

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: February 11, 2025	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

Submitted By: Department of Airports

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 6 to the Contract for Consulting/Professional Services (Consulting Agreement) with AVCON, Inc. (AVCON), in the amount of \$287,300.54 for the continued performance of professional planning and design services related to the Palm Beach County Department of Airports Capital Improvement Program.

Summary: The Consulting Agreement with AVCON was approved by the Board of County Commissioners (BCC) on September 13, 2022 (R2022-1029) in the amount of \$796,697.19. Amendments No. 1 through No. 5 increased the contract amount by \$1,106,662.91 and provided for various services, including, but not limited to, design services for the replacement of air handler units at Palm Beach International Airport (PBI), terminal concourse fire alarm strobe synchronization at PBI, and annual stormwater pollution prevention plan updates for the County's four (4) airports. A detailed contract history is included in Attachment 1. Approval of Amendment No. 6 will increase the contract amount by \$287,300.54 for a total contract amount of \$2,190,660.64 and will provide professional services to the following projects: annual Stormwater Pollution Prevention Plan (SWPPP) updates for the County's four (4) airports and Burrowing Owl Survey and related environmental services for PBI. AVCON is an Orlando, Florida based firm; however, the majority of the work will be completed through its Boca Raton, Florida office. This Consulting Agreement was presented to the Goal Setting Committee on September 1, 2021, and the Committee established an Affirmative Procurement Initiative (API) of a mandatory 20% Small Business Enterprise (SBE) subcontracting goal and a Minority/Women Business Enterprise (M/WBE) Evaluation Preference up to 15%. AVCON committed to 37.75% SBE participation. The SBE proposed participation for Amendment No. 6 is 81.10%. To date, the overall participation achieved on this Consulting Agreement is 48.95%. Countywide (AH)

Background and Justification: Amendment No. 6 provides professional planning, design, and engineering services in support of the Department of Airports Capital Improvement Program.

Attachments:

1. Amendment No. 6 with AVCON, Inc. – 2 Originals with Contract History

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Recommended By: <u><i>CW</i></u> <u><i>Laura Buba</i></u>	<u>1/13/25</u>
Department Director	Date
Approved By: <u><i>Emmi C. Ayala Celis</i></u>	<u>1/22/25</u>
Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Capital Expenditures	\$287,301				
Operating Costs					
External Revenues (Grants)					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$287,301				

ADDITIONAL FTE POSITIONS (Cumulative) _____

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

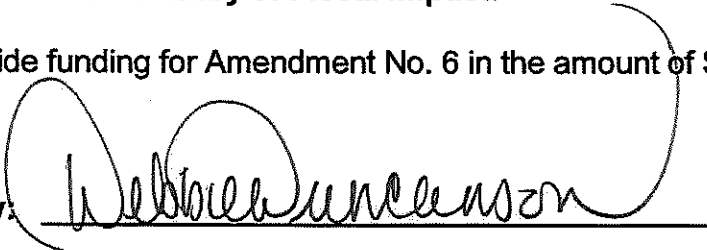
Budget Account No: Fund 4100 Department 120 Unit 1140 Object 3140

Reporting Category _____

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

Approval of this Item will provide funding for Amendment No. 6 in the amount of \$287,300.54


C. Departmental Fiscal Review:



III. REVIEW COMMENTS

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


Sara Manta 1/15/2025
 MO 1/14 OFMB


Brenda Jacob 1/15/25
 Contract Dev and Control
 267 1.15.25

B. Legal Sufficiency:


Anne Delaney 1-16-25
 Assistant County Attorney

C. Other Department Review:

 Department Director

REVISED 11/17

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

Attachment No. 1

Amendment No. 6 with AVCON, Inc. – 2
Originals with Contract History



**AMENDMENT NO. 6 TO CONTRACT
BETWEEN
PALM BEACH COUNTY DEPARTMENT OF AIRPORTS
AND
AVCON, INC.
FOR
CONSULTING/PROFESSIONAL SERVICES
AT
PALM BEACH COUNTY AIRPORTS**

This Amendment No. 6 to the Contract is made as of the 11th day of February, 2025, by and between **Palm Beach County, Florida** (COUNTY) and **AVCON, INC.**, a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal Tax I.D. number is 59-2890463.

WITNESSETH

WHEREAS, on September 13, 2022, the COUNTY entered into Agreement (R2022-1029) with the CONSULTANT for the CONSULTANT to provide Airport General Consulting Services for the Palm Beach County Department of Airports, for a period of two (2) years, with two (2) one (1) year renewal options, the exercise of which are within COUNTY'S sole control and discretion; and

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

WHEREAS, on December 19, 2023, the COUNTY entered into an Amendment No. 2 (R2023- 1858) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 26 of the original Agreement; and

WHEREAS, on January 23, 2024, the COUNTY entered into an Amendment No. 3 (R2024-0044) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 26 of the original Agreement; and

WHEREAS, on July 2, 2024, the COUNTY entered into an Amendment No. 4 (R2024-0757) with the CONSULTANT for the CONSULTANT to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 26 of the original Agreement; and

WHEREAS, on August 20, 2024, the COUNTY entered into an Amendment No. 5 (R2024-0923) with the CONSULTANT to exercise the first one (1) year renewal option for the continuation of services and to provide additional professional services for the Department of Airports, Palm Beach County, in accordance with Article 26 of the original Agreement; and

AVCON, Inc.

AMENDMENT NO. 6 TO R2022-1029
1 CONSULTING/PROFESSIONAL SERVICES

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

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

1. The parties hereby agree to amend the Contract to include the Scope of Services and Fees as outlined in Exhibits A-1 and A-2. The total amount to be paid by the COUNTY to the CONSULTANT for professional services, including any out-of-pocket expenses, shall not exceed **Two Hundred Eighty-Seven Thousand Three Hundred Dollars and Fifty-Four Cents (\$287,300.54)** for the services described in this AMENDMENT NO. 6 to the original Contract.
2. Except as specifically amended herein, all other terms and conditions of the Contract shall remain in full force and effect.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.)

IN WITNESS WHEREOF, the parties have caused the Sixth Amendment to the Contract to be signed by the Mayor of the Board of County Commissioners and the Seal of said Board to be affixed hereto and attested by the Clerk of said board, and the CONSULTANT, AVCON inc., has caused these presents to be signed in its corporate name by its duly authorized officer, SANDEEP SINGH, PRESIDENT, acting on behalf of said CONSULTANT, and the Seal of said CONSULTANT to be affixed hereto and attested by the Secretary of said CONSULTANT, the day and year first written above.

ATTEST:

PALM BEACH COUNTY, FLORIDA

ATTEST:

JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT
& COMPTROLLER

PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS:

By _____
Deputy Clerk

By: _____
Maria G. Marino, Mayor

WITNESS:

CONSULTANT:

Digitally signed by Suzanne M. Finney
Date: 2025.01.06 14:12:58 -05'00'

SIGNATURE

AVCON, INC.
COMPANY NAME

Suzanne M. Finney
Name (type or print)

Digitally signed by Sandeep Singh
Date: 2025.01.06 14:14:54 -05'00'

Signature

Sandeep Singh, P.E.
Name (type or print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: Anne Helgard
County Attorney

President
Title

APPROVED AS TO TERMS
AND CONDITIONS

By: Lan Baker
Director of Airports



Signatory Information





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

Detail by Entity Name

Florida Profit Corporation
AVCON, INC.

