Miscellaneous DOA Accounting Staff Support Services

These services will be provided by Citrin Cooperman in accordance with the attached proposal.

Task 6: Task Administration

During this effort, Ricondo will prepare a scope and labor/fee estimate, issue a purchase order to its subconsultant, review subconsultant invoices, 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 nine (9) months.

Deliverables:

The deliverables for this effort will include financial statements and other related documents.

The Project Team consists of:

Ricondo & Associates, Inc.	(Task Administration, Coordination with DOA)
Citrin Cooperman Advisors, LLC	(Financial and Accounting Services)



Citrin Cooperman
6550 North Federal Highway, 4th Floor
Ft. Lauderdale, Florida 33308
954.771.0896
citrincooperman.com

May 20, 2026

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

RE: Proposal – DOA Financial and Accounting Support Services

Dear Mr. Ramacorti:

Citrin Cooperman Advisors LLC ("CCA") is pleased to submit this proposal to provide professional services to Ricondo & Associates, Inc. (Ricondo). This proposal is intended to define the scope of services intended to support the financial reporting and related GASB compliance requirements for the Palm Beach County Department of Airports. All services will be performed in accordance with the subconsultant agreement between Citrin Cooperman Advisors LLC and Ricondo.

SCOPE OF SERVICES

Citrin Cooperman Advisors LLC will provide comprehensive advisory and technical accounting services to support the Department's successful implementation of GASB Statements 103, 104, and 105, along with related standards including GASB 34, 42, 87, and 96.

Task 1 GASB 103 Implementation: Financial Reporting Model Improvements

CCA will review the Department's current financial reporting model and assist management in implementing the requirements of GASB Statement No. 103.

Subtask 1.1 Financial Reporting Model & MD&A Updates

- Evaluate the existing financial reporting framework for compliance with GASB 103.
- Redesign Management's Discussion and Analysis (MD&A) to align with revised structure and analytical requirements.
- Review and update proprietary fund financial statement presentation, as applicable.
- Advise on the identification and presentation of unusual or infrequent items.
- Update budgetary comparison schedules and applicable statistical section elements.
- Develop updated financial reporting templates, disclosure checklists, and reporting formats.

Subtask 1.2 Documentation & Compliance Support

- Prepare technical accounting memoranda documenting GASB 103 implementation conclusions.
- Assist with preparation of revised financial statement disclosures.
- Provide implementation guidance and support for audit review.

Task 2 GASB 104 Implementation: Capital Asset Disclosure Requirements

CCA will assist the Department in identifying and implementing new capital asset disclosure requirements introduced by GASB Statement No. 104

Subtask 2.1 Capital Asset Assessment & Disclosure Development

- Review existing capital asset policies, disclosures, and supporting schedules.
- Identify new disclosure requirements under GASB 104.
- Assist with compilation, reconciliation, and validation of capital asset information.
- Develop revised disclosure language and supporting documentation.

Subtask 2.2 Process Improvements & Ongoing Compliance

- Recommend process and internal control enhancements to support accurate capital asset reporting.
- Document procedures to ensure sustainable compliance in future reporting periods.

Task 3 GASB 105 Implementation and Technical Accounting Support

CCA will provide technical guidance related to the adoption of GASB Statement No. 105 and associated omnibus accounting updates.

Subtask 3.1 Omnibus Impact Analysis & Policy Updates

- Review omnibus accounting and reporting changes introduced by GASB 105.
- Identify all affected areas of the Department's financial statements.
- Advise on required adjustments, clarifications, and accounting policy updates.
- Update internal accounting manuals and procedures.

Subtask 3.2 Technical Accounting Support

- Preparation of formal technical accounting memoranda to support key accounting positions.
- Assistance with journal entries, reconciliations, and restatements, if required.
- Review and enhancement of internal controls impacted by the new standards.

Task 4 Financial Statement Preparation & Review

CCA will assist management in preparing and validating GASB-compliant financial statements.

