



BOARD OF COUNTY COMMISSIONERS

DATE: September 23, 2014

AGENDA ITEM NO. 15

Consent Agenda ☐

Regular Agenda ☒

Public Hearing ☐

County Administrator's Signature:

Subject:

Approval of Final Negotiated Agreement - Consultant Services for Airport Improvement Projects - St. Pete-Clearwater International Airport
Contract No. 112-0413-CN (RM)

Department:

Department of Environment & Infrastructure - Airport /
Purchasing

Staff Member Responsible:

Noah Lagos / Candy Mancuso

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE FINAL NEGOTIATED AGREEMENT WITH MICHAEL BAKER, JR., INC (MICHAEL BAKER), TAMPA, FLORIDA FOR CONSULTANT SERVICES FOR AIRPORT IMPROVEMENT PROJECTS - ST. PETE-CLEARWATER INTERNATIONAL AIRPORT (AIRPORT).

IT IS FURTHER RECOMMENDED THE CHAIRMAN SIGN THE AGREEMENT AND THE CLERK ATTEST.

Summary Explanation/Background:

On October 16, 2012 the Board, in accordance with Consultant Competitive Negotiation Act (CCNA) policy, approved the ranking of ten (10) firms to provide a wide range of professional services to assist the Airport in the implementation of Capital Improvement Projects (CIP) for rehabilitations and improvements to Taxiways; Aprons; the Terminal Building; and conversion of Runway 9-27 into a Taxiway. More specifically, as consultant services are needed for each of the projects outlined in the Request for Proposal, staff will negotiate a contract for one firm to provide design services and another firm to provide construction administration services. The services shall be carried out in accordance with Federal Aviation Administration (FAA) regulations, ordinances, and policies.

This project, presented for Board consideration, pertains to design services for Terminal Improvements. An agreement has been negotiated by staff with Michael Baker to provide design services for Terminal Improvements Phase III (Gates 7-10) Building Addition. The work will result in complete and ready to build construction plans and specifications for a terminal building designed specifically for Airport, Passenger, Airline and Retail Tenant use to expand the existing passenger holding area for the purpose of improving the service capabilities of the terminal and improve passenger service. The proposed improvements include, but are not limited to, the design of a 10,000 – 12,000 square foot addition contiguous to the existing Gates 7-10 passenger holding areas and the existing Airport Terminal and apron. The building will include accommodation of seating for a minimum of 750 passengers and will be integrated into the Airport's future conceptual terminal-expansion-options.

The agreement shall remain in effect for Eight Hundred (800) consecutive calendar days from the commencement date on the Notice to Proceed.

Fiscal Impact/Cost/Revenue Summary:

The lump sum not to exceed negotiated price for design services is \$878,691.50 including basic reimbursable services and contingency.

Funding for this project is provided by the Capital Improvement Program: Airport Capital Projects Program, Transportation Function.

Exhibits/Attachments:

Agreement
Project Financial Overview

PROFESSIONAL SERVICES NON-CONTINUING SERVICES SAMPLE AGREEMENT

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**SECTION 1
INTENT OF AGREEMENT**

**AGREEMENT FOR PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES FOR
112-0413-CN – CONSULTANT SERVICES FOR AIRPORT IMPROVEMENT PROJECTS – ST
PETE-CLEARWATER INTERNATIONAL AIRPORT**

THIS AGREEMENT, entered into on the ____ day of _____, 2014, 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 MICHAEL BAKER, JR, INC. with offices in TAMPA, FLORIDA hereinafter referred to as the CONSULTANT.

