



TAMPA BAY THE EASY WAY

April 5, 2022

Ms. Krystal Ritchey  
Federal Aviation Administration  
Orlando Airports District Office  
8427 South Park Circle, Suite 524  
Orlando, FL 32819

VIA EMAIL

Subject: St. Pete-Clearwater International Airport (PIE)  
FY2022 Airport Improvement Program Application

Enclosed please find one (1) hard copy of FY2022's Airport Improvement Program (AIP) grant application for the following projects at PIE.

1. Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" – Design Only; and
2. Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" Lighting – Design Only.

The following items are enclosed:

- ✓ Application for Federal Assistance
- ✓ AIP Sponsor Certifications
- ✓ Detailed Project Information Sheets
- ✓ Total Cost Summary
- ✓ Recommendation for Award – Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" – Design Only
- ✓ Project Sketch
- ✓ Environmental Determination Documentation
- ✓ Scope of Work and Independent Fee Estimate (Professional Services > \$100k) for the Design which contains the Bidding Services and Construction Administration (CA) Services
- ✓ Record of Negotiations for the Design which contains the Bidding Services and CA Services

Based upon the \$637,672 estimated amount federal share requested in this application, PIE is committing entitlements from FY2021.

PIE is requesting a Letter of Credit method of payment for this grant agreement. There have been no changes in our Exhibit "A" Property Map or Exhibit "C" Title Opinion since our master plan was completed in February 2020.

Sincerely,

  
Thomas R. Jewsbury  
Airport Director

Attachments

Airport Improvement Program  
Orlando Airports District Office  
Federal Assistance Request Checklist

**APPLICATION CHECKLIST**

Airport:	St. Pete-Clearwater International Airport
Sponsor:	Pinellas County, Florida Board of County Commissioners
City, State:	Clearwater, Florida
Date of Application:	April 11, 2022

**Cover Letter:**

- Letter of Credit method of payment requested.
- Project(s) identified. (Any changes from previous meetings/discussions should be discussed prior to submission.)  
    \_\_\_ If pre-application, proposed application date identified.
- If application, any changes to requested amount are identified and reasons provided.
- If application, identify if any changes have taken place on Exhibit "A" Property Map since last grant.
- If application, identify if any changes have taken place on Exhibit "C" Title Opinion since last grant.

**Application (Revise Pre-Application Documentation) :**

- Standard Form 424 -- Application for Federal Assistance
- Detailed Project Information Sheet
- Individual Project Cost Breakdowns and Total Cost Summary
- \_\_\_ Bid Tabulations and Recommendation for Award
- Project Sketch – One for each or one drawing with all projects
- Environmental Determination Documentation for each project
- Individual Project Schedules
- \_\_\_ Appraisals (Land Acquisition Projects)
- Independent Cost Estimates (Design Only or Construction Phase Services >\$100K)

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

**\* 3. Date Received:**

**4. Applicant Identifier:**

3-12-0075-052-2022

**5a. Federal Entity Identifier:**

3-12-0075-052-2022

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Pinellas, County of dba Board of County Commissioners

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-6000800

**\* c. Organizational DUNS:**

0552002160000

**d. Address:**

**\* Street1:**

c/o Office of Management and Budget

**Street2:**

14 S. Ft. Harrison, 5th Floor

**\* City:**

Clearwater

**County/Parish:**

Pinellas

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

33756-5165

**e. Organizational Unit:**

**Department Name:**

St. Pete-Clearwater Int'l Apt

**Division Name:**

St. Pete-Clearwater Int'l Apt

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Thomas

**Middle Name:**

R.

**\* Last Name:**

Jewsbury

**Suffix:**

**Title:**

Airport Director

**Organizational Affiliation:**

The Airport is a department of Pinellas County Government

**\* Telephone Number:**

727 453-7801

**Fax Number:**

727 453-7846

**\* Email:**

jewsbury@fly2pie.com

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Aviation Administration

**11. Catalog of Federal Domestic Assistance Number:**

20-106

CFDA Title:

Airport Improvement Program

**\* 12. Funding Opportunity Number:**

Not Applicable

\* Title:

N/A

**13. Competition Identification Number:**

Not Applicable

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

This AIP grant consists of the design phase of the construction of new Airco Taxiway "D" and the reconstruction of Taxiway "G3".

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="637,672.00"/>
* b. Applicant	<input type="text" value="35,426.00"/>
* c. State	<input type="text" value="35,426.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="708,524.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor: Pinellas County, Florida

Airport: St. Pete-Clearwater International Airport (PIE)

Project Number: 3-12-0075-052-2022

Description of Work: Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" - Design Only and  
Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" Lighting - Design

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes    No    N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes    No    N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes  No  N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes  No  N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes  No  N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes  No  N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes  No  N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: St. Pete-Clearwater International Airport

Address: 14700 Terminal Blvd., Clearwater, FL 33762

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.


Executed on this 11th day of April, 2022

Name of Sponsor: Pinellas County, Florida

Name of Sponsor's Authorized Official: Scott Yarley

Title of Sponsor's Authorized Official: Airport Engineer

Signature of Sponsor's Authorized Official: \_\_\_\_\_

  
Scott Yarley, PE Airport Engineer

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor: Pinellas County, Florida

Airport: St. Pete-Clearwater International Airport (PIE)

Project Number: 3-12-0075-052-2022

Description of Work: Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" - Design Only and  
Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" Lighting - Design Only

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a "covered contract" under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes    No    N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- Yes  No  N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- Yes  No  N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
  - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
  - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- Yes  No  N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
  - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
  - c. Publicly opened at a time and place prescribed in the invitation for bids; and
  - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- Yes  No  N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
  - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
  - c. Listing of evaluation factors along with relative importance of the factors.
- Yes  No  N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- Yes  No  N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes  No  N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes  No  N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

Yes  No  N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes  No  N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes  No  N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes  No  N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.


Executed on this 11th day of April, 2022

Name of Sponsor: Pinellas County, Florida

Name of Sponsor's Authorized Official: Scott Yarley

Title of Sponsor's Authorized Official: Airport Engineer

Signature of Sponsor's Authorized Official:

  
Scott Yarley, PE Airport Engineer

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor: Pinellas County, Florida

Airport: St. Pete-Clearwater International Airport (PIE)

Project Number: 3-12-0075-052-2022

Description of Work: Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" - Design Only and  
Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" Lighting - Design

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgment and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).  
 Yes    No    N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2). Yes    No    N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).  
 Yes    No    N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).  
 Yes    No    N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).  
 Yes    No    N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- 
- Yes
- 
- No
- 
- N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).  
 Yes    No    N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- 
- Yes
- 
- No
- 
- N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- 
- Yes
- 
- No
- 
- N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).  
 Yes    No    N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes  No  N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes  No  N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.


Executed on this 11th day of April, 2022.

Name of Sponsor: Pinellas County, Florida

Name of Sponsor's Authorized Official: Scott Yarley

Title of Sponsor's Authorized Official: Airport Engineer

Signature of Sponsor's Authorized Official: \_\_\_\_\_

  
Scott Yarley, PE Airport Engineer

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Real Property Acquisition Airport Improvement Program Sponsor Certification

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Sponsor: Pinellas County, Florida

Airport: St. Pete-Clearwater International Airport (PIE)

Project Number: 3-12-0075-052-2022

Description of Work: Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" - Design Only and  
Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" Lighting - Design Only

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.  
 Yes    No    N/A
  
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.  
 Yes    No    N/A
  
3. If property for airport development is or will be leased, the following conditions have been met:
  - a. The term is for 20 years or the useful life of the project;
  - b. The lessor is a public agency; and
  - c. The lease contains no provisions that prevent full compliance with the grant agreement. Yes    No    N/A



4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

Yes  No  N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

Yes  No  N/A

6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:

- a. The right of flight;
- b. The right of ingress and egress to remove obstructions; and
- c. The right to restrict the establishment of future obstructions.

Yes  No  N/A

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:

- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
- b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.

Yes  No  N/A

8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.

Yes  No  N/A

9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.

Yes  No  N/A

10. Effort was or will be made to acquire each property through the following negotiation procedures:

- a. No coercive action to induce agreement; and
- b. Supporting documents for settlements included in the project files.

Yes  No  N/A

11. If a negotiated settlement is not reached, the following procedures were or will be used:
- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
  - b. Supporting documents for awards included in the project files.

Yes    No    N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program was or will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

Yes    No    N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses were or will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

Yes    No    N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.


Executed on this 11th day of April, 2022

Name of Sponsor: Pinellas County, Florida

Name of Sponsor's Authorized Official: Scott Yarley

Title of Sponsor's Authorized Official: Airport Engineer

Signature of Sponsor's Designated Official Representative:

  
Scott Yarley, PE Airport Engineer

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor: Pinellas County, Florida

Airport: St. Pete-Clearwater International Airport (PIE)

Project Number: 3-12-0075-052-2022

Description of Work: Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" - Design Only and  
Construct Airco New Taxiway "D" and Reconstruct Taxiway "G3" Lighting - Design Only

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
 Yes    No    N/A
  
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
 Yes    No    N/A
  
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
 Yes    No    N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).  
 Yes  No  N/A
5. Sponsor has publicized or will publicize a RFQ that:  
a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and  
b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).  
 Yes  No  N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).  
 Yes  No  N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).  
 Yes  No  N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:  
a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and  
b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).  
 Yes  No  N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).  
 Yes  No  N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).  
 Yes  No  N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).  
 Yes  No  N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)  
 Yes  No  N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes    No    N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes    No    N/A

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.


Executed on this 11th day of April, 2022

Name of Sponsor: Pinellas County, Florida

Name of Sponsor's Authorized Official: Scott A. Yarley, P.E.

Title of Sponsor's Authorized Official: Airport Engineer

Signature of Sponsor's Authorized Official: \_\_\_\_\_

  
Scott Yarley P.E. Airport Engineer

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



**Project No. 1: Detailed Project Information Sheet**  
**Airport Improvement Program (AIP)**

Airport : St. Pete-Clearwater International Airport (PIE)  
City, ST: Clearwater, Florida  
DUNS / TAX ID No. EUI #R37RMC73XKG1  
SAM Expiration Date: December 15, 2022  
Project Title: Construct Airco New Taxiway "D" Pavement – Design Only

**Project Description**

PIE seeks to utilize a professional engineering consultant to develop the design and bid documents for a new taxiway that will provide access from the airfield to an undeveloped 130-acre property known as the Airco site.

This former golf course, (referred to as the Airco site as noted above), is one of the largest tracts of undeveloped property remaining in Pinellas County. The current Airport Layout Plan in the recently completed Master Plan identifies the redevelopment of the site for aeronautical and non-aeronautical uses, along with the future taxiway.

Topographical surveys, subsurface investigations, and permitting will be included in this work.

This project will be funded by FAA entitlement funding, FDOT funding and with the airport's local share. The consultant, which was competitively selected for these services, shall design the taxiway system in accordance with all applicable FAA advisory circulars, specifications, and State and County regulations.

Taxiway "D" will run roughly parallel to Runway 18-36 for approximately 3,320 linear feet (LF) and will terminate at Runway 04-22 and the end of Runway 36. Due to the current aircraft fleet mix, this taxiway will be designed to accommodate Airplane Design Group (ADG) III aircraft and will meet the criteria of a Taxiway Design Group (TDG) 3 aircraft as noted in the current FAA-approved Airport Layout Plan. However, since the ultimate condition of this taxiway will be for ADG V aircraft (per the ALP), we intend to design to the ADG V criteria for offsets, grading, and drainage only. Pavement width for the interim condition will be fifty feet (50') with turf shoulders as required for the current ADG III aircraft condition.

Taxiway "D" will be constructed to all current FAA design standards and with coordination with the ADO.

This project is necessary to allow for the non-exclusive use, aeronautical development on the Airco site adjacent to PIE. This new taxiway will serve the Airco site. Airco has seen a significant amount of interest for both aeronautical and non-aeronautical uses. PIE currently has Letters of Intent from potential tenants on file who are interested in future aeronautical uses of this site; one is an FBO and the other two are aeronautical tenants and master developers. With the construction of this taxiway, the phased development can begin. One of the parties has requested that their plans remain confidential. The Letters of Intent are attached to this Pre-Application.

The FBO tenant has not made a definitive decision about whether to relocate its entire FBO leasehold to Airco, or whether to separate their local customers from the transient customers to create more room at both locations, which is not uncommon at other airports the FBO tenant serves.

The timeframe for the FBO tenant to begin design of their proposed development shall take place as PIE is completing its design effort to be sure that the schematic drawing will still be able to be constructed and the buildings will be situated as needed from the connector taxiways. Specific dates have not been offered, but they have indicated that, as we are

completing our design in the spring of 2022, they will begin their design. They expect completion of their construction in late 2024 or early 2025.

The FBO's current critical aircraft of Gulfstream Global Express, Boeing 737 or 757 (sports charters) falls within the ADG III standard and will be able to maneuver aircraft on the proposed Airco taxiway construction.

It is to be noted that all ramps connected to a taxiway will be public use and will not be exclusive use; the lease for this area will contain the same assurance. Public aircraft parking will be available on all apron areas, which will be considered eligible apron area.

The schematic layout drawing from the FBO tenant has been re-drawn with "call outs" to show that the majority, if not all, hangars will be community hangars and will not serve a single tenant.

The FAA issued a Federal Finding of No Significant Impact on this project's Environmental Assessment on February 3, 2020. The estimated start date of this project is January 2023, and it is estimated to be completed in January 2024.

COVID-19 negatively impacted PIE during 2020, both in aircraft operations and passengers, but the airport has made promising strides in both areas in 2022 in comparison to other airports throughout the nation. PIE serves primarily leisure passengers with approximately 95% leisure and 5% business passengers. Leisure passengers appear to be returning to flying quicker than business passengers.

PIE has completed its Master Plan effort. The Exhibit A was accepted by the ADO on October 10, 2020. The Airport Layout Plan drawings were approved on March 19, 2021. The final Stormwater Management Plan Report was submitted to the FAA on September 22, 2020, and to both the County and SWFWMD on September 28, 2020.

#### **Project Justification:**

Per FAA Order 5100.38D, Table H-3 "Taxiway Project Requirements" a new taxiway can be constructed due to following justifications:

- (1) The taxiway referred to in the Project Description connects runways or taxiways eligible at PIE.
- (2) The taxiway will be constructed to FAA design standards, including proper access, shoulders, turf along edge of shoulders, sign, taxiway safety areas, marking, and lighting.

According to Appendix H. "Taxiway Projects" H-2. a. "Parallel and Partial Taxiway", a "partial parallel taxiway is also eligible if the runway is eligible and justified..." and d. "Other Taxiways", a "taxiway is a defined path for taxiing of aircraft from one point to another. Taxiways on, or connecting to, aprons available for use by the general public are eligible."

The reasons why the FBO tenant is interested in the Airco site are as follows: (1) their current ramp is too shallow and is too crowded with the small- to medium-size jets that they serve currently; (2) larger jets such as a Global Express are beginning to park on the FBO ramp and can take as much as 2 or 3 parking spaces, which further reduces the amount of parking for their other customers; (3) the FBO ramp regularly reaches capacity; and (4) their existing hangars are long and deep, which requires significant time and effort to move aircraft around in the community hangars when an owner needs to access its aircraft.

Master developers see this location as vital due to its easy access to Ulmerton Boulevard and I-275 and I-75. The land is also raw which will allow them to design the building and road system to suit their needs. The aeronautical land is ideal due to its close location to the approach end of Runway 36 and the planned design of Taxiway "D" will provide that direct access that is needed from the Airco land to PIE's airfield.



In the recently completed master plan document (Table 3.7-4) the FAA-approved forecast of the aircraft fleet mix is expected to increase from 42 to 59 jets by 2023 and increase from 297 to 334 total aircraft by 2023. Airco could provide much-needed relief to the FBO-tenant's forecasted fleet mix growth.

The FAA-approved forecast for PIE's general aviation operations is due to grow from 84,251 in 2017 to 93,218 in 2023, which is a 10.6% increase.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

Yes  No (explain below)

N/A

**Special Circumstances (check if applicable to the project):**

- |                                                      |                                                |                                        |
|------------------------------------------------------|------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Force Account Services      | <input type="checkbox"/> Benefit Cost Analysis | <input type="checkbox"/> [Enter Other] |
| <input type="checkbox"/> Mods. To Standards          | <input type="checkbox"/> Design-build or CMR   | <input type="checkbox"/> [Enter Other] |
| <input type="checkbox"/> AIP eligible & non-eligible | <input type="checkbox"/> Exceeds FAA Stds.     | <input type="checkbox"/> [Enter Other] |

N/A

**Project Funding:**

Total Cost (100%)	FAA Share (90%)	State (5%)	Local (5%)
\$559,842	\$503,858	\$27,992	\$27,992

Type of Funding Proposed (FAA Share Only)			
Fund Type	Funds Available	Funds to be Used	Funds Remaining
P2021	\$4,173,483	\$503,858	\$3,669,625
Total	\$4,173,483	\$503,858	\$3,669,625

Alternate Funding Plan: *Provide an alternate funding plan if discretionary funding is unavailable, such as a substitute entitlement only project, reduce scope through bid alternates, move the project out to a future year, etc.*

**Project Cost Estimate Breakdown:**

Construct Airco New Taxiway "D" – Design Only	Cost (100%)	FAA (90%)
Construction (N/A)	\$0	\$0
Engineering	\$559,842	\$503,858
<b>Subtotal Amount</b>	<b>\$559,842</b>	<b>\$503,858</b>

Total Estimated Project Cost (100%)	\$559,842
Total FAA Share Cost (90%)	\$503,858

*\*NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

**Project Preliminary Checklist:**

AIP Document Pre-requisites		Dates	
Date of FAA Approved ALP		3/19/2021	
Date of last 5010, Airport Master Record verification for data corrections.		8/12/2021	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion		10/20/2020	
Date of Environmental Determination		2/3/2020	
Date of last Airport Pavement Maintenance Program.		7/10/2019	
Date of Land Acquisition (if applicable)		N/A	
Impacts to FAA Facilities		Yes	No
Does the project impact FAA facilities?		<input type="checkbox"/>	X
N/A			

**Project #1: Construct New Airco Taxiway "D" Pavement – Design Only**  
**PROPOSED PROJECT SCHEDULE**

<u>Proposed Project Schedule:</u>	<u>Dates:</u>
<b>Selection of Consultant</b>	<b>8/26/2021</b>
Pre-Application Submittal to FAA ADO Planner	<b>10/14/2021</b>
Pre-design Conference	<b>12/7/2021</b>
CSPP and Airspace Coordination in iOE/AAA <sup>1</sup>	<b>5/6/2022</b>
Completion of Plans, Specifications and Engineers Report	<b>9/2/2022</b>
Submit Plans and Specs to FAA <sup>2</sup>	<b>5/6/2022</b>
Advertisement of Project for Bids	<b>2/3/2023</b>
Bid Opening	<b>3/29/2023</b>
Bid Tabulation Submittal and Recommendation of Award	<b>4/14/2023</b>
Application Submittal to FAA ADO Engineer	<b>4/14/2023</b>
Grant Offer	<b>9/29/2023</b>
Execution of FAA Grant	<b>9/30/2023</b>
Pre-construction Conference	<b>11/13/2023</b>
Notice to Proceed to Contractor <sup>3</sup>	<b>11/13/2023</b>
Substantial Completion of Construction	<b>8/9/2024</b>
Final Inspection	<b>9/6/2024</b>
Project Close-Out <sup>4</sup>	<b>10/31/2024</b>

**= To be coordinated with the ADO Engineer prior to grant application submittal.**

<sup>1</sup> Coordination of CSPP and airspace in iOE/AAA shall be completed / determined before grant application submittal. Refer to CSPP SOP 1.00 for CSPP project applicability requirements.

<sup>2</sup> For any construction grants, Plans / Specs & the Engineers Report must be submitted to the ADO PM for review and approval prior to bid advertisement in accordance with 2 CFR 200. Sponsor will be responsible for removing / prorating all non-AIP eligible bid items identified prior to grant execution.

<sup>3</sup> Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

<sup>4</sup> Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. You may refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.

## Project No. 2: Detailed Project Information Sheet

### Airport Improvement Program (AIP)

Airport : St. Pete-Clearwater International Airport (PIE)  
City, ST: Clearwater, Florida  
DUNS / TAX ID No. EUI #R37RMC73XKG1  
SAM Expiration Date: December 15, 2022  
Project Title: Construct Airco Taxiway "G3" Pavement – Design Only

#### Project Description

PIE seeks to utilize a professional engineering consultant to develop the design and bid documents to reconstruct an existing taxiway to meet current advisory circular geometric standards. Taxiway "G3" is a necessary taxiway to provide access to an undeveloped 130-acre property known as the Airco site.

This former golf course, (referred to as the Airco site as noted above), is one of the largest tracts of undeveloped property remaining in Pinellas County. The current Airport Layout Plan in the recently completed Master Plan identifies the redevelopment of the site for aeronautical and non-aeronautical uses, along with the future taxiway.

Topographical surveys, subsurface investigations, and permitting will be included in this work.

This project will be funded by FAA entitlement funding, FDOT funding and with the airport's local share. The consultant, which was competitively selected for these services, shall design the taxiway in accordance with all applicable FAA advisory circulars, specifications, and State and County regulations.

Taxiway "G3" is an existing angled taxiway that will be reconstructed to meet current airport design geometric requirements. It will be 50 feet (50') wide and approximately 250 linear feet in length.

The taxiway will be constructed to all current FAA design standards and will be coordinated with the ADO.

This project is necessary to allow for the non-exclusive use, aeronautical development on the Airco site adjacent to PIE. This existing taxiway will serve the Airco site. Airco has seen a significant amount of interest for both aeronautical and non-aeronautical uses. PIE currently has Letters of Intent from potential tenants on file who are interested in future aeronautical uses of this site; one is an FBO and the other two are aeronautical tenants and master developers. With the reconstruction of this taxiway, the phased development can begin. One of the parties has requested that their plans remain confidential. The Letters of Intent are attached to this Pre-Application.

The FBO tenant has not made a definitive decision about whether to relocate its entire FBO leasehold to Airco, or whether to separate their local customers from the transient customers to create more room at both locations, which is not uncommon at other airports the FBO tenant serves.

The timeframe for the FBO tenant to begin design of their proposed development shall take place as PIE is completing its design effort to be sure that the schematic drawing will still be able to be constructed and the buildings will be situated as needed from the connector taxiways. Specific dates have not been offered, but they have indicated that, as we are completing our design in the spring of 2022, they will begin their design. They expect completion of their construction in late 2024 or early 2025.

The FBO's current critical aircraft of Gulfstream Global Express, Boeing 737 or 757 (sports charters) falls within the ADG III standard and will be able to maneuver aircraft on the proposed Airco taxiway construction.

It is to be noted that all ramps connected to a taxiway will be public use and will not be exclusive use; the lease for this area will contain the same assurance. Public aircraft parking will be available on all apron areas, which will be considered eligible apron area.

The schematic layout drawing from the FBO tenant has been re-drawn with "call outs" to show that the majority, if not all, hangars will be community hangars and will not serve a single tenant.

The FAA issued a Federal Finding of No Significant Impact on this project's Environmental Assessment on February 3, 2020. The estimated start date of this project is January 2023, and it is estimated to be completed in January 2024.

COVID-19 negatively impacted PIE during 2020, both in aircraft operations and passengers, but the airport has made promising strides in both areas in 2021 in comparison to other airports throughout the nation. PIE serves primarily leisure passengers with approximately 95% leisure and 5% business passengers. Leisure passengers appear to be returning to flying quicker than business passengers.

PIE has completed its Master Plan effort. The Exhibit A has already been accepted by the ADO on October 10, 2020. The Airport Layout Plan drawings were approved on March 19, 2021. The final Stormwater Management Plan Report was submitted to the FAA on September 22, 2020, and to both the County and SWFWMD on September 28, 2020.

#### Project Justification:

Per FAA Order 5100.38D, Table H-3 "Taxiway Project Requirements" a taxiway can be constructed due to following justifications:

- (1) The taxiways referred to in the Project Description connects runways or taxiways eligible at PIE.
- (2) The taxiways will be constructed to FAA design standards, including proper access, shoulders, turf along edge of shoulders, sign, taxiway safety areas, marking, and lighting.

According to Appendix H. "Taxiway Projects" H-2. a. "Parallel and Partial Taxiway", a "partial parallel taxiway is also eligible if the runway is eligible and justified..." and d. "Other Taxiways", a "taxiway is a defined path for taxiing of aircraft from one point to another. Taxiways on, or connecting to, aprons available for use by the general public are eligible."

The reasons why the FBO tenant is interested in the Airco site are as follows: (1) their current ramp is too shallow and is too crowded with the small- to medium-size jets that they serve currently; (2) larger jets such as a Global Express are beginning to park on the FBO ramp and can take as much as 2 or 3 parking spaces, which further reduces the amount of parking for their other customers; (3) the FBO ramp regularly reaches capacity; and (4) their existing hangars are long and deep, which requires significant time and effort to move aircraft around in the community hangars when an owner needs to access its aircraft.

Master developers see this location as vital due to its easy access to Ulmerton Boulevard and I-275 and I-75. The land is also raw which will allow them to design the building and road system to suit their needs.

In the recently completed master plan document (Table 3.7-4) the FAA-approved forecast of the aircraft fleet mix is expected to increase from 42 to 59 jets by 2023 and increase from 297 to 334 total aircraft by 2023. Airco could provide much-needed relief to the FBO-tenant's forecasted fleet mix growth.

The FAA-approved forecast for PIE's general aviation operations is due to grow from 84,251 in 2017 to 93,218 in 2023, which is a 10.6% increase.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

Yes  No (explain below)

N/A

**Special Circumstances (check if applicable to the project):**

- Force Account Services       Benefit Cost Analysis       [Enter Other]
- Mods. To Standards             Design-build or CMR         [Enter Other]
- AIP eligible & non-eligible     Exceeds FAA Stds.          [Enter Other]

N/A

**Project Funding:**

Total Cost (100%)	FAA Share (90%)	State (5%)	Local (5%)
\$48,682	\$43,814	\$2,434	\$2,434

Type of Funding Proposed (FAA Share Only)			
Fund Type	Funds Available	Funds to be Used	Funds Remaining
P2021	\$3,669,625	\$43,814	\$3,625,811
Total	\$3,669,625	\$43,814	\$3,625,811

Alternate Funding Plan: *Provide an alternate funding plan if discretionary funding is unavailable, such as a substitute entitlement only project, reduce scope through bid alternates, move the project out to a future year, etc.*

**Project Cost Estimate Breakdown:**

Construct Airco Existing Taxiway G3 – Design Only	Cost (100%)	FAA (90%)
Construction (N/A)	\$0	\$0
Engineering	\$48,682	\$43,814
<b>Subtotal Amount</b>	<b>\$48,682</b>	<b>\$43,814</b>

Total Estimated Project Cost (100%)                      \$48,682  
 Total FAA Share Cost (90%)                                      \$43,814

*\*NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

**Project Preliminary Checklist:**

AIP Document Pre-requisites		Dates	
Date of FAA Approved ALP		<b>3/19/2021</b>	
Date of last 5010, Airport Master Record verification for data corrections.		<b>8/12/2021</b>	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion		<b>10/20/2020</b>	
Date of Environmental Determination		<b>2/3/2020</b>	
Date of last Airport Pavement Maintenance Program.		<b>7/10/2019</b>	
Date of Land Acquisition (if applicable)		<b>N/A</b>	
Impacts to FAA Facilities		Yes	No
Does the project impact FAA facilities?		<input type="checkbox"/>	<b>X</b>
<b>N/A</b>			

**Project #2: Construct Existing Airco Taxiway "G-3" Pavement – Design Only**  
**PROPOSED PROJECT SCHEDULE**

<u>Proposed Project Schedule:</u>	<u>Dates:</u>
Selection of Consultant	8/26/2021
Pre-Application Submittal to FAA ADO Planner	10/14/2021
Pre-design Conference	12/7/2021
CSPP and Airspace Coordination in iOE/AAA <sup>1</sup>	5/6/2022
Completion of Plans, Specifications and Engineers Report	9/2/2022
Submit Plans and Specs to FAA <sup>2</sup>	5/6/2022
Advertisement of Project for Bids	2/3/2023
Bid Opening	3/29/2023
Bid Tabulation Submittal and Recommendation of Award	4/14/2023
Application Submittal to FAA ADO Engineer	4/14/2023
Grant Offer	9/29/2023
Execution of FAA Grant	9/29/2023
Pre-construction Conference	11/13/2023
Notice to Proceed to Contractor <sup>3</sup>	11/13/2023
Substantial Completion of Construction	8/9/2024
Final Inspection	9/6/2024
Project Close-Out <sup>4</sup>	10/31/2024

**= To be coordinated with the ADO Engineer prior to grant application submittal.**

<sup>1</sup> Coordination of CSPP and airspace in iOE/AAA shall be completed / determined before grant application submittal. Refer to CSPP SOP 1.00 for CSPP project applicability requirements.

<sup>2</sup> For any construction grants, Plans / Specs & the Engineers Report must be submitted to the ADO PM for review and approval prior to bid advertisement in accordance with 2 CFR 200. Sponsor will be responsible for removing / prorating all non-AIP eligible bid items identified prior to grant execution.

<sup>3</sup> Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

<sup>4</sup> Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. You may refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.



**Project No. 3: Detailed Project Information Sheet**  
**Airport Improvement Program (AIP)**

Airport : St. Pete-Clearwater International (PIE)  
 City, ST: Clearwater, Florida  
 DUNS / TAX ID No. EUI #R37RMC73XKG1  
 SAM Expiration Date: December 15, 2022  
 Project Title: Construction New Taxiway "D" Lighting – Design Only

**Project Description:**

This project involves the installation of new airfield electrical fixtures associated with the construction of a new taxiway ("D") to provide aviation access to the future Airco Development project.

The work will involve the installation of new taxiway lights on Taxiway "D". The approximate length of the lighting and signage system is 3,320 linear feet. Lights used will be LED technology.

The taxiway lighting will be constructed to all current FAA design standards and coordinated with the ADO.

Design will begin in FY22 (FAA federal year 2022) with Construction Phase beginning in FY23.

**Project Justification:**

This project advances AIP airport safety policy. According to FAA Order 5100.38D AIP Handbook, Section 3-13, Table 3-8 (f), airfield lighting and signage minimum useful life is ten (10) years.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

X Yes  No (explain below)

**Special Circumstances (check if applicable to the project):**

- |                                                      |                                                |                                        |
|------------------------------------------------------|------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Force Account Services      | <input type="checkbox"/> Benefit Cost Analysis | <input type="checkbox"/> [Enter Other] |
| <input type="checkbox"/> Mods. To Standards          | <input type="checkbox"/> Design-build or CMR   | <input type="checkbox"/> [Enter Other] |
| <input type="checkbox"/> AIP eligible & non-eligible | <input type="checkbox"/> Exceeds FAA Stds.     | <input type="checkbox"/> [Enter Other] |

**Project Funding:**

Total Cost (100%)	FAA Share (90%)	State (5%)	Local (5%)
\$87,500	\$78,750	\$4,375	\$4,375

Type of Funding Proposed (FAA Share Only)			
Fund Type	Funds Available	Funds to be Used	Funds Remaining
P2021	\$3,625,811	\$78,750	\$3,547,061

Total	\$3,625,811	\$78,750	\$3,547,061

**Alternate Funding Plan:**

*Provide an alternate funding plan if discretionary funding is unavailable, such as a substitute entitlement only project, reduce scope through bid alternates, move the project out to a future year, etc.*

This project would be phased out over a 2-3 year period utilizing all entitlement funding.