Subtask 4.1 Financial statement prep

- Preparing revised financial statements and note disclosures impacted by GASB 103, 104, and 105.
- Reviewing draft statements for technical accuracy and presentation.
- Providing a compliance checklist and conducting a formal gap analysis.

Subtask 4.2 Project Management, Training, and Audit Readiness

- Develop a detailed implementation plan with timelines and milestones.
- Conduct kickoff meetings and periodic status updates.
- Provide staff training and implementation workshops.

Task 5 Miscellaneous DOA Accounting Staff Support Services

CCA will be available to conduct various accounting and financial services tasks as requested by the DOA. These services may include, but are not limited to:

- Review of selected accounting workflows and operational processes below the financial statement level.
- Assist in drafting and updating formal accounting policies and procedures.
- Assist with implementation of agreed-upon process improvements.
- Provide timely support to address emerging accounting issues, questions, or reporting challenges.

Table 1 – Basic Services – Lump Sum Labor and Budget Estimate (Tasks 1 through 4)

Labor Category	Hourly Rate	Labor Hours	Cost
Partner/Managing Director	\$475	5	\$2,375
Director	\$400	15	\$6,000
Manager	\$300	45	\$13,500
Supervisor/Senior	\$225	70	\$15,750
Staff	\$200	65	\$13,000
Sub-total (Labor)		200	\$50,625

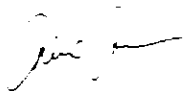
Table 2 – Optional Services - Time and Materials Labor and Budget Estimate (Task 5)

Labor Category	Hourly Rate	Labor Hours	Cost
Partner/Managing Director	\$475	12	\$5,700
Director	\$400	36	\$14,400
Manager	\$300	108	\$32,400
Supervisor/Senior	\$225	168	\$37,800
Staff	\$200	156	\$31,200
Sub-total (Labor)		480	\$121,500

The grand total for these services is \$172,125.

Should you have any questions, please do not hesitate to contact me at 786-525-3607 or email me at aauguste@citrincooperman.com.

Regards,



Alex Auguste
Managing Director
aauguste@citrincooperman.com
954-771-0896

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNL). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.



Appendix A

Fee Estimate Summary

Exhibit B-2 - FEE Proposal for I-26-DOA-R-030: DOA Financial and Accounting Support Services