WITNESSETH, That:

WHEREAS, the COUNTY requires Professional Consulting Services for associate with PIE Terminal Improvements Phase III (Gates 7-10) Building Design Services being hereinafter referred to as the PROJECT; and

WHEREAS, the COUNTY desires the CONSULTANT provide PROFESSIONAL ARCHITECTURAL/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:

The St. Pete Clearwater International Airport intends to construct a 10,000-12,000 square foot addition contiguous to the existing Gates 7-10 passenger holding areas and the existing Airport Terminal and apron, entitled Terminal Improvements Phase III (Gates 7-10). It is understood that the preliminary budget of the proposed Airport Terminal Improvements Phase III (Gates 7-10) Building Addition is \$5,000,000.00-\$6,500,000.00 from which all Architectural and Engineering building-design, required demolition/renovation of required existing space, new construction, integration and expansion of the existing HVAC chiller plant, administration, and contingencies must be funded. The scope of work will also include the renovation of the Baggage Claim Restrooms the Wick Wing Second Floor Restrooms, and the Second Floor Restaurant Restrooms (possible alternate). Site work is limited to the area contiguous to the proposed project required for tie-in/re-grading of the apron, and modification of the storm water, utilities, existing infrastructure, and aircraft-apron hardstands tie-in; the site work-civil engineering will be completed under a separate contract as part of the Apron Improvements, however both projects will be bid together and the design of the building addition and apron work will need to be coordinated to ensure both the building and apron design are fully integrated. This project will need to be integrated and dove tailed to seamlessly fit into future terminal improvement projects, such as the future "T" terminal project, or the proposed second floor terminal above the baggage claim option as outlined in the Airport's current Master Plan. The new Terminal Addition shall be flexible in design and layout to accommodate various potential future additions, and graphically illustrated in plan view to depict how this will be accommodated, such that the new terminal addition doesn't become a future "throwaway". The fees for the services for the design phase services, as outlined in Exhibit "A" and in Exhibit "B" both dated June 17, 2014, will be performed as a Lump Sum Agreement and Attachment 1 Federal Requirements.

All required permits for the building design shall be obtained by the Consultant. Plans shall be prepared in accordance with Pinellas County Requirements for AutoCAD. Exhibit A dated June 17, 2014, Scope of Services is attached.

a) Required Deliverables

- AutoCAD and pdf files 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 Architect or Engineer certified in the State of Florida.
- All technical specifications required for construction of the building-design project.

2.2 PROJECT PHASES

The CONSULTANT will complete the PROJECT in six (6) phases as described below. Specific services to be provided are described in Section 3.

- Phase 1 – Architectural Programming Phase
- Phase 2 – Schematic Design Phase
- Phase 3 – Design Development Phase
- Phase 4 – Construction Documents Phase
- Phase 5 – Bidding Phase
- Phase 6 – Construction Phase

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 its 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 and subconsultants. The subconsultants of each engineering discipline shall sign and seal their respective documents.
- E. The CONSULTANT shall be responsible for the preparation of a PROJECT design schedule, 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. 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.
- F. 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 CD ROM formatted to .DXF or .DWG utilizing AutoCAD 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 a CD ROM, 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

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.

SECTION 3 SERVICES TO BE FURNISHED BY THE CONSULTANT

3.1 SEE EXHIBIT A – SCOPE OF SERVICES

3.2 SCHEMATIC DESIGN PHASE

3.2.1 The CONSULTANT shall obtain and review all user information to ascertain the requirements of the PROJECT, and shall arrive at a mutual understanding of such requirements with the COUNTY.

3.2.2 The CONSULTANT shall prepare and submit a preliminary concept report of the PROJECT, detailed schedule, and general estimate of construction budget requirements for the COUNTY'S review.

3.2.3 Based upon a mutually agreed upon program, schedule, and construction budget requirements, the CONSULTANT shall prepare for acceptance by the COUNTY, schematic design documents illustrating the scale and relationship of the PROJECT components. A minimum of three (3) concepts must be presented.

3.2.4 The CONSULTANT shall prepare and present to the COUNTY a minimum of three (3) alternative master site plan concepts with a recommended alternate.