**Project Cost Estimate Breakdown:**

**Construction New Taxiway "D" Lighting – Design Only**

	Cost (100%)	FAA (90%)
Airfield Electrical	\$87,500	\$78,750
<b>Subtotal Amount</b>	\$87,500	\$78,750

Total Estimated Project Cost (100%)                   **\$87,500**  
 Total FAA Share Cost (90%)                               **\$78,750**

*\*NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

**Project Preliminary Checklist:**

AIP Document Pre-requisites	Dates	
Date of FAA Approved ALP	<b>3/19/2021</b>	
Date of last 5010, Airport Master Record verification for data corrections.	<b>8/12/2021</b>	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion	<b>10/20/2020</b>	
Date of Environmental Determination	<b>2/3/2020</b>	
Date of last Airport Pavement Maintenance Program.	<b>7/10/2019</b>	
Date of Land Acquisition (if applicable)	<b>N/A</b>	
Impacts to FAA Facilities	Yes	No
Does the project impact FAA facilities?	<input type="checkbox"/>	<b>X</b>

**Project #3: Construct Taxiway “D” Lighting – Design Only**  
**PROPOSED PROJECT SCHEDULE**

<b><u>Proposed Project Schedule:</u></b>	<b><u>Dates:</u></b>
Selection of Consultant	<b>8/26/2021</b>
Pre-Application Submittal to FAA ADO Planner	<b>10/14/2021</b>
Pre-design Conference	<b>12/7/2021</b>
CSPP and Airspace Coordination in iOE/AAA <sup>1</sup>	<b>5/6/2022</b>
Completion of Plans, Specifications and Engineers Report	<b>9/2/2022</b>
Submit Plans and Specs to FAA <sup>2</sup>	<b>5/6/2022</b>
Advertisement of Project for Bids	<b>2/3/2023</b>
Bid Opening	<b>3/29/2023</b>
Bid Tabulation Submittal and Recommendation of Award	<b>4/14/2023</b>
Application Submittal to FAA ADO Engineer	<b>4/14/2023</b>
Grant Offer	<b>9/29/2023</b>
Execution of FAA Grant	<b>9/30/2023</b>
Pre-construction Conference	<b>11/13/2023</b>
Notice to Proceed to Contractor <sup>3</sup>	<b>11/13/2023</b>
Substantial Completion of Construction	<b>8/9/2024</b>
Final Inspection	<b>9/6/2024</b>
Project Close-Out <sup>4</sup>	<b>10/31/2024</b>

**= To be coordinated with the ADO Engineer prior to grant application submittal.**

<sup>1</sup> Coordination of CSPP and airspace in iOE/AAA shall be completed / determined before grant application submittal. Refer to CSPP SOP 1.00 for CSPP project applicability requirements.

<sup>2</sup> For any construction grants, Plans / Specs & the Engineers Report must be submitted to the ADO PM for review and approval prior to bid advertisement in accordance with 2 CFR 200. Sponsor will be responsible for removing / prorating all non-AIP eligible bid items identified prior to grant execution.

<sup>3</sup> Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

<sup>4</sup> Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. You may refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.

**Project No. 4: Detailed Project Information Sheet**  
**Airport Improvement Program (AIP)**

Airport : St. Pete-Clearwater International (PIE)  
 City, ST: Clearwater, Florida  
 DUNS / TAX ID No. EUI #R37RMC73XKG1  
 SAM Expiration Date: December 15, 2022  
 Project Title: Construction Taxiway Connector "G3" Lighting – Design Only

**Project Description:**

This project involves the demolition and installation of new airfield electrical fixtures associated with the reconstruction of an existing taxiway connector ("G3") to provide aviation access to the future Airco Development project.

The work will involve the rehabilitation of the existing taxiway lights on Taxiway "G3" and installation of new taxiway lights. The length of the lighting and signage system will be approximately 600 linear feet due to the tapers at the connection to existing Taxiway "G". Lights used will be LED technology.

Both taxiways will be constructed to all current FAA design standards and coordinated with the ADO.

Design will begin in FY22 (FAA federal year 2022) with Construction Phase beginning in FY23.

**Project Justification:**

This project advances AIP airport safety policy. The taxiway lights for Taxiway "G3" were installed in 1990 under FAA AIP No. 3-12-0075-12 (when Taxiway "G3" was known as Taxiway "F"). These edge lights have far exceeded their minimum useful life of ten (10) years and need replacement. According to FAA Order 5100.38D AIP Handbook, Section 3-13, Table 3-8 (f), airfield lighting and signage minimum useful life is ten (10) years.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

X Yes  No (explain below)

**Special Circumstances (check if applicable to the project):**

- |                                                      |                                                |                                        |
|------------------------------------------------------|------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Force Account Services      | <input type="checkbox"/> Benefit Cost Analysis | <input type="checkbox"/> [Enter Other] |
| <input type="checkbox"/> Mods. To Standards          | <input type="checkbox"/> Design-build or CMR   | <input type="checkbox"/> [Enter Other] |
| <input type="checkbox"/> AIP eligible & non-eligible | <input type="checkbox"/> Exceeds FAA Stds.     | <input type="checkbox"/> [Enter Other] |

**Project Funding:**

Total Cost (100%)	FAA Share (90%)	State (5%)	Local (5%)
\$12,500	\$11,250	\$625	\$625

**Type of Funding Proposed (FAA Share Only)**

<u>Fund Type</u>	<u>Funds Available</u>	<u>Funds to be Used</u>	<u>Funds Remaining</u>
P2021	\$3,547,061	\$11,250	\$3,535,811
Total	\$3,547,061	\$11,250	\$3,535,811

Alternate Funding Plan: *Provide an alternate funding plan if discretionary funding is unavailable, such as a substitute entitlement only project, reduce scope through bid alternates, move the project out to a future year, etc.*

This project would be phased out over a 2-3 year period utilizing all entitlement funding.

**Project Cost Estimate Breakdown:**

**Construction Taxiway Connector "G-3" Lighting – Design Only**

	Cost (100%)	FAA (90%)
Airfield Electrical	\$12,500	\$11,250
<b>Subtotal Amount</b>	\$12,500	\$11,250

Total Estimated Project Cost (100%)                   **\$12,500**  
 Total FAA Share Cost (90%)                               **\$11,250**

*\*NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

**Project Preliminary Checklist:**

AIP Document Pre-requisites	Dates	
Date of FAA Approved ALP	<b>3/19/2021</b>	
Date of last 5010, Airport Master Record verification for data corrections.	<b>8/12/2021</b>	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion	<b>10/20/2020</b>	
Date of Environmental Determination	<b>2/3/2020</b>	
Date of last Airport Pavement Maintenance Program.	<b>7/10/2019</b>	
Date of Land Acquisition (if applicable)	<b>N/A</b>	
Impacts to FAA Facilities	Yes	No
Does the project impact FAA facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Project #4: Construct Taxiway Connector "G3" Lighting – Design Only**  
**PROPOSED PROJECT SCHEDULE**

<u>Proposed Project Schedule:</u>	<u>Dates:</u>
Selection of Consultant	<b>8/26/2021</b>
Pre-Application Submittal to FAA ADO Planner	<b>10/14/2021</b>
Pre-design Conference	<b>12/7/2021</b>
CSPP and Airspace Coordination in iOE/AAA <sup>1</sup>	<b>5/6/2022</b>
Completion of Plans, Specifications and Engineers Report	<b>9/2/2022</b>
Submit Plans and Specs to FAA <sup>2</sup>	<b>5/6/2022</b>
Advertisement of Project for Bids	<b>2/3/2023</b>
Bid Opening	<b>3/29/2023</b>
Bid Tabulation Submittal and Recommendation of Award	<b>4/14/2023</b>
Application Submittal to FAA ADO Engineer	<b>4/14/2023</b>
Grant Offer	<b>9/29/2023</b>
Execution of FAA Grant	<b>10/10/2023</b>
Pre-construction Conference	<b>11/13/2023</b>
Notice to Proceed to Contractor <sup>3</sup>	<b>11/13/2023</b>
Substantial Completion of Construction	<b>8/9/2024</b>
Final Inspection	<b>9/6/2024</b>
Project Close-Out <sup>4</sup>	<b>10/31/2024</b>

**= To be coordinated with the ADO Engineer prior to grant application submittal.**

<sup>1</sup> Coordination of CSPP and airspace in iOE/AAA shall be completed / determined before grant application submittal. Refer to CSPP SOP 1.00 for CSPP project applicability requirements.

<sup>2</sup> For any construction grants, Plans / Specs & the Engineers Report must be submitted to the ADO PM for review and approval prior to bid advertisement in accordance with 2 CFR 200. Sponsor will be responsible for removing / prorating all non-AIP eligible bid items identified prior to grant execution.

<sup>3</sup> Once all contract documents have been executed, the sponsor will issue a notice to proceed to the contractor. The sponsor must send a copy of the notice to proceed to the ADO PM.

<sup>4</sup> Project shall remain on schedule as shown above. Note that closeout of an AIP grant must not exceed four (4) years after grant execution date. You may refer to the AIP Handbook - Chapter 5, Section 8, Grant Closeout for additional details.







## SEALED PROPOSAL • DO NOT OPEN

SEALED PROPOSAL NO.: 21-0552-NC (SS)

RFP TITLE: Design of New Airco Taxiways –  
Professional Engineering Services

DUE DATE/TIME: July 29, 2021 @ 3:00 p.m.

SUBMITTED BY: \_\_\_\_\_  
(Name of Company)

### *Please Note:*

From time to time, addenda may be issued to this proposal. Any such addenda will be posted on the same Web site, [www.pinellascounty.org/purchase/Current Bids1.htm](http://www.pinellascounty.org/purchase/Current%20Bids1.htm), from which you obtained this proposal. Before submitting your proposal, you should check our Web site to download any addenda that may have been issued. Please remember to sign and return Addenda Acknowledgement Form with completed proposal package if applicable.



PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS  
400 S. FT. HARRISON AVENUE  
ANNEX BUILDING – 6<sup>TH</sup> FLOOR  
CLEARWATER, FL 33756

# REQUEST FOR QUALIFICATIONS PROPOSAL PROFESSIONAL SERVICES - NON-CONTINUING

AS GOVERNED BY FLORIDA STATUTE 287.055

ISSUE DATE:

June 22, 2021

**PROPOSAL SUBMITTALS RECEIVED AFTER SUBMITTAL DATE & TIME WILL NOT BE CONSIDERED**

**TITLE: Design of New Airco Taxiways – Professional Engineering Services**

**RFP NUMBER: 21-0552-NC (SS)**

**SUBMITTAL DUE: July 29, 2021 @ 3:00 P.M.**  
*AND MAY NOT BE WITHDRAWN FOR 120 DAYS FROM DATE LISTED ABOVE.*

**PRE-PROPOSAL DATE & LOCATION:**  
**NON-MANDATORY**

**DEADLINE FOR WRITTEN QUESTIONS: July 19, 2021 BY 3:00 P.M.**  
**SUBMIT QUESTIONS: ALL QUESTIONS MUST BE SUBMITTED IN PINELLAS EPRO WITHIN THE Q & A TAB.**

**Date:** Thursday July 8, 2021  
**Time:** 10:00 A.M.  
**Location:** 14700 Terminal Blvd., 2nd Floor Conference Room Clearwater, Florida 33762

THE MISSION OF PINELLAS COUNTY

Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.

*Merry Celeste*

**MERRY CELESTE, CPPB**  
Division Director of Purchasing and Risk Management

**PROPOSER MUST COMPLETE THE FOLLOWING**

NO CHANGES REQUESTED BY A PROPOSER WILL BE CONSIDERED AFTER THE RFP OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM YOU ARE AGREEING TO ALL PROPOSAL TERMS AND CONDITIONS, INCLUDING ALL INSURANCE REQUIREMENTS.

PROPOSER (COMPANY NAME):	D/B/A
Mailing Address	City, State Zip
Company Email Address	Phone <span style="float: right;">Fax</span>
Remit To Name (as Shown on Company Invoice)	Printed Contact Representative/Title/Email

Proper Corporate Identity is needed when you submit your proposal, especially how your firm is registered with the Florida Division of Corporations. Please visit [www.sunbiz.org](http://www.sunbiz.org) for this information.

**I HEREBY AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS RFP EXCEPT AS NOTED BY EXCEPTION, INCLUDING ALL INSURANCE REQUIREMENTS & CERTIFY I AM AUTHORIZED TO SIGN THIS RFP FOR THE PROPOSER**

AUTHORIZED SIGNATURE	PRINT NAME & TITLE
----------------------	--------------------

**RETURN THIS FORM WITH YOUR PROPOSAL**

## SECTION A – GENERAL CONDITIONS

**1. SUBMISSION OF PROPOSAL:**

- (a) Proposals shall be submitted utilizing Pinellas ePro procurement website. Failure to comply could result in the proposal being rejected.
- (b) Proposal must be submitted on the forms furnished. Facsimile bids will not be considered. The County reserves the right to modify the Proposal by emails and facsimile notice.

**2. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS:**

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this proposal must be sent in writing (electronically) to the Purchasing Department and received no later than the deadline specified in RFP. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the proposal. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified deadline.

**3. RIGHTS OF PINELLAS COUNTY IN REQUEST FOR PROPOSAL PROCESS:**

In addition to all other rights of the County under Florida law, the County specifically reserves the following:

- a) Pinellas County reserves the right to rank firms and negotiate with the highest-ranking firm. Negotiation with an individual proposer does not require negotiation with others.
- b) Pinellas County reserves the right to select the proposal that it believes will serve the best interest of Pinellas County.
- c) Pinellas County reserves the right to reject any or all Requests for Proposals. The respective constitutional officer, county administrator on behalf of the board of county commissioners or within his/her delegated financial approval authority, or Director of Purchasing, within his/her delegated financial approval authority shall have the authority when the public interest will be served thereby to reject all proposals or parts of proposals at any stage of the procurement process through the award of the contract.
- d) Pinellas County reserves the right to cancel the entire Request for Proposal.
- e) Pinellas County reserves the right to remedy or waive minor informalities or irregularities, or immaterial errors in the Request for Proposal or in proposals submitted.
- f) Pinellas County reserves the right to request any necessary clarifications or proposal data without changing the terms of the proposal.

**4. COSTS INCURRED BY PROPOSERS:**

All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

**5. ORAL PRESENTATION:**

An oral presentation may be requested at the evaluation committee's discretion. If an oral presentation is requested, it will be based on the evaluation of the written proposal's submitted, a minimum of three (3) highest ranked firms, (if at least three firms submitted and are deemed qualified to proceed) shall be shortlisted and may be invited to an oral presentation. The average scores from the written evaluation phase will be carried forward (for shortlisted firms) and combined with average scores from the oral presentation process for one total average score potential of 2,000 points. (1,000 points from the written and 1,000 points from the oral).

**6. CONFLICT OF INTEREST:**

- a) The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Proposer further represents that no person having any such interest shall be employed by him/her during the agreement term and any extensions. In addition, the Proposer shall not offer gifts or gratuities to County Employees as County Employees are not permitted to accept gifts or gratuities. By signing this proposal document, the Proposer acknowledges that no gifts or gratuities have been offered to County Employees or anyone else involved in this competitive proposal process.

## SECTION A – GENERAL CONDITIONS

- b) The Proposer shall promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Proposer may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Proposer. The County agrees to notify the Proposer of its opinion, by certified mail, within thirty days of receipt of notification by the Proposer.
- c) It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:

Pinellas County Clerk of Circuit Court – Division of Inspector General

(727) 45FRAUD (453-7283)  
Fax – 727-464-8386

**7. WITHDRAWAL OF PROPOSAL:**

A proposal may be withdrawn prior to the time set for the proposal submittal, based on a written request from an authorized representative of the firm; however, a proposal may not be withdrawn after the time set for the proposal submittal for a period of time as specified.

**8. LATE PROPOSAL OR MODIFICATIONS:**

- a. Proposal and modifications received after the time set for the proposal submittal will not be considered. This upholds the integrity of the proposal process.
- b. Modifications in writing received prior to the time set for the proposal submittal will be accepted.

**9. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:**

The laws of the State of Florida apply to any purchase made under this Request for Proposal. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA as applicable to this contract.

**10. RIGHT TO AUDIT:**

Pinellas County reserves the privilege of auditing a vendor's records as such records relate to purchases between Pinellas County and said vendor. Such audit privilege is provided for within the text of the Pinellas County Code §2-156 through §2-176(j). Records should be maintained for five (5) years from the date of final payment.

**11. SCRUTINIZED COMPANIES AND PUBLIC ENTITIES CRIME ACT:**

Contractor is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and Contractor agrees that its bid and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. Contractor represents and certifies that Contractor is and will at all times remain eligible to bid for and perform the services subject to the requirements of these, and other applicable, laws. Contractor agrees that any contract awarded to Contractor will be subject to termination by the County if Contractor fails to comply or to maintain such compliance.

**12. COUNTY INDEMNIFICATION:**

If the CONSULTANT is an individual or entity licensed by the State of Florida who holds a current certificate of registration or is qualified under Chapter 481, Florida Statutes, to practice architecture or landscape architecture, under Chapter 472, Florida Statutes, to practice land surveying and mapping, or under Chapter 471, Florida Statutes, to practice engineering, and who enters into a written agreement with the COUNTY relating to the planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with any actual or proposed construction, improvement, alteration, repair, maintenance, operation, management, relocation, demolition, excavation, or other facility, land, air, water, or utility development or improvement, the CONSULTANT will indemnify and hold harmless the COUNTY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct, or for any violation of requirements of the Americans with Disabilities Act of 1990, as may be amended, and all rules and regulations issued pursuant thereto (collectively the "ADA") of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the Agreement.

## SECTION A – GENERAL CONDITIONS

**13. TERMINATION:**

- a) Pinellas County reserves the right to terminate this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to terminate or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.
- b) Failure of the contractor to comply with any of the provisions of this Agreement shall be considered a material breach of Agreement and shall be cause for immediate termination of the Agreement at the discretion of Pinellas County.
- c) In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the Proposer of such occurrence and Agreement shall terminate on the last day of current fiscal period without penalty or expense to the County.
- d) In addition to all other legal remedies available to Pinellas County, Pinellas County reserves the right to terminate and obtain from another source, any items which have not been delivered within the period of time stated in the proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by Pinellas County.

**14. ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS:**

The Contractor shall perform this contract. No assignment or subcontracting shall be allowed without prior written consent of the County. If a proposer intends to subcontract a portion of this work, the proposer must disclose that intent in the proposal. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the County within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the County, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute approval for purpose of this Agreement. The Contractor must inform the County in writing within forty-five (45) business days if the Contractor's business entity's name changes. The Contractor will bear all responsibility and waive any rights it may have to relief for any delay in processing a payment associated with the County's inability to issue payment to the Contractor for a business entity name change that the County was not made aware of as reflected herein.

**15. LOBBYING:**

Lobbying shall be prohibited on all County competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective bidder/proposer/protector from contacting the Purchasing Department or the county attorney's office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, County government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the bidder/proposer, any member of the bidder's/proposer's staff, any agent or representative of the bidder/proposer, or any person employed by any legal entity affiliated with or representing a bidder/proposer/protector, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the Board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a bidder/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, County government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the Director.

<b>SECTION A – GENERAL CONDITIONS</b>
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**16. PROTEST PROCEDURE:**

As per Section 2-162 of County Code

- (a) *Right to Protest.* A Vendor who is aggrieved by the contents of the bid or proposal package, or a Vendor who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the Director, as provided herein. This right to protest is strictly limited to those procurements of goods and/or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to F.S. § 287.055, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations, negotiations, qualifications or letters of interest; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of bidders or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section shall not be reviewed.
- (b) *Posting.* The Purchasing Department shall post the recommended award on or through the departmental website.
- (c) *Requirements to Protest.*
- (1) If the protest relates to the content of the bid or proposal package, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full Business Day after issuance of the bid or proposal package.
  - (2) If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full Business Day after posting of the award recommendation.
  - (3) The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
  - (4) A formal written protest is considered filed with the County when the Purchasing Department receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the Purchasing Department. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder or proposer.
- (d) *Sole Remedy.* These procedures shall be the sole remedy for challenging the content of the bid or proposal package or the recommended award.
- (e) *Lobbying.* Protestors and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any County official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the Purchasing Department's or county attorney's office to address situations such as clarification and/or pose questions related to the procurement process. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided, however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of this Code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration.
- (f) *Time Limits.* The time limits in which protests must be filed as specified herein may be altered by specific provisions in the bid or proposal.
- (g) *Authority to Resolve.* The Director shall resolve the protest in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. EST on the tenth full Business Day after the filing thereof.
- (h) *Review of Director's Decision.*
- (1) The protesting party may request a review of the Director's decision to the county administrator by delivering written request for review of the decision to the Director by 5:00 p.m. EST on the fifth full Business Day after the date of the written decision. The written notice shall include any materials, statements, and arguments which the bidder or proposer deems relevant to the issues raised in the request to review the decision of the Director.
  - (2) The county administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party no later than 5:00 p.m. EST on the seventh full Business Day after receipt of the request for review. The decision shall be final and conclusive as to the County unless a party commences action in a court of competent jurisdiction.
- (i) *Stay of Procurement During Protests.* There shall be no stay of procurement during protests.



## SECTION A – GENERAL CONDITIONS

**17. INTEGRITY OF REQUEST FOR PROPOSAL (RFP) DOCUMENTS:**

Proposers shall use the original RFP Form(s) provided by the Purchasing Department and enter information only in the spaces where a response is requested. Proposers may use an attachment as an *addendum* to the RFP Form(s) if sufficient space is not available on the original form for the proposer to enter a complete response. **Any modifications or alterations to the original RFP documents by the proposer, whether intentional or otherwise, will constitute grounds for rejection of a RFP.** Any such modifications or alterations a proposer wishes to propose must be clearly stated in the proposer's RFP response and presented in the form of an addendum to the original RFP documents.

**18. SERVICES AGREEMENT:**

A written agreement, in substantially the form attached, will be prepared by the County, signed by the successful proposer and presented to the Board of County Commissioners, County Administrator or Director of Purchasing for approval and signature.

**19. OWNERSHIP OF DOCUMENTS:**

A. Drawings, specifications, designs, models, photographs, reports, surveys, calculations, and other data provided in connection with this RFP are and shall remain the property of the County whether the project for which they are made is executed or not. Such finished or unfinished documents, data, calculations, studies, surveys, specifications, drawings, maps, models, photographs and reports prepared by the Consultant shall be delivered by the Consultant to the County at the conclusion of the project or the termination of the Consultant's services.

B. When such documents are provided to other parties, the Consultant shall ensure return of the County's property.

**20. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Consultant acknowledges that it is functioning as an independent contractor in performing under the terms of this contract, and it is not acting as an employee of Pinellas County. The consultant acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of the contract shall be considered a material breach and shall be ground for immediate termination of the contract.

**21. PROHIBITION AGAINST CONTINGENT FEE:**

The consultant warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the consultant to solicit or secure this contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the consultant, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this contract.

**22. TRUTH IN NEGOTIATIONS:**

The Consultant certifies to truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original contract amount and any additions thereto shall be adjusted to exclude any significant sums where the County determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the contract.

**23. JOINT VENTURES:**

All Proposers intending to submit a proposal as a Joint Venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting the proposal (see Section 489.119 Florida statutes).

Joint Venture Firms must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture Agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

**SECTION A – GENERAL CONDITIONS**

**24. PAYMENT/INVOICES:**

SUPPLIER shall submit invoices for payment due as provided herein with such documentation as required by Pinellas County and all payments shall be made in accordance with the requirements of Section 218.70 *et. seq.*, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Division Accounts Payable  
 Pinellas County Board of County Commissioners  
 P. O. Box 2438  
 Clearwater, FL 33757

Each invoice shall include, at a minimum, the Supplier's name, contact information and the standard purchase order number. In order to expedite payment, it is recommended the Supplier also include the information shown in below. The County may dispute any payments invoiced by SUPPLIER in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

**INVOICE INFORMATION:**

- Supplier Information** Company name, mailing address, phone number, contact name and email address as provided on the PO
- Remit to** Billing address to which you are requesting payment be sent
- Invoice Date** Creation date of the invoice
- Invoice Number** Company tracking number
- Shipping Address** Address where goods and/or services were delivered
- Ordering Department** Name of ordering department, including name and phone number of contact person
- PO Number** Standard purchase order number
- Ship Date** Date the goods/services were sent/provided
- Quantity** Quantity of goods or services billed
- Description** Description of services or goods delivered
- Unit Price** Unit price for the quantity of goods/services delivered
- Line Total** Amount due by line item
- Invoice Total** Sum of all of the line totals for the invoice

Pinellas County offers a credit card payment process (ePayables) through Bank of America. Pinellas County does not charge vendors to participate in the program; however, there may be a charge by the company that processes your credit card transactions. For more information please visit Pinellas County purchasing website at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase).

**25. TAXES:**

The County is exempt from all state and federal sales, use, transportation and excise taxes. Taxes of any kind and character, payable on account of the work performed and materials furnished under the award, shall be paid by the proposer and deemed to have been included in the RFP. The Laws of the State of Florida provide that sales and use taxes are payable by the proposer upon the tangible personal property incorporated in the work and such taxes shall be paid by the proposer and be deemed to have been included in the RFP.

## SECTION A – GENERAL CONDITIONS

**26. DISPUTE RESOLUTION FOR PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IN MATTERS OF INVOICE PAYMENTS:**

Payment of invoices for work performed for Pinellas County Board of County Commissioners (County) is made, by standard, in arrears in accordance with Section 218.70, et. seq., Florida Statutes, the Local Government Prompt Payment Act.

If a dispute should arise as a result of non-payment of a payment request or invoice the following Dispute Resolution process shall apply:

- A. Pinellas County shall notify a vendor in writing within ten (10) days after receipt of an improper invoice, that the invoice is improper. The notice should indicate what steps the vendor should undertake to correct the invoice and resubmit a proper invoice to the County. The steps taken by the vendor shall be that of initially contacting the requesting department to validate their invoice and receive a sign off from that entity that would indicate that the invoice in question is in keeping with the terms and conditions of the agreement. Once sign off is obtained, the vendor should then resubmit the invoice as a "Corrected Invoice" to the requesting department which will initiate the payment timeline.
  - 1 Requesting department for this purpose is defined as the County department for whom the work is performed.
  - 2 Proper invoice for this purpose is defined as an invoice submitted for work performed that meets prior agreed upon terms or conditions to the satisfaction of Pinellas County.
- B. Should a dispute result between the vendor and the County about payment of a payment request or an invoice then the vendor should submit their dissatisfaction in writing to the Requesting Department. Each Requesting Department shall assign a representative who shall act as a "Dispute Manager" to resolve the issue at departmental level.
- C. The Dispute Manager shall first initiate procedures to investigate the dispute and document the steps taken to resolve the issue in accordance with section 218.76 Florida Statutes. Such procedures shall be commenced no later than forty-five (45) days after the date on which the payment request or invoice was received by Pinellas County, and shall not extend beyond sixty (60) days after the date on which the payment request or invoice was received by Pinellas County.
- D. The Dispute Manager should investigate and ascertain that the work, for which the payment request or invoice has been submitted, was performed to Pinellas County's satisfaction and duly accepted by the Proper Authority. Proper Authority for this purpose is defined as the Pinellas County representative who is designated as the approving authority for the work performed in the contractual document. The Dispute Manager shall perform the required investigation and arrive at a solution before or at the sixty (60) days' timeframe for resolution of the dispute, per section 218.76, Florida Statutes. The County Administrator or his or her designee shall be the final arbiter in resolving the issue before it becomes a legal matter. The County Administrator or his or her designee will issue their decision in writing.
- E. Pinellas County Dispute Resolution Procedures shall not be subject to Chapter 120 of the Florida Statutes. The procedures shall also, per section 218.76, Florida Statutes, not be intended as an administrative proceeding which would prohibit a court from ruling again on any action resulting from the dispute.
- F. Should the dispute be resolved in the County's favor interest charges begin to accrue fifteen (15) days after the final decision made by the County. Should the dispute be resolved in the vendor's favor the County shall pay interest as of the original date the payment was due.
- G. For any legal action to recover any fees due because of the application of Sections 218.70 et. seq., Florida Statutes, an award shall be made to cover court costs and reasonable attorney fees, including those fees incurred as a result of an appeal, to the prevailing party If it is found that the non-prevailing party held back any payment that was the reason for the dispute without having any reasonable lawful basis or fact to dispute the prevailing party's claim to those amounts.

## SECTION A – GENERAL CONDITIONS

**27. INSURANCE:**

Notice: The Contractor/Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below (Section C). Failure to provide the required insurance within a ten (10) day period following the determination or recommendation of lowest responsive, responsible bidder may result in the County to vacate the original determination or recommendation and proceed with recommendation to the second lowest, responsive, responsible bidder.

**28. PUBLIC RECORDS/TRADE SECRETS:**

Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation shall belong exclusively to the County.

To the extent that Proposer/Bidder/Quoter desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and Proposer/Bidder/Quoter shall provide an additional copy of the proposal/bid/quote that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the Proposer/Bidder/Quoter Signature Page, Proposer/Bidder/Quoter acknowledges and agrees:

- (i) that after notice from the County that a public records request has been made for the materials designated as a trade secret, the Proposer/Bidder/Quoter shall be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action shall be taken immediately, but no later than 10 calendar days from the date of notification or Proposer /Bidder/Quoter will be deemed to have waived the trade secret designation of the materials;
- (ii) that to the extent that the proposal/bid/quote with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating contract terms, approving any contract based on the proposal/bid/quote, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final contract award;
- (iii) to indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer/Bidder/Quoter, including actions or claims arising from the County's non-disclosure of the trade secret materials.
- (iv) that information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. Proposer/Bidder/Quoter agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County Policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

**Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire proposal/bid/quote document, line item and/or total proposal/bid/quote prices, the work, services, project, goods, and/or products to be provided by Proposer/Bidder/Quoter, or any information, data, or materials that may be part of or incorporated into a contract between the County and the Proposer/Bidder/Quoter is not acceptable to the County and will result in a determination that the proposal/bid/quote is nonresponsive; the classification as trade secret of any other portion of a proposal/bid/quote document may result in a determination that the proposal/bid/quote is nonresponsive.**

**29. PUBLIC RECORDS – CONTRACTOR'S DUTY**

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Pinellas County Board of County Commissioners, Purchasing and Risk Management Department, Operations Manager custodian of public records at 727-464-3311, [purchase@pinellascounty.org](mailto:purchase@pinellascounty.org), Pinellas County Government, Purchasing and Risk Management Department, Operations Manager, 400 S. Ft. Harrison Ave, 6<sup>th</sup> Floor, Clearwater, FL 33756**

## SECTION A – GENERAL CONDITIONS

**30. SMALL BUSINESS ENTERPRISE (SBE) PROGRAM**

It is the policy of the Board of County Commissioners that SBE certified firms have the maximum opportunity to participate on County projects either as a prime or sub-consultant. To be certified as a Pinellas County SBE, firms must apply through Pinellas County Economic Development. To qualify for the SBE program, your firm must serve a commercially useful function; must be located in one of four (4) counties (Pinellas / Hillsborough / Pasco / Manatee) and have annual sales of goods and services not exceeding the maximum three (3) year average of three (3) million dollars for goods/services or gross revenues not exceeding eight (8) million dollars for construction and not exceed a maximum of three (3) year average of fifty (50) employees.