Filing Information

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

Principal Address

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

Changed: 11/21/2002

Mailing Address

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

Changed: 11/21/2002

Registered Agent Name & Address

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

Name Changed: 03/26/1997

Address Changed: 02/06/2003

Officer/Director Detail

Name & Address

Title DCP

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

Title VP

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

Title ST

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

Title Director

LEWIS, VIRGIL C
604 SAILBOAT DRIVE
NICEVILLE, FL 32578

Annual Reports

Report Year	Filed Date
2022	01/04/2022
2023	01/10/2023
2024	03/01/2024

Document Images

03/01/2024 -- ANNUAL REPORT	View image in PDF format
01/10/2023 -- ANNUAL REPORT	View image in PDF format
06/15/2022 -- AMENDED ANNUAL REPORT	View image in PDF format
01/04/2022 -- ANNUAL REPORT	View image in PDF format
01/07/2021 -- ANNUAL REPORT	View image in PDF format
01/07/2020 -- ANNUAL REPORT	View image in PDF format
01/08/2019 -- ANNUAL REPORT	View image in PDF format
01/16/2018 -- ANNUAL REPORT	View image in PDF format
01/04/2017 -- ANNUAL REPORT	View image in PDF format
01/06/2016 -- ANNUAL REPORT	View image in PDF format
01/07/2015 -- ANNUAL REPORT	View image in PDF format
01/22/2014 -- ANNUAL REPORT	View image in PDF format
01/10/2013 -- ANNUAL REPORT	View image in PDF format
01/23/2012 -- ANNUAL REPORT	View image in PDF format
01/04/2011 -- ANNUAL REPORT	View image in PDF format
01/28/2010 -- ANNUAL REPORT	View image in PDF format
01/15/2009 -- ANNUAL REPORT	View image in PDF format
01/04/2008 -- ANNUAL REPORT	View image in PDF format
01/04/2007 -- ANNUAL REPORT	View image in PDF format
01/07/2006 -- ANNUAL REPORT	View image in PDF format
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01/05/2004 -- ANNUAL REPORT	View image in PDF format
02/06/2003 -- ANNUAL REPORT	View image in PDF format
01/14/2002 -- ANNUAL REPORT	View image in PDF format
04/04/2001 -- ANNUAL REPORT	View image in PDF format
05/31/2000 -- ANNUAL REPORT	View image in PDF format
02/26/1999 -- ANNUAL REPORT	View image in PDF format
01/27/1998 -- ANNUAL REPORT	View image in PDF format
03/26/1997 -- ANNUAL REPORT	View image in PDF format
04/23/1996 -- ANNUAL REPORT	View image in PDF format
02/06/1995 -- ANNUAL REPORT	View image in PDF format



PALM BEACH COUNTY DOA GENERAL CONSULTING SERVICES

EXHIBIT A-1

Task. I-24-DOA-AV-018 Stormwater Pollution Prevention Plan (SWPPP) Update and Annual Compliance Inspections 2025 Project (Project)

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

Task: Stormwater Pollution Prevention Plan (SWPPP) Update and Annual Compliance Inspections 2025

OVERVIEW

The Palm Beach County Department of Airports (DOA) has requested that AVCON, Inc. (AVCON) provide services associated with the Stormwater Pollution Prevention Plan (SWPPP) Update and Annual Compliance Inspections 2025 Project (Project) for the Palm Beach County Department of Airports (DOA).

PROJECT TEAM

The Project Team for this task includes:

Firm Name (CONSULTANT / SUBCONSULTANT)	Type of Services
AVCON, Inc. (CONSULTANT)	Project Management and Drainage Map Updates
Earthology, LLC	SWPPP Update, Compliance inspections, meetings, reports, and SWPPP Training

PROJECT UNDERSTANDING

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

As a transportation facility that discharges stormwater to State surface waters, the four (4) airports managed by the DOA are required to obtain and operate under the conditions of an NPDES Sector S Multi-Sector Generic Permit (MSGP). The NPDES MSGP Permits for the four (4) Palm Beach County Airports were last renewed on January 9, 2021, and



the Notice of Intent (NOI) for coverage under this permit must be renewed every five (5) years in order to remain compliant with the FDEP's rules and regulations. In order for the Airports to be in compliance with the state's NPDES regulatory requirements, a Stormwater Pollution Prevention Plan is also required to be updated every 5 years. As indicated in Part 3 of the Sector S Permit Language, a SWPPP that provides details about discharges associated with industrial activity from vehicle/aircraft maintenance areas and/or equipment cleaning areas must be developed as one of the MSGP permit requirements. In Accordance with F.A.C. 62-624.600, all MSGP permittees are mandated to conduct annual monitoring and provide Annual Reports to the FDEP Department, within 6 months after the permit issuance date anniversary.

SECTION I - SCOPE OF WORK

AVCON's complete scope of work is presented below.

Task 1 – Update Stormwater Pollution Prevention Plan (SWPPP)

An update to the SWPPP for each airport is required for 2025 in order to comply with FDEP's rules and regulations. This task also includes preparing and submitting the Notice of Intent (NOI) to use the NPDES MSGP for the stormwater discharge associated with industrial activity (Rule 62-621-.300(5)), F.A.C.). AVCON will update the drainage maps for each airport, as required. This task also includes a project kickoff meeting.

Task 2 – Inspections, Compliance Inspection Reports Revisions, and Training

The AVCON Team will conduct an annual permit compliance inspection of each industrial tenant and sub-tenants, fuel farms and DOA maintenance facilities (PBI, only) at the four (4) Palm Beach County Airports (PBI ~ 61 inspections; LNA ~29 inspections; F45 ~9 inspections; PHK ~ 2 inspections. [Note: many tenants have more than one facility/building]. This task includes conducting the 2025 annual compliance inspections, preparing the inspection forms, photographs, conducting the 2025 training workshop for employees and tenants, and preparing the Annual Compliance Inspection Reports for each airport. Each are detailed below.

2.1 In-House Data Collection

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

- Updated contact information for the members of the SWPPP Team.
- Updated list of tenants and their contact information.
- Preventive maintenance records.
- Procedural changes to spill response and containment.
- Spill Reports for additional spills occurring in 2023, 2024 and 2025.
- Facility Response Plan (if available).
- Updated Spill Prevention, Control, and Countermeasure (SPCC) Plans.

2.2 Tenant Questionnaire and Notification

The AVCON/Earthology Team will coordinate with PBCDOA to obtain the latest tenant list. Earthology will update and distribute a questionnaire to verify the tenant's information,

identify the type of industrial activities that are currently being conducted in the leasehold, compile a preliminary list of the types of significant materials used and stored in the facility, and compile a preliminary list of Best Management Practices (BMPs) that are currently being employed by the new tenant. Tenants will also be requested to provide as-built connections, if needed.

Prior to the 2025 annual compliance inspections, AVCON will provide the DOA with the draft Tenant Notification of Inspection letter and NPDES Compliance Commitment Certificate. These documents will be reviewed and approved by DOA prior to distribution to the tenants and DOA Maintenance. The AVCON/Earthology Team will distribute the letter via email on behalf of the DOA. Emails will be tracked and notification by US mail will occur if no indication of tenant acknowledgement is received.