Palm Beach County Department of Airports - Airport Planning Consultant Services

Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

	\$330.00		\$205.00							
	HOURS			R&A	R&A	SUBCONSULTANT	SUBCONSULTANT	TOTAL	EBO	
	Senior	Senior	Total	Labor	EXPENSES	LABOR & EXPENSES	FIRM	COST	Amounts	
	Director	Consultant	Hours	(\$)	(\$)	(\$)	NAME (\$)	(\$)	(\$)	
1 GASB 103 Implementation										
1.1 Financial Reporting Model & MD&A Updates	0	0	0	\$0.00	\$0.00	\$6,450.00	Citrin Cooperman	\$6,450.00	\$0.00	
1.2 Documentation & Compliance Support	0	0	0	\$0.00	\$0.00	\$6,700.00	Citrin Cooperman	\$6,700.00	\$0.00	
Subtotal	0	0	0	\$0.00	\$0.00	\$13,150.00		\$13,150.00	\$0.00	
2 GASB 104 Implementation: Capital Asset Disclosure Requirements										
2.1 Capital Asset Assessment & Disclosure Development	0	0	0	\$0.00	\$0.00	\$6,100.00	Citrin Cooperman	\$6,100.00	\$0.00	
2.2 Process Improvement & Ongoing Compliance	0	0	0	\$0.00	\$0.00	\$6,100.00	Citrin Cooperman	\$6,100.00	\$0.00	
Subtotal	0	0	0	\$0.00	\$0.00	\$12,200.00		\$12,200.00	\$0.00	
3 GASB 105 Implementation and Technical Accounting Support										
3.1 Omnibus Impact Analysis & Policy Updated	0	0	0	\$0.00	\$0.00	\$6,000.00	Citrin Cooperman	\$6,000.00	\$0.00	
3.2 Technical Accounting Support	0	0	0	\$0.00	\$0.00	\$5,800.00	Citrin Cooperman	\$5,800.00	\$0.00	
Subtotal	0	0	0	\$0.00	\$0.00	\$11,800.00		\$11,800.00	\$0.00	
4 Financial Statement Preparation & Review										
4.1 Financial Statement Preparation	0	0	0	\$0.00	\$0.00	\$9,050.00	Citrin Cooperman	\$9,050.00	\$0.00	
4.2 Project Management, Training and Audit Readiness	0	0	0	\$0.00	\$0.00	\$4,425.00	Citrin Cooperman	\$4,425.00	\$0.00	
Subtotal	0	0	0	\$0.00	\$0.00	\$13,475.00		\$13,475.00	\$0.00	
5 Miscellaneous DOA Accounting Staff Support Services (T&M)										
5.1 Workflow and Operational Process Review	0	0	0	\$0.00	\$0.00	\$25,425.00	Citrin Cooperman	\$25,425.00	\$0.00	
5.2 Formulate Accounting Policies and Procedures	0	0	0	\$0.00	\$0.00	\$45,725.00	Citrin Cooperman	\$45,725.00	\$0.00	
5.3 Implementation Support	0	0	0	\$0.00	\$0.00	\$27,625.00	Citrin Cooperman	\$27,625.00	\$0.00	
5.4 Address Emerging Issues	0	0	0	\$0.00	\$0.00	\$22,725.00	Citrin Cooperman	\$22,725.00	\$0.00	
Subtotal	0	0	0	\$0.00	\$0.00	\$121,500.00		\$121,500.00	\$0.00	
6 Task Administration										
6.1 Contract Amendment Preparation	8	0	8	\$2,640.00	\$0.00	\$0.00		\$2,640.00	\$0.00	
6.2 Monthly Invoicing, Status Reports	10	10	20	\$5,350.00	\$0.00	\$0.00		\$5,350.00	\$0.00	
Subtotal	18	10	28	\$7,990.00	\$0.00	\$0.00		\$7,990.00	\$0.00	
Total Base Proposal Hours										
	18	10	28							
Subtotal Base Labor Costs & Expenses	\$5,940.00	\$2,050.00	\$7,990.00	\$7,990.00	\$0.00	\$172,125.00		\$180,115.00	\$0.00	
									0.0%	



Exhibit B-2 - FEE Proposal for I-26-DOA-R-030: DOA Financial and Accounting Support Services
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Citrin Cooperman Advisors, LLC