To apply for the SBE Program, please visit the Pinellas County Economic Development website at <https://pinellascounty.sbecompliance.com/>

**31. E-VERIFY**

The Contractor and Subcontractor must register with and use the E-verify system in accordance with Florida Statute 448.095. The County will verify the work authorization of the Contractor and Subcontractor. A Contractor and Subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a Contractor enters a contract with a Subcontractor, the Subcontractor must provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The Contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) shall immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

## SECTION B – SPECIAL CONDITIONS

**Proposal Title: Design of New Airco Taxiways – Professional Engineering Services****Proposal Number: 21-0552-NC (SS)****1. INTENT:**

The purpose of this competitive process is to ensure Pinellas County compliance with Section 287.055 Florida Statutes known as the "Consultants' Competitive Negotiation Act" (CCNA). The CCNA establishes contracting procedures by which counties must select architects, professional engineers, landscape architects, and surveyors and mappers ("Professional Firms") for architectural, engineering, landscaping and mapping services ("Professional Services"). The CCNA process allows for professional firms to be chosen on quality of personnel, minority business enterprise consideration, past performance, willingness to meet time and budget requirements, location, workload, and volume of work previously awarded to each Professional Firm by the County.

**2. PERIOD OF CONTRACT:**

Services performed pursuant to this contract shall remain in effect for eight hundred (800) consecutive calendar days from the commencement date on the Notice to Proceed. This Agreement shall become effective on the date of execution of the Agreement.

**3. NON-MANDATORY SITE VISIT:**

There will be a Non-Mandatory Site Visit at the following date, time, and location:

Date: Thursday July 8, 2021

Time: 10:00 A.M.

Location: 14700 Terminal Blvd., 2<sup>nd</sup> Floor Conference Room Clearwater, Florida 33762

Parking will be available in the short-term parking lot, take the west elevator to the 2<sup>nd</sup> floor of the terminal.

Parking tickets will be validated.

This is a site visit only. No questions will be answered during the site visit.

**4. EVALUATION CRITERIA for Written Proposals:**

Following is the criteria that will be used by the County to evaluate and score responsive written proposals. Proposers shall include sufficient information to allow the County to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by an evaluation committee. If an oral presentation is requested, a minimum of three (3) highest ranked firms (if at least three firms submitted and are deemed qualified to proceed) shall be shortlisted and invited to an oral presentation. The average written scores from the short listed firms are carried forward. Final ranking recommendation is based on the combined average scores obtained for a total potential 2,000 points.

a. **Ability of Firm and its Professional Personnel. Willingness and Ability to Meet Schedule and Budget Based on Current and Projected Workload.** **425 Points**

1. Reviews the level of qualifications and experience of the firm and project team and appropriateness of the organization of the project team.
2. Reviews the professional resources available to properly provide services as requested in the RFP document.
3. Reviews the project team to ensure the team proposed contains all of the critical disciplines required.
4. Prime team proposed should have exceptional professional resources to properly provide services.
5. The project manager and proposed team should be uniquely qualified to provide the desired services.
6. Evaluates the workload commitments that will impact the firm's ability to complete services on schedule.
7. The submittal should demonstrate that the firm has adequate time available and personnel to compete services on schedule and additional backup staffing capability in the event of unforeseen circumstances.

## SECTION B – SPECIAL CONDITIONS

- b. Firm Experience with Projects of Similar Size and Past Performance **375 Points****
1. Reviews the firms experience with projects of similar size, type and scope and the performance on those specific projects.
  2. The prime firm must have adequate, recent (within the past five years) experience with projects of similar type as defined in the RFP document.
  3. Experience pertaining to specific Pinellas County projects may also be considered. Pinellas County staff shall not however furnish references for such projects.
  4. The scope of services provided should represent projects that are similar to those defined in the RFP document.
  5. The overall performance of the firm relative to projects of similar size and scope should be evaluated.
- c. Volume of Work Previously Awarded by the County **50 Points****
- Pre-populated by the Purchasing Department, the purpose of this criterion is to effect an equitable distribution of contracts. This criterion is evaluated based on all CCNA Non-Continuing contracts awarded to a firm during the two (2) previous completed fiscal years through to current date. The date utilized for establishing award shall be the date the Board of County Commissioners or County Administrator initially awards the contract. The points are worth 5 percent of the overall points available and are distributed as follows:
- \$0 - \$200,000 – five (5%) percent of points available
- \$200,001 - \$400,000 – four (4%) percent of points available
- \$400,001 – 600,000 – three (3%) percent of points available
- \$600,001- \$800,000 – two (2%) percent of points available
- \$800,001 - \$1,000,000 – one (1%) percent of points available
- Over \$1,000,000 – zero (0%) percent of points available
- Based on a typical 1,000 point evaluation scoring process, a firm deemed to be in the \$0-\$200,000 category threshold would be allotted 50 points etc.
- d. Minority Business Status **25 Points****
- Provides points pre-populated by the Purchasing Department for minority business status as designated by the State of Florida. If the firm, or its sub-consultant, is designated as a minority business by the Florida State Office of Supplier Diversity, Department of Management Services, two and one half (2.5%) percent of the total evaluation points are awarded. If the firm does not have minority business status as per the Florida State Office of Supplier Diversity, Department of Management Services, zero (0%) percent of the points available are awarded.
- e. Pinellas County Small Business Enterprise (SBE) Status **100 Points****
- Provides points pre-populated by the Purchasing Department for SBE status as designated by Pinellas County. To qualify, a firm or its sub consultants must be located in one of four (4) counties (Pinellas / Hillsborough / Pasco / Manatee) and have annual sales of goods/services not exceeding the maximum three (3) year average of three (3) million dollars or gross revenues not exceeding eight (8) million dollars for construction and not exceed a maximum three (3) year average of fifty (50) employees.
- Prime firm or sub-consultant must directly associate Small Business Enterprise (SBE) and be an integral part as defined by CCNA Florida Statute Section 287.055 and cannot consist of vendors or suppliers from office supply, printing services, etc.

**SECTION B – SPECIAL CONDITIONS**

If the prime firm is certified as a Pinellas County SBE, 100 points will be awarded. If the prime firm is not a certified Pinellas County SBE and utilizes one (1) certified Pinellas County SBE as sub-consultant, fifty (50) points will be awarded. If the prime firm utilizes **more than one (1)** certified Pinellas County SBE as sub-consultant, seventy-five (75) points will be awarded. Failure to utilize certified sub-consultants, as presented in your submittal and evaluated accordingly may affect future awards to your company. **A prime firm or sub-consultant must be certified through Pinellas County Economic Development as an SBE prior to submission of your proposal document.** If the prime firm nor any of its sub-consultants are not certified as a Pinellas County SBE, zero (0%) percent of the points available will be awarded.

Proposer must provide complete SBE Status Form (Attachment A).

- f. **Location** **25 Points**  
 Provides points pre-populated by the Purchasing Department. Evaluates the location of the project team relative to Pinellas County including the prime firm and project manager. If firm has an established office located in Pinellas, Manatee, Hillsborough or Pasco counties, 25 points are awarded. If not, no points will be awarded.

**Total 1,000 Points**

**5. EVALUATION CRITERIA for Oral Presentations**  
**An oral presentation may be requested at the evaluation committee’s discretion. The average scores from the written evaluation phase will be carried forward (for the shortlisted firms deemed qualified to proceed) and combined with average scores from the oral presentation process for one total average score potential of 2,000 points.**

- a. **Understanding of Project /Firm Qualifications** **500 Points**  
  1. Evaluation of the firm’s understanding of the overall project including the scope of work which may include but is not limited to; studies performed that affect the project, key design elements and effect on the community involved.
  2. Evaluation of the firm’s qualifications and qualifications of the individuals proposed for the project including the project manager and staff of the firm to be assigned. Qualifications shall include but not be limited to experience with similar projects, management experience, firm experience etc.
- b. **Ability to Provide Required Services Within the Schedule and Budget** **300 Points**  
 Evaluation of the firm’s overall approach including experience in scheduling projects, systems that will be used to keep track of the project schedule, cost control, quality assurance and quality control, issues and methods employed to avoid cost overruns and project delays.
- c. **Managerial Methods used to Plan, Design and Administer the Project** **200 Points**  
 Evaluation of the overall approach to the project proposed by the firm and the appropriateness of the methods proposed to plan, design and administer the project in relation to the scope of work and County requirements.

**Total: 1,000 Points**

**6. TIME LINE:**  
 Following is a listing of actions and anticipated dates; the County reserves the right to change the dates, if necessary.

Date	
Jun 22, 2021	Advertising & Publishing RFP
Jul 8, 2021	Non-Mandatory Site Visit
Jul 19, 2021	Deadline for Questions/Clarifications
Jul 29, 2021	Proposals due in Purchasing by 3:00 p.m. Public bid opening to follow immediately.
Aug 2021	Evaluation of the RFP
Aug 2021	Recommendation due to Purchasing from Department
Dec 2021	Submit recommendation to Board for Award of Contract



## SECTION B – SPECIAL CONDITIONS

**7. INFORMATION PACKAGE:****Request for Letters of Interest for Professional Services As Governed by Florida Statute 287.055**

- 1) "Professional services" is defined as those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
- 2) An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 (<http://www.flsenate.gov/Laws/Statutes/2011/607.1501>).
- 3) A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit [www.sunbiz.org](http://www.sunbiz.org) for this information on how to become registered.

**8. SUBMITTAL REQUIREMENTS:**

Submittal of current SF-330 (federal Standard Form), Part I and II, with all sections completed. SF-330 can be obtained from U. S. General Services Administration (GSA) website - <http://gsa.gov/forms> , then select Standard Form on the menu and go to the 330.

**The submittals shall be in the format of Standard Forms (SF) 330. The submittal shall be limited to one hundred (100) pages (includes ALL pages). The selection of the firms will be based on the information provided on the forms and in the additional sections.**

**A contractor may submit a response as a prime and also be a subcontractor to another firm.**

**Note:** Standard Form (SF) 330 - Part II should be submitted for each firm and for each subcontractor.

**Submittal requirements must be indexed and listed in the order described below:**

**A. Introduction Tab**

- 1) Letter of Interest by corporate office or principal of the firm.
- 2) Specific Professional services to be offered (please delineate each service your firm offers).
- 3) Table of Contents.

**B. Tab 1 - Standard Form (SF) 330 – Part I & II**

**Should be a Maximum of 50 pages and fully completed as required by the law governing Standard Form (SF) 330.**

Please furnish a list of ten (10) projects, where multiple team members worked together, if possible, illustrating the proposed team's qualifications for performance pertaining to this project. The County does not request nor require an amount greater than ten (10) projects be submitted. Your firm will not be penalized if more than ten (10) projects are furnished as part of your submittal; however, submitting more than ten (10) projects will not provide your firm an advantage during the evaluation process.

Note: Information submitted in Tab 2 through Tab 6 should be a maximum of 50 pages.

**C. Tab 2 - Statements and Documentation**

- 1) Proof of licenses/certifications
- 2) Provide proof of proper State of Florida business licensure and professional certifications/registration(s) in the State of Florida.
- 3) Provide proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations. Information concerning certification with the Secretary of State can be obtained at: <http://ccfcorp.dos.state.fl.us/index.html> . Must be active status.
- 4) Provide Certificate of Florida Small and Minority Business issued by the Florida State Office of Supplier Diversity, Department of Management Services (if applicable).
- 5) Provide Attachment A: Small Business Enterprise (SBE) Status Form

## SECTION B – SPECIAL CONDITIONS

- 6) Provide certificate for each firm claiming Pinellas County SBE status, issued by the Pinellas County Economic Development (if applicable).
- 7) State and provide address, phone number, contact, etc., if firm has an established office located in Pinellas, Manatee, Hillsborough or Pasco counties.

**D. Tab 3 - Certificate(s) of Insurance**

Section C reflects the insurance requirements deemed necessary for this project by County Risk Management. It is not necessary to have this level of insurance in effect at the time of submission, but certificates indicating that the insurance is currently carried, or acknowledgment from the carrier indicating upgrade availability will speed the review process.

**E. Tab 4 - Key Personnel Statement**

Submit a statement that personnel listed in the submittal will be available for and shall be assigned to this project. Failure to produce the proposed key personnel may be grounds for dismissal.

- F. Tab 5 -**
1. Acknowledgment of Addenda (if applicable).
  2. W-9 Request for Taxpayer Identification Number and Certification
  3. Section D Vendor References
  4. Page 1, Signature Page of the RFP
  5. Section F – Electronic Payment (ePayable) form
  6. Attachment A: Small Business Enterprise (SBE) Status Form
  7. Appendix 2: Disclosure of Lobbying Activities

**G. Tab 6 - Include any additional information to represent your firm for consideration.**

Original letters shall be signed by an authorized representative of the firm. All information requested must be submitted. Failure to submit all information may delay evaluation of the proposal. Letters, which are substantially incomplete or lack key information, may be rejected by the County at its discretion.

The submittals shall be in the format of Standard Forms (SF) 330. The submittal should be limited to one hundred (100) pages (includes ALL possible pages). The selection of the firms will be based on the information provided on the forms and in the additional sections.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to perform as noted in the scope of services and also include information to allow for a clear understanding of past projects, especially in Florida, staff experience and abilities, and any additional information to present your firm for consideration.

An evaluation committee will review the information submitted. Once review is complete and the firm confirms the maximum ceiling for establishing a fee schedule, a recommendation to the Board of County Commissioners will be prepared. This contract will result in negotiated rates that will be fully loaded and will encompass all profit, markup, and local travel expenses. Award(s) resulting from this solicitation shall be subject to the provisions of Section 2-178, contracting for Designated Professional Services of the Ordinances of Pinellas County and Section 10 of the Purchasing Policies and Procedures of Pinellas County.

For questions and additional information, contact person indicated on page 1.

Letters of Interest will be evaluated using the criteria listed in Item 3 of this Section. Firms will be notified in writing if they have been selected in a reasonable time after submittal date.

**All proposals shall be signed by authorized principals of the firm.**

<b>SECTION B – SPECIAL CONDITIONS</b>
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**9. PROPOSAL SUBMITTAL COPIES**

The preferred method is PDF conversion from the Proposer's source files (to minimize file size and maximize quality and accessibility) rather than scanning.

**Instructions for Providing Files in PDF Format to Pinellas County Government****A. How do I convert my files to PDF format?**

**Answer-** If you have a program such as Adobe Acrobat, creating a PDF of any file is a simple print function. Rather than printing to a traditional printer, the file converts to a PDF format copy of your original. Any program (such as Word, PowerPoint, Excel, etc.) can be converted this way by simply selecting the print command and choosing PDF as the printer.

**B. Should I scan everything and save as PDF?**

**Answer-** Not unless you are scanning with OCR (optical character recognition). Scanning will create unnecessarily large files because a scan is just a picture of a page rather than actual page text. Furthermore, the result of scanning is that your pages will not look nearly as "clean" or professional as simply using the print to PDF method from the program from which the file originates. Additionally, since scan pages are pictures of text, not really text, they may not be considered accessible\* under Federal ADA guidelines (\*unless the scans are OCR.)

**C. My document is a compilation of multiple sources. Should I send multiple PDF files?**

**Answer-** You may, however merging pages/files is a very simple process within PDF.

## SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

1. **LIMITATIONS ON LIABILITY.** By submitting a Proposal, the Proposer acknowledges and agrees that the services will be provided without any limitation on Proposer's liability. The County objects to and shall not be bound by any term or provision that purports to limit the Proposer's liability to any specified amount in the performance of the services. Proposer shall state any exceptions to this provision in its response, including specifying the proposed limits of liability in the stated exception to be included in the Services Agreement. Proposer is deemed to have accepted and agreed to provide the services without any limitation on Proposer's liability that Proposer does not take exception to in its response. Notwithstanding any exceptions by Proposer, the County reserves the right to declare its prohibition on any limitation on Proposer's liability as non-negotiable, to disqualify any Proposal that includes exceptions to this prohibition on any limitation on Proposer's liability, and to proceed with another responsive, responsible proposal, as determined by the County in its sole discretion.
2. **INDEMNIFICATION.** By submitting a Proposal, the Proposer acknowledges and agrees to be bound by and subject to the County's indemnification provisions as set out in the Services Agreement. The County objects to and shall not be bound by any term or provision that purports to modify or amend the Proposer's indemnification obligations in the Services Agreement, or requires the County to indemnify and/or hold the Proposer harmless in any way related to the services. Proposer shall state any exceptions to this provision in the response, including specifying the proposed revisions to the Services Agreement indemnification provisions, or the proposed indemnification from the County to the Proposer to be included in the Services Agreement. Proposer is deemed to have accepted and agreed to provide the services subject to the Services Agreement indemnification provisions that Proposer does not take exception to in its response. Notwithstanding any exceptions by Proposer, the County reserves the right to declare its indemnification requirements as non-negotiable, to disqualify any Proposal that includes exceptions to this paragraph, and to proceed with another responsive, responsible proposal, as determined by the County in its sole discretion.
3. **INSURANCE:**

The recommended Proposer must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to award of contract. Failure to provide the required insurance within the requested timeframe may result in your submittal being deemed non-responsive.

The contracted Proposer shall obtain and maintain, and require any sub-contractors to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Contractor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

- a) Proposal submittals should include, the Proposer's current Certificate(s) of Insurance in accordance with the insurance requirements listed below. If Proposer does not currently meet insurance requirements, Proposer shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract.
- b) Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the RFP and/or contract period.
- c) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Proposer and any subcontractors to meet the requirements of the Agreement shall be endorsed to include **Pinellas County a Political subdivision of the State of Florida** as an Additional Insured.
- d) If any insurance provided pursuant to the Agreement expires, or cancels prior to the completion of the work you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal certificate(s) of Insurance and endorsement(s) should be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) and to CTrax c/o JDi Data at [PinellasSupport@jdidata.com](mailto:PinellasSupport@jdidata.com) by the proposer or their agent prior to the expiration date.
  - (1) Proposer shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Proposer from its insurer. Notice shall be given by email to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) Nothing contained herein shall absolve Proposer of this requirement to provide notice.

<b>SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS</b>
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- (2) Should the Proposer, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement, or at its sole discretion may purchase such coverages necessary for the protection of the County and charge the Proposer for such purchase or offset the cost against amounts due to proposer for services completed. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the County to purchase such insurance shall in no way be construed to be a waiver of any of its rights under the Agreement.
- e) The County reserves the right, but not the duty, to review and request a copy of the Contractor's most recent annual report or audited financial statement when a self-insured retention (SIR) or deductible exceeds \$50,000.
- f) If subcontracting is allowed under this RFP, the Prime Proposer shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as may apply to the portion of the Work performed by the subcontractor; *but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.*
- (1) All subcontracts between Proposer and its subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall (1) require each subcontractor to be bound to Proposer to the same extent Proposer is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor; (2) provide for the assignment of the subcontracts from Proposer to the County at the election of Owner upon termination of the Contract; (3) provide that County will be an additional indemnified party of the subcontract; (4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability; (5) provide waiver of subrogation in favor of the County and other insurance terms and/or conditions as outlined below; (6) assign all warranties directly to the County; and (7) identify the County as an intended third-party beneficiary of the subcontract. Proposer shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Section C and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- g) Each insurance policy and/or certificate shall include the following terms and/or conditions:
- (1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County. If Proposer is a Joint Venture per Section A, titled Joint Venture of this RFP, Certificate of Insurance and Named Insured must show Joint Venture Legal Entity name and the Joint Venture must comply with the requirements of Section C with regard to limits, terms and conditions, including completed operations coverage.
- (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- (4) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- (5) All policies shall be written on a primary, non-contributory basis.
- (6) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Proposer is only using employees named on such list to perform work for the County. Should employees not named be utilized by Proposer, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the contractor occurs, or alternatively find the Proposer to be in default and take such other protective measures as necessary.

**SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS**

(7) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Proposer and subcontractor(s).

h) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Workers' Compensation Insurance

Limit	Florida Statutory
<b>Employers' Liability Limits</b>	
Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

(2) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

(3) Professional Liability (Errors and Omissions) Insurance with at least minimum limits as follows. If "claims made" coverage is provided, "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing "claims made" insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits

Each Occurrence or Claim	\$ 2,000,000
General Aggregate	\$ 2,000,000

For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

(4) Pollution Legal/Environmental Legal Liability Insurance for pollution losses arising from all services performed to comply with this contract. Coverage shall apply to sudden and gradual pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in Bodily Injury or Property Damage. If policy is written on a Claims Made form, a retroactive date is required, and coverage must be maintained for 3 years after completion of contract or "tail coverage must be purchased. Coverage should include and be for the at least the minimum limits listed below:

**SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS**

- 1) Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, clean-up costs, and the loss of use of tangible property that has not been physically injured or destroyed;
- 2) Defense including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensation damages.
- 3) Cost of Cleanup/Remediation.

Limits

Per Claim or Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000

For acceptance of Pollution Legal/Environmental Legal Liability coverage included within another policy coverage required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Pollution Legal/Environmental Legal Liability and other coverage combined.

**For herbicide and pesticide spraying operations only**, an endorsement to the Commercial General Liability policy that provides Pollution Liability coverage for herbicide and pesticide spraying is acceptable.

- (5) Property Insurance Proposer will be responsible for all damage to its own property, equipment and/or materials.

**SECTION D – VENDOR REFERENCES**

**Proposal Title: Design of New Airco Taxiways – Professional Engineering Services**

**Proposal Number: 21-0552-NC (SS)**

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR PROPOSAL MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: \_\_\_\_\_

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOW LONG IN PRESENT LOCATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TOTAL NUMBER OF CURRENT EMPLOYEES: \_\_\_\_\_ FULL TIME \_\_\_\_\_ PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: \_\_\_\_\_

All references will be contacted by a County Designee via email, fax or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

EITHER LOCAL COMMERCIAL OR GOVERNMENTAL REFERENCE(S) (PINELLAS COUNTY GOVERNMENT REFERENCES WILL NOT BE ACCEPTED) THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

All fields below must be completed

**1** \_\_\_\_\_

COMPANY NAME

\_\_\_\_\_

CITY, STATE

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

TELEPHONE

\_\_\_\_\_

FAX

\_\_\_\_\_

EMAIL ADDRESS

**2** \_\_\_\_\_

COMPANY NAME

\_\_\_\_\_

CITY, STATE

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

TELEPHONE

\_\_\_\_\_

FAX

\_\_\_\_\_

EMAIL ADDRESS

**3** \_\_\_\_\_

COMPANY NAME

\_\_\_\_\_

CITY, STATE

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

TELEPHONE

\_\_\_\_\_

FAX

\_\_\_\_\_

EMAIL ADDRESS

**4** \_\_\_\_\_

COMPANY NAME

\_\_\_\_\_

CITY, STATE

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

TELEPHONE

\_\_\_\_\_

FAX

\_\_\_\_\_

EMAIL ADDRESS



## SECTION E – SCOPE OF WORK

**Proposal Title: Design of New Airco Taxiways – Professional Engineering Services****Proposal Number: 21-0552-NC (SS)****A. OBJECTIVE:**

The Pinellas County Board of County Commissioners (Board) is seeking proposals from interested and qualified engineering firms to provide professional engineering services for the design and development of bid documents for a new parallel taxiway to Runway 18-36 from the end of Runway 36 to Taxiway “G”. This work also includes the reconstruction of Taxiway “G3”.

This project is anticipated to be funded by a combination of FAA and FDOT grants, and the Airport Revenue & Expenditure Fund.

**B. BACKGROUND:**

This project is a necessary component to allow for the future aeronautical development on what is known as the “Airco site”, which is located at the southeastern portion of the airport. This former golf course is approximately 130 acres in size and has gathered a significant amount of interest for both aeronautical and non-aeronautical uses within Pinellas County.

As a part of this future planning effort, the airport completed an Environmental Assessment on the Airco site and obtained a Finding of No Significant Impact (FONSI) on February 3, 2020. The design and construction of Taxiway “D” will be a beginning of providing aeronautical access to this site.

Taxiway “D” will run roughly parallel to Runway 18-36 and will terminate at Taxiway “G” and the end of Runway 36. For the current condition, this taxiway will be designed to accommodate Airplane Design Group (ADG) III aircraft, specifically an A319/A320 aircraft. However, since the ultimate condition of this taxiway will be for ADG V aircraft, the County intends to design to the ADG V criteria for offsets, grading, and drainage only where possible. Pavement width for the interim condition will be fifty feet (50’) with turf shoulders as required for the current ADG III aircraft design criteria.

Taxiway “G3” is an existing angled taxiway that will be reconstructed to meet current airport design requirements. It will be 50 feet (50’) wide and approximately 300 feet (300’) long.

**C. SCOPE OF WORK:**

The firm selected for these professional services shall perform a variety of services, such as, predesign activities, (ie. field reconnaissance, topographic surveys and subsurface investigations); design activities, (ie. site civil design; airfield design, pavement design, stormwater design; airfield electrical design; construction phasing, pavement marking design, etc.); permitting; bid services; and construction administration, (ie. shop drawing review, responding to requests for information, periodic site visits during construction, assist in preparation of change orders, review of construction schedules, etc.).

The consultant shall design the taxiway system in accordance with all applicable FAA advisory circulars, and State and County regulations.

**D. REQUIRED DELIVERABLES:**

1. Preliminary Design Phase (30%)
2. Engineering Phase (60%)
3. Final Design (90%)
4. Bid Documents (100%)

<b>SECTION E – SCOPE OF WORK</b>
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**E. ATTACHMENTS:**

1. Attachment A: Small Business Enterprise (SBE) Status Form
2. Sample Agreement
3. Appendix 1 – Contract Provisions for Contracts Under Federal Awards
4. Appendix 2 – Disclosure of Lobbying Activities
5. Appendix 3 – FEMA Grant Funding Conditions
6. Appendix 4 – FAA Civil Rights and Non-Discrimination Requirements
7. Appendix 5 – FAA Required Contract Provisions
8. Appendix 6 - FDOT Funding Conditions
9. Appendix 7 - Project Location Map

**SECTION F ELECTRONIC PAYMENT**

**Proposal Title: Design of New Airco Taxiways – Professional Engineering Services**

**Proposal No.: 21-0552-NC (SS)**

**Electronic Payment (ePayables)**

The Pinellas County Board of County Commissioners (County) offers a credit card payment process (ePayables) through Bank of America. Pinellas County does not charge vendors to participate in the program; however, there may be a charge by the company that processes your credit card transactions. For more information please visit Pinellas County purchasing website at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)

Would your company accept to participate in the ePayables credit card program?

- Yes
- No

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature (for payment acceptance)

\_\_\_\_\_  
Printed Signature/Title/Department

\_\_\_\_\_  
Phone Number

**W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION**

Substitute Form **W-9**

**Request for Taxpayer Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined in the instructions).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**\*Instructions to Form W-9 available upon request.**

Detach on the perforation

**Section 119.071(5), Florida Statutes Notice:**

Your Tax Identification Number (which for individuals is your social security number) is collected on Form W9 for use in filing information returns with the IRS as described more fully below. Collection of the tax identification number (or social security number as applicable) is mandatory pursuant to Section 6109 of the Internal Revenue Code (26 U.S.C § 6109).

**Privacy Act Notice:**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**SECTION G – ADDENDA ACKNOWLEDGMENT FORM**

**Proposal Title: Design of New Airco Taxiways – Professional Engineering Services**

**Proposal No: 21-0552-NC (SS)**

**PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS RFP BY SIGNING AND DATING BELOW:**

**ADDENDA NO.**

**SIGNATURE/PRINTED NAME**

**DATE RECEIVED**


**Note:** Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above and return Addenda Acknowledgement Form with RFP. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm’s proposal.

Information regarding Addenda issued is available on the Purchasing and Risk Management Department section of the County’s CCNA website at, <http://www.pinellascounty.org/purchase/CCNA.htm>

**SECTION H – NO SUBMITTAL STATEMENT**

**NOTE:** If you do not intend to submit a proposal on this requirement, please complete this form. *Thank you.*

We, the undersigned have declined to submit a proposal for RFP No. **21-0552-NC (SS) for Design of New Airco Taxiways – Professional Engineering Services.**

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Request for Proposal.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond requirement.
- Specifications unclear (explain below).
- Unable to Meet Insurance Requirements.
- Remove Us from Your "Notification List" Altogether
- Other (specify below).

REMARKS:

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We understand that if the "No Proposal" letter is not executed and returned our name may be deleted from the Consultants Notification List of Pinellas County.

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TYPED NAME OF ABOVE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ATTACHMENT A: SMALL BUSINESS ENTERPRISE (SBE) STATUS FORM**

**IMPORTANT:**

1. There is a maximum of 100 points available under this section, which will be awarded as follows:
  - a. If the prime firm is certified as a Pinellas County SBE, 100 points will be awarded.
  - b. If the prime firm utilizes one (1) certified Pinellas County SBE as sub-consultant, fifty (50) points will be awarded.
  - c. If the prime firm utilizes more than one (1) certified Pinellas County SBE, as sub-consultant, seventy five (75) points will be awarded.
  - d. If the prime firm nor any of its sub-consultants are not certified as a Pinellas County SBE, zero (0%) percent of the points available will be awarded.
2. Proof of certification for each firm claiming Pinellas County SBE status should be included in the submittal.

PRIME FIRM	PINELLAS COUNTY CERTIFIED SBE	
	Yes	No
1.		

SUB-CONSULTANT(S):	PINELLAS COUNTY CERTIFIED SBE	
	Yes	No
1.		
2.		
3.		
4.		
5.		

I certify that the information included in this Form is true and complete to the best of my knowledge and belief. I further understand and agree points awarded to this section will be based on the information provided and that this Form shall become a part of my contract with Pinellas County.

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

FOR PINELLAS COUNTY USE ONLY				
MAXIMUM AVAILABLE POINTS	AWARDED POINTS			
100	<input type="checkbox"/> 100 Points (Prime Firm is Pinellas County SBE)	<input type="checkbox"/> 75 Points (More than one (1) sub consultant is Pinellas County SBE)	<input type="checkbox"/> 50 Points (Only one (1) sub consultant is Pinellas County SBE)	<input type="checkbox"/> Zero (0) Does not meet criteria requirements



## RECORD OF NEGOTIATIONS

### PROFESSIONAL ENGINEERING SERVICES

Date: October 25, 2021  
Job Title: New Airco Taxiways  
Airport: St Pete-Clearwater International Airport

1. Pinellas County advertised the RFP on June 22, 2021.
2. Written Statement of Qualifications were received on July 29, 2021 by ten (10) firms.
3. An evaluation Committee of five (5) Pinellas County employees, (two from the Airport), was convened on August 26, 2021 to review the Statement of Qualifications of these ten firms and rank them according to the criteria established by the RFP. The final rankings of these firms were as follows:
  1. Avcon, Inc.
  2. RS&H, Inc.
  3. Michael Baker International, Inc.
  4. Mead & Hunt, Inc.
  5. Kimley-Horn and Associates, Inc.
  6. Jacobs Engineering Group, Inc.
  7. AECOM Technical Services, Inc.
  8. American Infrastructure Development, Inc.
  9. Woolpert, Inc.
  10. Atkins North America, Inc.
4. AVCON was advised that they were the highest ranked firm. A scoping meeting was held on August 31, 2021 between Airport staff and members of the AVCON team. Concurrently with this meeting, AVCON submitted their teams classification and associated rates to Pinellas County Purchasing Department for comparison to FDOT and other Airport project classification rates.
5. The Scope of Work was finalized on September 30, 2021 and an unpopulated task/manhour/classification fee spreadsheet was provided by AVCON for use by the firm selected for the Independent Fee Evaluation (Jacobs). Both the Scope of Work and unpopulated task/manhour/classification fee spreadsheet was provided to the Jacobs so that they could develop their independent fee estimate for the project.