Assumptions:

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

2.3 Annual Site Compliance Inspections

The AVCON Team will conduct the 2025 annual site compliance inspections to coincide with the NPDES outfall inspections, and airports facility and tenant inspections for each Airport. During the annual site compliance inspections, the AVCON Team will:

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

2.4 Visual NPDES Permitted Drainage Structure Inspections

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



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

2.5 Tenant and DOA Facility Inspections

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

Assumptions:

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

2.6 Annual Compliance Inspection Report

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

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



- The NOI for each airport will be submitted to FDEP (\$500/airport).

Assumptions:

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

2.7 Tenant Compliance Coordination

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

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

Deliverables:

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

Task 3 - Training Workshop

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

Assumptions:

- DOA will provide a meeting space at each of the Airports at no cost to AVCON/Earthology;
- Two (2) training classes will be held after the annual compliance inspections are completed;
- The training classes will be approximately 1 - 1.5 hours in length including the test;
- One virtual training workshop will be held for all airports.



- One in person training workshop will be held at PBI Airport to adhere to the latest CDC Covid-19 guidelines.
- PowerPoint handouts will be reproduced for the in person training workshop based upon the number of industrial use tenants. Electronic files will also be provided.

Deliverables:

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

Task 4 – Compliance Follow up

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

Assumptions

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

Task 5 – Project Coordination

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

PROJECTSCHEDULE

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

PROJECT DELIVERABLES



Project Deliverables are as described in the above-mentioned Task 1 through 5. The NOI will be submitted to FDEP (\$500/airport).

PROJECT ASSUMPTIONS

1. In the event that the DOA and AVCON believe it to be in the best interests of the Project that additional inspection services, or additional services beyond what is provided in this scope of work be provided by AVCON a separate Task Authorization, which specifies the proposed scope of services to be performed, will be prepared.
2. The DOA will be responsible to provide all necessary information environmental documents preparation described in this proposal, and any other information that could be required.
3. DOA shall pay additional compensation associated with efforts not specified in this proposal, if required. AVCON will notify the DOA in advance if this situation arises.
4. The proposal, scope of work, schedule and cost estimate has been prepared according to the information provided by the DOA. These may be adjusted according to the requirements and progress of the project and any additional effort that may be required.
5. The cost of the proposal does not include any activity related to other permit applications/modifications not defined in this scope, amendments, mitigation, restoration, and laboratory analysis, permit or application fees, among others.
6. All environmental documents (reports) are subject to one round of review revisions by the DOA.

EXHIBIT 'B'

PROJECT DESCRIPTION: Environmental Compliance Services - PBC DOA Stormwater Pollution Prevention Plan (SWPPP) Update-2025

Date: December 2024 (Rev. 1)

PREPARED BY: Mark A. Waller

TASK NUMBER	TASK DESCRIPTION	Employee Classifications						SUB-TOTAL - LABOR	EXPENSES	TOTALS
		Senior Project Manager	QC Reviewer	Senior Civil Engineer	Project Engineer	Contract Administrator	Hours			
	Billing Rates Per Hour	\$216.00	\$252.00	\$163.00	\$102.00	\$101.00				
1	Task and Contract Document Development									
	Project Scoping, CSA Preparation & Subconsultant Coordination	7					7	\$1,512.00	\$1,512.00	
	Conduct Kick-off Meeting and provide Meeting Notes- Virtual	2		2		3	7	\$1,061.00	\$1,061.00	
2	Update 2020 SWPPP									
	Revise Graphics/Drawings for SWPPP (4 DOA Airports)	6	8	16	40	4	74	\$10,404.00	\$10,404.00	
3	Inspections and Document Preparation									
3.1	In-House Data Collection	2			6		8	\$1,044.00	\$1,044.00	
3.2	Tenant Questionnaire	2		2	2		6	\$962.00	\$962.00	
3.3-3.5	Annual Compliance, Visual NPDES Permitted Drainage Structures, Tenant & DOA Facility Inspections, Drainage Map Updates	4	6	8	32	2	52	\$7,146.00	\$7,146.00	
3.6	Annual Compliance Inspection Report	4	10	12			26	\$5,340.00	\$5,340.00	
3.7	Tenant Compliance Coordination	2		4			6	\$1,084.00	\$1,084.00	
4.0	Training Workshop			4			4	\$652.00	\$652.00	
5.0	Compliance Followup			4			4	\$652.00	\$652.00	
Tasks 1 thru 5 Subtotals		29	24	52	80	9	194	\$ 16,880.00	\$ -	\$16,880.00
	Client and Subconsultant Project Coordination									
	DOA and Subconsultant Coordination Meetings	4		4	8	4	20	\$2,736.00	\$2,700.00	
	Task Management and Subconsultant Coordination	10		16	8	8	42	\$6,392.00	\$6,400.00	
Client and Project Coordination Task Subtotal		14	0	20	16	12	62	\$ 9,128.00	\$ -	\$9,100.00
	Submit NOIs to FDEP							\$2,000.00		
Total Hours and Fee - AVCON, Inc.		43	24	72	96	21	256	\$ 38,985.00	\$2,000.00	\$40,985.00

Subconsultant Fees			
1	Total Subconsultant Fee - Earthology, LLC		\$ 159,714.16
	Total Subconsultant Expenses - Earthology, LLC		\$ 6,400.00

GRAND TOTAL AVCON AND EARTHOLGY FEE - BASIC ENGINEERING SERVICES **\$207,099.16**





Dated: November 20, 2024

To,

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

Re: SWPPP Compliance Environmental Services Proposal and Quote

Dear Mr. Mark Waller

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

Introduction

Currently there are four (4) active NPDES Multi-Sector General Permit (MSGP) Stormwater General Permits issued to the four (4) airports owned and operated by Palm Beach County. Each Palm Beach County Airport is required to have an FDEP NPDES Multi-Sector General Permit (MSGP) per Sector S-Airport Transportation Facilities of the permitting guidelines. The NPDES MSGP Permits for the Palm Beach County airports were renewed in December 2015. Renewals of the permits are required every five years to stay in compliance with the FDEP’s rules and regulations. As indicated in Part 4 of the Sector S Fact Sheet and Part 3 of the Sector S Permit Language a SWPPP, which provides details about discharges associated with industrial activity from vehicle/aircraft maintenance areas and/or equipment cleaning areas, is required as part of the NDPEs Multi-Sector Generic Permit. The following is the list of MSGP Stormwater general permits, that require inspections, reporting, training, and other compliance activities conducted for the next

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

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

This work assignment consists of complying with the current NPDES Multi-Sector Generic Permit for

Stormwater Discharge Associated with Industrial Activity (MSGP) Stormwater General Permit(s) issued to the four PBCDOA airports.

Additionally, this work assignment also includes update the Stormwater Pollution Prevention Plan (SWPPP) for each of the four (4) airports, required for the 2025 NPDES MSGP Permit for stormwater discharge associated with industrial activity.

SECTION 1 - SCOPE OF WORK

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

TASK 1 – Update the Stormwater Pollution Prevention Plan (SWPPP).