3.2.5 The CONSULTANT'S final submittal and presentation shall include, but not be limited to, the following:

- a. Total site assessment, drainage and utility study with new building, including access roads and parking areas.
- b. Site plan indicating finish floor elevation(s).
- c. Floor plan(s).
- d. Elevations.
- e. Building sections.
- f. Typical wall sections.
- g. Gross space tabulations.

- h. General discussion, recommendations, and schematic plans for all major systems including structural, mechanical, plumbing, and electrical with consideration of alternate systems.
- i. Preliminary construction cost estimates.
- j. Preliminary vertical circulation plans, if required.

3.2.6 The CONSULTANT shall make separate formal presentations during this Phase to the Airport Director or designee, and the Board of County Commissioners, if required.

3.3 DESIGN DEVELOPMENT PHASE

Upon review of the Schematic Design Phase submittal and issuance by the COUNTY of a written "Notice to Proceed," the CONSULTANT shall perform the following:

3.3.1 The development by all disciplines of the concept/schematic design chosen by the COUNTY to a level which will determine that the facility can be satisfactorily constructed in all task areas.

3.3.2 The documentation by structural, mechanical, electrical, and other disciplines of the continued development of that discipline's responsibilities to establish the final scope and details for that discipline's work.

3.3.3 Prepare drawings and outline specifications to fix and describe the size and character of the entire PROJECT.

3.3.4 Prepare a statement of probable construction cost.

3.3.5 The CONSULTANT'S presentation shall include, but not be limited to, the following:

a. Site plan indicating the following:

- 1. Finish floor elevations;
- 2. Existing elevations with benchmark and survey data;
- 3. New topographic elevations to include contour interval lines;
- 4. Existing and new utilities;
- 5. New Structures;
- 6. Existing and new roads and accesses;
- 7. Parking areas with spaces;
- 8. Grading and drainage features.

b. Building plans

c. Building elevations

d. Appropriate sections.

e. Space tabulations, including a space-by-space comparison of the project program.

f. Preliminary structural design.

- g. Preliminary plans, plumbing fixture schedule, etc., for the mechanical systems and equipment schedule.
- h. Preliminary plans of the electrical systems.
- i. Energy analysis report for the mechanical phase.
- j. Interior Design Services:
 - 1. Design and present, to the COUNTY, at least two (2) color scheme boards including interior colored elevations;
 - 2. Select, for approval by the COUNTY, floor finishes, wall finishes, and ceiling treatment;
 - 3. From the selected finishes noted above, produce and provide on the Contract Documents the required information for incorporation of these items into the basic Contractor's Contract.
- k. Vertical circulation plans.
- l. Graphic design/signage plans, as required by the Building Code. (Excludes advertising and way finding signage).

3.3.6 The CONSULTANT shall make formal presentations during this phase to the Airport Director or designee, and the Board of County Commissioners, if required.

3.4 CONSTRUCTION DOCUMENTS PHASE

Upon review of the Design Development Phase submittal, and issuance by the COUNTY of a written "Notice to Proceed," the CONSULTANT shall perform the following:

The CONSULTANT shall prepare final design documents as follows:

3.4.1 Prepare final calculations, construction documents and specifications setting forth in detail each discipline's requirements into a cohesive whole from the COUNTY'S accepted schematic/design development documents.

3.4.2 Compile the PROJECT manual including conditions of the contract, bidding documents and specifications.

3.4.3 Prepare a statement of probable construction cost.

3.4.4 A fixed limit of construction cost shall be established as the approved Statement of Probable Construction Cost following the Construction Documents Phase.

3.4.5 Should construction bids exceed the Statement of Probable Construction Cost, the CONSULTANT, at his own expense, shall make all changes and/or corrections to the design, if necessary, to bring the PROJECT into the approved budget amount discussed above.

The CONSULTANT shall advise the COUNTY of any adjustments to previous preliminary estimates of construction cost indicated by changes in requirements or general market conditions.