6. The independent fee estimate was received from Jacobs on October 20, 2021. Airport staff analyzed AVCON's final fee and Jacobs Independent Fee Evaluation. The results are as follows:

<u>DESIGN</u>	<u>AVCON</u>	<u>IFE (JACOBS)</u>	<u>DIFFERENCE</u>
Project Scope and Understanding	\$ 96,617.00		
Preliminary Design and Programming	\$ 36,864.00		
50% Design Plans	\$ 211,069.00		
90% Design Plans	\$ 175,760.00		
Final Design Plans	\$ 51,680.00		
Consultant Services	\$ 122,916.25		
<b>SUBTOTAL DESIGN</b>	<b>\$ 694,906.25</b>	<b>\$ 646,205.00</b>	<b>7.5%</b>
<b>BIDDING</b>	<b>\$ 13,618.00</b>	<b>\$ 15,872.00</b>	<b>-14.2%</b>
<b>CONSTRUCTION MANAGEMENT</b>			
Construction Management	\$ 530,623.00		
Construction Special Consultants Services	\$ 54,144.00		
<b>SUBTOTAL CONSTRUCTION</b>	<b>\$ 584,767.00</b>	<b>\$ 552,362.00</b>	<b>5.9%</b>
<b>DESIGN AND CONSTRUCTION SERVICES</b>	<b>\$ 1,293,291.25</b>	<b>\$ 1,214,439.00</b>	<b>6.5%</b>
<b>OPTIONAL SERVICES</b>	<b>\$ 93,013.75</b>	<b>\$ 100,542.00</b>	<b>-7.5%</b>
<b>CONTINGENCY</b>	<b>\$ 130,000.00</b>	<b>\$ 130,000.00</b>	
<b>DESIGN/CONSTRUCTION/OPTIONAL SERVICES</b>	<b>\$ 1,516,305.00</b>	<b>\$ 1,444,981.00</b>	<b>4.9%</b>

7. The final fee proposal of \$1,516,305.00 (inclusive of \$130,000.00 of Sponsor Contingency), is considered reasonable by the Airport and supported by the Independent Fee Evaluation. The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14 were followed.



One Tampa City Center  
201 North Franklin Street, Suite 1400  
Tampa, FL 33602  
United States

T + 1.813.245.6660  
www.jacobs.com

October 8, 2021

Mr. Scott Yarley, PE  
Airport Engineer  
Pinellas County – St. Pete–Clearwater International Airport  
14700 Terminal Blvd. - Suite 221  
Clearwater, FL 33762

Subject: St. Pete–Clearwater International Airport  
Design of New Airco Taxiways  
**Independent Fee Estimate**

Dear Mr. Yarley:

Jacobs is pleased to provide this proposal to perform an independent fee estimate for the above-referenced project. Our lump sum fee to provide an independent fee estimate is **\$3,448.00**. This cost also includes all coordination and administrative costs—and assumes the following items will be provided to Jacobs by the County:

- Project scope of work (MS Word or pdf format)
- MS Excel spreadsheet (pre-populated with the project work tasks)

This fee is based on the following labor classifications and hourly rates in accordance with Contract No.: 190-0486-CN(SS) (also see attached rate sheet):

Classification	Rate	Hours	Total
Senior Project Manager	\$233.00	14	\$3,262.00
Admin.	\$62.00	3	\$186.00
	<b>TOTAL</b>	<b>17</b>	<b>\$3,448.00</b>

Jacobs will deliver the independent fee estimate to the County within five (5) business days following receipt of the above items.

If you have any questions or require any additional information, please do not hesitate to contact me at [joe.sawmiller@jacobs.com](mailto:joe.sawmiller@jacobs.com) or 813.245.6660.

Sincerely,

Joe Sawmiller, P.E.  
Project Manager



Contract No.: 190-0486-CN(SS)  
Jacobs Engineering Group Inc.

<b>CLASSIFICATION</b>	<b>LOADED HOURLY RATES</b>
Project Director/Principal	\$264.00
Senior Project Manager	\$233.00
Project Manager	\$195.00
Senior Engineer	\$179.00
Project Engineer	\$103.00
Engineer	\$74.00
Senior Designer	\$125.00
Senior CADD Tech	\$112.00
CADD Tech	\$83.00
Admin.	\$62.00
Senior Airfield Electrical Engineer	\$170.00
Airfield Electrical Engineer	\$115.00
Senior Architect	\$184.00
Architect	\$103.00
Landscape Architect	\$258.00
Senior Electrical Engineer	\$175.00
Electrical Engineer	\$100.00
Low Voltage Engineer	\$174.00
Mechanical	\$140.00
Structural	\$130.00
Senior Planner	\$191.25
Planner	\$138.00

***PINELLAS COUNTY GOVERNMENT IS COMMITTED TO PROGRESSIVE PUBLIC POLICY, SUPERIOR PUBLIC SERVICE, COURTEOUS PUBLIC CONTACT, JUDICIOUS EXERCISE OF AUTHORITY AND SOUND MANAGEMENT OF PUBLIC RESOURCES, TO MEET THE NEEDS AND CONCERNS OF OUR CITIZENS TODAY AND TOMORROW.***



**NON-CONTINUING PROFESSIONAL SERVICES AGREEMENT**

**RFP TITLE: Design of New Airco Taxiways – Professional Engineering Services**

**RFP CONTRACT NO. 21-0552-NC (SS)**

**NON-CONTINUING FIRM: AVCON, Inc.**

**PROFESSIONAL ENGINEERING SERVICES NON-CONTINUING SERVICES AGREEMENT**

**TABLE OF CONTENTS**

**SECTION 1 INTENT OF AGREEMENT ..... 4**

**SECTION 2 SCOPE OF PROJECT ..... 5**

    2.1 PROJECT DESCRIPTION AND PROFESSIONAL REQUIREMENTS ..... 5

    2.2 PROJECT PHASES ..... 5

    2.3 CONSULTING RESPONSIBILITIES ..... 5

    2.4 GENERAL DESIGN CONDITIONS ..... 6

    2.5 GOVERNING SPECIFICATIONS REGULATIONS AND PERTINENT DOCUMENTS ..... 6

**SECTION 3 SERVICES TO BE FURNISHED BY THE CONSULTANT ..... 7**

    3.1 SEE EXHIBIT A – SCOPE OF SERVICES ..... 7

    3.2 PROVISIONS RELATED TO ALL PHASES ..... 7

    3.3 PERMIT APPLICATIONS AND APPROVALS ..... 8

    3.4 COORDINATION WITH UTILITY SERVICES AND AFFECTED PUBLIC AGENCIES ..... 8

**SECTION 4 SERVICES TO BE FURNISHED BY THE COUNTY ..... 9**

**SECTION 5 PRESENTATIONS, PUBLIC MEETING, PROGRESS MEETINGS AND TECHNICAL LIAISON MEETINGS ..... 9**

**SECTION 6 PAYMENT GUIDELINES AND CATEGORY OF SERVICES ..... 9**

    6.1 BASIC SERVICES ..... 9

    6.2 OPTIONAL SERVICES ..... 9

    6.3 CONTINGENCY SERVICES ..... 9

    6.4 ADDITIONAL SERVICES ..... 10

    6.5 INVOICING ..... 10

**SECTION 7 COMPENSATION TO THE CONSULTANT ..... 11**

**SECTION 8 PERFORMANCE SCHEDULE ..... 12**

**SECTION 9 AUTHORIZATION FOR CONTINGENT, OPTIONAL, OR ADDITIONAL SERVICES ..... 12**

**SECTION 10 FIRMS AND INDIVIDUALS PROVIDING SUBCONSULTING SERVICES ..... 12**

**SECTION 11 SATISFACTORY PERFORMANCE ..... 12**

**SECTION 12 RESOLUTION OF DISAGREEMENTS ..... 12**

**SECTION 13 CONSULTANT’S ACCOUNTING RECORDS ..... 12**

**SECTION 14 OWNERSHIP OF PROJECT DOCUMENTS ..... 13**

**SECTION 15 INSURANCE COVERAGE AND INDEMNIFICATION ..... 13**

**SECTION 16 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE FOR CONTRACTS NOT SUBJECT TO EXECUTIVE ORDER 11246 ..... 13**

**SECTION 17 INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 ..... 14**

**SECTION 18 PROHIBITION AGAINST CONTINGENT FEE ..... 14**

**SECTION 19 TRUTH IN NEGOTIATIONS ..... 14**

**SECTION 20 SUCCESSORS AND ASSIGNS ..... 14**

**SECTION 21 INTEREST ON JUDGMENTS ..... 14**

**SECTION 22 TERMINATION OF AGREEMENT ..... 14**

**SECTION 23 AGREEMENT TERM ..... 15**

**SECTION 24 CONFLICT OF INTEREST ..... 15**

**SECTION 25 ENTIRE AGREEMENT ..... 15**

**SECTION 26 PUBLIC ENTITY CRIMES ..... 15**

**SECTION 27 PUBLIC RECORDS ..... 15**

**SECTION 28 GOVERNING LAW AND AGREEMENT EXECUTION ..... 17**

**EXHIBIT A – SCOPE OF SERVICES**

**EXHIBIT B – HOURLY RATE SHEET**

**EXHIBIT C - FAA CIVIL RIGHTS AND NONDISCRIMINATION REQUIREMENTS**

**EXHIBIT D - FAA REQUIRED CONTRACT PROVISIONS FOR AIRPORT IMPROVEMENT PROGRAM AND OBLIGATED SPONSORS**

**EXHIBIT E - FLORIDA DEPARTMENT OF TRANSPORTATION FUNDING**  
**EXHIBIT F - CONTRACT PROVISION FOR CONTRACT UNDER FEDERAL AWARDS**  
**EXHIBIT G - DISCLOSURE OF LOBBYING ACTIVITIES**  
**EXHIBIT H - LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE**  
**REQUIREMENTS**

**SECTION 1  
INTENT OF AGREEMENT**

**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR  
Design of New Airco Taxiways – Professional Engineering Services**

THIS AGREEMENT, entered into on the   7   day of   Dec.  , 2021, between PINELLAS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the COUNTY, represented by its Board of County Commissioners, and, AVCON, INC. with offices in Orlando, Florida hereinafter referred to as the CONSULTANT.

WITNESSETH, That:

WHEREAS, Pinellas County, herein referred to as the COUNTY, requires **PROFESSIONAL ENGINEERING SERVICES** associated with support to develop plans and specifications and perform all other professional engineering services as may be required during the construction of the Design of **New Airco Taxiway project at the St. Pete-Clearwater International Airport** located in Pinellas County, Florida

WHEREAS, the COUNTY desires the CONSULTANT provide PROFESSIONAL ENGINEERING SERVICES requisite to the development of the PROJECT; and

WHEREAS, the CONSULTANT has expressed the willingness and ability to provide the aforementioned Services; and

NOW THEREFORE, the COUNTY and the CONSULTANT, in consideration of the mutual covenants hereinafter set forth, agree as follows:

## SECTION 2 SCOPE OF PROJECT

### 2.1 PROJECT DESCRIPTION AND PROFESSIONAL REQUIREMENTS

For the purposes of this Agreement the term PROJECT shall include all areas of proposed improvements, all areas that may reasonably be judged to have an impact on the PROJECT, and all PROJECT development phases and the services and activities attendant thereto. It is not the intent of this Agreement to identify the exact limits or details involved in providing satisfactorily completed PROJECT construction documents. The CONSULTANT shall provide the following professional services to prepare construction plans, specifications, and complete applications for and receive all federal, state, and local permits required for construction of the PROJECT. The PROJECT design shall be based on the following data:

All required permits shall be obtained by the engineering consultant. Plans shall be prepared in accordance with Civil 3D Pinellas County Requirements. Exhibit A, Scope of Services is attached.

#### a) Required Deliverables

- Civil 3D file (eTransmit) of construction plans and for each transmittal phase. The plans shall be provided electronically, plus two (2) paper prints signed and sealed by a Professional Engineer certified in the State of Florida.
- All technical specifications required for construction of project.

### 2.2 PROJECT PHASES

All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in Exhibit A.

### 2.3 CONSULTING RESPONSIBILITIES

- A. It is the intention of the COUNTY that the CONSULTANT is held accountable for its work, including checking and review of plans, and that submittals are complete.
- B. The CONSULTANT shall be responsible for the accuracy of the work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the COUNTY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.
- C. The CONSULTANT represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement; none of whom shall be employees of or have any contractual relationship with the COUNTY. Primary liaison with the COUNTY will be through the CONSULTANT'S Project Manager. All of the services required hereunder will be performed by the CONSULTANT or under the CONSULTANT'S supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.
- D. The CONSULTANT shall endorse all reports, calculations, contract plans, and survey data. Services shall be prepared under the direction of an engineer registered in the State of Florida and qualified in the required discipline. Products or services performed or checked shall be signed and sealed by the CONSULTANT'S Florida registered engineer.



- E. The CONSULTANT shall be responsible for the preparation of a PROJECT design schedule, prepared in Microsoft Project 2013 or later, which shows a breakdown of all tasks to be performed, and their relationship in achieving the completion of each phase of work. A bar chart schedule showing overall PROJECT time frames should also be prepared.
- F. These schedules must be submitted for COUNTY approval within ten (10) days of the initial PROJECT Notice to Proceed. These schedules will be used to verify CONSULTANT performance in relationship to Fees claimed and to allow the COUNTY'S Project Manager to monitor the CONSULTANT'S efforts. The CONSULTANT shall be responsible for any updates to these schedules and for documenting in writing to the COUNTY any major deviations in the actual versus estimated PROJECT time frames.
- G. The CONSULTANT shall respond, in writing, to all review comments made by the COUNTY, and shall incorporate appropriate design adjustments into the PROJECT, in a timely manner, resulting from the review exchange.

#### 2.4 GENERAL DESIGN CONDITIONS

2.4.1 The CONSULTANT shall coordinate and solicit appropriate input, with the knowledge of the COUNTY.

2.4.2 All design data, plans, and drawings shall be delivered electronically and or on travel drives formatted to .DXF or .DWG utilizing Civil 3D 2012 or later; as well as providing reproducible hard copies of plans and drawings. All specification and other documents shall be delivered electronically and or on two travel drives, Microsoft Word & Excel format as required, as well as the reproducible hard copies.

2.4.3 One (1) original and nine (9) copies of all deliverables are required unless specific submittal requirements are specified elsewhere in this Agreement.

2.4.4 The CONSULTANT shall develop acceptable alternates to any and all design recommendations that may be declared unacceptable.

#### 2.5 GOVERNING SPECIFICATIONS REGULATIONS AND PERTINENT DOCUMENTS

2.5.1 The PROJECT shall be designed by the CONSULTANT in accordance with applicable industry standards. The CONSULTANT shall be responsible for utilizing and maintaining current knowledge of any laws, ordinances, codes, rules, regulations, standards, guidelines, special conditions, specifications, or other mandates relevant to the PROJECT or the services to be performed.

2.5.2 The Contractor and Subcontractor must register with and use the E-verify system in accordance with Florida Statute 448.095. The County will verify the work authorization of the Contractor and Subcontractor. A Contractor and Subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a Contractor enters a contract with a Subcontractor, the Subcontractor must provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The Contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) shall immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

2.5.3 Supplier acknowledges and warrants that all digital content and services provided under this contract conforms and shall continue to conform during the Term of this Agreement to the W3C Web Content Accessibility Guidelines, version 2.0 ("WCAG 2.0") at conformance Level A and AA. If all digital content and services does not fully conform to WCAG 2.0 A and AA, Supplier shall advise Pinellas County in writing of the nonconformance prior to execution of this Agreement and shall provide Pinellas County a plan to achieve conformance to WCAG 2.0 A and AA, including but not limited to, an intended timeline for conformance. Failure to achieve conformance, as determined in Pinellas County's sole discretion, on its intended timeline shall be considered a material breach of this Agreement and grounds for termination by Pinellas County.

If during the Term of this Agreement, Supplier fails to maintain compliance with WCAG 2.0 A and AA or Pinellas County otherwise identifies an issue related to accessibility of the product (the "Accessibility Issue") that renders the product inaccessible, then Pinellas County shall notify Supplier of non-compliance. Within 30 days of Supplier's receipt of a non-compliance notice ("Notice"), Supplier and Pinellas County shall meet and mutually agree upon an appropriate timeline for resolution of the Accessibility Issue(s) ("Initial Meeting").

Should Supplier:

fail to acknowledge receipt of the notice within 30 days of receipt of the Notice.

unreasonably and solely withhold agreement regarding a timeline for resolution for more than 30 days following the Initial Meeting; or

fail to materially resolve the Accessibility Issue(s) within the agreed-upon timeline.

Failure to comply with the requirements of this section shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement by Pinellas County and subject Supplier to section 15 of this Agreement, "Indemnification."

**SECTION 3  
SERVICES TO BE FURNISHED BY THE CONSULTANT**

3.1 SEE EXHIBIT A – SCOPE OF SERVICES.

3.2 PROVISIONS RELATED TO ALL PHASES

3.4.1 The CONSULTANT will investigate and confirm in writing to the COUNTY, to the best of the CONSULTANT'S knowledge, conformance with all applicable local public and utility regulations.

3.4.2 The CONSULTANT will coordinate work designed by various disciplines.

3.4.3 The CONSULTANT shall submit to the COUNTY an Engineers Report containing project description, scope of work, design notes and computations, and an Estimate of Probable Construction Costs to document the design conclusions reached during the development of the construction plans.

a. Three (3) copies of the Engineers Report shall be submitted to the COUNTY with the 60%, 90%, and Final Plan submittals. At the PROJECT completion, a final Engineers Report, properly endorsed by the CONSULTANT, shall be submitted with the record set of plans and tracings.

b. The Engineers Report shall include, but not be limited to, the following data:

- 1) Design criteria used for the PROJECT.
- 2) Airfield and Roadway geometric calculations
- 3) Pavement design calculations
- 4) Drainage calculations
- 5) Structural calculations
- 6) Construction Safety and Phasing Plans
- 7) Engineers Estimate of Probable Construction Costs
- 8) Calculations as required by provisions of the Florida Energy Conservation Manual (Department of General Services), latest revision. (if applicable)
- 9) Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
- 10) Other PROJECT-related correspondences as appropriate.

3.4.4 Each set of plans for the PROJECT shall be accurate, legible, complete in design, suitable for bidding purposes and drawn to scales acceptable to the COUNTY. The completed plans shall be furnished on reproducible material and in a format, which is acceptable to the COUNTY.

3.4.5 The CONSULTANT shall make such reviews, visits, attend such meetings and conferences and make such contacts as are necessary for the proper preparation of plans and specifications for the PROJECT.

3.4.6 The COUNTY in no way obligates itself to check the CONSULTANT'S work and further is not responsible for maintaining project schedules.

3.4.7 Other CONSULTANT responsibilities shall be as listed below:

- a. Provide necessary sealed drawings to obtain building permits or any utility permit.
- b. Assist the COUNTY in Contractor claims and/or litigation.
- c. Review the Adequacy and completeness of documents submitted by the Contractor to protect the COUNTY against claims by suppliers or third parties.

3.4.8 The CONSULTANT must be familiar with the intent, thoroughness, safety factors and design assumptions of all structural calculations.

3.4.9 All work prepared and/or submitted shall be reviewed and checked by a CONSULTANT (Architect/Engineer) registered in Florida. All plans shall be signed and sealed by the Professional CONSULTANT in responsible charge.

### 3.3 PERMIT APPLICATIONS AND APPROVALS

3.5.1 The CONSULTANT shall prepare all permit applications, data and drawings required for submittal BY THE COUNTY for approval of local, state and federal agencies.

3.5.2 The CONSULTANT shall, at no additional cost to the COUNTY, make all reasonable and necessary construction plans revisions required to obtain the necessary permit approvals for construction of the PROJECT.

3.5.3 For the purpose of ensuring the timely approval of all permits necessary for the construction of the PROJECT, the CONSULTANT shall schedule the necessary contacts and liaison with all agencies having permit jurisdiction over the PROJECT, and shall furnish, on a timely basis, such plans, data and information as may be necessary to secure approval of the required permits.

3.5.4 Permit fees to be paid by the County.

### 3.4 COORDINATION WITH UTILITY SERVICES AND AFFECTED PUBLIC AGENCIES

3.6.1 The requirements of the various utility services shall be recognized and properly coordinated with the PROJECT design.

3.6.2 Drainage investigations and drainage design shall be coordinated with any city or drainage district that may be affected by or have an effect on the PROJECT.

**SECTION 4  
SERVICES TO BE FURNISHED BY THE COUNTY**

- 4.1 The COUNTY shall provide the following for the CONSULTANT'S use and guidance:
- A. Copies of existing maps, existing aerial photographs, as-built construction plans and data pertinent to the PROJECT design, which the COUNTY may have in its possession.
  - B. Sample copies of the COUNTY standard contract documents, Engineering Department Standard Drawings, and technical specifications.
  - C. Preparation of legal (front-end) section of the specifications.

**SECTION 5  
PRESENTATIONS, PUBLIC MEETING, PROGRESS MEETINGS AND TECHNICAL LIAISON MEETINGS**

The services below shall be provided to the COUNTY, but are not limited to the following:

- 5.1 Prior to the commencement of design activities, the COUNTY will conduct with the CONSULTANT a pre-design conference for the purpose of discussing issues relative to the PROJECT, plans preparation and submittal procedures and to convey to the CONSULTANT such items provided for under Section 4 as may be required and available at that time.
- 5.2 The CONSULTANT shall make presentations to the COUNTY'S Director of Airport or designee as often as reasonably requested and at any point in the PROJECT development should issues arise which make additional presentations other than those listed elsewhere in this Agreement, in the COUNTY'S best interest.
- 5.3 The CONSULTANT shall participate in Monthly PROJECT Conferences with COUNTY staff personnel. The meetings will be scheduled by the COUNTY at a location provided by the COUNTY.
- 5.4 The CONSULTANT shall attend, as technical advisor to the COUNTY all meetings or hearings conducted by permitting agencies or public bodies in connection with any permit required for the construction of the PROJECT, and shall prepare all presentation aids, documents and data required in connection with such meetings or hearings, and at the discretion of the COUNTY, shall either plead the COUNTY'S case or provide engineering and technical assistance to the COUNTY in its pleading of the case.
- 5.5 The CONSULTANT shall keep accurate minutes of all meetings and distribute copies to all attending. These meetings shall be set up through the COUNTY and appropriate COUNTY staff shall attend.

**SECTION 6  
PAYMENT GUIDELINES AND CATEGORY OF SERVICES**

**6.1 BASIC SERVICES**

The services described and provided for under Sections 2, 3 and Exhibit A shall constitute the Basic Services to be performed by the CONSULTANT under this Agreement.

**6.2 OPTIONAL SERVICES**

Services noted in Exhibit A of this Agreement as "Optional" shall constitute the Optional Services to be performed by the CONSULTANT under this Agreement. Optional Services shall be rendered by the CONSULTANT only upon written authorization by the COUNTY'S Director of the Airport, or designee.

**6.3 CONTINGENCY SERVICES**

When authorized in writing by the COUNTY'S Director of Airport or designee, the CONSULTANT shall furnish services resulting from unforeseen circumstances not anticipated under Basic Services due to minor changes in the PROJECT scope.

Compensation for any Contingency Services assignments shall be negotiated between the COUNTY and the CONSULTANT at the time the need for services becomes known.

#### 6.4 ADDITIONAL SERVICES

When executed by the County Administrator or Board of County Commissioners as an amendment to this Agreement, the CONSULTANT shall provide such additional services as may become necessary because of changes in the Scope of PROJECT. Additional Services shall be classified as any change beyond the Contingency Services upset limit for compensation.

#### 6.5 INVOICING

The CONSULTANT may submit invoices for fees earned on a monthly basis. Such invoicing shall be supported by a Progress Report showing the actual tasks performed and their relationship to the percentage of fee claimed for each phase. Billings within each phase of work shall be for the percentage of work effort completed to date for that phase. The COUNTY shall make payments to the CONSULTANT for work performed in accordance with the Local Government Prompt Payment Act, Section 218.70 et. seq., F.S.

The following services shall be considered reimbursable services and may be filled in full upon their completion and acceptance. The CONSULTANT shall provide copies of supporting receipts/invoices/billing documentation. Self-performed reimbursable work shall be reimbursed at the firm's standard hourly rates for all related services. A breakdown of man hours and billing rates shall be provided with each invoice. An hourly rate sheet is attached (Exhibit B).

- A. Payment of Permit Fees (if required).
- B. Payment of the Public Information Meeting Advertisements, if required.
- C. Payment of the Court Reporter for public meetings, if required.
- D. Printing and Binding Services.

Should an invoiced amount for fees earned appear to exceed the work effort believed to be completed, the COUNTY may, prior to processing of the invoice for payment, require the CONSULTANT to submit satisfactory evidence to support the invoice.

All progress reports shall be mailed to the attention of the designated Project Manager, Scott Yarley, P.E.

SUPPLIER shall submit invoices for payment due as provided herein with such documentation as required by Pinellas County and all payments shall be made in accordance with the requirements of Section 218.70 et. seq, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Division Accounts Payable  
Pinellas County Board of County Commissioners  
P. O. Box 2438  
Clearwater, FL 33757

Each invoice shall include, at a minimum, the Supplier's name, contact information and the standard purchase order number. The County may dispute any payments invoiced by SUPPLIER in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

Fees for contingent or additional services authorized shall be invoiced separately, and shall be due and payable in full upon the presentation of satisfactory evidence that the corresponding services have been performed.

**SECTION 7  
COMPENSATION TO THE CONSULTANT**

7.1 For the BASIC SERVICES provided for in this Agreement, as defined in Section 3.1, the COUNTY agrees to pay the CONSULTANT as follows:

- A Lump Sum Fee of: One Hundred Twenty Two Thousand Nine Hundred Sixteen Dollars and Twenty Five Cents (\$122,916.25) for Task 1 – Special Consultant Services
- A Lump Sum Fee of: Ninety-Six Thousand Six Hundred Seventeen Dollars and Zero Cents (\$96,617.00) for the Task 2 – Project Scope and Understanding
- A Lump Sum Fee of: Thirty-Six Thousand Eight Hundred Sixty-Four Dollars and Zero Cents (\$36,864.00) for the Task 3 - Preliminary Design and Programming
- A Lump Sum Fee of: Two Hundred Eleven Thousand Sixty-Nine Dollars and Zero Cents (\$211,069.00) for the Task 4 – 50% Design Documents
- A Lump Sum Fee of: One Hundred Seventy-Five Thousand Seven Hundred Sixty Dollars and Zero Cents (\$175,760.00) for the Task 5 – 90% Design Documents
- A Lump Sum Fee of: Fifty-One Thousand Six Hundred Eighty Dollars and Zero Cents (\$51,680.00) for the Task 6 – Final Design Documents
- A Lump Sum Fee of: Thirteen Thousand Six Hundred Eighteen Dollars and Zero Cents (\$13,618.00) for the Task 6 – Bidding Phase Services
- A Lump Sum Fee of: Five Hundred Thirty Thousand Six Hundred Twenty-Three and Zero Cents (\$530,623.00) for the Task 7 – Construction Services
- A Lump Sum Fee of: Fifty Four Thousand One Hundred Forty Four Dollars and Zero Cents (\$54,144.00) for Task 8 – Construction Special Consultant Services

The above fees shall constitute the total not to exceed amount of One Million Two Hundred Ninety Three Thousand Two Hundred Ninety One Dollars and Twenty Five Cents (\$1,293,291.25) to the CONSULTANT for the performance of Basic Services. All man hours are billed per the established and agreed hourly rates. The hourly rates are fully loaded and include all labor, overhead, expenses and profit of any nature including travel within the Tampa Bay Metropolitan Statistical area. Travel outside of the Tampa Bay Metropolitan Statistical Area will be reimbursed in accordance with Section 112.061 F.S. and/or the County Travel Policy, as approved by the County.

7.2 For the OPTIONAL SERVICES provided for in the Agreement, as defined in Exhibit A, the COUNTY agrees to pay the CONSULTANT as follows:

- A Lump Sum Fee of: Ninety-Three Thousand Thirteen dollars and 75 cents (\$93,013.75) for the Task 7.2 of the PROJECT

7.3 For any CONTINGENCY SERVICES performed, the COUNTY agrees to pay the CONSULTANT, a negotiated fee based on the assignment, up to a maximum amount not to exceed One Hundred Thirty Thousand and Zero Cents (\$130,000.00) for all assignments performed.

7.4 Total agreement not-to-exceed amount One Million Five Hundred Sixteen Thousand Three Hundred Five Dollars and Zero Cents (\$1,516,305.00).

7.5 For any ADDITIONAL SERVICES, the COUNTY agrees to pay the CONSULTANT a negotiated total fee based on the work to be performed as detailed by a written amendment to this Agreement.

7.6 In the event that this Agreement is terminated under the provisions of this contract the total and complete compensation due the CONSULTANT shall be as established by the COUNTY based on the COUNTY'S determination of the percentage of work effort completed to date of termination.

## **SECTION 8 PERFORMANCE SCHEDULE**

Time is of the essence in this Agreement. The CONSULTANT shall plan and execute the performance of all services provided for in this Agreement in such manner as to ensure their proper and timely completion in accordance with the following schedule:

8.1 The services to be rendered by the CONSULTANT shall be commenced upon receipt from the COUNTY of written "NOTICE TO PROCEED."

8.2 All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in 2.3 E.

8.3 The CONSULTANT shall not be held responsible for delays in the completion of the PROJECT design when the COUNTY causes such delays. The COUNTY reviews related to the above submittals shall not exceed twenty-one (21) days.

## **SECTION 9 AUTHORIZATION FOR CONTINGENT, OPTIONAL, OR ADDITIONAL SERVICES**

9.1 The OPTIONAL or CONTINGENCY services provided for under this Agreement shall be performed only upon prior written authorization from the Director of Airport or designee.

9.2 The ADDITIONAL services provided for under this Agreement shall be performed only upon approval of the County Administrator or Board of County Commissioners.

9.3 The CONSULTANT shall perform no services contemplated to merit compensation beyond that provided for in this Agreement unless such services, and compensation therefore, shall be provided for by appropriate written authorization or amendment(s) to this Agreement.

## **SECTION 10 FIRMS AND INDIVIDUALS PROVIDING SUBCONSULTING SERVICES**

The COUNTY reserves the right to review the qualifications of any and all subconsultants, and to reject any subconsultant in a proper and timely manner, deemed not qualified to perform the services for which it shall have been engaged. Any subconsultant not listed as part of the prime consultants team at time of award must be approved by the Director of Purchasing prior to performing any service.

## **SECTION 11 SATISFACTORY PERFORMANCE**

All services to be provided by the CONSULTANT under the provisions of this Agreement, including services to be provided by subconsultants, shall be performed to the reasonable satisfaction of the COUNTY'S Director of Airport or designee.

## **SECTION 12 RESOLUTION OF DISAGREEMENTS**

12.1 The COUNTY shall reasonably decide all questions and disputes, of any nature whatsoever, that may arise in the execution and fulfillment of the services provided for under this Agreement.

12.2 The decision of the COUNTY upon all claims, questions, disputes and conflicts shall be final and conclusive, and shall be binding upon all parties to this Agreement, subject to judicial review.

## **SECTION 13 CONSULTANT'S ACCOUNTING RECORDS**

13.1 Records of expenses pertaining to all services performed shall be kept in accordance with generally accepted accounting principles and procedures.