	Rates:					Total Hours	Labor (\$)	EXPENSES (\$)	TOTAL COST (\$)
	\$475.00	\$400.00	\$300.00	\$225.00	\$200.00				
	HOURS								
	Managing Director	Director	Manager	Supervisor	Staff				
1 GASB 103 Implementation									
1.1 Financial Reporting Model & MD&A Updates	0	2	6	10	8	26	\$6,450.00	\$0.00	\$6,450.00
1.2 Documentation & Compliance Support	0	0	5	8	17	30	\$6,700.00	\$0.00	\$6,700.00
Subtotal	0	2	11	18	25	56	\$13,150.00	\$0.00	\$13,150.00
2 GASB 104 Implementation: Capital Asset Disclosure Requirements									
2.1 Capital Asset Assessment & Disclosure Development	0	2	5	8	10	25	\$6,100.00	\$0.00	\$6,100.00
2.2 Process Improvement & Ongoing Compliance	0	2	5	8	10	25	\$6,100.00	\$0.00	\$6,100.00
Subtotal	0	4	10	16	20	50	\$12,200.00	\$0.00	\$12,200.00
3 GASB 105 Implementation and Technical Accounting Support									
3.1 Omnibus Impact Analysis & Policy Updated	0	2	6	8	8	24	\$6,000.00	\$0.00	\$6,000.00
3.2 Technical Accounting Support	2	2	6	10	0	20	\$5,800.00	\$0.00	\$5,800.00
Subtotal	2	4	12	18	8	44	\$11,800.00	\$0.00	\$11,800.00
4 Financial Statement Preparation & Review									
4.1 Financial Statement Preparation	0	2	6	18	12	38	\$9,050.00	\$0.00	\$9,050.00
4.2 Project Management, Training and Audit Readiness	3	3	6	0	0	12	\$4,425.00	\$0.00	\$4,425.00
Subtotal	3	5	12	18	12	50	\$13,475.00	\$0.00	\$13,475.00
5 Miscellaneous DOA Accounting Staff Support Services (T&M)									
5.1 Workflow and Operational Process Review	3	8	24	32	32	99	\$25,425.00	\$0.00	\$25,425.00
5.2 Formulate Accounting Policies and Procedures	3	10	52	60	56	181	\$45,725.00	\$0.00	\$45,725.00
5.3 Implementation Support	3	10	20	40	36	109	\$27,625.00	\$0.00	\$27,625.00
5.4 Address Emerging Issues	3	8	12	36	32	91	\$22,725.00	\$0.00	\$22,725.00
Subtotal	12	36	108	168	156	480	\$121,500.00	\$0.00	\$121,500.00
6 Task Administration									
6.1 Contract Amendment Preparation	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
6.2 Monthly Invoicing, Status Reports	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Total Base Proposal Hours	17	51	153	238	221	680			
Subtotal Base Labor Costs	\$8,075.00	\$20,400.00	\$45,900.00	\$53,550.00	\$44,200.00	\$172,125.00	\$172,125.00	\$0.00	\$172,125.00

EXHIBIT “B-I”

SUMMARY OF FEES, EXPENSES AND PAYMENTS

PROJECT NAME:	Contract Between Palm Beach County and Ricondo & Associates, Inc. for Airport Planning Consulting Services	RESOLUTION NO:	2026-XXXX
CONSULTANT:	Ricondo & Associates, Inc.	PHONE NO.:	(305) 260-2727
CONTACT:	Pete Ricondo	FAX NO:	(305) 260-2728
DATE:	20-May-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 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%
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%
		Total:	\$ -	0.0%	23.0%
Total Fee:		\$ 341,680.00	Total % of SBE Participation	0.00%	

Table 1

Level/Task Fee Structure - Ricondo Work Program #10 (Contract Amendment #10)

Task Description	Lump Sum Amount	T&M Amount	Reimbursable Expenses	Allowance Account	Total Cost
Level 1 Tasks:					
PBI:					
I-26-PBI-R-029 Parking Advisory Services #4	\$ 161,565.00	\$ -	\$ -	\$ -	\$ 161,565.00
DOA:					
I-26-DOA-R-030 DOA Financial/Accounting Support Services	\$ 180,115.00	\$ -	\$ -	\$ -	\$ 180,115.00
Subtotal - Level 1 Tasks	\$ 341,680.00	\$ -	\$ -	\$ -	\$ 341,680.00
Grand Total	\$ 341,680.00	\$ -	\$ -	\$ -	\$ 341,680.00
Share	100%	0%	0%	0%	100%

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

Table 2

Team Fee Estimate Summary - Ricondo Work Program #10 (Amendment #10)

Task Description	Ricondo	Citrin Cooperman	Lumin Advisors	Total
Level 1 Tasks:				
PBI:				
I-26-PBI-R-029 Parking Advisory Services #4	\$ 10,425.00	\$ -	\$ 151,140.00	\$ 161,565.00
DOA				
I-26-DOA-R-030 DOA Financial/Accounting Support Services	\$ 7,990.00	\$ 172,125.00	\$ -	\$ 180,115.00
Subtotal - Level 1 Tasks	\$ 18,415.00	\$ 172,125.00	\$ 151,140.00	\$ 341,680.00
Grand Total	\$ 18,415.00	\$ 172,125.00	\$ 151,140.00	\$ 341,680.00
Share	5%	50%	44%	100%