The CONSULTANT, in representing the COUNTY assumes the responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the PROJECT. This should be done no later than the ninety percent (90%) completion point of this phase. Plans and technical specifications should be complete and ready for bidding.

3.5 BIDDING PHASE

The CONSULTANT shall prepare with the COUNTY'S assistance the necessary bidding information, bidding forms, the conditions of the contract, and the form of agreement between the COUNTY and the Contractor. The CONSULTANT also, shall bear the cost of four (4) complete sets of documents (plans and specifications), two (2) of which shall be signed and sealed by the CONSULTANT as original record sets for the PROJECT. Each sheet in the two (2) construction plans print sets shall be signed, sealed and dated. The title sheet only of the two (2) specifications sets shall be signed, sealed, and dated. Additionally, any required addenda shall be signed, sealed, and dated.

3.5.1 The CONSULTANT, following the COUNTY'S review of the Construction Documents and of the latest Statement of Probable Construction Cost, shall be available to assist the COUNTY in obtaining bids, and in preparing and awarding construction contracts for each bid package. The CONSULTANT shall assist conducting pre-bid conferences, and shall prepare a Bid Tabulation spreadsheet following receipt of bids.

3.5.2 If the Advertisement for bids has not commenced within sixty (60) days after the CONSULTANT submits the approved Construction Documents to the COUNTY, any fixed limit of Construction Cost established as a condition of this Agreement shall be adjusted to reflect any change in the general level of prices which may have occurred during that period of time in construction industry. The adjustment shall reflect changes between the date of submission of the Construction Documents to the COUNTY and the date on which the Advertisement for Bids occurred.

3.5.3 The CONSULTANT shall prepare any required addenda to construction plans and specifications on the PROJECT during the bidding phase affecting the CONSULTANT'S plans and specifications. The CONSULTANT shall also provide any addenda during the Construction Phase in sufficient quantity to distribute to all necessary parties as determined by the COUNTY. Addenda material shall be placed in envelopes by the CONSULTANT for mailing by the COUNTY. The CONSULTANT shall also furnish certified mail receipt material and prepare mailing labels. The COUNTY shall mail all addenda.

3.6 CONSTRUCTION PHASE (ADDITIONAL SERVICE)

All contact and/or communication from the CONSULTANT to the Contractor shall be coordinated with the knowledge of the COUNTY.

A. Construction Consultation Services

1. Processing, review, approval and distribution of shop drawings, product data, samples and other submittals required by the Contract Documents.
2. Maintenance of master file of submittals with duplicate for COUNTY.
3. Construction Field Observation Services consisting of visits to the site as frequent as necessary, but not less than once every week, to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents and prepare related reports and communications. Provide written report of each visit. This field observation requirement shall include any subconsultants at appropriate construction points.
4. Review for comment or approval any and all proposal requests, supplemental drawings and information and change orders.
5. Review for correctness Contractors pay requests for the COUNTY.
6. Prepare, reproduce and distribute supplemental drawings, specifications and interpretations in response to requests for clarification by the Contractor or the COUNTY as required by construction exigencies. Response to any request must be

received by the COUNTY within twenty-four (24) hours of request, or the next available working day when the request is prior to a weekend or holiday.