This task entails an update to the SWPPP for each airport, required in order to submit for a permit renewal of the each of the airport's NPDES MSGP Permit for stormwater discharge associated with industrial activity (Rule 62-621.300(5), F.A.C.). AVCON will update the Drainage maps for each airport, as required. This task also includes a Project Kickoff meeting.

TASK 2 - Compliance Inspections, Compliance Inspection Reports and Training

This task entails will conduct an annual permit compliance inspection of each industrial tenant and sub-tenants, fuel farms and PBCDOA maintenance facilities (PBI, only) at the four (4) Palm Beach County Airports (PBI ~ 61 inspections; LNA ~29 inspections; F45/NCO ~9 inspections; PHK – 2 inspections. [Note: many tenants have more than one facility/building]. This task includes conducting the 2025 annual compliance inspections, preparing the inspection forms, photographs, and preparing the Annual Compliance Inspection Reports for each airport. Each are detailed below.

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

- Updated contact information for the members of the SWPPP Team.
- Updated list of tenants and their contact information.
- Preventive maintenance records.
- Procedural changes to spill response and containment.
- Spill Reports for additional spills occurring in 2023, and 2024
- Facility Response Plan (if available).
- Update Spill Prevention, Control, and Countermeasure (SPCC) Plans.
- All the updated Drainage data based on any new construction

2.2 Tenant Questionnaire and Notification: Upon receipt of the List of Tenants and their contact information, Earthology will update and distribute a questionnaire to verify the tenant's information, identify the type of industrial activities that are currently being conducted in the leasehold; and compile a preliminary list of the types of significant materials used and stored in the facility, and compile a preliminary list of Best Management Practices (BMPs) that are currently being employed by the new tenant. All Tenants will also be requested to provide as-built connections that are new or proposed within 30 days of the notification. Tenants will so be

required to address their non-compliance issues/submit an action plan, and provide a detailed list of corrections, along with site photographic documentation. Tenants will be required to have their documentation signed by their designated general manager. Earthology will provide a spreadsheet to track correspondence with tenants for each airport. This spreadsheet will be finalized and included as an appendix in the Tenant Notification Binder deliverable.

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

Assumptions:

- PBCDOA will provide Safety Data Sheets (SDS) of significant materials for Airport operated facilities.
- Earthology will review the available as-built plans of new facilities constructed at all airports since the last Airport Layout Plan (ALP) and Drainage Master Plan updates at DOA's file room.
- AVCON will provide updates to Drainage and Basin Delineation Maps for all airports, as needed and based on conditions observed in the field.

2.3 Annual Site Compliance Inspections: The 2025 annual compliance inspections will be conducted by Earthology. These inspections will coincide with the NPDES outfall inspections (Task 1.4), and airports facility and tenant inspections (conducted by AVCON) for each Airport. The following items will be completed during this task:

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

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

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

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

The results of the drainage structure inspections will be documented in the Annual Compliance Inspection Report for each airport. Cost estimates for maintenance and repair activities are not

included in this scope of services and if necessary, will be performed under a separate task authorization.

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

Assumptions:

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

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

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

Assumptions/Deliverables:

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

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

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

Assumptions/Deliverables:

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

TASK 3 – Training Workshop

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

Assumptions/Deliverables:

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

TASK 4 – Compliance Follow up

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

Assumptions

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

TASK 5 – Project Coordination: This task involves coordination with AVCON and PBCDOA throughout the duration of the contract (i.e., phone calls, emails, meetings, etc.). This task also includes preparing monthly progress reports of the status of task activities, scheduling, file management and project management activities.

SECTION II – FEES

The lump sum fee (labor) to conduct this work is **\$159,714.16**. Expenses, which shall be billed separately based on cost, are estimated not to exceed **\$6,400.00**. Please refer to the proposed Labor/Fee Estimate.

SECTION III – ASSUMPTIONS/EXCLUSIONS

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



DOA 21-12 - 2025 - SWPPP Compliance - Labor / Fee Estimate - Earthology								
		Billig Rates	\$223.06	\$160.68	\$103.97			
		Project Manager	Sr. Env Scientist III	Env Scientist Level II	Total Hrs	Labor	Expenses	Total
Task	Task Description							
Palm Beach International Airport (PBI)		43	178	322	543	\$71,670.96	\$2,500.00	\$74,170.96
1	Update SWPPP	8	16	24	48	\$6,850.64		
2.1	In-House Data Collection	2	8	16	26	\$3,395.08		\$3,395.08
2.2	Tenant Questionnaire and Notification	2	0	18	20	\$2,317.58		\$2,317.58
2.3-2.5	Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA	8	60	72	140	\$18,911.12		\$18,911.12
2.6	Annual Compliance Inspection Report	12	32	80	124	\$16,136.08		\$16,136.08
2.7	Tenant Compliance Coordination	2	20	32	54	\$6,986.76		\$6,986.76
3	Training Workshop	2	8	24	34	\$4,226.84		\$4,226.84
4	Compliance Follow-Up	7	34	56	97	\$12,846.86		\$12,846.86
North County General Aviation Airport (F45)		19	39	102	160	\$21,109.60	\$1,300.00	\$22,409.60
1	Update SWPPP	4	8	16	28	\$3,841.20		
2.1	In-House Data Collection	2	1	2	5	\$814.74		\$814.74
2.2	Tenant Questionnaire and Notification	2	0	7	9	\$1,173.91		\$1,173.91
2.3-2.5	Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA	1	6	14	21	\$2,642.72		\$2,642.72
2.6	Annual Compliance Inspection Report	4	12	28	44	\$5,731.56		\$5,731.56
2.7	Tenant Compliance Coordination	1	0	6	7	\$846.88		\$846.88
3	Training Workshop	1	2	4	7	\$960.30		\$960.30
4	Compliance Follow-Up	4	10	25	39	\$5,098.29		\$5,098.29
Palm Beach County Park Airport (LNA)		32	86	189	307	\$40,606.73	\$1,700.00	\$42,306.73
1	Update SWPPP	6	16	8	30	\$4,741.00		
2.1	In-House Data Collection	4	4	12	20	\$2,782.60		\$2,782.60
2.2	Tenant Questionnaire and Notification	1	0	11	12	\$1,366.73		\$1,366.73
2.3-2.5	Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA	6	32	40	78	\$10,638.92		\$10,638.92
2.6	Annual Compliance Inspection Report	6	30	40	76	\$10,317.56		\$10,317.56
2.7	Tenant Compliance Coordination	2	0	35	37	\$4,085.07		\$4,085.07
3	Training Workshop	1	2	16	19	\$2,207.94		\$2,207.94
4	Compliance Follow-Up	6	2	27	35	\$4,466.91		\$4,466.91
Palm Beach County Glades Airport (PHK)		11	12	61	84	\$10,723.99	\$900.00	\$11,623.99
1	Update SWPPP	3	4	10	17	\$2,351.60		\$2,351.60
2.1	In-House Data Collection	1	1	1	3	\$487.71		\$487.71
2.2	Tenant Questionnaire and Notification	1	0	4	5	\$638.94		\$638.94
2.3-2.5	Annual Compliance, Visual NPDES Permitted Drainage Structure, Tenant and DOA Facility Inspections	1	3	8	12	\$1,536.86		\$1,536.86
2.6	Annual Compliance Inspection Report	1	2	16	19	\$2,207.94		\$2,207.94
2.7	Tenant Compliance Coordination	1	0	7	8	\$950.85		\$950.85
3	Training Workshop	1	1	2	4	\$591.68		\$591.68
4	Compliance Follow-Up	2	1	13	16	\$1,958.41		\$1,958.41
5	Project Coordination	58	14	4	76	\$15,602.88	\$0.00	\$15,602.88
	Coordination	10	4	4	18	\$3,289.20		\$3,289.20
	Project Status Report	40	8	0	48	\$10,207.84		\$10,207.84
	Agency Coordination	8	2	0	10	\$2,105.84		\$2,105.84
Total Quote		163.00	329.00	678.00	1170.00	\$159,714.16	\$6,400.00	\$166,114.16