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



Prime Consultant Labor and Fee Estimate Summary - Work Program #10 (Amendment #10)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Ricondo & Associates, Inc. Budget Breakdown and Overall Budget Summary

	Rates:		\$330.00	\$205.00					
	HOURS			R&A	R&A	SUBCONSULTANT	TOTAL	Local EBO	
	Senior Director	Senior Consultant	Total Hours	Labor (\$)	EXPENSES (\$)	LABOR & EXPENSES (\$)	COST (\$)	Amounts (\$)	
Level 1 Tasks:									
I-26-PBI-R-029 Parking Advisory Services #4	26	9	35	\$10,425.00	\$0.00	\$151,140.00	\$161,565.00	\$0.00	
I-26-DOA-R-030 DOA Financial/Accounting Support Services	18	10	28	\$7,990.00	\$0.00	\$172,125.00	\$180,115.00	\$0.00	
Subtotal (Level I Tasks)	44	19	63	\$18,415.00	\$0.00	\$323,265.00	\$341,680.00	\$0.00	
Total Base Proposal Hours	44	19	63		\$0.00				
Subtotal Base Labor Costs & Expenses	\$14,520.00	\$3,895.00	\$18,415.00	\$18,415.00	\$0.00	\$323,265.00	\$341,680.00	\$0.00	
								0.0%	



Sub-Consultant Labor and Fee Estimate Summary - Work Program #10 (Amendment #10)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Citrin Cooperman Advisors, LLC

	Rates:						Total Hours	Labor (\$)	EXPENSES (\$)	TOTAL COST (\$)
	HOURS									
	Managing Director	Director	Manager	Supervisor	Staff					
Level 1 Tasks:										
I-26-PBI-R-029 Parking Advisory Services #4	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
I-26-DOA-R-030 DOA Financial/Accounting Support Services	17	51	153	238	221	680	\$172,125.00	\$0.00	\$172,125.00	
Subtotal (Level I Tasks)	17	51	153	238	221	680	\$172,125.00	\$0.00	\$172,125.00	
Total Base Proposal Hours	17	51	153	238	221	680				
Subtotal Base Labor Costs	\$8,075.00	\$20,400.00	\$45,900.00	\$53,550.00	\$44,200.00	\$172,125.00	\$172,125.00	\$0.00	\$172,125.00	



Sub-Consultant Labor and Fee Estimate Summary - Work Program #10 (Amendment #10)
Palm Beach County Department of Airports - Airport Planning Consultant Services
Subconsultant Budget Breakdown: Lumin Advisors

Rates: **\$220.00**

	HOURS				TRAVEL	TOTAL
	Senior Consultant	Total Hours	Labor (\$)	EXPENSES (\$)	EXPENSES (\$)	COST (\$)
Level 1 Tasks:						
I-26-PBI-R-029 Parking Advisory Services #4	687	687	\$151,140.00	\$0.00	\$0.00	\$151,140.00
I-26-DOA-R-030 DOA Financial/Accounting Support Services	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal (Level 1 Tasks)	687	687	\$151,140.00	\$0.00	\$0.00	\$151,140.00
 Total Base Proposal Hours	687	687				
Subtotal Base Labor Costs	\$151,140.00	\$151,140.00	\$151,140.00	\$0.00	\$0.00	\$151,140.00

EXHIBIT “B-II”

SCHEDULE OF PAYMENTS

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-PBI-R-029 Parking Advisory Services #4

Completion Time: 9 Months

Compensation for Phase 1:	\$161,565.00
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Deliverables Required: See Exhibit A for list of deliverables.

I-26-DOA-R-030 DOA Financial & Accounting Support Services

Completion Time: 9 Months

Compensation for Phase 1:	\$180,115.00
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Deliverables Required: See Exhibit A for list of deliverables.