7. Review, upon notice by the Contractor that work is ready for final inspection and acceptance.
8. Notify the COUNTY of any deficiencies found in follow-up reviews.
9. Evaluate all testing results and make recommendations to the COUNTY.
10. Assist in the establishment by the COUNTY of programs of operation and maintenance of the physical plant and equipment.
11. Arrange for and coordinate instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives.
12. Prepare an operation and maintenance manual for the COUNTY'S use.
13. The CONSULTANT shall visit the facility at initial occupancy and at three (3) month, six (6) month and one (1) year after issuance of the Certificate of Substantial Completion. On the facility visit the CONSULTANT shall observe, troubleshoot and assist in the operation of building systems. This shall not relieve the CONSULTANT of other needed visits to the facility should specific issues arise.
14. Assistance in the training of the facility operation and maintenance personnel in proper operations, schedules, procedures and maintenance inventory.
15. Prepare as-built record drawings, based on information furnished by the Contractors including significant changes in the work made during construction. The CONSULTANT will provide one (1) set of signed and sealed prints and one (1) CADD disk of the as-built record construction documents.
16. Transmit certified as-built record drawings and general data, appropriately identified, to the COUNTY within thirty (30) days following completion of construction.
17. Consult with, and recommend solutions to, the COUNTY during the duration of warranties in connection with inadequate performance of materials, systems, and equipment under warranty.
18. Review facilities or equipment prior to expiration of warranty period(s) to ascertain adequacy of performance, materials, systems and equipment.
19. Document noted defects or deficiencies and assist the COUNTY in preparing instructions to the Contractor for correction of noted defects.
20. The Contractor shall provide the CONSULTANT with all the required project close out material for CONSULTANT'S use in the warranty period services.
21. The Contractor shall have prime responsibility in the warranty period for all services herein. The CONSULTANT shall assist, consult, observe review and document as noted.

B. Full-Time Construction Contracts Administration Services

1. The CONSULTANT shall provide full construction contract administration services with the following staff positions on site:

- a. Senior Architect/Construction Administrator;
 - b. One (1) Architectural Inspector;
 - c. One (1) MEP Coordinator and Inspector;
 - d. Field Secretary and Clerk.
2. The CONSULTANT, as representative of the COUNTY during construction, shall advise and consult with the COUNTY and all of the COUNTY'S instructions to the Contractor shall be issued through the CONSULTANT. Through continuous on-site observations of the work in progress and field checks of materials and equipment the CONSULTANT shall endeavor to provide protection for the COUNTY against defects and deficiencies in the work of the Contractor.
3. Based on such observations at the site and on the Contractor's Application For Payment, the CONSULTANT shall determine the amount owing to the Contractor and shall prepare Pay Requests for such amounts. The issuance of Pay Requests shall constitute a representation by the CONSULTANT to the COUNTY that the Work has progressed to the point indicated; that to the best of the CONSULTANT'S knowledge, information and belief, the quality of the Work is in accordance with the Construction Contract Documents subject to minor deviations from the Construction Contract Documents correctable prior to completion, and to any specific qualifications stated in the Pay Request, and that the Contractor is entitled to payment in the amount certified. The CONSULTANT shall review claims for extra compensation, or extensions of time from the Contractor, make recommendations to the COUNTY concerning validity, and prepare responses for the COUNTY.
4. The CONSULTANT shall be, in the first instance, the interpreter of the requirements of the Construction Contract Documents. The CONSULTANT shall render opinions on all claims of the COUNTY or Contractor relating to the execution and progress of the Work and on all other matters or questions related thereto. The CONSULTANT'S decisions in matters relating to artistic effect shall be final if consistent with the intent of the Construction Contract Documents.
5. The CONSULTANT shall have authority to reject Work, which does not conform to the Construction Contract Documents. Whenever, in his reasonable opinion, he considers it necessary or advisable to insure the proper implementation of the intent of the Construction Contract Documents, he will have authority to require special inspection or testing of any Work in accordance with the provisions of the Construction Contract Documents whether or not such Work be then fabricated, installed or completed.
6. The CONSULTANT shall review and approve shop drawing, samples, and other submissions of the Contractor for conformance with the design concept of the Project and for compliance with the information given in the Construction Contract Documents.
7. The CONSULTANT shall prepare Change Orders. All Change Orders must be submitted to the COUNTY for review and approval by the Board of County Commissioners before any work covered by such Change Orders can begin.
8. The CONSULTANT shall:
 - a. Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by the Contractor and consult with the COUNTY concerning acceptability; and