13.2 The CONSULTANT'S records shall be open to inspection and subject to examination, audit, and/or reproduction during normal working hours by the COUNTY'S agent or authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the CONSULTANT or any of his payees pursuant to the execution of the Agreement. These records shall include, but not be limited to, accounting records, written policies and procedures, subconsultant files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this Agreement. They shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. The COUNTY shall not audit payroll and expense records on task assignments paid by lump sum fee.

13.3 For the purpose of such audits, inspections, examinations and evaluations, the COUNTY'S agent or authorized representative shall have access to said records from the effective date of the Agreement, for the duration of work, and until five (5) years after the date of final payment by the COUNTY to the CONSULTANT pursuant to this Agreement.

13.4 The COUNTY'S agent or authorized representative shall have access to the CONSULTANT'S facilities and all necessary records in order to conduct audits in compliance with this Section. The COUNTY'S agent or authorized representative shall give the CONSULTANT reasonable advance notice of intended inspections, examinations, and/or audits.

#### **SECTION 14 OWNERSHIP OF PROJECT DOCUMENTS**

Upon completion or termination of this Agreement, all records, documents, tracings, plans, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by the CONSULTANT under this Agreement shall be delivered to and become the property of the COUNTY. The CONSULTANT, at its own expense, may retain copies for its files and internal use. The COUNTY shall not reuse any design plans or specifications to construct another project at the same or a different location without the CONSULTANT'S specific written verification, adaptation or approval.

#### **SECTION 15 INSURANCE COVERAGE AND INDEMNIFICATION**

15.1 The Consultant must maintain insurance in at least the amounts required in the Request for Proposal throughout the term of this contract. The contractor must provide a Certificate of Insurance in accordance with Insurance Requirements of the Request for Proposal, evidencing such coverage prior to issuance of a purchase order or commencement of any work under this Contract. See Section C Insurance Requirements – Attached

15.2 If the CONSULTANT is an individual or entity licensed by the State of Florida who holds a current certificate of registration or is qualified under Chapter 481, Florida Statutes, to practice architecture or landscape architecture, under Chapter 472, Florida Statutes, to practice land surveying and mapping, or under Chapter 471, Florida Statutes, to practice engineering, and who enters into a written agreement with the COUNTY relating to the planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with any actual or proposed construction, improvement, alteration, repair, maintenance, operation, management, relocation, demolition, excavation, or other facility, land, air, water, or utility development or improvement, the CONSULTANT will indemnify and hold harmless the COUNTY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the Agreement.

#### **SECTION 16 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE FOR CONTRACTS NOT SUBJECT TO EXECUTIVE ORDER 11246**

In carrying out the contract, the CONSULTANT shall not discriminate against employee or applicant for employment because of race, color, religion, sex or national origin.



**SECTION 17  
INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE  
IMMIGRATION REFORM AND CONTROL ACT OF 1986**

CONSULTANT acknowledges that it is functioning as an independent Consultant in performing under the terms of this Agreement, and it is not acting as an employee of COUNTY. CONSULTANT acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of this contract shall be considered a material breach and shall be grounds for immediate termination of the contract.

**SECTION 18  
PROHIBITION AGAINST CONTINGENT FEE**

The CONSULTANT warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**SECTION 19  
TRUTH IN NEGOTIATIONS**

By execution of this Agreement, the CONSULTANT certifies to truth-in-negotiations and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original contract amount and any additions thereto shall be adjusted to exclude any significant sums where the COUNTY determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the contract.

**SECTION 20  
SUCCESSORS AND ASSIGNS**

The CONSULTANT shall not assign, sublet, or transfer his interest in this Agreement without the written consent of the COUNTY.

**SECTION 21  
INTEREST ON JUDGMENTS**

In the event of any disputes between the parties to this Agreement, including without limitation thereto, their assignees and/or assigns, arising out of or relating in any way to this Agreement, which results in litigation and a subsequent judgment, award or decree against either party, it is agreed that any entitlement to post judgment interest, to either party and/or their attorneys, shall be fixed by the proper court at the rate of five percent (5%), per annum, simple interest. Under no circumstances shall either party be entitled to pre-judgment interest. The parties expressly acknowledge and, to the extent allowed by law, hereby opt out of any provision of federal or state statute not in agreement with this paragraph.

**SECTION 22  
TERMINATION OF AGREEMENT**

22.1 The COUNTY reserves the right to cancel this Agreement, without cause, by giving thirty (30) days prior written notice to the CONSULTANT of the intention to cancel. Failure of the CONSULTANT to fulfill or abide by any of the terms or conditions specified shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of COUNTY. Alternatively, at the COUNTY'S discretion, the COUNTY may provide to CONSULTANT thirty (30) days to cure the breach. Where notice of breach and opportunity to cure is given, and CONSULTANT fails to cure the breach within the time provided for cure, COUNTY reserves the right to treat the notice of breach as notice of intent to cancel the Agreement for convenience.

22.2 If COUNTY terminates the Agreement for convenience, other than where the CONSULTANT breaches the Agreement, the CONSULTANT'S recovery against the COUNTY shall be limited to that portion of the CONSULTANT'S compensation earned through date of termination, together with any costs reasonably incurred by the CONSULTANT that are directly attributable to the termination. The CONSULTANT shall not be

entitled to any further recovery against the COUNTY, including but not limited to anticipated fees or profit on work not required to be performed.

22.3 Upon termination, the CONSULTANT shall deliver to the COUNTY all original papers, records, documents, drawings, models, and other material set forth and described in this Agreement.

22.4 In the event that conditions arise, such as lack of available funds, which in the COUNTY'S opinion make it advisable and in the public interest to terminate this Agreement, it may do so upon written notice.

### **SECTION 23 AGREEMENT TERM**

This Agreement will become effective on the date of execution first written above and shall remain in effect for eight hundred (800) consecutive calendar days from the commencement date on the Notice to Proceed unless terminated at an earlier date under other provisions of this Agreement, or unless extended for a longer term by amendment.

### **SECTION 24 CONFLICT OF INTEREST**

24.1 By accepting award of this Contract, the CONSULTANT, which shall include its directors, officers and employees, represents that it presently has no interest in and shall acquire no interest in any business or activity which would conflict in any manner with the performance of services required hereunder, including as described in the CONSULTANT'S own professional ethical requirements. An interest in a business or activity which shall be deemed a conflict includes but is not limited to direct financial interest in any of the material and equipment manufacturers suppliers, distributors, or contractors who will be eligible to supply material and equipment for the PROJECT for which the CONSULTANT is furnishing its services required hereunder.

24.2 If, in the sole discretion of the County Administrator or designee, a conflict of interest is deemed to exist or arise during the term of the contract, the County Administrator or designee may cancel this contract, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the COUNTY.

### **SECTION 25 ENTIRE AGREEMENT**

This Agreement represents, together with all Exhibits and Appendices, the entire written Agreement between the COUNTY and the CONSULTANT and may be amended only by written instrument signed by both the COUNTY and the CONSULTANT.

### **SECTION 26 PUBLIC ENTITY CRIMES**

CONSULTANT is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and CONSULTANT agrees that its bid and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. CONSULTANT represents and certifies that CONSULTANT is and will at all times remain eligible to bid for and perform the services subject to the requirements of these, and other applicable, laws. CONSULTANT agrees that any contract awarded to CONSULTANT will be subject to termination by the County if CONSULTANT fails to comply or to maintain such compliance.

### **SECTION 27 PUBLIC RECORDS**

Consultant acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and Pinellas County public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Consultant agrees to charge the County, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and County policy for locating and producing public records during the term of this Agreement.

**CONTRACTOR'S DUTY**

If the contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Pinellas County Board of County Commissioners, Purchasing Department, Operations Manager custodian of public records at 727-464-3311, [purchase@pinellascounty.org](mailto:purchase@pinellascounty.org), Pinellas County Government, Purchasing Department, Operations Manager, 400 S. Ft. Harrison Ave, 6<sup>th</sup> Floor, Clearwater, FL 33756.

**SECTION 28  
GOVERNING LAW AND AGREEMENT EXECUTION**

This Agreement shall be governed by the laws of the State of Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the day and year first written above.

Firm Name: AVCON, INC.

PINELLAS COUNTY, by and through its  
Board of County Commissioners

By: *Sandeep Singh*  
Print Name: Sandeep Singh, P.E.  
Title: President Date: 10/22/21

By: *Dave Egger* Date: 12/7/2021  
Name  
Chairman

ATTEST:

Ken Burke, Clerk of the Circuit Court



By: *Ken Burke* Date: 12/7/2021  
Deputy Clerk

**APPROVED AS TO FORM**

By: *Jacina Parson*  
Office of the County Attorney



Exhibit A  
Scope of Services

**AVCON, INC.**  
ENGINEERS & PLANNERS

4500 140<sup>th</sup> Avenue, Suite E105  
Clearwater, Florida 33762  
813.321.5588  
avconinc.com

October 5, 2021

Mr. Scott Yarley, P.E.  
Airport Engineer  
St. Pete-Clearwater International Airport  
14700 Terminal Boulevard, Suite 221  
Clearwater, FL 33762

**Reference:                    Proposed Scope of Services and Fee Proposal  
Professional Engineering Services  
Design of New Airco Taxiways  
St. Pete-Clearwater International Airport  
Clearwater, Florida**

Pursuant to your request, AVCON, INC. is pleased to provide our scope and fee proposal for the design, bidding, and construction management services for the above-referenced project at St. Pete-Clearwater International Airport. We have prepared the enclosed documentation to assist in your evaluation of the proposal.

AVCON, INC. will develop all the necessary documentation for the project. As listed in our attached Fee Summary, our proposed fee for this project is \$1,386,305.00 inclusive of Geotechnical Testing and Investigation, Land Surveying, Subsurface Utility Engineering (SUE), Bidding Phase, Construction Management and RPR services, and if approved, Optional Services related to the existing storage building relocation.

It is our understanding the total project budget is \$8,115,000 inclusive of design and construction.

We have enclosed the following supporting documents:

- Scope of Services;
- Fees and Expenses
- Airco Taxiways Program
- Subconsultants' Scope and Fee

AVCON INC. is ready to begin the project at your earliest convenience and have initiated the collection of project records and development of subconsultant subcontracts in anticipation of the Notice to Proceed (NTP). We understand the airport is targeting having the project bid in mid-April 2022 for an FAA grant application to be submitted by the AIP Grant Application deadline anticipated to be early May 2022.

We appreciate the opportunity to accomplish this assignment for you. If you have any questions regarding our proposal, scope, or fee, please feel free to call me at your earliest convenience.

Sincerely,  
**AVCON, INC.**

A handwritten signature in blue ink, appearing to read "M. Coppage".

Michael Coppage, P.E. for  
Sandeep Singh, P.E.  
President & Principal-In-Charge

**SCOPE OF SERVICES  
PROFESSIONAL ENGINEERING SERVICES  
DESIGN OF AIRCO TAXIWAYS  
ST. PETERSBURG-CLEARWATER INTERNATIONAL AIRPORT  
CLEARWATER, FLORIDA**

**OCTOBER 5, 2021**

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## **I. PROJECT DESCRIPTION**

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The PROJECT can be generally described as the investigation/study, design, permitting, bidding, and Construction Management services and the Airco Taxiways project, herein after referred to as the PROJECT. The project will include the construction of partial Parallel Taxiway D, relocation of a portion of the airport's perimeter road and perimeter fence, and relocation of Taxiway G3. Relocation of an existing maintenance storage building as an optional service is also included. The objective of the PROJECT is to provide the airfield access necessary to proceed with the development of the Airco parcel for aeronautical and non-aeronautical developments at St. Pete-Clearwater International Airport.

Taxiway D will be designed nominally 50' wide with no paved shoulders. Taxiway D will intersect with Runway 18-36 directly opposite existing Taxiway A7, and will intersect with Runway 4-22 directly opposite relocated Taxiway G3.

With each of the taxiways listed above, the lighting, marking and signage shall also be provided. Drainage improvements will also be made throughout the limits of the PROJECT.

Please refer to attached ATTACHMENT C for the conceptual layout and the project limits.

### **I-A. Overview of Professional Services**

In general, professional services to be performed by AVCON, herein after referred to as the CONSULTANT, under this assignment include:

- Preliminary Design/Data Collection
- Coordination of Specialty Subconsultants:
  - Design Surveys and Topographic Mapping
  - Design Geotechnical Investigation
  - Local Drainage Design and Permitting
  - Stormwater Drainage Pipe Video
  - Wildlife and Wetland Surveys and Permitting
- Development of Project Access, Staging and Storage
- Development of Construction Safety and Phasing Plan (CSPP)
- Design and Development of Construction Plans
- Preparation of Construction Specifications and Bid Documents
- Opinion of Probable Construction Cost and Engineer's Report



- Stormwater and Utility Permitting
- Assist the Airport with Coordination with the FAA and FDOT
- Bidding/Award Phase Services

## **II. PROJECT SCOPE AND UNDERSTANDING**

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### **II-A. Project Initiation/Coordination**

Coordinate and attend a PROJECT initiation/kick-off meeting with Airport staff and others as deemed appropriate. The meeting shall review the PROJECT scope and schedule and establish the preliminary design goals and methods.

### **II-B. General Coordination**

Obtain badges and decals for airfield access and assist subconsultants in obtaining the same. Establish procedures and develop a project directory for all key PROJECT team members. Develop coordination and reporting format among team members and with the Airport. Prepare detailed project schedule and milestone dates.

### **II-C. Subconsultant Coordination**

#### **II-C01. Project Survey**

Review available survey data and develop a written land survey scope of services. The land survey shall include all area with the PROJECT limits and shall tie to recently conducted adjacent PROJECT surveys performed by others. Specifically, the PROJECT surveys performed for adjacent projects shall be examined and both horizontal and vertical controls established to provide a uniform datum across projects. Any discrepancy shall be rectified or brought to the attention of the Airport. The Consultant shall coordinate and review with the survey subconsultant the topography, profile and cross-sectional survey of existing pavement and in-field areas, lighting fixtures, signs, drainage pipes, structures, markings etc. The survey data shall be provided to the Airport's Project Manager for his review. Upon receipt of the survey the CONSULTANT shall perform an extensive field review of the project to ensure the survey requirements have been met.

#### **II-C02. Subsurface Utility Engineering**

In conjunction with review of available survey data, develop a written subsurface utility engineering scope of services. Subsurface utility engineering scope will include select areas within the PROJECT limits known to contain utilities owned by the County or other agencies. Coordinate horizontal and vertical control to be provided from land surveyor to SUE consultant. The scope shall include identification and layout of locations for soft-digs to verify vertical height (VVH) of utilities likely to be impacted by the PROJECT.

#### **II-C03. Geotechnical Investigations**

Review available geotechnical data and develop a written geotechnical scope of services. The scope shall include identification and layout of test locations and the required laboratory testing. All field work shall be cleared by Airport and FAA prior to actual borings being conducted. The written geotechnical report shall be provided to the Airport as an attachment to the next Engineering Report for review.



The CONSULTANT'S Project Engineer will coordinate the locations of the cores, bulk samples, and other test locations. The engineer will review and photograph the core samples as they are retrieved from the rig. The engineer will examine the surrounding soils to ensure bulk CBR samples are taken from sites where the soil is indicative of the soil underneath the pavement to be constructed.

**II-C04. Drainage and Stormwater Permitting**

Coordinate specialist stormwater consultant activities and incorporate into design. The scope shall include the direct consultation with Pinellas County and SWFWMD permit review staff, input into design calculations, coordination of stormwater approach, and other necessary calculation and design support.

**II-C05. Environmental Permitting**

Coordinate field investigations related to subconsultant surveys for wildlife, wetlands, and surface waters. Coordinate inclusion of Environmental Narrative Report in SWFWMD and Pinellas County permit applications, as appropriate.

Coordinate wildlife attractant BMP recommendations into the design plans and specifications.

**II-D. Project Elements**

**II-D01. FAA Advisory Circulars and Regulations**

CONSULTANT will design all aspects of the project in accordance with FAA Advisory Circulars current at the time of contract execution. The table below includes minimum standards to be incorporated into the design.

<b>Governing Design and Regulatory Standards</b>	
<b>Standard</b>	<b>Description</b>
AC 150/5300-13A*	Airport Design *AVCON will coordinate with FAA Orlando ADO Staff to confirm applicability and use of Draft AC 150/5300-13B
AC 150/5320-6G	Airport Pavement Design and Evaluation
AC 150/5320-5D	Airport Drainage Design
AC 150/5340-1M	Standards for Airport Markings
AC 150/5340-18G	Standards for Airport Sign Systems
AC 150/5340-30J	Design and Installation Details for Airport Visual Aids
AC 150/5345-27E	Specification for Wind Cone Assemblies
AC 150/5370-2G	Operational Safety on Airports During Construction
AC 150/5370-10H	Standard Specifications for Construction of Airports
14 CFR Part 77	Safe, Efficient Use, and Preservation of the Navigable Airspace
14 CFR Part 139	Certification Of Airports
62-330 F.A.C.	Statewide Environmental Resource Permitting (SWERP)





Governing Design and Regulatory Standards	
Standard	Description
FDOT	Statewide Airport Stormwater Best Management Practices Manual
Pinellas County	Pinellas County Stormwater Manual
SWFWMD	Applicant's Handbook Volume II

**II-D02. Airfield Geometry**

Horizontal geometry and grading will be designed in accordance with AC 150/5300-13A. As an early design task, CONSULTANT will engage FAA Orlando ADO staff to determine applicability of AC 150/5300-13B, currently in Draft form. CONSULTANT will discuss whether any comments on the Draft version that would affect this project have been received, FAA's schedule for its release, and ultimately whether 13B (whether in Draft or Final form) should apply to the PROJECT.

**II-D02a. Horizontal Geometry**

Taxiways are classified by Airplane Design Group (ADG) and Taxiway Design Group (TDG). ADG is a function of wingspan and tail height and controls width of Taxiway Safety Areas (TSA) and Taxiway Object Free Areas (TOFA), while TDG is a function of aircraft gear configuration including gear track and nose-to-main gear distance, which controls pavement width and fillet geometry.

The new Taxiway D will be designed to TDG 3 standards for pavement geometry purposes. While ADG III standards would normally apply, Taxiway D is planned to be widened in the future to ADG V. Accordingly, the project will be designed utilizing an ADG V TSA and TOFA in order to minimize future rework.

The intersection of Taxiway D with Runway 4-22 is shown on the Airport Layout Plan at an acute angle. Acute angle taxiways are typically discouraged by FAA staff during design in favor of perpendicular intersections, primarily to maximize pilot visibility in both directions down an intersecting runway and secondarily to minimize the taxi distance between Mandatory Holding Position markings during runway crossings. Due to the ongoing study of Taxiway A with Runway 4-22, which is at a similar acute angle as the Taxiway D geometrics in the ALP, an early task of this project will be to coordinate with FAA, the Airport, and other stakeholders as appropriate to determine the best alignment of the new Taxiway D.

Taxiway G3 is currently intersecting Runway 4-22 at an acute angle, and represents some of the oldest airfield pavement at the airport. Taxiway G3 will be demolished from its current position and relocated to coincide with the new Taxiway D intersection with Runway 4-22. The relocated Taxiway G3 will be designed to ADG III, TDG 3 standards.

**Taxiway Design Standards**

Taxiway	Airplane Design Group (ADG)	Taxiway Design Group (TDG)
Taxiway D	V	3



### Taxiway Design Standards

Taxiway	Airplane Design Group (ADG)	Taxiway Design Group (TDG)
Taxiway G3	III	3

#### II-D02b. Vertical Profile and Grading

The future development plans of the Airco parcel require higher building pad elevations due to impacts from recently issued FEMA FIRM maps. Accordingly, the centerline elevation for Taxiway D will be kept as close to the centerline elevation of Runway 18-36 as possible. Refer to Pavement Design section below for additional information regarding future taxiway widening and strengthening.

Longitudinal and Transverse pavement grades will be designed in accordance with applicable Taxiway Design standards for Approach Category D. Grading will be closely coordinated with the needs of the stormwater permitting for the PROJECT.

##### Longitudinal Grade

- Maximum Grade 1.5%
- Maximum Grade Change 3%

##### Transverse Grade

- Taxiway pavement cross slope 1.0% - 1.5%
- 5.0% grade for 10 ft of unpaved surface adjacent to paved surface
- 1.5% to 3.0% downward slope within Taxiway Safety Area (ADG III or V, as applicable)
- 4:1 maximum slope between edge of Taxiway Safety Area and edge of Taxiway Object Free Area (ADG III or V, as applicable)

#### II-D03. Pavement Design and Fleet Mix

The taxiway section will be evaluated after the survey and geotechnical subsurface information is received, and a preliminary visual inspection is conducted by CONSULTANT's team. The pavement design strength will be designed in accordance with the FAA AC 150/5320-6G, Airport Pavement Design and Evaluation. The Investigation Study will include:

- Records Research, Airport Library of Boring and Cores
- Airport Master Plan Update (AMPU)
- Other non-AMPU studies of potential Airco developments
- Pavement Cores & Borings
- Laboratory Testing

Prior to designing the pavement, the existing soils and subgrade will be examined thoroughly. CONSULTANT will analyze geotechnical exploration test results and soils and materials test data to develop new pavement design sections and construction methodologies. Evaluate the existing topographical features and determine suitability



of existing subgrade materials for use as a foundation for the new pavement structure. Provide specifications for suitable offsite borrow materials if required.

Specific pavement cores and borings will be necessary to identify and assess ground water conditions, especially in the lower portions of the airfield basin just east of the end of Runway 36.

The pavement section will be designed for use by typical air carrier aircraft currently operated at PIE, in addition to general aviation aircraft ranging from small single engine aircraft to corporate jet aircraft. Critical aircraft anticipated for the pavement design are as listed below:

- Airbus 319 and 320 (air carrier)
- Dassault Falcon 900 (corporate jet)

In addition, this Taxiway D will be widened and strengthened in the future to support ADG V aircraft, which could include B787-800 aircraft according to the recent Airport Master Plan Update. CONSULTANT will evaluate the pavement modifications necessary to support this aircraft (via asphalt overlay or similar), and design the centerline profile to allow for pavement strengthening while simultaneously remaining below the centerline profile of adjacent runways in accordance with FAA standard.

#### ***II-D03a. Pavement Materials***

Following receipt of geotechnical information, CONSULTANT will evaluate the appropriate base material to be employed on this project. The current and future traffic mix includes aircraft with gross weights over 100,000 pounds which requires use of a stabilized base course. For flexible pavements a stabilized base typically consists of P-401 or P-403 asphalt. However, the pavement design Advisory Circular permits other materials by stating, in part, "Superior materials that exhibit a remolded soaked CBR of 100 or greater and have proven performance under similar aircraft loadings and climatic conditions may be substituted for a stabilized base course." Accordingly, CONSULTANT will evaluate the use of P-219 Recycled Concrete and P-211 Limerock for use as a base course. Limerock base courses are susceptible to degradation over long-term exposure to wet conditions and would not be recommended if groundwater becomes a concern. Based upon availability to bidding contractors, P-219 will be pursued as a more resilient approach to wet soil conditions.

Use of Superpave Specification: In order to provide more conformity with the new technology upgrades in the asphalt paving industry, the "Superpave" specification in conjunction with the P-401 material will be employed. The data on superior performance of this specification is mounting and it is expected be much more effective in controlling pavement deformations. We know that historically "shoving" can be an issue on the asphaltic connectors on this and other air-carrier airfields.

#### **II-D04. Airfield Marking**

Marking of the new paved taxiway surface will be in accordance with FAA AC 150/5340-1M Standards for Airport Markings. Pavement markings anticipated for this project include:

- Taxiway centerline markings, 6" width
- Taxiway edge markings



- Pattern A Runway Holding Position marking
- Repair or replacement of impacted markings at taxiway tie-ins to Runway 18-36 and/or Runway 4-22
  - Runway Threshold Bar
  - Runway Centerline Marking
  - Runway Edge Marking

Taxiway edge markings are not anticipated to be required for the taxiways in this PROJECT but may be included if deemed necessary by the Airport.

During construction, temporary pavement marking will be necessary while the pavement surface undergoes its initial curing. This temporary marking will be a 30% application rate and will be in place for at least 30 days. CONSULTANT will coordinate with Airport Operations staff during design to determine a maximum temporary marking duration to avoid receiving an adverse determination from certification agencies. Temporary markings will not receive black outlines. All permanent markings will receive black outlines in accordance with FAA standard.

The paint specifications may be enhanced to provide resistance to rust and algae (with use of a FAA MOS) and reduce occurrence of paint discoloration.

#### **II-D05. Airfield Lighting and Signage Design**

As part of the Airport's long-range program to convert lighting to the LED technology, the taxiway lighting for Taxiway Delta will include LED fixtures as well as associated conductors, connectors, and transformers as a part of this PROJECT. All lighting will be interconnected using a new light base can and conduit system. Typical base can and conduit installation details will apply. All new conductors, transformers and fixtures will be provided for the new and modified taxiway geometry. The new circuiting for Taxiway Delta will include a new Constant Current Regulator (CCR) with additional capacity to extend the circuit in the future. The Airfield Lighting Control System (ALCS) will be updated to interface the new CCR and modify the graphic user interface with the addition of Taxiway D and airfield geometry changes associate with this project. The airfield electrical systems impacted by this project will include:

- Taxiway Edge Lighting
- Runway Edge Lighting Modifications, where required due to new taxiway tie-ins to Runway 18-36 and/or Runway 4-22
- Taxiway Guidance Signage
- Runway Exit Signage
- Runway to Taxiway Mandatory Hold Position Signage
- Addition of a new Constant Current Regulator (CCR) for Taxiway D, to include additional capacity for expansion of Taxiway D.
- Modifications to the existing ADB-Safegate Airfield Lighting Control System (ALCS).
- Modifications and Addition of Duct Bank infrastructure including Junction Can Plazas for all circuiting.



All airfield lighting will be designed in accordance with FAA AC 150/5340-30, Design and Installation Details for Airport Visual Aids latest edition at the time of contract execution for this PROJECT.

The design for airfield sign system elements will be in accordance with FAA AC 150/5340-18, Standards for Airport Sign Systems, latest edition at the time of contract execution for this PROJECT. In conjunction with the lighting systems, a review of the existing signage system will also be performed. Most signage within the project area has recently been replaced. However, wherever an existing sign is determined to be obsolete or unable to be modified with panel replacement, it will be replaced with an LED sign. The existing sign concrete pads will be used to the greatest extent possible. The signs will also be evaluated for changes in edge of pavement geometry and grades. Cables, transformers, and sign panels may be replaced as part of the completed PROJECT.

New signage will be designed for all new proposed pavement and geometry revisions. Signs will be circuited to either the associated taxiway or runway circuit. If it is determined that the taxiway connectors will be renamed in this project, the new signs will use the new taxiway naming convention. All new signs will use LED lighting.

## **II-D06. Airfield Electrical Circuits**

### ***II-D06a. Duct Bank System***

The existing raceway between the Airfield Lighting Vault (ALV) and the Airfield will be evaluated to be utilized for the proposed circuiting. The raceway will be located to facilitate routing cable. Conduits will be grouped to minimize the number of runway and taxiway crossings.

- Ducts will include ready access for maintenance, modification of circuits and cable protection during repairs.
- All underground conduits should be scheduled 40 PVC, with a 3-inch minimum concrete encasement when installed under pavement. PVC conduit bends will be per NEC table 346.10.
- A maximum of 500 feet between junction structures, manholes, junction cans, junction can plazas, pull boxes, etc., will be provided. Manholes within runway or taxiway safety areas will be designed to withstand aircraft loading. The use of junction can plazas in lieu of manholes will be considered in the design.
- All conduits and raceway systems will be UL listed.
- In junction cans and junction can plazas, the cables will have a minimum of 6 feet of slack cable.
- A 200 pound polypropylene string/rope will be installed in all ducts. The end of the pull rope will be securely attached to the pull iron. A duct plug will be installed in all spare ducts. The use of nylon, natural fiber rope or steel pull wire will not be permitted.
- Junction Can Plazas will be located to avoid infiltration of surface drainage to reduce erosion and trapped water while providing drier and safer working conditions in the manhole.



- A magnetic, detectable tape, 3-inch wide, labeled "Electric Line Below" will be installed below the finished grade and above all conduits, ducts and duct banks that are not installed under pavement. Conduit installed aboveground is to be rigid galvanized steel conduit with fittings supported on 10-foot centers.
- Voltage system power and communications cables will not be routed in the same duct bank as airfield constant current circuits.
- All duct banks will include a minimum of (1) one spare conduit for future expansion.

#### ***II-D06b. Cabling***

Wiring other than airfield lighting will be a minimum of No. 12 AWG, with 600 volts rated insulation. If telephone control cable is specified, it will be copper shielded, polyolefin insulated and polyethylene jacketed No. 19 AWG telephone cable conforming to the United States Department of Agriculture, Rural Electrification Administration (REA) Bulletin 345-67 and REA Bulletin 345-14, where applicable, (PE-39, Filled Telephone Cable) and REA Specification for fully color-coded, polyethylene jacketed, 80 degree C filled, telephone cables for direct burial, with 5 mil copper shield will be used.

#### ***II-D06c. Airfield Lighting Power Cables and Connectors***

Power service cable in the duct bank will conform to the requirements of AC 150/5345-7, specification for L-824, Underground Electrical Cable for Airport Lighting Circuits.

- Type A and B is not recommended.
- It is recommended that Type C, unshielded single and multiple conductor copper cable rated 5000 Volt, having cross-linked polyethylene insulation, be used. Multiple conductor cables will have a jacket applied overall.
- All cable for airfield lighting service will be stranded 5000 Volt, 7-strand type. For power cable, conductor size will not be smaller than No. 8 AWG. These limits on conductor sizes will not apply to leads furnished by manufacturers on transformers and fixtures.
- Connectors for all circuiting will be either the "Complete Kit" or "Super Kit" type with a flap over design to seal the kits against water intrusion. These kits eliminate the need for heat shrinking of the connector kits.

Cable type, size, number of conductors, strand and service voltage will be as specified in the plans and specifications.

#### ***II-D06d. Bare Copper Wire (Counterpoise)***

Bare copper wire for counterpoise installations will be #2 AWG solid wire conforming to ASTM Specifications B1 and B8 or B3 and B8.

#### **II-D07. ALCS Analysis and Modifications**

The existing ADB ALCS will be modified in this project. The ALCS is a PLC or computer-based system that conveys command and basic monitoring information, in real time, to the Air Traffic Controllers and the maintenance/operation staff. The tower



display will always have the current lighting status displayed, regardless of whether the tower or vault has control of the system. ALCS modifications will include the interface of a new Constant Current Regulator (CCR) for the Taxiway D circuit and the graphic display of the airport geometry will be updated to show Taxiway D and other associated revisions to the airfield geometry.

#### **II-D08. Wind Cone**

One L-806 supplemental wind cone is located within the limits of construction and will require relocation or replacement. The new wind cone will be an L-806(L), style 1-B, Size 1, LED illuminated, frangible, internally lighted, eight-foot, unit with obstruction light, manufactured in accordance with FAA AC 150/5345- 27E "Specification for Wind Cone Assemblies" and positioned in accordance with FAA AC 150/5340-30J, Design and Installation Details for Airport Visual.

#### **II-D09. Vault Modifications**

CCRs are controlled by the ALCS and housed in the vault regulator room that receives commands from the air traffic controllers. A CCR will be dedicated to power the proposed TWD circuit and will be provided with spare capacity for future expansion of TWD. The CCR will be L-829, air cooled, dry type Ferro resonant circuiting, solid-state controls with 120 volts interval control, 480 volt input, 6.6 amp output and 3-step brightness control steps to accommodate airfield lighting system requirements. All CCRs will have a soft start interface/sequence.