LEVEL II TASKS

None

LEVEL III TASKS

None

EXHIBIT “C”

PROPOSED SCHEDULES

PALM BEACH COUNTY AIRPORT PLANNING CONSULTING SERVICES

EXHIBIT C - PROPOSED SCHEDULES

TASKS TO BE COMPLETED:

TASK DESCRIPTION		DURATION
Level I Tasks:		
Exhibit A-1: I-26-PBI-R-029	Parking Advisory Services #4	9 Months
Exhibit A-2: I-26-DOA-R-030	DOA Financial & Accounting Support Services	9 Months
Level II Tasks:		
No Tasks		
Level III Tasks:		
No Tasks		

EXHIBIT “D”

EBO SCHEDULES 1 & 2

OSBD SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID NO.: DOA 21-11 (Amendment #10)

SOLICITATION OPENING/SUBMITTAL DATE: May 29, 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: \$18,415.00

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.	☐	☒	\$0.00
2. Colome & Associates, Inc.	☐	☒	\$0.00
3. Environmental Quality, Inc.	☐	☒	\$0.00
4. JMorton Planning & Landscape Architecture, Inc.	☐	☒	\$0.00
5. Carr & Anderson, Inc.	☐	☒	\$0.00

(Please use additional sheets if necessary)

Total 0

Total Bid/Offer Price \$ 341,680.00

Total Certified SBE Participation \$ 0.00

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

P. Ricondo

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/PROJECT/BID NO.: DOA 21-11 (Amendment #10)

SOLICITATION OPENING/SUBMITTAL DATE: May 29, 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: \$18,415.00

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	☒	☐	\$0.00
2. ME Eagan Consulting	☒	☐	\$0.00
3. Faith Group	☒	☐	\$0.00
4. Walker Consultants	☒	☐	\$0.00
5. Michael Baker International	☒	☐	\$0.00

(Please use additional sheets if necessary)

Total 0

Total Bid/Offer Price \$ 341,680.00

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:
1. The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
2. Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OSBD Affirmative Procurement Initiative (API). Please
3. Modification of this form is not permitted and will be rejected upon submittal.
4. 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/PROJECT/BID NO.: DOA 21-11 (Amendment #10)

SOLICITATION OPENING/SUBMITTAL DATE: May 29, 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: \$18,415.00

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. Aguirre Project Resources, LLC	☒	☐	\$0.00
2. Barich, Inc.	☒	☐	\$0.00
3. Carolyn Binder, CPA, LLC	☒	☐	\$0.00
4. Environmental Science Associates	☒	☐	\$0.00
5. EXP U.S. SERVICES, INC.	☒	☐	\$0.00

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 341,680.00

Total 0

Total Certified SBE Participation \$ 0.00

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

Pete Ricondo

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/PROJECT/BID NO.: DOA 21-11 (Amendment #10)

SOLICITATION OPENING/SUBMITTAL DATE: May 29, 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: \$18,415.00

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.	☐	☒	\$0.00
2. Woolpert	☒	☐	\$0.00
3. Cherry Bekaert	☒	☐	\$0.00
4. Brown & Phillips, Inc.	☐	☒	\$0.00
5. Quadrex, Aviation	☒	☐	\$0.00

(Please use additional sheets if necessary)

Total 0

Total Bid/Offer Price \$ 341,680.00

Total Certified SBE Participation \$ 0.00

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

Pete Ricondo

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.
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OSBD SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Airport Planning Consultant Services

SOLICITATION/PROJECT/BID NO.: DOA 21-11 (Amendment #10)

SOLICITATION OPENING/SUBMITTAL DATE: May 29, 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: \$18,415.00

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. Lumin Advisors, LLC	☐	☒	\$151,140.00
2. LTL Schock	☐	☒	\$0.00
3. Tetra Tech	☐	☒	\$0.00
4. Campbell Hill Aviation Group, LLC	☐	☒	\$0.00
5. Citrin Cooperman Advisors, LLC	☐	☒	\$172,125.00

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 341,680.00

Total 0 \$323,265.00

Total Certified SBE Participation \$ 0.00

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

Pete Ricondo

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 LETTER OF INTENT – SCHEDULE 2*

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. 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. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: DOA 21-11