PALM BEACH COUNTY DOA GENERAL CONSULTING SERVICES

EXHIBIT A-2

Task I-25-PBI-AV-018 PBI Burrowing Owl Survey and Mitigation Environmental Services
2025

Palm Beach International Airport (PBI)

OVERVIEW

The Palm Beach County Department of Airports (DOA) has requested that AVCON, Inc. (AVCON) provide services related to the Task I-25-PBI-AV-018 2025 Burrowing Owl Mitigation Environmental Services at the Palm Beach International Airport (PBI). This assignment consists of conducting a field survey to identify and locate the burrows and then scoping and collapsing up to fifty (50) burrowing owl burrows located within the Runway Safety Areas (RSAs) and Taxiway Safety Areas (TSAs) at the Palm Beach International Airport (PBI). AVCON will provide maps with the RSA/TSA limits to Earthology which will be utilized during the site visits. AVCON will provide project management and will assist with the coordination and scheduling for the burrow survey and the burrow video scoping and nest collapsing effort. Earthology will conduct a field survey within the RSAs and TSAs and will scope and collapse the owl burrows and prepare the required Migratory Bird Depredation - Annual Report. AVCON will conduct miscellaneous task management and administration for this assignment. The extents of the full project scope is further described in the attached Earthology Scope of Work.

PROJECT TEAM

The Project Team for this task includes:

Firm Name (CONSULTANT/SUBCONSULTANT)	Type of Services
AVCON, Inc. (CONSULTANT)	Project Management/Coordination/Scheduling Site Visits/ within the PBI AOA
Earthology, LLC (SUBCONTRACTOR)	Environmental Services

ESTIMATED DURATION/SCHEDULE

After receipt of a Notice to Proceed, the AVCON Team is scheduled to complete this project within 180 Calendar Days after the date of the Project Kickoff Meeting, assuming that there are no more than a total of fifty (50) Burrowing Owl burrows found within the PBI RSA and TSA areas.

PROJECT ASSUMPTIONS

1. Due to the unknown nature and the full extents of the work necessary to complete this assignment, this project is proposed to be performed under a time and material (T&M) basis. The estimated T&M fee of the CONSULTANT and SUBCONTRACTOR, Earthology LLC, is

- based on an estimated total number of fifty (50) Burrowing Owl nests located within the PBI RSA and TSA areas. CONSULTANT's hours to assist SUBCONSULTANT during burrow scoping and burrow collapse is contingent dependent upon DOA staffing and availability.
2. The assignment will be conducted within the PBI Aircraft Operations Area (AOA). The DOA staff will escort Earthology representatives inside the PBI AOA and while conducting the initial burrow survey and while performing the burrow/nest video scoping and collapse work inside the PBI AOA.
 3. The Project Kick-off Meeting will be a virtual meeting conducted via Teams or other mutually agreed upon virtual meeting platform.
 4. DOA staff to provide all necessary materials, manpower, and equipment required to back fill and restore the anticipated fifty (50) Burrowing Owl borrow sites (i.e. fill in the burrows) after Earthology Biologists have collapsed the burrows. FWC specifications recommend "pea rock, thick sod, gravel, or other similar resistant substrate over exposed fill" for filling in the burrows. Should the video scoping effort not detect any eggs or flightless young due to the configuration of the burrow (i.e., meandering burrow and/or obstruction), and eggs and/or flightless young are discovered during the burrow collapsing effort, the burrow will be re-constructed by Earthology Biologists.
 5. The DOA will prepare and submit the Migratory Bird Depredation Permit to the USFWS.
 6. In the event that the DOA and AVCON believe it to be in the best interests of the Project that additional inspection services, or additional services beyond what is provided in this scope of work be provided by AVCON, a separate Task Authorization, which specifies the proposed additional scope of services to be performed, will be prepared and submitted for approval and execution.

EXHIBIT B FEE SCHEDULE & BREAKDOWN

Labor/Fee Estimate Summary - CONSULTANT (AVCON, INC.) - Task I-25-PBI-AV-018: PBI Burrowing Owl Mitigation Environmental Services 2025

Date: January 2025

Billing Rate:	\$ 252	\$ 252	\$ 216	\$ 166	\$ 163	\$ 102	\$ 103	\$ 101
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Task Description	Labor Estimate (Hours)									Fee Estimate (\$)			
	Principal	QC Reviewer	Sr. Project Manager	Project Manager	Senior Civil Engineer	Project Engineer	Senior CADD Designer	Contract Administrator	Total Hours	Labor	Expenses	Total	
Task I-25-PBI-AV-018													
Project Scoping, Kick Off Meeting and Coordination	Total	0	0	42	0	11	6	6	12	77	\$13,307	0	\$13,307
Project Scoping & Setup, Subconsultant Coordination & Invoicing QC			14					4	18	\$ 3,428	\$ -	\$ 3,428	
Kick-off Meeting & Meeting Notes			2		1			2	5	\$ 797	\$ -	\$ 797	
Coordination with DOA			10			6			16	\$ 2,772	\$ -	\$ 2,772	
Prepare PBA Maps with RSA/TSA Limits and Dimensions			2				6		8	\$ 1,050	\$ -	\$ 1,050	
Overall Task Management			8		10			6	24	\$ 3,964	\$ -	\$ 3,964	
QC Subconsultant Migratory Bird Depredation - Annual Report			6						6	\$ 1,296	\$ -	\$ 1,296	
										\$ -	\$ -	\$ -	
Total T&M Fee - AVCON, INC.													\$13,307
Subconsultant Fees													
Total Estimated Subconsultant Fee - Earthology (T&M)			\$ 66,370.38										
Total Estimated Subconsultant Material and Expenses - Earthology (T&M)			\$ 524.00										
Total Estimated N.T.E. Fee and Materials - Subconsultant (Earthology LLC)			\$ 66,894.38										
GRAND TOTAL AVCON PLUS SUBCONSULTANT N.T.E. FEE - BASIC ENGINEERING SERVICES			\$ 80,201.38										

Prepared by: AVCON, INC.