The units should have integral primary switches, input/output lighting protection, local control switches for on/off and brightness steps, and faceplate output RMS ammeter and output voltmeter.

All CCRs will be capable on interfacing with the Airfield Light Control System for control and monitoring of the airport lighting system. Constant current regulators (L-829) will be installed in accordance with FAA AC 150/5345-10, latest edition and equipped with a polymer S-1 plug cutout feature. The new CCR will be interfaced with the existing ALCS.

#### **II-D10. Perimeter Road, Fencing, and Security**

The new Taxiway D alignment will conflict with the existing perimeter road and perimeter fencing. The airport's perimeter road will be relocated outside the ADG V TOFA of Taxiway D to coincide with the edge of the future Airco development aircraft apron. This will be designed as a single-lane road suitable for use by the Airport's Operations, Facilities, and ARFF vehicles. Width of the relocated perimeter road will be minimized consistent with the controlling vehicle's ability to remain within the edges of pavement particularly around curves.

Airport Operations staff has requested the use of F-164 Wildlife Exclusion Fence for the portions of the fencing to be constructed under this project. CONSULTANT will evaluate the budget implications of this approach against standard F-162 fencing and other approaches available and coordinate with the Airport to determine the most appropriate course of action.

Perimeter Gate C serves as the singular access point for The Landings T-hangar tenant buildings on the north side of the airfield. The airport currently has both access control and camera feeds located at Gate C. Fiberoptic connectivity for Perimeter Gate C is believed to be fed from the gate communications cabinet located at Gate F and run along the existing perimeter road. This cable is likely to be damaged by the new



Taxiway D construction. The existing fiber cable will be rerouted to maintain communications to Gate C, including underground conduit, cable, and structures as necessary. If maintain a fiber connection to gate C is determined to not be feasible, CONSULTANT will evaluate wireless connection back to the terminal building. CONSULTANT will evaluate wireless transmission methods of access control and camera feeds to attempt to minimize cost.

CONSULTANT will assist the Airport in engaging local Transportation Security Administration (TSA) staff to formally review fencing and access control aspects of the project at the 90% design level.

CONSULTANT understands that airside portions of the Airco parcel can reasonably be expected to involve multiple access-controlled doors and gates along with security camera feeds, however the specific needs have not yet been identified in sufficient detail to include in this project.

#### **II-D11. Airport Operations and Construction Phasing**

Among the most important features of the overall PROJECT development will be the establishment of the proper phasing plan to accomplish the design and construction objectives, while keeping airfield pavements open to aircraft movement to the maximum extent possible throughout construction.

The first phase of the project is anticipated to include building demolition or relocation work, utility work, and relocation of the airport's perimeter road and perimeter fence. Subsequent phases will involve the bulk of the civil and airfield electrical work to construct the new Taxiway D and relocate Taxiway G3.

The phasing plans are anticipated to include at least two construction staging areas, one for the construction of Taxiway D east of Runway 4-22, and one for the demolition and relocation of Taxiway G3 west of Runway 4-22. Possible staging area locations will be proposed by CONSULTANT and approved by the Airport.

The project Phasing plans will include, the location of contractor haul routes, construction staging areas, materials storage area, waste disposal area, location of barricades, flagmen, restricted areas, plus any other applicable notes to contractor concerning required phasing and staging during construction.

#### **II-D12. Construction Specifications**

##### ***II-D12a. FAA Specifications***

AC 150/5370-10H, Standard Specifications for Construction of Airports will be used as a basis in the preparation of the technical specifications for the PROJECT. AVCON may make modification(s) to these standards provided the changes are accepted by the Airport, FAA and FDOT.

##### ***II-D12b. Other Agency Specifications***

If deemed necessary, CONSULTANT will incorporate construction specifications issued by other agencies for specific items of work. These could include FDOT, Pinellas County Utilities, or City of Largo Utilities.





***II-D12c. Other Project-Specific Specifications***

As required, CONSULTANT will provide other project-specific specifications in industry-standard format for items of work not covered by standard specifications issued by FAA or other agencies.

**II-D13. FAA and FDOT Coordination**

***II-D13a. Geometric Design***

CONSULTANT will coordinate with Airport and FAA staff as required to determine:

1. Use of AC 150/5300-13A or Draft AC 150/5300-13B
2. Appropriate alignment of Taxiway D at intersection of Runway 4-22 (i.e. acute angle vs right-angle intersection)

The above items are described in additional detail in "Airfield Geometry", above.

***II-D13b. Modifications to Standard***

Identify deviations to FAA/FDOT design standards and/or FDOT standard specifications, and prepare a memorandum to the Airport explaining advantages and alternates. At the CONSULTANT'S recommendation and if approved by the Airport, where applicable, the CONSULTANT will prepare Modifications to Standards. AVCON will coordinate approval of deviations with FAA/FDOT, as necessary. This may include but will not be limited to superpave and rust and algae inhibitors in the airfield marking paint.

***II-D13c. Design Coordination and Review***

Prepare for and administer one technical review meeting with FAA and FDOT staff related to project design and budget.

Provide FAA and FDOT staff copies of the design plans and specifications at appropriate stages, generally anticipated to be 90% design.

***II-D13d. Safety Risk Management (SRM) Panel***

CONSULTANT will assist the Airport with preparing for an SRM panel meeting for discussion of project phasing, operational impacts, and other topics related to safety and mitigation of risk.

CONSULTANT will assist with preparation of graphics or other materials to be provided to panel members prior to or during the meeting, attend the meeting to provide technical input where needed, and coordinate with the Airport as to incorporate revisions, if any, necessary as a result of the discussions at the panel meeting.

**II-E. Permit Agency Design and Applications**

**II-E01. Stormwater Design and Permitting**

Stormwater Design shall be in conformance with the following governing standards:

- FAA AC 150/5320 – 5D Airport Drainage Design, Developed in collaboration with the Department of Defense Unified Facilities Criteria (DOD UFC) for Surface Drainage Design.



- Florida Department of Transportation Statewide Airport Stormwater Best Management Practices Manual, and Florida Chapter 62-330 F.A.C. Statewide Environmental Resource Permitting (SWERP).
- Southwest Florida Water Management District Applicant's Handbook Volume II.
- Pinellas County Stormwater Manual.
- Stormwater Master Plan for St. Pete-Clearwater International Airport.

To the extent practical, the following criteria will be used in the stormwater design:

- Water Quality Treatment for pavement runoff by overland flow method, and by temporary storage in wide shallow swales (linear dry ponds).
- Exemption from attenuation should discharge to Roosevelt Creek be considered an extension of Old Tampa Bay, or alternatively, design of a swale control structure to attenuate excess runoff before discharge to Roosevelt Creek, or early construction of the AIRCO stormwater pond for excess runoff storage and source of borrow for construction of Taxiway D.
- Floodplain storage compensation for portions of the project considered by permitting agencies to be riverine floodplains. Compensation is not anticipated to be necessary for coastal floodplain
- Avoidance of Wet Pond Systems. Note it is certain that part of the stormwater conveyance system will be by a wet ditch as existing pipe inverts that are to continue to be conveyed to Roosevelt Creek are already discharging into a wet ditch system. Also note the Roosevelt Creek Control Weir has recently been lowered, possibly allowing periodic tidal influences under extreme events into the upstream AIRCO stormwater system.

#### ***II-E01a. Preliminary Design***

Specific tasks to be performed under the scope of work for stormwater design include:

1. Data collection and review of historical reports, studies, and previous permits, (i.e. the RW 18 – 36 Extension).
2. Perform a post-survey field visit to review existing features, such as the existing ditch cascading weirs with bleed-down orifices that will be impacted by the new construction.
3. Prepare conceptual stormwater system layout for review with the Agencies Having Jurisdiction, (AHJs).
4. Schedule and participate in preliminary design meetings with Pinellas County Design Review Services, Pinellas County Public Works, PIE, and other stakeholders to introduce the project and determine specific county stormwater requirements, goals and opportunities, (two meetings; virtual or in-person).
5. Schedule and participate in a pre-application meeting with the SWFWMD, (virtual or in-person).



6. Review CCTV Inspections of existing pipes and determine rehabilitation methods, as needed.
7. Coordinate the preliminary stormwater system construction into the overall project phasing plans.
8. Prepare Stormwater Section narrative for the Preliminary Engineering Report.
9. Prepare a recommended order of magnitude (ROM) cost estimate for the preliminary stormwater system design.

**II-E01b. Engineering Phase Design**

Prepare Final Engineering Design of the Stormwater System at 50%, 90%, and Final 100% Plans. Specific tasks to include:

1. Design Relocation of Wet Ditch with Control Weirs and Bleed-down Orifices.
2. Determine Sub-basin Modeling Areas, Times of Concentration, Composite Curve Numbers, Design Discharge Tailwater Stages, and other modeling criteria.
3. Pre-vs-Post Attenuation Stormwater Modeling for 25 Year, 24 Hour Storm Event.
4. Design System Conveyances (Flowing Swales, Inlets and Pipes), and Outfall Control Structure(s).
5. Water Quality Calculations/ Nutrient Calculations.
6. Swale Recovery Modeling.
7. Meetings/Coordination with PIE, Pinellas County Design Review Services, and Pinellas County Public Works, (three meetings; virtual or in-person).
8. Preparation of Pinellas County Stormwater Permit Application(s).
9. Preparation of SWFWMD Permit Application.
10. Provide updated narrative for the Engineering Report (50%, 90%, and Final 100%).
11. Quality Assurance Reviews (50%, 90%, and Final 100%).

**II-E02. Environmental Permitting**

The PROJECT partially falls within the footprint of the Airco parcel, with the remaining portion falling within the current perimeter security fence of the airfield.

The Airport previously completed an Environmental Assessment associated with development of the Airco parcel, including receipt of a Finding of no Significant impact (FONSI). It is anticipated no NEPA environmental permitting will be required for any portion of the project falling within the Airco parcel footprint.

**II-E03. Utility Design and Permitting**

Utility Adjustments for this project consist of a Pinellas County 16-inch diameter potable water main, and two major City of Largo large diameter transmission mains existing within a 20-foot utility easement: a 20-inch diameter reclaimed water main,



and a 30-inch diameter effluent main. Design for these utility adjustments shall be in conformance with the governing standards, specifications and details of their respective Owners (Pinellas County and City of Largo). This work shall also be compliant with Florida Department of Environmental Protection rules and regulations, and will require obtaining permits therefrom. Construction shall also be in full conformance with FAA Advisory Circulars related to Construction on Airports and the State of Florida Trench Safety Act.

The Pinellas County 16-inch Potable Water Main was existing when the Runway 18 - 36 was extended. For that project, it was determined that leaving the pipe in-place while encasing it was practical, setting a precedent for this project. However, depending on its current age and condition, this pipe may need to be relocated, and protected by casing under the proposed Taxiway D. This would be determined in conjunction with Pinellas County. Relocation would be accomplished with wet-taps, new water main construction, testing, disinfection and placing the new main in service. The work would be finished with line-stops at each end to keep the system in continuous, uninterrupted service. Should this utility be relocated under this project, a potable water stub-out with a terminal valve and plug to serve the future AIRCO development is advised.

The City of Largo 20-inch Reclaimed Water and 30-inch effluent lines are within a 20-foot easement. The current location of these lines would cross Taxiway D at two locations with 45-degree bend fittings located at or near the taxiway pavement edges. This would make encasement difficult for these pipes, and make it hard for utility crews to access them if needed. AVCON will work with the City of Largo on designing a new route for these pipes out from under the taxiway in a new, prescribed easement. The new lines will be constructed, pressure tested, and disinfected (reclaimed water). Tie-ins to the existing mains may be possible with temporary service interruptions, however any effluent will have to be contained.

Finally, there is a fiber optic cable that serves for control of Gate \_\_\_ within the project area. We will determine if this utility may remain at its current location as-is, be protected with additional encasement, be relocated, or be replaced by a radio frequency system.

### ***II-E03a. Preliminary Design***

Specific tasks to be performed under the scope of work for utility adjustment design include:

1. Data collection and review of historical reports, studies, and utility as-builts.
2. Evaluate survey and pot-hole data for 3D analysis of existing utilities.
3. Schedule and participate in preliminary design meetings with Pinellas County Utilities/Public Works, City of Largo Utilities, PIE, and other stakeholders to introduce the project and determine extent of utility adjustments, (two meetings; virtual or in-person).
4. Prepare preliminary layouts and profiles of utility adjustments for review by the utility owners, and PIE.
5. Coordinate and determine preferred location and size of potable water stub-out for future service to the AIRCO site with PIE and Pinellas County.



6. Determine utility specific technical specifications and standard details necessary for the preliminary designs.
7. Determine the FDEP Permits for each utility
8. Prepare Utility Adjustments narrative for the Preliminary Engineering Design Report.

***II-E03b. Engineering Phase Design***

Prepare Final Engineering Design of the Utility Adjustments at 50%, 90%, and Final 100% Plans. Specific tasks to include:

1. Final Design of Utility Adjustments. Phase submittals with utility owners and PIE for review and comment.
2. Coordinate preparation of easements with the surveyor, PIE, and City of Largo.
3. Prepare Phasing Plans of utility adjustments, and sequence of switch-over of services to new mains.
4. Meetings/Coordination with PIE, Pinellas County Utilities/Public Works, and City of Largo Utilities, (three meetings; virtual or in-person).
5. Preparation of FDEP Permit Applications.
6. Update Utility Adjustments narrative for the Engineering Report (50%, 90%, and Final 100%).

**II-E04. Obstruction Evaluation and Airport Airspace Analysis (OE/AAA)**

CONSULTANT will prepare a Construction Safety and Phasing Plan (CSPP) and Analyze the impact of the PROJECT on airspace at the airport. Once coordinated and approved, these items will be provided to the Airport to be submitted to FAA for review using the FAA's OE/AAA system.

***II-E04a. Construction Safety and Phasing Plan***

All airfield projects at airports with a Part 139 certification require a Construction Safety and Phasing Plan, irrespective of funding source. The Construction Safety and Phasing Plan will be prepared in accordance with AC 150/5370-2G, Operational Safety on Airports During Construction. Aspects of the CSPP generally include:

- Coordination procedures to be followed by Contractors and other project stakeholders during construction
- Phasing drawings of the Construction Plans as an attachment
- Graphical representations of safety and phasing aspects of the PROJECT not otherwise included in the Phasing drawings of the Construction Plans
- Impacts to normal airfield activities and restrictions on construction activities, to be coordinated with Airport Operations during design
- Construction access
- Protection of NAVAIDs to remain in place and/or operational during construction



- Marking and/or lighting of construction zones and construction equipment
- Management and prevention of FOD

The Construction Safety and Phasing Plan is considered a separate Contract Document equally as binding to the Contractor as the technical specifications and plans.

#### **II-E04b. Airspace**

CONSULTANT will carefully analyze the project's impact on various imaginary surfaces prescribed by AC 150/5300-13A (Airport Design) and 14 CFR Part 77 (Safe, Efficient Use, and Preservation of the Navigable Airspace). Impacts to NAVAIDs will be coordinated with the Airport as part of the Construction Safety and Phasing Plan. IN addition, CONSULTANT will estimate the size of construction equipment necessary to construct the project and incorporate the necessary equipment height into the design of the phasing plans, as well as providing temporary equipment points at critical locations on the project site for analysis by the FAA.

### **III. DESIGN PHASE**

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#### **III-A. Preliminary Design and Programming**

##### **III-A01. Data and Record Collection**

Review record drawings for projects within the vicinity of the PROJECT. This data shall be collected, compiled, reviewed, and summarized. Include generating of civil and electrical basemapping based upon cadd record drawing information and the project's survey.

Review related documents such as the airport master plan, airport layout plan, pavement management study, wildlife hazard plan, environmental assessment, stormwater master plan, aerial data, geotechnical reports etc.

##### **III-A02. Field Investigation**

Interview Airport staff as required for specific aspects of the project, coordinate and conduct site visits and field analyses of the existing conditions pertinent to the PROJECT.

Coordinate with Airport Operations to schedule subconsultant field activities. Provide escort for unbadged team members, or provide access for badged team members requiring access to restricted areas beyond their badged access privileges, such as the movement area.

##### **III-A03. Project Validation**

CONSULTANT will review Airport Layout Plan and Master Plan documentation and analyze airspace and imaginary surfaces for Runway 18-36 in the vicinity of the project to determine appropriate centerline alignment for new Taxiway D, with the goal of minimizing runway-to-taxiway centerline separation.

##### **III-A04. Schedule of Permits**

Prepare schedule of required permits and submit for review. The need for drainage, utility, and other permits will be evaluated and a list will be provided to the Airport for approval.



### **III-B. 50% Design**

#### **III-B01. Pre-application Meetings**

Arrange, prepare for and attend pre-application meetings with permitting agencies. This includes SWFWMD, Pinellas County, and the City of Largo.

#### **III-B02. Deviations from Standards Memorandum**

Identify deviations to FAA or other Agency design standards and prepare a memorandum to the Airport explaining advantages and alternates.

#### **III-B03. FAA and FDOT Meeting**

Prepare for and conduct a working-design conference with Airport, FAA, FDOT to visit design issues and PROJECT funding.

#### **III-B04. Working Design Meeting**

The CONSULTANT will prepare for and attend one interim design review and Project Coordination meeting between the Preliminary Design and the 50% submittal.

#### **III-B05. Schedule**

Establish overall design and preliminary construction schedule for PROJECT implementation to meet the requirements of construction seasons, sequence and funding. Consider and fully evaluate nighttime construction to minimize impacts on airfield operations.

#### **III-B06. Cost Estimate**

Prepare 50% Engineer's Estimate of Probable Cost for the Design. Estimate at this stage is anticipated to contain 20% contingency.

#### **III-B07. Engineering Report**

Prepare 50% Engineering Report. Document final design decisions and findings in the report.

#### **III-B08. Project Manual**

Prepare the 50% design level project manual including General and Special Provisions, Bid Forms, Technical Specifications.

#### **III-B09. Plans**

Prepare and submit 50% design level plans. Design at this stage will be near-final.

#### **III-B10. QA/QC**

Conduct an in-house quality control review of the preliminary design plans, specifications list, and 50% estimate of probable cost and Engineer's Report.

#### **III-B11. 50% Review Meeting**

Prepare for and attend the 50% Design Review Meeting to receive Airport's review comments on the documents.

#### **III-B12. Documentation**

Provide written documentation to correspondence received at meetings, telephone calls or email. Correspondence deemed significant to the project will also be attached the next version of the Engineer's Report.



**III-B13. Stakeholder Meeting**

Prepare for and attend stakeholder meeting #2. This meeting will be run by the Airport to obtain stakeholder input on the 50% design level plans. AVCON will prepare a meeting agenda, color graphics, boards and/or handouts as appropriate to facilitate conversation. AVCON staff will also prepare and distribute meeting minutes.

**III-C. 90% Design**

**III-C01. Calculations**

Complete draft Engineering Calculations and Schedule of Submittals.

**III-C02. Working Design Meeting**

The CONSULTANT will prepare for and attend one interim Project Coordination meeting between the 50% submittal and the 90% submittal.

**III-C03. ALP Update**

This project will include new geometric configurations that will require the ALP to be updated. The CONSULTANT will prepare and submit the draft ALP change request to the Airport. The Airport will provide the CONSULTANT with the latest CAD files used to develop the latest version of the ALP for this task.

**III-C04. OE/AAA and CSPP**

Prepare and submit the FAA Construction Safety and Phasing Plan. Prepare and submit permanent and temporary equipment airspace study points.

**III-C05. Cost Estimate**

Prepare 90% Engineer's Estimate of Probable Cost for the Design. Estimate at this stage is anticipated to contain 5% contingency.

**III-C06. Engineering Report**

Prepare 90% Engineering Report. Document final design decisions and findings in the report.

**III-C07. Project Manual**

Prepare the 90% design level project manual. Finalize General and Special Provisions, Bid Forms, Technical Specifications.

**III-C08. Plans**

Prepare and submit 90% design level plans. Design at this stage will be near-final.

**III-C09. QA/QC**

Conduct an in-house quality control review of the design plans, Project Manual, 90% estimate of probable cost, permits and Engineer's Report.

**III-C10. 90% Review Meeting**

A 90% review meeting will be conducted with the Airport. It is understood that once the Airport comments have been satisfactorily addressed, the 90% documents will be revised to incorporate these comments into the 100% documents that will become the ISSUED FOR BID set.





**III-C11. Documentation**

Provide written documentation to correspondence received at meetings, telephone calls or email. Correspondence deemed significant to the project will also be attached the next version of the Engineer's Report.

**III-C12. Funding Agency Review**

It is anticipated that the funding agencies will conduct a review on this project. The CONSULTANT will anticipate coordinating with the reviewers. The CONSULTANT will incorporate any necessary changes into the final documents. This item also includes additional correspondence, conference calls, making plan revisions, addressing comments, and documentation of revisions.

**III-D. Final Design**

**III-D01. Working Design Meetings**

The CONSULTANT will prepare for and attend one interim design review and Project Coordination meeting between the 90% submittal and the 100% submittal.

**III-D02. Calculations**

Finalize Engineering Calculations and Schedule of Submittals.

**III-D03. Regulatory Agency Permits**

Regulatory agency permits, including but not limited to Southwest Florida Water Management District, Pinellas County Stormwater, City of Largo Utility, will be submitted at final design. Components of the permit which are assembled by subconsultants will be compiled, reviewed and submitted by the prime CONSULTANT. The prime CONSULTANT will be the primary point of contact for the permit agencies.

**III-D04. Cost Estimate**

Finalize Engineer's Estimate of Probable Cost for the construction of the project.

**III-D05. Engineering Report**

Finalize and submit the Engineering Report containing any revisions generated by the final permitting process.

**III-D06. 100% Project Manual**

Prepare the 100% design level project manual for use during the bidding phase. Finalize General and Special Provisions, Bid Forms, Technical Specifications.

**III-D07. 100% Plans**

Complete the 100% plans for use during bidding phase. Address outstanding comments. AVCON will review purchasing requirements and make adjustments to remove any conflicting information in the plans and specifications. Distribute to FAA and FDOT as may be appropriate. Provide written certification to FDOT and FAA as may be appropriate.

**III-D08. QA/QC**

Conduct an in-house quality control review of the design plans, Project Manual, 100% estimate of probable cost, permits and Engineer's Report.



### III-D09. Documentation

Provide written documentation to correspondence received at meetings, telephone calls or email. Correspondence deemed significant to the project will also be attached the final version of the Engineer's Report.

## IV. OPTIONAL SERVICES

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### IV-A. Building Deconstruction and/or Relocation (Optional Services)

The existing storage building on the project site is directly in the path of the proposed secure road alignment and also conflicts with the taxiway object free area standards as well. The facility was constructed in 2007 as a pre-engineered metal building (PEMB). The building is well utilized by PIE maintenance department and allows for storage of larger mowing tractors and other equipment. The facility is shown to be removed in the ALP, however, the Airport desires that this storage building be evaluated for possible relocation and reuse.

PEMB retrofits of aged buildings can sometimes have issues with minor to moderate warping which typically does not affect the load carrying capacity of the element but does impact the ability to reuse the material in a fashion producing the desired aesthetic result for plumbness and straightness of the framing, ridges, and eaves. The first task will be to determine the condition for possible reuse of the PEMB structural system through a non-invasive, non-destructive visual inspection and analysis of the Main Wind Frame Resistance System (MWFRS) and components based on current structural code requirements. Pursuant to this effort, we propose the following scope:

- Evaluate the current structural elements in a close-up field investigation
- Coordinate with building manufacturers and review plans and details for conformance with the actual conditions should record drawings be accessible from the original manufacturer.
- Take measurements of the MWFRS element and perform an analysis of the frames against current minimum superimposed live and wind loads to ascertain the optimum configuration in the new building floor plan; and
- Prepare a letter feasibility report with findings, recommendations, and costs for removal and reconstruction.

In addition to the evaluation of the building for dismantling and re-installation CONSULTANT structural staff will develop foundation plans for the new site where the building can be re-erected. The building currently has an exposed compacted earth floor. The new location will be similarly re-constructed with a P-219 type or similar compacted base. The building has electrical and potable water services which will need to be re-fed at the new site. Conversation with maintenance staff indicates a desire to have this storage facility located near the new Maintenance facility. The new location will require Pinellas County Site Plan permitting as well as modification of water management district permit. This siting option shall be explored as part of the scope and the new building location approved by the airport. The location selected by the airport will require evaluation related to floodplain and building elevation impacts from recently updated FEMA mapping and Limit of Moderate Wave Action (LIMWA) line.

Associated with this effort the following drawings will need to be developed:

- Existing Conditions Plan
- New Site Plan



- Grading and Drainage Plan
- Signage and Marking Plan
- Building Demolition Plan
- Foundation Plan
- Structural reconstruction Plan and Details
- Electrical and Lighting Plan and Details
- Mechanical Plan and Details
- Plumbing Plan and Details

#### **IV-B. Pinellas County Site Plan for Relocation of Storage Building**

If the relocation of the existing storage building (also known as “cart barn”) is determined to be feasible, its final location will be subject to Site Plan review by Pinellas County. Typical requirements of site plan permitting include:

- Landscaping
- Parking
- Mechanical and Electrical design
- Stormwater and drainage design
- Floodplain impacts
- Concurrency and Adequate Public Facilities

CONSULTANT will assist the Airport with discussions with the County permitting staff regarding waivers for Pinellas County Land Development Code requirements incompatible with the airport environment, such as wildlife attractant landscaping.

### **V. BIDDING PHASE SERVICES**

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#### **V-A. Bidding Assistance**

Assist the County/Airport in advertising and obtaining bids for the prime contract for construction, materials, equipment and services. County will issue bidding and contract documents to all prospective bidders.

#### **V-B. Conduct Pre-bid Conference**

Prepare for, attend and conduct one prebid conference and site visit in conjunction with the County/Airport staff to outline the project and answer questions from interested contractors. CONSULTANT will prepare the minutes of the prebid conference and provide to County Purchasing through the Airport for distribution to the list of attendees and future plan holders within the bid period.

#### **V-C. Respond to Bidder's Inquiries**

Prepare addenda as appropriate to interpret, clarify or expand the Bidding Documents within the bid period and upon approval by the Airport, issue addenda to County Purchasing for distribution.



#### **V-D. Evaluate Bids and Recommend Award**

Prepare bid tabulation summary and assist the County/Airport in evaluating bids or proposals and in assembling contracts for construction, materials, equipment and services. Provide written recommendations to the County/Airport for the award of construction contract to the most favorable, responsive bidder.

#### **V-E. Conformed Construction Documents**

Issue executed contract documents and assemble conformed documents including all addenda, for issue to the Airport and the Contractor.

### **VI. CONSTRUCTION SERVICES**

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#### **VI-A. Construction Management**

##### **VI-A01. Kick off Meeting**

CONSULTANT shall attend one project kickoff meeting with the City, FAA, and Engineer of Record (EOR) representatives to establish coordination objectives, lines of communication and project procedures.

##### **VI-A02. Construction Management Program (CMP)**

Prepare Construction Management Program (CMP) in accordance with FAA AC 150/5370-12B Quality Management for Federally Funded Airport Construction Projects, for Airport and FAA review and approval.

##### **VI-A03. Pre-Construction Conference**

Attend one Pre-Construction Conference. CONSULTANT will conduct the Pre-Construction Conference in accordance with FAA AC 150/5300-9 Pre-design, Pre-Bid, and Pre-Construction Conferences for Airport Grant Projects to ensure that the attendees are aware of the design, construction, and safety requirements of the project and are informed of their individual responsibilities.

##### **VI-A04. Pre-Construction Site Visit**

Prepare for and conduct one Pre-Construction site visit with Contractor, Airport and RPRs to review staging and access areas, project limits, haul routes, stockpile areas and outline safety and security items.

##### **VI-A05. Pre-Pave Meeting and Test Strip**

Prepare for and conduct one Pre-Pave Meeting, and One-day of Test Strip Consultation. CONSULTANT will conduct the Pre-Pave Meeting to review approved paving submittals, Quality Control and Quality Assurance during paving, paving testing procedures, acceptance factors, paving plan, and schedule. AVCON will also attend a one-day session to monitor the test strip and all subsequent testing submittals and approvals prior to production paving on the project.

##### **VI-A06. General Construction Administration**

Perform General Construction Administration. CONSULTANT will provide general consultation and advice to the Airport during the construction phase of the project. CONSULTANT will provide general coordination between the Airport, the FDOT, and the FAA during the construction phase of the project. CONSULTANT will assist the Airport with the preparation and issuance of Construction Change Directives (CCD),



recommend construction specification waivers, and advise the Airport as to Contractor's performance.

**VI-A07. RPR Support**

CONSULTANT will provide general support to the RPR including providing technical documentation, performing construction contract interpretation, analyzing unusual or unique developments or complications during construction, and communicating and corresponding with the RPR regarding contract administration, project changes, and other construction related matters. CONSULTANT will communicate and coordinate with the contractor, Airport, FAA, FDOT, and CM on a regular basis throughout the construction phase of the project in the form of teleconferences and/or email.

**VI-A08. Progress and Special Meetings**

Conduct regular coordination meetings and other special meetings as necessary to resolve such matters as procedures, progress, field issues and scheduling. Take minutes of each for distribution to the Contractor, Airport, and other meeting participants.

**VI-A09. Site Visits**

Attend weekly site visits in coordination with regular construction meetings. Make periodic written reports to the CM and Airport as necessary to advise of any deviation from the contract documents. Project is assumed to last twelve (12) months.

**VI-A10. Contractor Submittals**

Coordinate receipt, routing and distribution of submittals and test reports to the design team. Maintain a submittal log of all contractor submittals recording actions taken by the Engineer of Record. Provide review and responses to contractor submittals.

**VI-A11. Construction Change Directives**

Prepare Construction Change Directives as required; act as interpreter of the terms and conditions of the contract documents and recommend to Airport disposition of change orders and render opinion of Contractor positions involving disputed demands for payment and/or opinions. All matter regarding design intent to be made solely by the CONSULTANT.

**VI-A12. Design Clarification and Recommendations**

Provide design clarification and recommendations to the Airport project representative. Evaluate contractor change and cost proposal and substitutions and claims and recommend disposition to the Airport.

**VI-A13. Contractor Applications for Payment**

Review contractor applications for payment and all supporting information in compliance with Federal and State provisions and law and make recommendation for payment in accordance with the contract documents. Coordinate with the RPR on any clarifications necessary during review.

**VI-A14. Substantial Completion Inspection**

Coordinate and perform with the CM and Airport representatives one (1) substantial completion inspection to determine whether construction is in accordance and in compliance with contract requirements. Generate Substantial Completion Inspection Punch List.



**VI-A15. Final Inspection**

Coordinate and perform with the CM and Airport representatives a final inspection to determine construction is in accordance and in compliance with contract requirements. Make recommendation of final payment to the contractor.

**VI-A16. Warranties and Closeout**

Coordinate and assist the Airport in receiving all contractually required closeout documentation such as warranties, manufacturer's data, etc. required of the contractor for submission to the Airport in accordance with the contract documents

**VI-A17. Record Drawings**

Provide one set of red-lined record drawings to the EOR for final record drawing production. All changes incurred during the construction (via change orders, supplemental instructions and sketches) shall be reflected on these documents.

**VI-A18. Certification**

Provide upon project closeout a written statement signed and sealed by the project engineer that the construction was completed in substantial conformance with the contract documents noting any exceptions made by CONSULTANT or by filed order as approved by the Airport or CM.