SOLICITATION/PROJECT NAME: Airport Planning Consultant Services

Prime Contractor: Ricondo & Associates, Inc. Subcontractor: Citrin Cooperman Advisors LLC

(Check box(s) that apply)

☐ SBE ☒ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): N/A

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
N/A	I-26-DOA-R-030 DOA Financial/Accounting Support Services	N/A	N/A	N/A	\$172,125.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$172,125.00

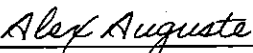
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

Ricondo & Associates, Inc.
Print Name of Prime
By: 
Authorized Signature

Pedro Ricondo
Print Name
Senior Vice President
Title
Date: 6/15/2026

Citrin Cooperman Advisors LLC
Print Name of Subcontractor/subconsultant
By: 
Authorized Signature

Alex Auguste
Print Name
Managing Director
Title
Date: 5/20/2026

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

OSBD LETTER OF INTENT – SCHEDULE 2*

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. 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. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: DOA 21 11

SOLICITATION/PROJECT NAME: Airport Planning Consultant Services

Prime Contractor: Ricondo & Associates, Inc. Subcontractor: Lumin Advisors

(Check box(s) that apply)

☐ SBE ☒ Non-SBE ☐ Supplier Date of Palm Beach County Certification (if applicable): N/A

SBE PARTICIPATION – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
N/A	I-26-PBI-R-029 Parking Advisory Services #4	N/A	N/A	N/A	\$151,140.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$151,140.00

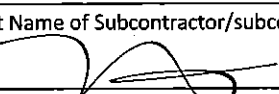
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

Ricondo & Associates, Inc.
Print Name of Prime
By: 
Authorized Signature

Pedro Ricondo
Print Name
Senior Vice President
Title
Date: 6/15/2026

Lumin Advisors
Print Name of Subcontractor/subconsultant
By: 
Authorized Signature

Michele Krakowski, CPA
Print Name
President
Title
Date: 5.13.26

*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

EXHIBIT “E”

CERTIFICATE OF INSURANCE

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/31/2025

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).

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

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	☒	COMMERCIAL GENERAL LIABILITY			P6305Y312967COF25	08/01/2025	08/01/2026	EACH OCCURRENCE	\$1,000,000		
	☐	CLAIMS-MADE	☒	OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000		
	☐							MED EXP (Any one person)	\$10,000		
	☐							PERSONAL & ADV INJURY	\$1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:			GENERAL AGGREGATE				\$2,000,000			
	☐	POLICY	☒	PRO-JECT				☐	LOC	PRODUCTS - COMP/OP AGG	\$2,000,000
	☐	OTHER:							\$		
E	AUTOMOBILE LIABILITY				BA5Y2674942543G	08/01/2025	08/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000		
	☒	ANY AUTO OWNED AUTOS ONLY	☐	SCHEDULED AUTOS				BODILY INJURY (Per person)	\$		
	☒	HIRED AUTOS ONLY	☒	NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident)	\$		
	☐							PROPERTY DAMAGE (Per accident)	\$		
	☐								\$		
B	☒	UMBRELLA LIAB	☒	OCCUR	CUP5Y3153312543	08/01/2025	08/01/2026	EACH OCCURRENCE	\$17,000,000		
	☒	EXCESS LIAB	☐	CLAIMS-MADE				AGGREGATE	\$17,000,000		
	☐	DED	☒	RETENTION \$10,000					\$		
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				UB5Y26792A2543G	08/01/2025	08/01/2026	☒ PER STATUTE	☐ OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y / N	N / A				E.L. EACH ACCIDENT	\$1,000,000		
	If yes, describe under DESCRIPTION OF OPERATIONS below		☒ N					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)

CERTIFICATE HOLDER

CANCELLATION

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners Insurance Compliance, c/o EBIX, Inc. PO Box 100085 - DX Duluth, GA 30096	CANCELLATION 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 <i>Thomas W. Chapman</i>

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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.