- b. Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

9. The CONSULTANT shall:

- a. Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents including all Work Directive Changes, Addenda, Change Orders, and Field Orders, additional Drawings issued subsequent to the execution of the Contract. Clarifications and interpretations of the Contract Documents, progress reports, and other PROJECT related documents;
- b. Keep a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions of Work Directive Changes, Change Orders or changed conditions, list of job site visitors, list of job site equipment, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures, and send copies to the COUNTY;
- c. Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment;
- d. Furnish the COUNTY no less than monthly reports of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and sample submittals;
- e. Report immediately to the COUNTY upon occurrence of any accident;
- f. Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof, and observe, record and report to the COUNTY appropriate details relative to the test procedures and startups;
- g. Accompany visiting inspectors representing public or other agencies having jurisdiction over the PROJECT, and record the results of these inspections; and
- h. During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to the COUNTY prior to final payment for the Work.

10. The CONSULTANT shall before the issuance of a Certificate of Substantial Completion:

- a. Submit to the Contractor a list of observed items requiring completion or correction;
- b. Conduct final inspection in the company of the COUNTY, and Contractor and prepare a final list of items to be completed or corrected, and
- c. Observe that all items on the final list have been completed or corrected and make recommendations to the COUNTY concerning acceptance.

C. The CONSULTANT shall not: (Applies in all cases/NOTE: Always include)

- 1. Authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the COUNTY;
- 2. Undertake any of the responsibilities of the Contractor, subcontractor or Contractor's superintendent;
- 3. Advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents;

4. Advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work; and
5. Accept Shop Drawing or sample submittals from anyone other than the Contractor.

3.7 PROVISIONS RELATED TO ALL PHASES

3.7.1 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.

3.7.2 The CONSULTANT will coordinate work designed by various disciplines.

3.7.3 The CONSULTANT will furnish check prints for every project phase including five (5) sets at the 50% point of each phase and at every PROJECT phase completion. One (1) set of paper sepia's shall be provided to the COUNTY for Owner-provided printing and distribution.

3.7.4 The CONSULTANT shall submit to the COUNTY design notes and computations to document the design conclusions reached during the development of the construction plans.

a. Five (5) copies of the design notes and computations shall be submitted to the COUNTY with the design development review plans. When the plans are submitted for final review, the design notes and computations corrected for any COUNTY comments shall be resubmitted. At the PROJECT completion, a final set of the design notes and computations, properly endorsed by the CONSULTANT, shall be submitted with the record set of plans and tracings.

b. The design notes and calculations shall include, but not be limited to, the following data:

- 1) Design criteria used for the PROJECT.
- 2) Lighting calculations.
- 3) Structural calculations.
- 4) Drainage calculations.
- 5) Acoustical calculations.
- 6) HVAC calculations.
- 7) Calculations as required by provisions of the Florida Energy Conservation Manual (Department of General Services), latest revision.
- 8) Calculations showing probable cost comparisons of various alternatives considered.
- 9) Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
- 10) Other PROJECT-related correspondences as appropriate.

3.7.5 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

3.7.6 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.

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

3.7.8 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.

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

3.7.10 All work prepared and 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. The subconsultants of each engineering discipline shall sign and seal their respective documents.

3.8 PERMIT APPLICATIONS AND APPROVALS

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

3.8.2 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.

3.8.3 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.

3.9 COORDINATION WITH UTILITY SERVICES AND AFFECTED PUBLIC AGENCIES

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

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. Reproducibles of the COUNTY Engineering Department Standard Drawings applicable to the PROJECT.
- C. Sample copies of the COUNTY standard contract documents and specifications.
- D. Preparation of legal (front-end) section of the specifications.

SECTION 5 PRESENTATIONS, PUBLIC MEETINGS AND TECHNICAL LIAISON

The following services shall be provided at no additional cost to the COUNTY:

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 Airport Director 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. As outlined in Exhibit A and B attached.