**VI-B. Resident Project Representative Tasks**

The RPR will in general:

1. Be present every work day to observe the construction activities for conformance with the intent of the design, FAA, and FDOT standards. CONSULTANT will provide a qualified construction RPR to observe that the construction is carried out in reasonably close conformity with the contract documents and in accordance with the customary construction practices.
2. Measure, compute, and/or monitor quantities of work performed and quantities of materials in-place for partial and final payments to the contractor. The RPR will prepare and maintain cost estimates and construction quantity estimates for use in preparing monthly payment reimbursement requests and for monitoring the progress of the Contractor's work. The RPR will prepare daily construction progress reports of the construction activities that are observed and will submit the reports to the Engineer for review. The RPR will prepare monthly construction summary reports of completed work that has been accepted and approved and will submit the reports to the Engineer of Record (EOR) for review.
3. Review and approve initial requests for monthly and final payments to the contractor, prior to forwarding to the EOR for further review and approval.
4. Coordinate the construction activity with the Airport and attend construction meetings.
5. Review up-to-date record drawings completed by and received from the Contractor. Maintain a separate set of red-lines for consolidation with the Contractor's red-line annotations of the construction plans and for incorporation into the as-built record drawings by CONSULTANT.
6. Advise the EOR of any construction problems, RFI's, and any necessary Change Order work, and make suggestions for resolution.



7. Attend the Pre-Construction Conference, substantial completion inspection, and final inspection.
8. The RPR will be CONSULTANT's primary contact with the contractor and their subcontractors during the course of construction. The RPR will be available to meet with the representatives of the Airport, the FAA, the FDOT, and other interested parties at the project location. The RPR will coordinate and supervise CONSULTANT's subconsultants and personnel who are performing on-site testing, surveying, or other project related services.
9. The RPR will monitor and coordinate the construction progress; will coordinate with the Airport, the EOR, and the contractor; will provide construction oversight to ensure that the work is proceeding according to the construction contract documents; and will notify the Engineer if problems, disputes, or changes arise during the course of construction.
10. The RPR will oversee the contractor's construction surveying to identify the limits of work, to determine elevations and grades, to locate physical features discovered during the course of construction, and to calculate quantities of materials either removed or utilized on the project. The contractor's construction survey data will be incorporated into the record drawings at the completion of the project. CONSULTANT will provide the RPR with CADD support to plot the results of the construction survey data
11. Attend weekly and scheduled meetings with the contractor and EOR such as the preconstruction conference, weekly progress meetings, contractor safety and phasing meetings, job activity preparatory conferences, and other project related meetings.
12. Act as the Airport's agent at the project site.
13. Conduct on site observations of the work to assist the EOR in determining if the work is in general proceeding in accordance with the Contract Documents. Report any unsatisfactory or non-conforming work that does not meet the contract documents or does not meet the requirements of any inspection, test or approval required.
14. Maintain shop drawings, project correspondence, reports, and all related project documentation (Addenda, Change Orders, Field Orders, Supplemental Agreements, etc.) on site and coordinate on-site meetings and activities between the EOR, consultants, contractor and the City.
15. Consult with the Airport, Construction Manager, and EOR in advance of scheduled major tests, inspections or start of important phases of the Work.
16. During the course of the Work, verify that certificates and other data required to be furnished by the Contractor are in accordance with the Contract Documents.
17. Conduct a final inspection and prepare a final punch list of items to be corrected.
18. Monitor contractor on-site operations and site conditions are in compliance contractual safety and health provisions, FAA, and Airport security requirements.
19. Assist the EOR and Airport with ascertaining factual information and records related to contractor disputes.

### **VI-C. Specific Engineering Inspections**

Due to the importance of this project, and the specific engineering detail required in addition to the RPR inspections, which will be conducted by one of AVCON's highly qualified airport



inspections, AVCON engineering staff will perform periodic inspections specifically to ensure the highest quality and attention to the engineer's details are met or exceeded. These specific engineering inspections will be performed by AVCON's senior engineering staff from each discipline at critical times at the RPR's discretion. Details of these inspections can be found in the table below:





St-Pete Clearwater International Airport  
Design of Airco Taxiways

Phase	Mobilization	Normal Construction	Taxiway Work in RSA	Airfield Lighting work in RSA	Punchlist and Close-out
Days	60	308	30	30	30
Working Days	5 days/wk	5 days/wk	7 days/wk	7 days/wk	5 days/wk
Inspection days					
Hours per day	8	10	10	10	8
<b>Contractor Activity</b>	Procurement Submittals and Shop Drawings	Taxiway Construction	New taxiway construction or existing taxiway demolition at night during runway closure.	Airfield lighting at night during runway closure, after taxiway is constructed	Final Pavement Markings  Punchlist and Closeout
<b>RPR 1 (Day to Day RPR)</b>	Plans and specs review. Pre-con, Submittals and Shop Drawings. CSPP and SPCD. Field setup	Project oversight, paving, earthwork, drainage, electrical inspection	<b>Daytime work.</b>		Permanent markings  Project oversight, closeout books, and punch list
<b>RPR 2</b>			<b>Night work.</b> Grading, drainage base and asphalt for taxiway.		
<b>RPR 3</b>				<b>Night work.</b> Airfield lighting and signage inspection.	
<b>Specific Inspector P-401 Asphalt</b>		Pre-Pave meeting First 2 days of paving in the field and in the plant			QA/QC Reports



St-Pete Clearwater International Airport  
Design of Airco Taxiways

Phase	Mobilization	Normal Construction	Taxiway Work in RSA	Airfield Lighting work in RSA	Punchlist and Close-out
Specific Inspector Electrical		First day of airfield lighting and signage installation			Vault Startup and final inspection
Specific Inspector Pavement Markings		First application of Temp markings			Permanent markings
Contract Administrator	Filing, RPR reports, employee interviews, payrolls, transmittals, RFI log, ESI log, Shop Drawing Log, test report log, etc				Closeout Books



## VII. BASIC ASSUMPTIONS

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The following is a list of assumptions, which forms the basis of this cost proposal for providing the services for the project.

1. The Airport will provide CONSULTANT with information requested necessary to properly complete design. Items include, but are not be limited to:
  - a. Latest Airport Master Plan and Airport Layout Plan
  - b. Airport Stormwater Master Plan
  - c. Latest pertinent information regarding anticipated airside apron and building activities on the Airco development site
  - d. Airport Operations, Airport Facilities, and ARFF vehicles reasonably expected to traverse relocated perimeter road.
2. All data collection efforts (survey, geotechnical, etc.) requiring CONSULTANT or its subconsultant's personnel to be within the safety area of airfield will be performed during daylight hours with the appropriate pavement closed unless otherwise directed by the Airport.
3. Airport will to the extent practicable mow or otherwise clear the PROJECT area prior to field investigations such as survey, geotechnical testing, SUE, etc.
4. Permit Fees will be paid by the Airport.
5. Neither the CONSULTANT nor the Airport can control permit agencies' interpretation of the PROJECT, associated review times, and lead times associated with agency field visits. Should a permit agency require more extensive permitting than assumptions contained herein, CONSULTANT will advise the Airport of Additional Services necessary to complete the permitting process.
6. No wetland impacts or wetland mitigation is anticipated (as documented in the January 2020 Environmental Assessment for the Redevelopment of the Airco Parcel).
7. It is anticipated that the project should be exempt from Section 404 permitting under the Clean Water Act (assumed by the State of Florida by the FDEP) because the project impacts are limited to upland cut drainage ditches that are part of a permitted stormwater management system. This scope of work does not include State Assumed 404 permitting.
8. Potential listed species impacts for state-listed species are not anticipated to require mitigation with the exception of gopher tortoises if their burrows are encountered.
9. Threatened or Endangered Species (T&E) permitting/relocations, Environmental Assessments (EA), Development of Regional Impacts (DRI), or Environmental Impact Statements (EIS) are not anticipated to be necessary and are excluded from the scope of work.
10. Potential federally-listed species identified in the 2020 EA document included Eastern Indigo Snakes and Wood Storks, both protected under the Endangered Species Act. It is not anticipated that a Biological Opinion or mitigation associated with potential impacts to these species will be necessary. Agency coordination included in this scope of work is limited to relaying existing information documented in the 2020 EA updated to reflect the current project's potential impacts.
11. Duration of Construction Administration has been estimated to be twelve (12) months from NTP.
12. Other Services: Any other services not specifically listed in this Scope of Services are Additional Services.



## VIII. CONTINGENCY SERVICES

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When required by the Airport, AVCON shall furnish or obtain from others, as circumstances may require, additional services of the types listed below. These services are not included as part of Basic or Optional Services. CONSULTANT shall advise the Airport and receive prior approval before starting any such Contingency Services which will be paid for in accordance with the Task Order or Supplement thereto.

1. Services in connection with work directive changes and change orders requested by the County/Airport not covered by the Basic or Optional Services.
2. Services resulting from revisions and re-bidding, should the Airport reject bids
3. Additional services resulting from a construction duration, Construction Administration, or RPR services duration exceeding that which has been provided for at the outset of design in this Scope and attached fee.
4. Evaluating an unreasonable or extensive number of claims submitted by contractor(s) or others in connection with the work.
5. Services resulting from the contractor's failure to complete his work in the number of days allowed in the contract between the Airport and the selected contractor.
6. No wetland impacts or wetland mitigation is anticipated (as documented in the January 2020 Environmental Assessment for the Redevelopment of the Airco Parcel).
7. It is anticipated that the project should be exempt from Section 404 permitting under the Clean Water Act (assumed by the State of Florida by the FDEP) because the project impacts are limited to upland cut drainage ditches that are part of a permitted stormwater management system. This scope of work does not include State Assumed 404 permitting.
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9. Potential federally-listed species identified in the 2020 EA document included Eastern Indigo Snakes and Wood Storks, both protected under the Endangered Species Act. It is not anticipated that a Biological Opinion or mitigation associated with potential impacts to these species will be necessary. Agency coordination included in this scope of work is limited to relaying existing information documented in the 2020 EA updated to reflect the current project's potential impacts.
10. Environmental Assessments (EA), Development of Regional Impacts (DRI), or Environmental Impact Statements (EIS).

### FEE SUMMARY

BASIC SERVICES - DESIGN PHASE	
TOTAL BASIC SERVICES :	\$ 566,070.00
TOTAL BASIC SERVICES (SPECIAL SUBCONSULTANT SERVICES) - DESIGN:	\$ 122,916.25
TOTAL BIDDING PHASE SERVICES:	\$ 13,618.00
TOTAL DESIGN PHASE EXPENSES:	\$ 5,920.00
<b><i>SUBTOTAL BASIC SERVICES - DESIGN PHASE: \$ 708,524.25</i></b>	

BASIC SERVICES - CONSTRUCTION PHASE	
TOTAL CONSTRUCTION SERVICES:	\$ 528,998.00
TOTAL BASIC SERVICES (SPECIAL SUBCONSULTANT SERVICES) - CONSTRUCTION MANAGEMENT:	\$ 54,144.00
TOTAL CONSTRUCTION PHASE EXPENSES:	\$ 1,625.00
<b><i>SUBTOTAL BASIC SERVICES - CONSTRUCTION PHASE: \$ 584,767.00</i></b>	

OPTIONAL SERVICES	
TOTAL OPTIONAL SERVICES:	\$ 73,305.00
TOTAL OPTIONAL SERVICES (SPECIAL SUBCONSULTANTS SERVICES) - DESIGN:	\$ 16,892.75
TOTAL OPTIONAL SERVICES (SPECIAL SUBCONSULTANTS SERVICES) - CONSTRUCTION MANAGEMENT:	\$ 2,816.00
<b><i>SUBTOTAL OPTIONAL SERVICES: \$ 93,013.75</i></b>	

**GRAND TOTAL: \$ 1,386,305.00**

HOUR AND FEE ESTIMATE

DBE PARTICIPATION	
DBE GOAL:	5.09%
PROPOSED DBE PARTICIPATION (BASIC SERVICES ONLY):	\$ 88,249.25
<i>PROPOSED DBE PARTICIPATION PERCENTAGE (BASIC SERVICES ONLY):</i>	<i>6.82%</i>
PROPOSED DBE PARTICIPATION (BASIC + OPTIONAL SERVICES):	\$ 101,106.00
<i>PROPOSED DBE PARTICIPATION PERCENTAGE (BASIC + OPTIONAL SERVICES):</i>	<i>7.29%</i>

HOUR AND FEE ESTIMATE

BASIC SERVICES

Section	Sub-task	ACTIVITY	Position Hourly Rate	Principal \$258.00		QC Reviewer \$245.00		Project Manager \$189.00		Senior Civil Engineer \$169.00		Project Engineer \$107.00		CADD Designer \$78.00		Contract Administrator \$104.00		TOTAL		
				Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	
				<b>II Project Scope and Understanding</b>																
II-A	Project Initiation/Coordination		2	\$516		\$0	30	\$5,670	12	\$2,028		\$0	4	\$304	4	\$416	62	\$8,934.00		
II-B	General Coordination		4	\$1,032		\$0	30	\$5,670	16	\$2,704		\$0	4	\$304	6	\$624	60	\$10,334.00		
II-C	Subcontractor Coordination			\$0		\$0	3	\$567	16	\$2,704	38	\$4,065	4	\$304		\$0	61	\$7,641.00		
	II-C01 Project Survey			\$0		\$0	3	\$567	16	\$2,704	22	\$2,354	4	\$304		\$0	45	\$5,829.00		
	II-C02 Subsurface Utility Engineering			\$0		\$0	3	\$567	16	\$2,704	14	\$1,498	4	\$304		\$0	37	\$5,073.00		
	II-C03 Geotechnical Investigations			\$0		\$0	3	\$567	32	\$5,408		\$0		\$0		\$0	35	\$5,075.00		
	II-C04 Drainage and Stormwater Permitting			\$0		\$0	2	\$378		\$0	16	\$1,712		\$0		\$0	18	\$2,050.00		
	II-C05 Environmental Permitting			\$0		\$0														
II-E	Permit Agency Design and Applications			\$0		\$0														
	II-E01 Stormwater Design and Permitting		1	\$258	1	\$245	24	\$4,536	58	\$9,464	40	\$4,280	32	\$2,432		\$0	154	\$21,215.00		
	II-E02 Environmental Permitting		1	\$258	1	\$245	8	\$1,512		\$0	8	\$856		\$0	2	\$208	20	\$3,079.00		
	II-E03 Utility Design and Permitting		1	\$258	1	\$245	24	\$4,536	40	\$6,760	20	\$2,140	32	\$2,432		\$0	118	\$16,371.00		
	II-E05 O&MAA			\$0		\$0														
	II-E05a CSPP			\$0	2	\$490	6	\$1,134	8	\$1,352	24	\$2,568	4	\$304	4	\$416	48	\$6,284.00		
	II-E05b Airspace Analysis			\$0		\$0	2	\$378	8	\$1,352	10	\$1,070	12	\$912		\$0	32	\$3,712.00		
	<b>SUBTOTAL Project Scope and Understanding:</b>			<b>\$2,322</b>		<b>\$1,225</b>	<b>138</b>	<b>\$26,082</b>		<b>\$37,180</b>		<b>\$20,544</b>	<b>100</b>	<b>\$7,600</b>		<b>\$1,664</b>	<b>680</b>	<b>\$9,617.00</b>		
<b>III Design Phase</b>																				
III-A	Preliminary Design and Programming			\$0		\$0														
	III-A01 Data and Record Collection		1	\$258		\$0	16	\$3,024	16	\$2,704	16	\$1,712	35	\$2,736	3	\$312	88	\$10,746.00		
	III-A02 Field Investigation			\$0		\$0	8	\$1,512	60	\$10,140	40	\$4,280		\$0		\$0	108	\$15,932.00		
	III-A03 Project Validation		1	\$258	1	\$245	6	\$1,134	16	\$2,704	16	\$1,712	36	\$2,736		\$0	76	\$8,788.00		
	III-A04 Schedule of Permits			\$0		\$0	1	\$189	4	\$756	4	\$428		\$0	1	\$104	10	\$1,397.00		
	<b>SUBTOTAL Preliminary Design and Programming:</b>		<b>2</b>	<b>\$516</b>		<b>\$0</b>	<b>31</b>	<b>\$5,859</b>	<b>96</b>	<b>\$16,224</b>	<b>76</b>	<b>\$8,132</b>	<b>72</b>	<b>\$5,472</b>		<b>\$16</b>	<b>282</b>	<b>\$36,864.00</b>		
III-B	50% Design			\$0		\$0														
	III-B01 Pre-application Meetings			\$0		\$0	18	\$3,024	18	\$2,704		\$0	6	\$456		\$0	38	\$6,184.00		
	III-B02 Deviations from Standards Memorandum		1	\$258		\$0	4	\$756	16	\$2,704	4	\$428	4	\$304	2	\$208	31	\$4,658.00		
	III-B03 FAA and FDOT Meeting		1	\$258		\$0	8	\$1,512	6	\$1,352		\$0	3	\$228	2	\$208	22	\$3,558.00		
	III-B04 Working Design Meeting		1	\$258		\$0	4	\$756	6	\$1,014		\$0	3	\$228		\$0	14	\$2,256.00		
	III-B05 Construction Schedule		1	\$258	3	\$735	18	\$3,024	16	\$2,704	8	\$856	6	\$456		\$0				
	III-B06 Cost Estimate		1	\$258		\$0	12	\$2,268	12	\$2,028	18	\$1,712	20	\$1,520	2	\$208	63	\$7,984.00		
	III-B07 Engineering Report		1	\$258		\$0	6	\$1,134	12	\$2,028	12	\$3,424		\$0	2	\$208	63	\$7,052.00		
	III-B08 Project Manual		1	\$258		\$0	8	\$1,512	30	\$5,070	24	\$2,568		\$0	8	\$632	71	\$10,240.00		
	III-B09 Prep		2	\$3,096		\$0	92	\$17,388	265	\$44,765	335	\$35,852		\$3,744		\$0	294	\$47,845.00		
	III-B10 QA/QC		1	\$258	32	\$7,840		\$0		\$0		\$0		\$0		\$0	33	\$8,098.00		
	III-B11 50% Review Meeting		1	\$258		\$0	8	\$1,512	16	\$2,704		\$0		\$0	2	\$208	27	\$4,682.00		
	III-B12 Presentation			\$0		\$0	8	\$1,512	8	\$1,352	8	\$856		\$0	4	\$416	26	\$4,136.00		
	III-B13 Stakeholder Meeting		1	\$258		\$0	8	\$1,512	8	\$1,352	4	\$428	8	\$608	2	\$208	31	\$4,365.00		
	<b>SUBTOTAL 50% Design:</b>			<b>\$ 5,678</b>		<b>\$ 5,575</b>	<b>190</b>	<b>\$5,910</b>	<b>433</b>	<b>\$73,177</b>		<b>\$ 46,224</b>	<b>619</b>	<b>\$ 47,044</b>		<b>\$ 2,496</b>	<b>1795</b>	<b>\$21,089.00</b>		

HOUR AND FEE ESTIMATE

BASIC SERVICES

Section	Sub-Task	Position Hourly Rate	Principal \$258.00		QC Reviewer \$248.00		Project Manager \$189.00		Senior Civil Engineer \$165.00		Project Engineer \$127.00		CADD Designer \$78.00		Contract Administrator \$154.00		TOTAL		
			Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	
<b>III-C 90% Design</b>																			
III-C01	Calculations		\$0		\$0		8	\$1,512	16	\$2,704	40	\$4,280	8	\$608		\$0	72.00	\$ 9,104.00	
III-C02	Working Design Meeting	1	\$258		\$0		4	\$756	8	\$1,014		\$0	2	\$152		\$0	13.00	\$ 2,180.00	
III-C03	ALP Update	1	\$258		\$0		4	\$756	4	\$576	6	\$642	16	\$1,216		\$0	31.00	\$ 3,548.00	
III-C04	CE/AAA and CSPP		\$0		\$0		1	\$189	4	\$576	8	\$588	4	\$304	2	\$208	19.00	\$ 2,233.00	
III-C05	Cost Estimate		\$0		\$0		8	\$1,512	8	\$1,352	12	\$1,264	16	\$1,216	2	\$208	46.00	\$ 5,572.00	
III-C06	Engineering Report	1	\$258		\$0		10	\$1,890	16	\$2,704	20	\$2,140		\$0	2	\$208	49.00	\$ 7,200.00	
III-C07	Project Manual	1	\$258		\$0		10	\$1,890	20	\$3,380	20	\$2,140		\$0	12	\$1,248	63.00	\$ 8,916.00	
III-C09	QA/QC	1	\$258	32	\$7,840	\$1,744	\$13,888		\$38,552		\$28,783		\$34,883		\$0		33.00	\$ 8,068.00	
III-C10	90% Review Meeting	1	\$258		\$0		8	\$1,512	16	\$2,704		\$0		\$0	2	\$208	27.00	\$ 4,682.00	
III-C11	Documentation		\$0		\$0		8	\$1,512	8	\$1,352	8	\$596		\$0	4	\$416	28.00	\$ 4,136.00	
III-C12	Funding Agency Review	1	\$258		\$0		4	\$756		\$0		\$0	4	\$304	3	\$312	12.00	\$ 1,630.00	
<b>SUBTOTAL 90% Design:</b>			<b>17</b>	<b>4,386</b>	<b>32</b>	<b>7,840</b>	<b>139</b>	<b>26,277</b>	<b>108</b>	<b>\$ 55,094</b>	<b>383</b>	<b>40,397</b>	<b>505</b>	<b>\$ 38,380</b>	<b>13</b>	<b>\$ 1,932</b>	<b>1429.00</b>	<b>\$ 175,780.00</b>	
<b>III-D Final Design</b>																			
III-D01	Working Design Meeting	1	\$258	0	\$0		4	\$756	6	\$1,014		\$0	2	\$152		\$0	13.00	\$ 2,180.00	
III-D02	Calculations		\$0		\$0		2	\$378	8	\$1,352	20	\$2,140	2	\$152		\$0			
III-D03	Regulatory Agency Permits		\$0		\$0		2	\$378	12	\$2,028		\$0	6	\$468	4	\$416			
III-D04	Cost Estimate		\$0		\$0		2	\$378	2	\$338	2	\$214	3	\$208	1	\$104			
III-D05	Engineering Report		\$0	0	\$0		8	\$756	8	\$1,014	8	\$556	8	\$608	2	\$208	20.00	\$ 2,834.00	
III-D06	100% Project Manual		\$0	0	\$0		8	\$1,512	8	\$1,352	6	\$642		\$0	3	\$312	25.00	\$ 3,818.00	
III-D08	QA/QC	2	\$516	0	\$0		\$3,424		\$9,633	67	\$7,653	14	\$8,654	3	\$312		258.00	\$ 29,384.00	
III-D09	Documentation	1	\$258	20	\$4,900		\$0		\$0		\$0		\$0		\$0		21.00	\$ 5,158.00	
III-D09	Documentation		\$0	0	\$0		4	\$756	4	\$576	6	\$642	3	\$312		\$0	17.00	\$ 2,388.00	
<b>SUBTOTAL Final Design:</b>			<b>1</b>	<b>1,032</b>	<b>20</b>	<b>4,900</b>	<b>44</b>	<b>8,378</b>	<b>103</b>	<b>\$ 17,407</b>	<b>109</b>	<b>\$ 11,683</b>	<b>134</b>	<b>\$ 10,184</b>	<b>13</b>	<b>\$ 1,932</b>	<b>354.00</b>	<b>\$ 45,790.00</b>	
<b>TOTALS</b>			<b>54</b>	<b>\$13,933</b>	<b>53</b>	<b>\$22,745</b>	<b>542</b>	<b>\$102,458</b>	<b>1178</b>	<b>\$188,043</b>	<b>1192</b>	<b>\$127,644</b>	<b>1430</b>	<b>\$108,680</b>	<b>84</b>	<b>\$8,736</b>	<b>4430.00</b>	<b>\$ 556,070.00</b>	

TOTAL BASIC SERVICES : \$ 556,070.00



HOUR AND FEE ESTIMATE

PLAN SHEET PREPARATION - BASIC SERVICES

No. of sheets	Principal \$255/HR		QC Reviewer \$245/HR		Project Manager \$189/HR		Senior Engineer \$169/HR		Project Engineer \$167/HR		CADD Designer \$76/HR		Contract Administrator \$104/HR		TOTAL	
	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
<b>ENGINEERING DESIGN AND PLAN SHEET PREPARATION</b>																
<i>General Drawings</i>																
1		\$0		\$0	1	\$189		\$0		\$0	4	\$304		\$0	5	\$493
1		\$0		\$0	1	\$189	4	\$676		\$0	8	\$908		\$0	13	\$1,473
1		\$0		\$0	4	\$756	4	\$676	8	\$842	12	\$912		\$0	26	\$2,960
2		\$0		\$0	2	\$378	4	\$676		\$0	4	\$304		\$0	10	\$1,356
2		\$0		\$0	4	\$756	8	\$1,352	12	\$1,284	20	\$1,520		\$0	44	\$4,912
2	2	\$516		\$0	4	\$756	12	\$2,028	8	\$856	16	\$1,216		\$0	42	\$5,372
3		\$0		\$0	4	\$756	8	\$1,352	8	\$856	10	\$760		\$0	30	\$3,724
5	2	\$516		\$0	6	\$1,134	16	\$2,704	8	\$856	44	\$3,344		\$0	78	\$8,954
4		\$0		\$0	1	\$189	1	\$169		\$0	12	\$912		\$0	14	\$1,270
3		\$0		\$0	1	\$189	1	\$169		\$0	8	\$908		\$0	10	\$960
3		\$0		\$0	2	\$378	2	\$338	4	\$428	10	\$760		\$0	18	\$1,904
13		\$0		\$0	2	\$378	12	\$2,028		\$0	30	\$2,280		\$0	44	\$4,888
<i>Civil Drawings</i>																
2		\$0		\$0	4	\$756	8	\$1,352	6	\$842	24	\$1,824		\$0	42	\$4,674
2		\$0		\$0	1	\$189	8	\$1,352	8	\$856	16	\$1,216		\$0	33	\$3,813
8		\$0		\$0	8	\$1,512	16	\$2,704	32	\$3,424	40	\$3,040		\$0	96	\$10,680
8	2	\$516		\$0	4	\$756	24	\$4,056	32	\$3,424	36	\$2,736		\$0	99	\$11,488
12	2	\$516		\$0	4	\$756	16	\$2,704	24	\$2,568	30	\$2,280		\$0	78	\$8,824
8	2	\$516		\$0	16	\$3,024	30	\$5,070	42	\$4,494	60	\$4,560		\$0	150	\$17,584
4		\$0		\$0	8	\$1,512	12	\$2,028	16	\$1,712	36	\$2,736		\$0	72	\$7,968
10	4	\$1,032		\$0	12	\$2,268	18	\$2,704	16	\$1,712	30	\$2,280		\$0	78	\$9,996
8		\$0		\$0	8	\$1,512	16	\$2,704	30	\$3,210	40	\$3,040		\$0	94	\$10,468
8		\$0		\$0	4	\$756	16	\$2,704	8	\$856	24	\$1,824		\$0	52	\$6,140
20		\$0		\$0	8	\$1,512	20	\$3,380	30	\$3,210	50	\$3,900		\$0	108	\$11,912
8	2	\$516		\$0	6	\$1,134	16	\$2,704	20	\$2,140	24	\$1,824		\$0	68	\$8,318
2	2	\$516		\$0	12	\$2,268	24	\$4,056	16	\$1,712	20	\$1,520		\$0	74	\$10,072
4		\$0		\$0	1	\$189	12	\$2,028	8	\$856	16	\$1,216		\$0	37	\$4,289
4		\$0		\$0	4	\$756	12	\$2,028	8	\$856	16	\$1,216		\$0	40	\$4,856
8	1	\$258		\$0	2	\$378		\$0	16	\$1,712	24	\$1,824		\$0	43	\$4,772
4		\$0		\$0	4	\$756		\$0	8	\$856	20	\$1,520		\$0	32	\$3,120
<i>Fencing and Security Drawings</i>																
3		\$0		\$0	2	\$378	2	\$338	4	\$428	20	\$1,520		\$0	100	\$12,884
3		\$0		\$0	2	\$378	4	\$676	8	\$856	16	\$1,216		\$0	78	\$8,728
6	1	\$258		\$0	4	\$756	8	\$1,352	24	\$2,568	36	\$2,736		\$0	73	\$8,700
4		\$0		\$0	2	\$378	8	\$1,352	32	\$3,424	18	\$1,216		\$0	58	\$6,370
<i>Airfield Lighting and Signage Drawings</i>																
		\$0		\$0	1	\$189	20	\$3,380	20	\$2,140	8	\$908		\$0	49	\$6,317
		\$0		\$0	1	\$189		\$0	8	\$856	8	\$908		\$0	17	\$1,893
		\$0		\$0	2	\$378	16	\$2,704	6	\$642	16	\$1,216		\$0	40	\$4,940
		\$0		\$0	1	\$189	8	\$1,352	10	\$1,070	12	\$912		\$0	31	\$3,523
		\$0		\$0	1	\$189		\$0		\$0	12	\$912		\$0	13	\$1,101
		\$0		\$0	4	\$756	8	\$1,352	8	\$856	20	\$1,520		\$0	40	\$4,484
		\$0		\$0	4	\$756	10	\$1,690	16	\$1,712	30	\$2,280		\$0	80	\$6,438
	1	\$258		\$0	4	\$756	24	\$4,056	12	\$1,284	36	\$2,736		\$0	77	\$9,090
	1	\$258		\$0	3	\$867	10	\$1,890	12	\$1,284	24	\$1,824		\$0	50	\$5,523
		\$0		\$0	1	\$189	8	\$1,352	8	\$856	16	\$1,216		\$0	33	\$3,913
		\$0		\$0	1	\$189	8	\$1,352	6	\$642	12	\$912		\$0	27	\$3,055
		\$0		\$0	1	\$189	8	\$1,352	6	\$642	12	\$912		\$0	27	\$3,055
		\$0		\$0	1	\$189	4	\$676	4	\$428	8	\$908		\$0	17	\$1,901
		\$0		\$0	1	\$189	4	\$676	2	\$214	10	\$760		\$0	17	\$1,839

HOUR AND FEE ESTIMATE

PLAN SHEET PREPARATION - BASIC SERVICES

Position	Hourly Rate	Principal \$268.00		QC Reviewer \$245.00		Project Manager \$175.00		Senior Engineer \$145.00		Project Engineer \$115.00		CADD Designer \$76.00		Contract Administrator \$104.00		TOTAL															
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee														
DUCT DETAILS	4		\$0		\$0	2	\$378	2	\$338	4	\$428	12	\$912		\$0	20.00	\$ 2,058.00														
UTILITY PROTECTION DETAILS	4		\$0		\$0		\$0	4	\$676	2	\$214	8	\$608		\$0	14.00	\$ 1,496.00														
AIRFIELD WIRING DETAILS	4		\$0		\$0	1	\$189	4	\$676	6	\$696	12	\$912		\$0	25.00	\$ 2,633.00														
AIRFIELD LIGHTNING ARRESTOR DETAILS	2		\$0		\$0	1	\$189	4	\$676	6	\$642	8	\$608		\$0	19.00	\$ 2,115.00														
<b>Airfield Vault and NAVALD Drawings</b>																															
EXISTING AIRFIELD LIGHTING VAULT PLAN	4		\$0		\$0	1	\$189	4	\$676	6	\$642	12	\$912		\$0	23.00	\$ 2,419.00														
PROPOSED AIRFIELD LIGHTING VAULT PLAN	1		\$0		\$0	1	\$189	8	\$1,352	6	\$642	8	\$608		\$0	23.00	\$ 2,781.00														
ELECTRICAL PANEL SCHEDULES	2		\$0		\$0		\$0	20	\$3,380	16	\$1,712	6	\$458		\$0	42.00	\$ 5,548.00														
ELECTRICAL ONE-LINE DIAGRAMS	2		\$0		\$0		\$0	8	\$1,352	24	\$2,568	8	\$608		\$0	40.00	\$ 4,528.00														
ALCS BLOCK DIAGRAM AND SCHEMATIC	2		\$0		\$0		\$0		\$0	12	\$1,384	16	\$1,216		\$0	28.00	\$ 2,500.00														
ALCS FIBER OPTIC TERMINATION DIAGRAM	4		\$0		\$0		\$0	12	\$2,028	16	\$1,712	16	\$1,216		\$0	44.00	\$ 4,956.00														
ALCS TOUCH SCREEN LAYOUT	4	1	\$258		\$0	1	\$189	12	\$2,028	6	\$642	20	\$1,520		\$0	40.00	\$ 4,637.00														
ALCS AND CCR CONTROL PRE-SETS	4	1	\$258		\$0	2	\$378	20	\$3,380	8	\$858	4	\$304		\$0	35.00	\$ 5,176.00														
WIND CONE DETAILS	4		\$0		\$0	1	\$189	4	\$676	6	\$642	12	\$912		\$0	23.00	\$ 2,419.00														
<b>SUBTOTAL ENGINEERING/DESIGN AND PLAN SHEET PREPARATION:</b>																															
	11	24	\$6,192		\$0	184	\$34,776	570	\$86,330	672	\$71,904	1138	\$86,488		\$0	2788.00	\$ 311,492.00														
<b>TOTALS:</b>																24	\$6,192	0	\$0	184	\$34,776	570	\$86,330	672	\$71,904	1138	\$86,488	0	\$0	2788.00	\$ 311,492.00

TOTAL PLAN SHEET PREPARATION - BASIC SERVICES: \$ 311,492.00

BREAKDOWN OF PLAN SHEET PREPARATION EFFORT BY SUBMITTAL (FIGURES CARRIED TO CORRESPONDING BASIC SERVICES SECTION)

PERCENTAGE	50%	90%	100%	TOTAL													
50% SUBMITTAL	50	12	\$3,096	0	\$0	92	\$17,388	285	\$48,185	338	\$35,952	589	\$43,244	0	\$0	1294.00	\$ 147,845.00
90% SUBMITTAL	40	10	\$2,580	0	\$0	74	\$13,986	226	\$36,632	289	\$28,783	456	\$34,560	0	\$0	1035.00	\$ 118,461.00
100% SUBMITTAL	10	2	\$616	0	\$0	18	\$3,402	57	\$9,633	67	\$7,169	114	\$8,684	0	\$0	258.00	\$ 29,364.00
TOTAL ENGINEERING/DESIGN AND PLAN SHEET PREPARATION:	100	24	\$6,192	0	\$0	184	\$34,776	570	\$86,330	672	\$71,904	1138	\$86,488	0	\$0	2588.00	\$ 295,670.00

\*PLAN SHEETS PREPARED FOR PERMIT APPLICATIONS OR OTHER SUBMITTALS NOT INCLUDED IN THE CONSTRUCTION PLAN SET.