Dated: December 30, 2024

To,
Stephanie Lopez Cruz, PE.
AVCON, Inc
6853 SW 18th Street,
Boca Raton, Florida 33433

Re: 2025 PBI Burrowing Owl Environmental Services Proposal and Quote

Dear Stephanie

Earthology LLC is pleased to submit the Proposal and Quote for Burrowing Owl survey and management, at the Palm Beach International Airport (PBI). Florida burrowing owls (*Athene cunicularia floridana*) are state-listed as threatened and protected from harm, harassment, and possession under state Rules F.A.C. Rule 68A-27.003(a), and 68A-27.001(4). Burrowing owl nests, eggs, and young are also protected under the Migratory Bird Treaty Act. Pursuant to F.A.C., Rule 68A-9.012. Federal Migratory Bird Treaty Act, state Rule 68A-16.001, F.A.C., and state Rule 68A-4.001, F.A.C. As per the surveys conducted by PBC-DOA staff during the month of October 2023, there were a total of forty-six (46) burrowing owl burrows that were identified within the airport's Runway Safety Areas (RSA) and Taxiway Safety Areas (TSA).

- The year 2024, no Burrowing Owl Survey information was recorded, and as such, Earthology is submitting this scope of work based on an Assumption that there are fifty (50) burrows.
- The quote is calculated for work starting February of 2025 and extending up to the end of the breeding season at the end of July 2025. Any lingering active nests will also have to be monitored, and burrows collapsed post breeding season.

Please note that any burrows that are presently within the RSA/TSA may potentially cause disturbances to airport safety and/or be impacted themselves. Pursuant to F.A.C., Rule 68A-9.012 Take of Wildlife on Airport Property, any burrows located within airport RSA or TSA zones are not regulated by Florida Fish and Wildlife Conservation Commission (FWC), instead, are regulated by the United States Fish and Wildlife Service (USFWS) through PBI's existing USFWS Depredation Permit (#MB673729-0). Therefore, we understand a FWC permit will not be required for this effort and is not included in this proposal.

This nesting season 2024 – 2025, the surveys and mitigation activities will start in February 2025, surveys and burrow collapse will take place in the remainder of the month of February (Pre-Breeding season), and will continue until the end of the July 2025 (Breeding season end).

Earthology's specific scope of services for the PBI burrowing owl Survey and Mitigation services is presented below.

I. SCOPE OF SERVICES

Task 1 - Burrowing Owl Survey, Video Scope, and Collapse

1.1 RSA and TSA Burrow Survey and Impact Determination

Earthology will perform daytime field surveys to assess the number of burrows that fall inside RSA and TSA areas. All identified burrows within the RSA and TSA areas will require video scoping and collapsing. At each safety area location identified by the PBC-DOA, a survey of all burrows within the vicinity will be conducted in accordance with FWC Species Conservation Measures and Permitting Guidelines for the Florida Burrowing Owl (February 2018). Earthology biologists will document the location, number of

potentially occupied burrows, abandoned burrows, and number of adult owls/pairs observed. Earthology will confirm all burrows being video scoped/collapsed fall under the USFWS Depredation Permit by measuring the distance of the burrow to the TSA/RSA limits. Digital photography and GPS waypoints will be used to record observations and onsite locations. Each located burrow will be marked with a stake and numbered. AVCON will provide the TSA and RSA areas in digital format (i.e., dgn and/or shapefile) to Earthology prior to this field effort. If digital information of known burrows are not provided to Earthology prior to surveying all known burrows will be clearly marked in the field.

Assumptions:

Surveys will be conducted by Earthology staff each time they are in the area. This will help identify all the active nests, as the season advances.

1.2 Burrow Video Scoping and Collapse

It is assumed the burrows falling within airport runway and taxiway safety areas and therefore under the existing USFWS depredation permit, will be video scoped and then collapsed. Burrows that fall outside of the TSA and RSA areas will remain and impacts to them should be avoided. The purpose of the video-scoping is to determine if eggs or flightless young are present prior to burrow collapse. If eggs or flightless young are not present (inactive burrow), then the burrow will be collapsed by Earthology biologist(s).

- Inactive burrows may be collapsed under the existing depredation permit. However, active burrows (containing eggs and/or flightless young) cannot be collapsed under this permit.
- Should burrows with eggs or flightless young be encountered, these burrows must remain undisturbed until the young have fledged and a 33-foot 'no entry' buffer staked around the burrow.
- *In the event that leaving an active burrow will result in a public safety hazard, coordination with, and/or an additional permit from, the USFWS is required.*
- If the video scope cannot detect eggs or flightless young due to burrow configuration (i.e., meandering, obstruction), and eggs and flightless young are revealed during the burrow collapse effort, the burrow will be re-constructed by Earthology following FWC protocols. Burrow scoping and collapsing procedures will be consistent with protocols established by FWC.

(a) Pre-Breeding Season: The burrow collapsing effort should occur following or prior to the breeding season, February 15-July 10, to reduce the chances of encountering chicks/eggs within the burrows. This effort will include scoping and collapsing up to a maximum of fifty (50) burrows at PBI. Should more than fifty (50) burrows occupy the safety areas, the scoping/collapsing of the additional burrows will be considered additional services. This task requires coordination with AVCON and PBC-DOA to schedule and obtain airport airfield escort/access for the activities proposed in this scope of services. It is assumed the PBC-DOA will escort Earthology staff to the various runway and taxiway safety areas.

(b) Breeding Season: Once the breeding season is in effect, inactive burrows may be collapsed under the existing depredation permit. However, active burrows (containing eggs and/or flightless young) cannot be collapsed under this permit. Should burrows with eggs or flightless young be encountered, these burrows must remain undisturbed until the young have fledged and a 33-foot 'no entry' buffer staked around the burrow.

A Bi-weekly survey will be scheduled for all the active burrows. Status of the burrow and its progress will be documented every two (2) weeks for "Specific" active burrow, until the young have fledged. Please note: Not All the burrows need a bi – weekly survey. The survey schedule depends on what stage the particular burrow is in. When close to the fledging stage, burrows have to be monitored so that they can be collapsed as soon as the young have fledged. The burrow(s) will be collapsed and filled as per the FWC protocols.

1.3 Summary of Results and Annual Report for the USFWS Depredation Permit Renewal

Earthology will prepare a summary table documenting the results of the safety area survey, video scoping, and collapsing effort. This summary will include a GIS map depicting the locations of the documented burrows and their status (i.e., active/inactive, collapsed/remaining, eggs/young observed). This summary will be provided to AVCON for review and submittal to PBC-DOA. This task also involves preparing the Annual report using the USFWS Migratory Bird Depredation - Annual Report (Form 3-202-9). The annual report will be used by the client to apply for the depredation permit renewal. PBC-DOA will be responsible for providing additional documentation as per the USFWS Migratory Bird Depredation permit (Form 3-200-13 (Rev. 01/2020)).

II. Task 2 - SCHEDULE AND COORDINATION

Upon receipt of project authorization, preparation of work activities will begin. We understand that our work effort will be coordinated with AVCON and Point of Contacts for the PBI airport. Task 1.1 will begin based on authorization from AVCON and will be completed within **one hundred and eighty (180) calendar days**. The mitigation efforts are anticipated to be completed by July 30, 2025. Any additional delays due to late nesting birds will be coordinated as needed.

The Project Manager will coordinate/communicate directly among the local AVCON project manager, Point of Contact at PBI, and the expert biologists before, during and after the field works.

III. FEES

Our Proposed Time & Material (T&M) fee for the proposed scope of services (labor) is \$66,370.38 and expenses are \$524.00.