- | | |
|---|---|
| A. BROAD FORM NAMED INSURED | H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT |
| B. BLANKET ADDITIONAL INSURED | I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT |
| C. EMPLOYEE HIRED AUTO | J. PERSONAL PROPERTY |
| D. EMPLOYEES AS INSURED | K. AIRBAGS |
| E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS | L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS |
| F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS | M. BLANKET WAIVER OF SUBROGATION |
| G. WAIVER OF DEDUCTIBLE – GLASS | N. UNINTENTIONAL ERRORS OR OMISSIONS |

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

COMMERCIAL AUTO

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-5Y26792A-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.

CONTRACT NO. R2022-0888 DATE APPROVED BY BCC 8/22/2024 EXPIRATION DATE 8/22/2024 ORIGINAL CONTRACT AMOUNT = \$2,021,166.00 SBE COMMITMENT 11.00% ORIGINAL AGREEMENT SERVICES: 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 \$2,021,166 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:											
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											
Pursuant to Article 2 Performance Period continued performance of on-going services related to tasks authorized prior to the expiration of the contract											

AMEND. NO.	BCC APPROVAL DATE	RESOLUTION NUMBER	CONTRACT RENEWAL	RESOLUTION TOTAL AMOUNT	RESOLUTION TASK 1 AMOUNT	RESOLUTION TASK 2 AMOUNT	RESOLUTION TASK 3 AMOUNT	RESOLUTION TASK 4 AMOUNT	RESOLUTION TASK 5 AMOUNT	NEW CONTRACT AMOUNT	STATUS	DESCRIPTION
1	5/16/2023	R2023-0700		\$1,198,895.34	\$789,895.34	\$0.00	\$400,000.00	14.43%	\$3,211,060.34	Approved R2023-0700	Approved	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	4.28%	\$3,684,303.34	Approved R2024-0045	Approved	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		\$465,238.00	\$215,238.00	\$0.00	\$250,000.00	0.00%	\$4,129,539.34	Approved R2024-0545	Approved	2024 Bond Feasibility Report; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
4	8/20/24	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	Approved	PBI CONRAC Advanced Planning; General Aviation Airport Exhibit A Project Map Updates; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services. Expires the first one-year renewal option for the continuation of services provided under this agreement.
5	4/8/2025	R2025-0457		\$913,899.00	\$503,898.00	\$0.00	\$260,000.00	0.87%	\$5,415,765.03	Approved R2025-0457	Approved	Concurrent B Construction Gate Optimization Analysis; PBI Cybersecurity Program Support Services; LNA Aviation Activity Forecast; FAS FBO Conceptual BCO Site Plan; DOA Triennial Review Appraisals; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
6	5/9/2025	R2025-0734		\$870,154.31	\$919,154.31	\$60,000.00	\$0.00	19.50%	\$6,285,949.34	Approved R2025-0734	Approved	LNA Aviation Assessment; FAS ALP Update and Narrative Report; PHX ALP Update and Narrative Report; Capital Improvement Program (CIP) Planning Support; Passenger Facility Charge (PFC) Support
7	7/8/2025	R2025-0830	One (1) Year	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,285,949.34	Approved R2025-0830	Approved	Expires the second one-year renewal option for the continuation of services provided under this agreement.
8	3/10/2026	R2026-0301		\$619,980.00	\$119,980.00	\$0.00	\$500,000.00	0.00%	\$6,801,529.34	Approved R2026-0301	Approved	PBI Airline Agreement Support - Phase 2
9	6/8/2026	R2026-0808		\$599,800.00	\$349,800.00	\$0.00	\$250,000.00	0.00%	\$7,501,329.34	Pending	Pending	Real Estate and Concession Advisory Services; Miscellaneous Planning, Financial, Airport Business/Management and Environmental Support Services
10			Pending	\$341,600.00	\$341,600.00	\$0.00	\$0.00	0.00%	\$7,843,009.34	Pending	Pending	Parking Advisory Services #4; DOA Financial/Accounting Support
TOTAL				\$5,021,844.34	\$3,811,844.34	\$60,000.00	\$2,189,009.00		\$7,843,009.34			