HOUR AND FEE ESTIMATE

**BASIC SERVICES (SPECIAL SUBCONSULTANT SERVICES)**

**BASIC SERVICES (SPECIAL SUBCONSULTANT SERVICES) - DESIGN**

SERVICE	DBE	TOTAL	CONSULTANT
1 Topographic Survey	x	\$56,113.25	Northwest Surveying, Inc.
2 Geotechnical Lab and Engineering Services		\$11,417.00	Tierra, Inc.
3 Geotechnical Field Services	x	\$11,253.00	Diversified Professional Services Corp.
4 Subsurface Utility Engineering	x	\$12,883.00	Echo, UES
5 Drainage Design and Permitting		\$23,250.00	Landon, Morse, and Associates, Inc.
6 Environmental Permitting Support	x	\$9,200.00	Blue Wing Environmental

TOTAL BASIC SERVICES (SPECIAL SUBCONSULTANT SERVICES) - DESIGN: \$ 122,916.25

**BASIC SERVICES (SPECIAL SUBCONSULTANT SERVICES) - CONSTRUCTION MANAGEMENT**

SERVICE	DBE	TOTAL	CONSULTANT
Materials Testing Services		\$4,144.00	Tierra, Inc.

TOTAL BASIC SERVICES (SPECIAL SUBCONSULTANT SERVICES) - CONSTRUCTION MANAGEMENT: \$ 4,144.00

HOUR AND FEE ESTIMATE

**BIDDING PHASE SERVICES**

Section	Sub-Task	Activity	Position		QC Reviewer		Project Manager		Senior Civil Engineer		Project Engineer		CADD Designer		Contract Administrator		TOTAL			
			Hourly Rate		\$245.00		\$189.00		\$169.00		\$107.00		\$75.00		\$104.00		Hours	Fee		
			Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee						
<b>V BIDDING PHASE</b>																				
	V-A	Bidding Assistance	2	\$516	\$0	2	\$378	\$0	8	\$856	\$0	2	\$208					14.00	\$ 1,958.00	
	V-B	Conduct Pre-bid Conference		\$0	\$0	2	\$378	\$0	4	\$428	\$0	1	\$104					7.00	\$ 910.00	
	V-C	Respond to Bidder's Inquiries		\$0	\$0	8	\$1,512	8	\$1,352	8	\$856	16	\$1,216	4	\$418			44.00	\$ 5,352.00	
	V-D	Evaluate Bids and Recommend Award		\$0	\$0	2	\$378		8	\$856		4	\$418					14.00	\$ 1,850.00	
	V-E	Confirmed Construction Documents		\$0	\$0	2	\$516	4	\$756		4	\$428	16	\$1,216	8	\$832			34.00	\$ 3,748.00
		<b>SUBTOTAL BIDDING PHASE:</b>		<b>\$516</b>			<b>\$3,402</b>		<b>\$1,352</b>	<b>32</b>	<b>\$3,424</b>	<b>32</b>	<b>\$2,432</b>	<b>19</b>	<b>\$1,978</b>			<b>113.00</b>	<b>\$ 13,674.00</b>	
		<b>TOTAL:</b>	<b>2</b>	<b>\$516</b>	<b>2</b>	<b>\$516</b>	<b>18</b>	<b>\$3,402</b>	<b>8</b>	<b>\$1,352</b>	<b>32</b>	<b>\$3,424</b>	<b>32</b>	<b>\$2,432</b>	<b>19</b>	<b>\$1,978</b>			<b>113.00</b>	<b>\$ 13,674.00</b>

TOTAL BIDDING PHASE SERVICES: \$ 13,674.00

HOUR AND FEE ESTIMATE

CONSTRUCTION SERVICES

Section	Sub-Task	ACTIVITY	Position		Principal		Project Manager		Senior Civil Engineer		Project Engineer		CADD Designer		Construction Inspector		Contract Administrator		TOTAL	
			Hourly Rate		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
<b>VI CONSTRUCTION SERVICES</b>																				
<b>VI-A Construction Management</b>																				
	VI-A01	Kick off Meeting	2	\$516	2	\$516		\$0		\$0		\$0		\$0		\$0	1	\$104	5.00	\$ 1,156.00
	VI-A02	Construction Management Program		\$0	2	\$516	4	\$678	20	\$2,140		\$0		\$0		\$0		\$0	26.00	\$ 3,332.00
	VI-A03	Pre-Construction Conference	1	\$258	2	\$516		\$0	2	\$214		\$0	2	\$242		\$0		\$0	7.00	\$ 1,250.00
	VI-A04	Pre-Construction Site Visit	1	\$258	2	\$516		\$0		\$0		\$0		\$0		\$0		\$0	3.00	\$ 774.00
	VI-A05	Pre-Place Meeting and Test Strip		\$0	8	\$2,064	10	\$1,890		\$0		\$0		\$0		\$0		\$0	18.00	\$ 3,754.00
	VI-A06	General Construction Administration		\$0	40	\$10,320	50	\$10,140	80	\$8,560		\$0		\$0		\$0		\$0	180.00	\$ 28,020.00
	VI-A07	RPR Support	2	\$516	40	\$10,320	40	\$6,760	30	\$3,210		\$0		\$0		\$0		\$0	112.00	\$ 20,806.00
	VI-A08	Progress and Special Meetings (52 meetings) (2 hrs per meeting to incl. agendas and minutes)		\$0	104	\$26,832		\$0		\$0		\$0		\$0		\$0	20	\$2,080	124.00	\$ 28,912.00
	VI-A09	Site Visits (52 wks @ 1 visit/week)	4	\$1,032	26	\$8,708	26	\$4,394		\$0		\$0		\$0		\$0		\$0	56.00	\$ 12,134.00
	VI-A10	Contractor Submittals		\$0	20	\$5,190	30	\$5,070	80	\$8,560		\$0		\$0		\$0	20	\$2,080	150.00	\$ 20,870.00
	VI-A11	Construction Change Directives		\$0	16	\$4,128	12	\$2,028		\$0		\$0		\$0		\$0	4	\$418	32.00	\$ 6,572.00
	VI-A12	Design Clarification and Recommendations		\$0	30	\$7,740	40	\$6,760	20	\$2,140		\$0		\$0		\$0		\$0	90.00	\$ 18,640.00
	VI-A13	Contractor Applications for Payment		\$0	20	\$5,160		\$0	24	\$2,568		\$0		\$0		\$0	8	\$832	52.00	\$ 8,560.00
	VI-A14	Substantial Completion Inspection		\$0	4	\$1,032	24	\$4,056		\$0		\$0		\$0		\$0	4	\$418	32.00	\$ 5,904.00
	VI-A15	Final Inspection		\$0	4	\$1,032	24	\$4,056		\$0		\$0		\$0		\$0	4	\$418	32.00	\$ 5,904.00
	VI-A16	Warranties and Closeout		\$0	6	\$1,548	4	\$676		\$0		\$0		\$0		\$0	16	\$1,664	26.00	\$ 3,888.00
	VI-A17	Record Drawings		\$0	4	\$1,032		\$0	20	\$2,140	40	\$3,040		\$0		\$0		\$0	64.00	\$ 6,212.00
	VI-A18	Certification		\$0	2	\$516	2	\$338		\$0		\$0		\$0		\$0		\$0	4.00	\$ 854.00
	<b>SUBTOTAL Construction Management:</b>			<b>\$7,320</b>		<b>\$88,656</b>		<b>\$46,844</b>	<b>276</b>	<b>\$29,532</b>		<b>\$0</b>	<b>4</b>	<b>\$242</b>	<b>77</b>	<b>\$7,858</b>		<b>\$0</b>	<b>1013.00</b>	<b>\$ 75,702.66</b>
<b>VI-B Resident Project Representative Tasks</b>																				
		Mobilization Phase (2 hours/week, 8 weeks)		\$0		\$0		\$0		\$0		\$0	16	\$1,936		\$0		\$0	16.00	\$ 1,936.00
		RPR 1 Construction Phase (50 hours/week, 44 weeks)		\$0		\$0		\$0		\$0		\$0	2200	\$266,200		\$0		\$0	2200.00	\$ 266,200.00
		RPR 2 Inspection of Night Work During Taxiway Construction in RSAs (Nightly Runway Closure) (10 hours/day, 30 days)		\$0		\$0		\$0		\$0		\$0	300	\$36,300		\$0		\$0	300.00	\$ 36,300.00
		RPR 3 Inspection of Airfield Electrical at night during Runway Clearance (40 hours/week, 4 weeks)		\$0		\$0		\$0		\$0		\$0	160	\$18,360		\$0		\$0	160.00	\$ 18,360.00
		Final Striping, Punch List and Closeout (40 hours/week, 4 weeks)		\$0		\$0		\$0		\$0		\$0	160	\$18,360		\$0		\$0	160.00	\$ 18,360.00
	<b>SUBTOTAL Resident Project Representative Tasks:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>2836</b>	<b>\$345,156</b>	<b>0</b>	<b>\$0</b>		<b>\$0</b>	<b>2836.00</b>	<b>\$ 345,156.00</b>
<b>VI-C Specific Engineering Inspections</b>																				
		Specific Engineering Inspection P-401 Asphalt Paving (1 airfield engineer for 2 days)		\$0		\$0	20	\$3,380		\$0		\$0		\$0		\$0		\$0	20.00	\$ 3,380.00
		Specific Engineering Inspection Airfield Electrical (1 electrical engineer for 2 days)		\$0		\$0	20	\$3,380		\$0		\$0		\$0		\$0		\$0	20.00	\$ 3,380.00
		Specific Engineering Inspection Pavement Markings (1 specialty engineer for 2 days)		\$0		\$0	20	\$3,380		\$0		\$0		\$0		\$0		\$0	20.00	\$ 3,380.00
	<b>SUBTOTAL Specific Engineering Inspections:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$10,140</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$ 10,140.00</b>

HOUR AND FEE ESTIMATE

Category	Quantity	Rate	Subtotal	Quantity	Rate	Subtotal	Quantity	Rate	Subtotal	Quantity	Rate	Subtotal	Quantity	Rate	Subtotal	Quantity	Rate	Subtotal						
TOTAL:	10	\$2,580		332	\$85,656		336	\$66,784		276	\$29,532		40	\$3,040		2638	\$343,388		77	\$8,008		3909.00	\$	528,996.00

TOTAL CONSTRUCTION SERVICES: \$ 528,996.00

HOUR AND FEE ESTIMATE

EXPENSES

DESIGN PHASE EXPENSES										
PRINTING (IN-HOUSE/REPRO PLOTS, Q/VC PLOTS, BLUE LINES, COPIES)										
Size	# of Sheets Per Set				Design Sheets Subtotal	Number of Sets Submitted	Unit Cost			Total
		50% Design	90% Design	100% Design						
	22X34 Plotting =	160	225	225	610	x	2	Sheets @ \$ 2.00	x	\$ 2,440.00
	11X17 Plotting =	180	225	225	610	x	4	Sheets @ \$ 1.00	x	\$ 2,440.00
	8.5x11 Copies =	600	1,000	1,000	2,600	x	4	Sheets @ \$ 0.10	x	\$ 1,040.00
<b>TOTAL DESIGN PHASE EXPENSES: \$ 5,920.00</b>										

CONSTRUCTION PHASE EXPENSES									
PRINTING (IN-HOUSE/REPRO PLOTS, Q/VC PLOTS, BLUE LINES, COPIES)									
Size	# of Sheets Per Set			Design Sheets Subtotal	Number of Sets Submitted	Unit Cost			Total
		Conformed Docs	Record Docs						
	11X17 Plotting =		225	225	x	3	Sheets @ \$ 1.00	x	\$ 575.00
	8.5x11 Copies =		1,000	1,000	x	3	Sheets @ \$ 0.10	x	\$ 300.00
	11X17 Plotting =			225	x	2	Sheets @ \$ 1.00	x	\$ 450.00
	8.5x11 Copies =			1,000	x	2	Sheets @ \$ 0.10	x	\$ 200.00
<b>TOTAL CONSTRUCTION PHASE EXPENSES: \$ 1,625.00</b>									

HOUR AND FEE ESTIMATE

OPTIONAL SERVICES

Section	Sub-Task	ACTIVITY	Principal Hourly Rate \$255.00		QC Reviewer Hourly Rate \$245.00		Project Manager Hourly Rate \$165.00		Senior Civil Engineer Hourly Rate \$165.00		Project Engineer Hourly Rate \$127.00		CADD Designer Hourly Rate \$78.00		Contract Administrator Hourly Rate \$78.00		TOTAL	
			Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
			IV	Optional Services														
	IV-A	Building Deconstruction and/or Relocation																
		Project Survey		\$0		\$0		\$0		\$0	2	\$214	2	\$152		\$0	4.00	\$366.00
		Subsurface Utility Engineering		\$0		\$0		\$0		\$0	2	\$214	2	\$152		\$0	4.00	\$366.00
		Geotechnical Investigations		\$0		\$0		\$0		\$0	2	\$214	2	\$152		\$0	4.00	\$366.00
	IV-B	Pinellas County Site Plan for Relocation of Storage Building																
		Pinellas County Site Plan	1	\$258	2	\$490	6	\$1,134	12	\$2,028	25	\$2,675	18	\$1,368		\$0	64.00	\$7,953.00
		<b>SUBTOTAL Optional Services:</b>	<b>1</b>	<b>\$258</b>	<b>2</b>	<b>\$490</b>	<b>6</b>	<b>\$1,134</b>	<b>12</b>	<b>\$2,028</b>	<b>25</b>	<b>\$2,675</b>	<b>24</b>	<b>\$1,824</b>		<b>\$0</b>	<b>76.00</b>	<b>\$9,051.00</b>
III	Design Phase (Optional Services)																	
	III-A	Preliminary Design and Programming																
		III-A01 Data and Record Collection		\$0		\$0		\$0		\$0		\$0	4	\$304	1	\$104	5.00	\$408.00
		III-A02 Field Investigation		\$0		\$0		\$0	8	\$1,352	8	\$896		\$0		\$0	16.00	\$2,208.00
		<b>SUBTOTAL Preliminary Design and Programming:</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>8</b>	<b>\$1,352</b>	<b>8</b>	<b>\$896</b>	<b>4</b>	<b>\$304</b>	<b>1</b>	<b>\$104</b>	<b>21.00</b>	<b>\$2,616.00</b>
	III-B	60% Design																
		III-B09 Plans	2	\$918		\$0		\$0	68	\$11,254		\$0		\$3,888		\$0		\$15,060.00
		III-B10 QAV/QC		\$0	2	\$490		\$0		\$0		\$0		\$0		\$0	2.00	\$490.00
		<b>SUBTOTAL 60% Design:</b>		<b>\$918</b>	<b>2</b>	<b>\$490</b>		<b>\$0</b>	<b>68</b>	<b>\$11,254</b>		<b>\$0</b>	<b>130</b>	<b>\$9,888</b>	<b>0</b>	<b>\$0</b>	<b>22.00</b>	<b>\$30,753.00</b>



HOUR AND FEE ESTIMATE

OPTIONAL SERVICES

Section	Bill Rank	Position Hourly Rate	Principal \$258.00		QC Reviewer \$245.00		Project Manager \$189.00		Senior Civil Engineer \$169.00		Project Engineer \$107.00		CADD Designer \$78.00		Contract Administrator \$104.00		TOTAL		
			Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	
III-C	90% Design																		
	III-C08 Plans		2	\$0	3	\$0	4	\$1,512	5	\$8,788	5	\$5,350		\$7,904	0	\$0			
	III-C09 QA/QC			\$0	3	\$735		\$0		\$0		\$0		\$0		\$0		3.00	\$ 735.00
	<b>SUBTOTAL 90% Design:</b>			\$0	3	\$ 735	4	\$ 1,512	5	\$ 8,788	5	\$ 5,350	104	\$ 7,904	0	\$ 0		219.00	\$ 14,787.00
III-D	Final Design																		
	III-D08 QA/QC		1	\$0	1	\$245	2	\$378	3	\$2,197	12	\$0	26	\$2,076		\$0		53.00	\$ 6,836.00
	<b>SUBTOTAL Final Design:</b>		0	\$0	1	\$ 245	2	\$ 378	3	\$ 2,197	12	\$ 0	26	\$ 2,076	0	\$ 0		54.00	\$ 6,080.00
	<b>TOTALS</b>		5	\$1,290	8	\$1,980	27	\$6,183	161	\$25,519	162	\$17,441	288	\$21,888	1	\$104		643.00	\$ 73,305.00

TOTAL OPTIONAL SERVICES: \$ 73,305.00

HOUR AND FEE ESTIMATE

PLAN SHEET PREPARATION - OPTIONAL SERVICES

	Position Hourly Rate	Principal \$258.00		QC Reviewer \$245.00		Project Manager \$189.00		Senior Engineer \$169.00		Project Engineer \$107.00		CADD Designer \$76.00		Contract Administrator \$104.00		TOTAL	
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
<b>ENGINEERING/ DESIGN AND PLAN SHEET PREPARATION</b>																	
<i>Storage Building Relocation Drawings</i>																	
EXISTING CONDITIONS PLAN	1	0	\$0	0	\$0	1	\$189	0	\$0	4	\$428	8	\$608	0	\$0	13.00	\$ 1,225.00
SITE PLAN	1	1	\$258	0	\$0	2	\$378	10	\$1,690	16	\$1,712	24	\$1,824	0	\$0	53.00	\$ 5,862.00
GRADING AND DRAINAGE PLAN	1	0	\$0	0	\$0	2	\$378	4	\$676	8	\$856	24	\$1,824	0	\$0	38.00	\$ 3,734.00
SIGNAGE AND MARKING PLAN	1	0	\$0	0	\$0	0	\$0	3	\$507	0	\$0	6	\$606	0	\$0	11.00	\$ 1,116.00
BUILDING DEMOLITION PLAN	1	1	\$258	0	\$0	1	\$189	20	\$3,380	8	\$856	16	\$1,216	0	\$0	45.00	\$ 5,699.00
BUILDING FOUNDATION PLAN	1	0	\$0	0	\$0	1	\$189	16	\$2,704	8	\$856	16	\$1,216	0	\$0	41.00	\$ 4,965.00
BUILDING FOUNDATION DETAILS	2	0	\$0	0	\$0	2	\$378	12	\$2,028	12	\$1,284	20	\$1,520	0	\$0	46.00	\$ 5,210.00
STRUCTURAL RECONSTRUCTION PLAN	1	1	\$258	0	\$0	1	\$189	16	\$2,704	8	\$842	16	\$1,216	0	\$0	40.00	\$ 5,006.00
STRUCTURAL RECONSTRUCTION DETAILS	4	0	\$0	0	\$0	1	\$189	12	\$2,028	4	\$428	24	\$1,824	0	\$0	41.00	\$ 4,499.00
MECHANICAL PLAN	1	0	\$0	0	\$0	2	\$378	8	\$1,352	16	\$1,712	20	\$1,520	0	\$0	46.00	\$ 4,962.00
MECHANICAL DETAILS	2	0	\$0	0	\$0	1	\$189	6	\$1,014	4	\$428	8	\$608	0	\$0	19.00	\$ 2,339.00
ELECTRICAL PLAN	1	0	\$0	0	\$0	2	\$378	4	\$676	10	\$1,070	12	\$912	0	\$0	28.00	\$ 3,038.00
LIGHTING PLAN	1	0	\$0	0	\$0	1	\$189	2	\$338	10	\$1,070	16	\$1,216	0	\$0	29.00	\$ 2,813.00
ELECTRICAL DETAILS	2	0	\$0	0	\$0	1	\$189	4	\$676	6	\$642	16	\$1,216	0	\$0	27.00	\$ 2,723.00
PLUMBING PLAN	1	1	\$258	0	\$0	2	\$378	8	\$1,352	8	\$856	16	\$1,216	0	\$0	36.00	\$ 4,080.00
PLUMBING DETAILS	1	0	\$0	0	\$0	1	\$189	6	\$1,014	4	\$428	16	\$1,216	0	\$0	27.00	\$ 2,847.00
<b>SUBTOTAL ENGINEERING/ DESIGN AND PLAN SHEET PREPARATION:</b>	<b>23</b>	<b>4</b>	<b>\$1,032</b>	<b>0</b>	<b>\$0</b>	<b>21</b>	<b>\$3,969</b>	<b>131</b>	<b>\$22,139</b>	<b>124</b>	<b>\$13,288</b>	<b>280</b>	<b>\$19,760</b>	<b>0</b>	<b>\$0</b>	<b>540.00</b>	<b>\$ 80,188.00</b>
<b>TOTAL:</b>		<b>4</b>	<b>\$1,032</b>	<b>0</b>	<b>\$0</b>	<b>21</b>	<b>\$3,969</b>	<b>131</b>	<b>\$22,139</b>	<b>124</b>	<b>\$13,288</b>	<b>280</b>	<b>\$19,760</b>	<b>0</b>	<b>\$0</b>	<b>540.00</b>	<b>\$ 80,188.00</b>

TOTAL PLAN SHEET PREPARATION - OPTIONAL SERVICES: \$ 80,188.00

BREAKDOWN OF PLAN SHEET PREPARATION EFFORT BY SUBMITTAL (FIGURES CARRIED TO CORRESPONDING BASIC SERVICES SECTION)

	PERCENTAGE	Principal	QC Reviewer	Project Manager	Senior Engineer	Project Engineer	CADD Designer	Contract Administrator	TOTAL								
50% SUBMITTAL	50	2	\$516	0	\$0	11	\$2,079	66	\$11,154	62	\$6,634	130	\$9,880	0	\$0	271.00	\$ 30,283.00
90% SUBMITTAL	45	2	\$516	0	\$0	8	\$1,512	52	\$8,788	50	\$5,350	104	\$7,904	0	\$0	216.00	\$ 24,070.00
100% SUBMITTAL	10	0	\$0	0	\$0	2	\$378	13	\$2,197	12	\$1,284	26	\$1,976	0	\$0	53.00	\$ 5,835.00
<b>TOTAL ENGINEERING/ DESIGN AND PLAN SHEET PREPARATION:</b>	<b>100</b>	<b>4</b>	<b>\$1,032</b>	<b>0</b>	<b>\$0</b>	<b>21</b>	<b>\$3,969</b>	<b>131</b>	<b>\$22,139</b>	<b>124</b>	<b>\$13,288</b>	<b>280</b>	<b>\$19,760</b>	<b>0</b>	<b>\$0</b>	<b>540.00</b>	<b>\$ 80,188.00</b>

\*PLAN SHEETS PREPARED FOR PERMIT APPLICATIONS OR OTHER SUBMITTALS NOT INCLUDED IN THE CONSTRUCTION PLAN SET.

HOUR AND FEE ESTIMATE

**OPTIONAL SERVICES (SPECIAL SUBCONSULTANT SERVICES)**

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**OPTIONAL SERVICES (SPECIAL SUBCONSULTANTS SERVICES) - DESIGN**

SERVICE	DBE	TOTAL	CONSULTANT
1 Topographic Survey	x	\$5,611.75	Northwest Surveying, Inc.
2 Geotechnical Lab and Engineering Services		\$4,036.00	Tierra, Inc.
3 Geotechnical Field Services		\$2,145.00	Diversified Professional Services Corp.
4 Subsurface Utility Engineering		\$5,100.00	Echo, UES

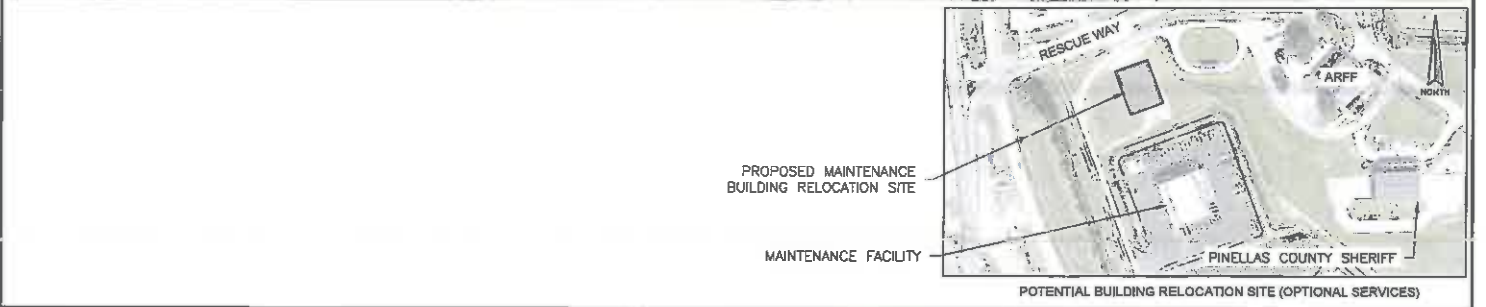
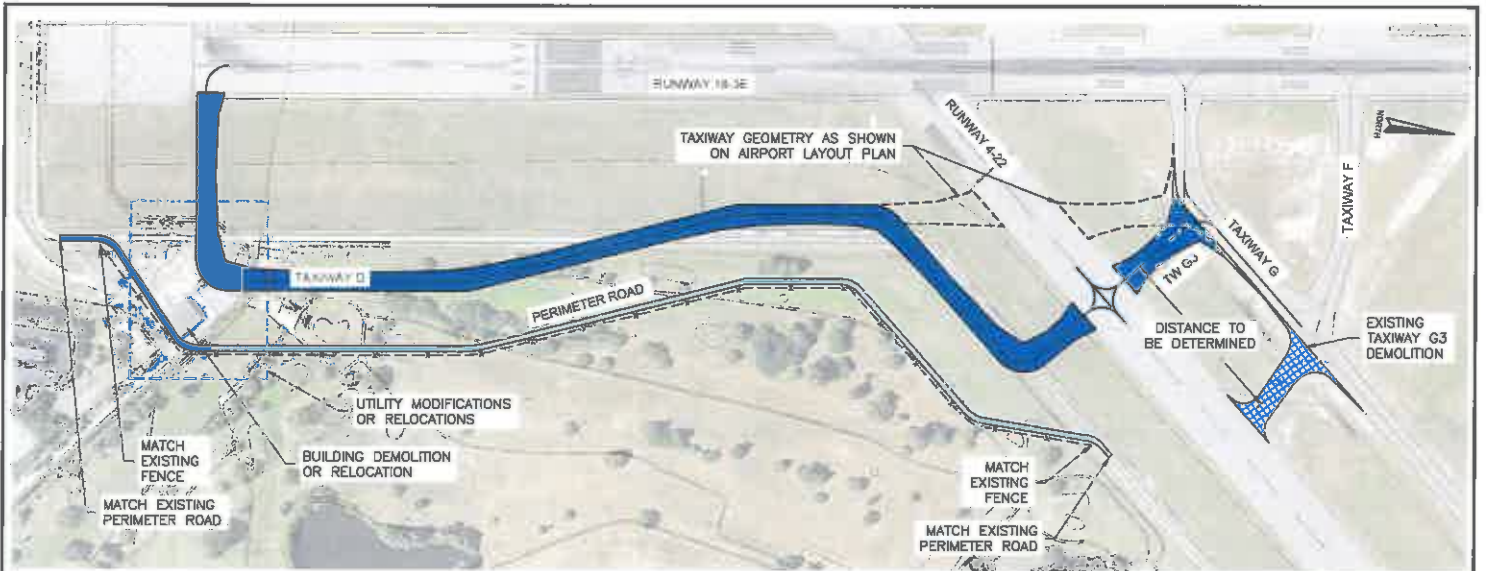
TOTAL OPTIONAL SERVICES (SPECIAL SUBCONSULTANTS SERVICES) - DESIGN: \$ 10,892.75

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**OPTIONAL SERVICES (SPECIAL SUBCONSULTANTS SERVICES) - CONSTRUCTION MANAGEMENT**

SERVICE	DBE	TOTAL	CONSULTANT
1 Materials Testing Services		\$2,816.00	Tierra, Inc.

TOTAL OPTIONAL SERVICES (SPECIAL SUBCONSULTANTS SERVICES) - CONSTRUCTION MANAGEMENT: \$ 2,816.00



AIRCO TAXIWAYS PROGRAM



**AVCON, INC.**  
 ENGINEERS & PLANNERS  
 4800 NORTH AVENUE SUITE 8100 - CLEARWATER, FL 34616  
 OFFICE: (813) 321-3300 - FAX: (813) 321-3300  
 CORPORATE CERTIFICATE OF AUTHORIZATION NO. 6097  
 WWW.AVCON.COM



ATTACHMENT C

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