It is estimated the survey will be spread out in 2 – 4-hour intervals, over a period of 26 weeks. Scoping and collapsing effort are estimated to require up to eighty hours (80 hours), as some of the surveying efforts in this line-item overlap with the survey in Task 1.1.

Scoping and collapsing more than 50 burrows will be considered additional services not included in this proposal. Fees may need to be adjusted based on the need to conduct nighttime work, poor weather conditions and/or the need for additional field survey time. Invoices will be submitted on a monthly basis and will be due upon receipt.

This estimate is subject to modification depending on additional information provided by the Client and/or other pertinent information. If field work is stopped due to safety concerns, access limitations, or inclement weather, additional fees may apply.

IV. ASSUMPTIONS

The scope of services described in this proposal are contingent upon the assumptions listed below. Should conditions contrary to those assumptions occur, additional services and fees will be required.

- AVCON will provide any required project files of airport safety areas (i.e., shapefiles/dgn files).
- PBC-DOA will provide Earthology with airfield access and escorting services, as required.
- Burrowing owl survey, scoping, and collapsing effort will occur during daylight hours. A minimum of eight (8)- hour continuous time blocks during daylight hours should be available to complete the initial survey, and burrow scoping/collapsing, respectively.
- Up to eight (8) days is estimated to survey, video scope, and collapse 50 burrows. More than 50 burrows will be considered additional services and additional costs.



- During the active Breeding season, burrows will be marked and surveyed regularly to determine their status. These surveys can take a minimum of one (1) hour to a maximum of (6) hours, Duration of the surveys are dependent upon how many burrows require scoping and the status of the burrows being surveyed.
- It is assumed PBI/PBC-DOA possesses a valid USFWS permit authorizing take, temporary possession, and transportation of migratory birds within these areas.
- It is assumed all burrows to be surveyed and/or collapsed fall within airport safety areas, so a FWC Incidental Take permit is not required.
- This effort does not include obtaining/renewing the USFWS Permit.
- PBI/PBC-DOA shall provide a copy of all permits received from USFWS pertaining to the burrowing owl.
- The filling of the collapsed burrows will be conducted by the PBC-DOA staff and will be completed according to the FWC guidelines.
- It is assumed that the PBC-DOA staff will accomplish the filling of the collapsed burrows, immediately following the collapse of the burrows, without any delay in time.
- Any additional work that has to be conducted will be scheduled after coordination with the client, and after our current tasks have been completed, and our targets have been accomplished.
- This scope of work may be adjusted according to the requirements and project's progress as well as any additional effort required.
- Earthology will not be responsible for any damage and/or negative impact that could be caused during construction and Best Management Practice (BMP) implementation by PBC-DOA, AVCON and/or Subcontractors.

Please accept our sincere gratitude for considering Earthology for this Task. Please do not hesitate to contact the undersigned at (561) 315-1085 with any questions or concerns.

Sincerely,

Bijaya "BJ" Kattel, Ph. D.

Natural Resources Manager

Email: Bijaya.Kattel@earthology.info

Earthology LLC | 1700 Palm Beach Lakes Blvd, Suite 730 | West Palm Beach, FL 33401



PBI Burrowing Owl Management – Labor/Fee Estimate

Earthology - 2025 Burrowing Owl Mitigation - Spring 2025								
Labor Categories	PM	PM	Sr. Sci	Sr. Sci	Staff Scientist - III	Staff Scientist - III	Total Hours	Quote
<i>Rates /Hr.</i>	\$223.06	\$223.06	\$184.97	\$184.97	\$160.68	\$160.68		
Task								
1.1	13	\$2,899.78	36	\$6,658.92	36	\$5,784.48	85.00	\$15,343.18
1.2 (a) and 1.2 (b)	40	\$8,922.40	50	\$9,248.50	50	\$8,034.00	140.00	\$26,204.90
1.3	10	\$2,230.60	40	\$7,398.80	40	\$6,427.20	90.00	\$16,056.60
2	30	\$6,691.80	6	\$1,109.82	6	\$964.08	42.00	\$8,765.70
							Total Labor	\$66,370.38
							Mileage (800 Miles @0.655/Mi)	\$524.00
							TOTAL QUOTE	\$66,894.38

EXHIBIT B
Detailed Fees, Expenses, and Payments

Exhibit B – Detailed Fees, Expenses
And Payments

B-1

**EXHIBIT B-I
SUMMARY OF FEES**

• **1. Level I Tasks:**

The total amount to be paid by the COUNTY to the CONSULTANT for the Task Level I project described in Exhibit “A-1” and Exhibit “A-2,” including labor and direct costs, shall not exceed **Two Hundred Eighty-Seven Thousand Three Hundred Dollars and Fifty-Four Cents (\$287,300.54)** as shown in Table 1 below.

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

Task No.	Task Description	Lump Sum Amount	T&M Amount	Reimb. Expenses	Total Cost
I-25-DOA-AV-016	2025 SWPPP Update and Annual Compliance Inspections	\$198,699.16	---	\$8,400.00	\$207,099.16
I-25-PBI-AV-018	PBI Burrowing Owl Survey and Environmental Mitigation	\$13,307.00	\$66,370.38	\$524.00	\$80,201.38
Grand Total		\$212,006.16	\$66,370.38	\$8,924.00	\$287,300.54

PALM BEACH COUNTY GENERAL CONSULTING SERVICES

EXHIBIT C

Proposed Schedules

TASK DESCRIPTION	Duration
TASK I SERVICES	
Task I-25-DOA-AV-016: 2025 SWPPP Update and Annual Compliance Inspections	<u>300</u> Calendar Days
Task I-25-PBI-AV-018: PBI Burrowing Owl Mitigation Environmental Services-2025	<u>180</u> Calendar Days

PALM BEACH COUNTY GENERAL CONSULTING SERVICES

EXHIBIT D

OEBO SCHEDULES 1 & 2

OEBO SCHEDULE 1

SOLICITATION/PROJECT/BID NAME: Airport General Engineering Consulting Services
 SOLICITATION OPENING/SUBMITTAL DATE: October 28, 2021

SOLICITATION/PROJECT/BID NO.: DOA 21-12 (Amendment #6)
 COUNTY DEPARTMENT: Department of Airports

Section A PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT* ON THE PROJECT:

NAME OF PRIME RESPONDENT/BIDDER: AVCON, Inc. ADDRESS: 555 East Michigan Street, Suite 200 Orlando, FL 32822
 CONTACT PERSON: Sandeep Singh PHONE NO.: (407) 599-1122 E-MAIL: ssingh@avconinc.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$60,665
 *SMWBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE MBE WBE SBE

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

Subcontractor/Sub consultant Name	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK					
	Non-SBE	MBE	WBE	SBE	Black	Hispanic	Women	Caucasian	Asian	Other
		Minority Business	Women Business	Small Business						
1. Earthology, LLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	\$233,008.54	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____

(Please use additional sheets if necessary)

Total

\$233,008.54

Total Bid/Offer Price \$ 287,300.54

Total Certified S/M/WBE Participation \$ 233,008.54

I hereby certify that the above information is accurate to the best of my knowledge: Digitally signed by Sandeep Singh
Date: 2025.01.06 14:15:56 -05'00' President

Name & Authorized Signature Title

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

OEBO LETTER OF INTENT – SCHEDULE 2

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

SOLICITATION/PROJECT NUMBER: DOA 21-12 Amendment #6

SOLICITATION/PROJECT NAME: 2025 DOA SWPPP Update & Annual Compliance Inspections and PBI Burrowing Owl Mitigation Environmental Services - 2025

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

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 1/18/2021

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

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

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

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Environmental Services-PBI Burrowing Owl Survey & Mitigation 2025				\$66,894.38/83.4%
2	Environmental Services - 2025 DOA SWPPP Updates & Annual Compliance Inspections				\$166,144.16/80.2%

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$233,008.54/81.10%

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

_____ Price or Percentage: _____

Name of 2nd/3rd tier Subcontractor/subconsultant

AVCON, INC.