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 4 shall constitute the Basic Services to be performed by the CONSULTANT under this Agreement.

6.2 CONTINGENCY SERVICES

When authorized in writing by the COUNTY'S Airport Director 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.

6.3 ADDITIONAL SERVICES

When executed by the 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.

6.4 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 E dated June 17, 2014).

- A. Soil Analysis/Geotechnical Investigations.
- B. Contamination Assessments/Hazardous Material Analysis (if required).
- C. Aerial Photography (if required).
- D. Payment of Permit Fees (if required).
- E. Payment of the Public Information Meeting Advertisements, if required.
- F. Payment of the Court Reporter for public meetings, if required.
- G. 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 John Holt, P.E., Airport Engineer, 14700 Terminal Boulevard, Suite 221, Clearwater, Florida 33762.

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 3.10, the COUNTY agrees to pay the CONSULTANT as follows: (Refer to Exhibit "D" dated June 17, 2014 for Summary by Phase.)

A Lump Sum Fee of: **\$55,000.00 (Fifty-Five Thousand Dollars and No Cents)** for the Architectural Programming Phase of the PROJECT.

A Lump Sum Fee of: **\$124,705.50 (One Hundred Twenty-Four Thousand Seven Hundred Five Dollar and Fifty Cents)** for the Schematic Design Phase of the PROJECT.

- A Lump Sum Fee of: **\$136,436.00 (One Hundred Thirty-Six Thousand Four Hundred Thirty-Six Dollar and No Cents)** for the Design Development Phase of the PROJECT.
- A Lump Sum Fee of: **\$397,837.20 (Three Hundred Ninety-Seven Thousand Eight Hundred Thirty-Seven Dollar and Twenty Cents)** for the Construction Documents Phase and Bidding Phase of the PROJECT.
- A Lump Sum Fee of: **\$39,447.80 (Thirty-Nine Thousand Four Hundred Forty-Seven Dollars and Eighty Cents)** for the Construction Consultant Services as described in Section 3.6A will be as part of an additional service and written amendment to this agreement.

The above fees shall constitute the total not to exceed amount of Seven Hundred Fifty-Three Thousand Four hundred Twenty-Six Dollars and Fifty Cents (**\$ 753,426.50**) 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 that area will be reimbursed in accordance with Section 112.061 F.S.

7.2 For Basic reimbursable services as listed in Section 6, the COUNTY agrees to reimburse the CONSULTANT for actual costs up to an amount not to exceed Twenty-Five Thousand Two Hundred Sixty-Five Dollars and No Cents (\$25,265.00).

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 Thousand Dollars and No Cents (\$100,000.00) for all assignments performed.

7.4 Total agreement amount Eight Hundred Seventy-Eight Thousand Six Hundred Ninety-One Dollars and Fifty Cents (\$878,691.50).

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 The Schematic Design Phase submittal shall be submitted to the COUNTY within Seventy (70) calendar days of the "NOTICE TO PROCEED."

8.3 The Design Development Phase submittal shall be submitted to the COUNTY within Ninety calendar days (90) from the date of the Design Development Phase "NOTICE TO PROCEED."

8.4 The Construction Documents submittal shall be submitted to the COUNTY within Seventy-Eight calendar days (78) the time from the date of Construction Documents "NOTICE TO PROCEED."

8.5 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) calendar days.

8.6 In no event shall either CONSULTANT or the COUNTY have any claim or right against the other for any failure of performance where such failure of performance is caused by or is the result of causes beyond the reasonable control of the other party due to any occurrence commonly known as a "force majeure," including, but not limited to: acts of God; fire, flood, or other natural catastrophe; acts of any governmental body; labor dispute or shortage; national emergency; insurrection; riot; or war.