Print Name of Prime
Digitally signed by Sandeep Singh
By: Date: 2025.01.06 14:16:55 -05'00'
Authorized Signature

Sandeep Singh, PE


Print Name

President

Title

Date: 1/6/2025

Earthology, LLC

Print Name of Subcontractor/subconsultant
By: 
Authorized Signature

Prajakta Kamthe

Print Name

President

Title

Date: 1/3/2025

PALM BEACH COUNTY GENERAL CONSULTING SERVICES

EXHIBIT E

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/4/2024

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

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


PRODUCER Hylant - Orlando 1025 Greenwood Boulevard Suite 285 Lake Mary FL 32746		CONTACT NAME: Veronica Roldan PHONE (A/C No. Ext): 407-740-5550 E-MAIL ADDRESS: orlandocommercial@hylant.com FAX (A/C No): 4078783246	
INSURED Avcon, Inc. 5555 East Michigan Street Suite 200 Orlando FL 32822		License#: 23894 AVCOINC-01	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Admiral Insurance Company	
		INSURER B : Travelers Indemnity Co of Amer	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 969484080 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	6807S607425	10/6/2024	10/6/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 50,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BA7S607609	10/6/2024	10/6/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$ 1,000,000
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP007S607855	10/6/2024	10/6/2025	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB7S607763	10/6/2024	10/6/2025	<input checked="" type="checkbox"/> PER STATUTE	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Professional & Pollution Liab			EO000047468-07	10/6/2024	10/6/2025	Each Claim Aggregate	\$5,000,000 \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Palm Beach County Board of County Commissioners is included as an additional insured with respect to the General Liability policy when required by written contract. Waiver of subrogation applies in favor of the additional insured. Workers Compensation coverage applies for the State of FL.

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners Insurance Compliance c/o EBIX Inc. PO Box 100085 - DX Duluth GA 30096	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Contract History



PALM BEACH COUNTY DEPARTMENT OF AIRPORTS
 PROFESSIONAL SERVICES AGREEMENT WITH AVCON, INC. FOR AIRPORT GENERAL CONSULTING SERVICES
 CONTRACT HISTORY
 CONTRACT NO. DOA 21-12- R2022-1029

CONTRACT NO.
 DATE APPROVED BY BCC
 ORIGINAL CONTRACT AMOUNT
 SBE COMMITMENT

R2022-1029
 9/13/2022
 \$796,697.19
 37.75%

AGREEMENT	BCC APPROVAL DATE	RESOLUTION NUMBER	BCC APPROVED AMOUNT	TASK I AMOUNT	TASK I SBE COMMITMENT	TASK II Budget	TASK II APPROVED	TASK III SBE COMMITMENT	AGREEMENT ADJUSTMENT	CONTRACT AMOUNT	DOA APPROVED AMOUNT TO DATE (including Task II)	DESCRIPTION
ORIGINAL CONTRACT	9/13/2022	R2022-1029	\$796,697.19	\$546,697.19	\$323,937.19	\$250,000.00	\$248,578.35	\$131,747.59	\$0.00	\$796,275.54	\$795,275.54	DOA 2023 Annual SWPPP Compliance Monitoring, Insp., & Training Services (Task I-22-DOA-AV-001); 2022 Annual Airports Facilities Inspections (Task I-22-DOA-AV-002); and Task III 2022 PBI Burrowing Owl Mitigation (Task III-22-DOA-AV-003), 2022 LNA & PHK Burrowing Owl Mitigation (Task III-22-DOA-AV-004), PBI Terminal Finishes Refurbishment Study (Task III-22-DOA-AV-006), Miscellaneous Planning Support Services (Task III-22-DOA-AV-007 and 009)
AMENDMENT 1	10/3/2023	R2023-1441	\$449,162.39	\$440,162.39	\$205,303.38	N/A	N/A	N/A	\$0.00	\$440,162.39	\$1,244,437.92	Palm Beach International Airport (PBI) Air Handler Unit (AHU) Replacement - Phase 2 Project Design Services (Task I-23-PBI-AV-005)
AMENDMENT 2	12/19/2023	R2023-1858	\$328,772.90	\$76,772.90	\$63,685.00	\$250,000.00	\$59,080.95	\$13,312.00	\$0.00	\$135,833.85	\$1,380,271.77	Palm Beach International Airport (PBI) 2023 Burrowing Owl Mitigation Environmental Services (Task I-23-PBI-AV-008) and Task III Services - PBI Economy Parking Lot Rehab - Planning Definition Study (Task III-24-PBI-AV-011), Assessment of FPL Emergency Generator System Design (Task III-24-PBI-AV-013), PBI Baggage Claim Condensation Mitigation PD Study (Task III-24-PBI-AV-014), Record Drawing Scanning (Task III-24-PBI-AV-015), Primary R/W Supplemental Justification for F45 (Task III-24-DOA-AV-016).
AMENDMENT 3	1/23/2024	R2024-0044	\$156,049.37	\$156,049.37	\$132,407.37	N/A	N/A	N/A	\$0.00	\$156,049.37	\$1,536,321.14	DOA 2024 Annual SWPPP Compliance Monitoring, Insp., and Training Services (Task I-23-DOA-AV-010)
AMENDMENT 4	7/2/2024	R2024-0757	\$174,678.26	\$174,678.26	\$114,013.26	N/A	N/A	N/A	\$0.00	\$174,678.26	\$1,710,999.40	PBI Terminal and Concourses A & C Fire Alarm Strobe Synchronization Project Design Services (Task I-24-PBI-AV-012).
AMENDMENT 5	8/20/2024	R2024-0923	\$0.00	\$0.00	N/A	N/A	N/A	N/A	\$0.00	N/A	\$1,710,999.40	Exercise first one (1) year contract renewal option
AMENDMENT 6	Pending	R2025-XXXX	\$287,300.54	\$287,300.54	\$233,008.54	N/A	N/A	N/A	\$0.00	\$287,300.54	\$1,998,299.94	DOA 2025 Annual SWPPP Update and Compliance Monitoring, Insp., and Training Services (Task I-25-DOA-AV-016) and PBI Burrowing Owl Survey and Environmental Mitigation Services (Task I-25-PBI-AV-018)
TOTALS			\$2,190,660.64	\$1,690,660.64	\$1,072,365.54	\$500,000.00	\$307,639.30	\$145,059.59	\$0.00	\$1,998,299.94	\$1,710,999.40	

*Total SBE participation per amendn 48.95%
 SBE Participation Amendment 6 81.10%