SECTION 9 AUTHORIZATION FOR CONTINGENT OR ADDITIONAL SERVICES

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

9.2 The ADDITIONAL services provided for under this Agreement shall be performed only upon approval of the 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 subcontractors, shall be performed in accordance with the standard of care of similar professionals providing similar services in the area under similar conditions and shall be performed to the reasonable satisfaction of the COUNTY'S Airport Director 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, subcontractor 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 three (3) 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.

Any reuse by COUNTY of any such materials on any project other than the project which is the subject of this Agreement without CONSULTANT'S prior written consent shall be at the sole risk of COUNTY and COUNTY agrees to indemnify and hold harmless CONSULTANT from all costs, losses, and expenses, including legal fees, incurred as a result of any such use or decision by COUNTY.

SECTION 15 INSURANCE COVERAGE AND INDEMNIFICATION

15.1 The Contractor must maintain insurance in at least the amounts required in the Request for Proposal (RFP) 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 Attachment 2 – Section C Insurance Requirements from the RFP

15.2 If the CONSULTANT is an individual or entity licensed by the state of Florida who holds a current certificate of registration 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 contractor 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 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, 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

The CONSULTANT is directed to the Florida Public Entity Crimes Act, Section 287.133, Florida Statutes, specifically section 2(a), and the COUNTY'S requirement that the CONSULTANT comply with it in all respects prior to and during the term of the Contract.

SECTION 27 PUBLIC RECORDS

Contractor 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 Contractor 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.

SECTION 28 LIABILITY

To the fullest extent permitted by law, the COUNTY agrees to limit CONSULTANT'S liability to the COUNTY and to other contractors or subcontractors on the project for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or this Agreement from any cause or causes including but not limited to CONSULTANT'S negligent acts, errors, omissions, strict liability, breach of contract, or breach of warranty, such that the total aggregate of liability of CONSULTANT to all those named shall not exceed \$50,000 or the total fee for CONSULTANT'S services rendered in the project, whichever is lesser.

In no event shall either CONSULTANT or COUNTY have any claim or right against the other, whether in contract, warranty, tort (including negligence), strict liability or otherwise, for any special, indirect, incidental, or consequential damages or any kind or nature whatsoever, such as but not limited to loss of revenue, loss of profits on revenue, loss of customers or contracts, loss of use of equipment or loss of data, work interruption, increased cost of work or cost of any financing, howsoever caused, even if same were reasonably foreseeable.

**SECTION 29
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

PINELLAS COUNTY, by and through its Board of
County Commissioners

By: 

Print Name:

Jeffrey S. Hill

Title:

Chief Operating Officer

Date: 9-4-14

By: _____

Chairman

Date: _____

ATTEST:

ATTEST:

Ken Burke, Clerk of the Circuit Court

By: 

Print Name:

TERRI A. VOJNOVICH

Title:

Asst. Secretary

Date: 9-4-14

By: _____

Deputy Clerk

Date: _____

(CORPORATE SEAL)

APPROVAL AS TO FORM:

By: 

Office of the County Attorney

**EXHIBIT A
SPECIFIC SCOPE OF SERVICES FOR
PIE TERMINAL IMPROVEMENTS PHASE III (GATES 7-10) BUILDING
DESIGN SERVICES**

PROJECT DESCRIPTION:

The St. Pete Clearwater International Airport intends to construct a 10,000-12,000 square foot addition contiguous to the existing Gates 7-10 passenger holding areas and the existing Airport Terminal and apron, entitled Terminal Improvements Phase III (Gates 7-10). It is understood that the preliminary budget of the proposed Airport Terminal Improvements Phase III (Gates 7-10) Building Addition is \$5,000,000.00-\$6,500,000.00 from which all Architectural and Engineering building-design, required demolition/renovation of required existing space, new construction, integration and expansion of the existing HVAC chiller plant, administration, and contingencies must be funded. The scope of work will also include the renovation of the Baggage Claim Restrooms the Wick Wing Second Floor Restrooms, and the Second Floor Restaurant Restrooms (possible alternate). Site work is limited to the area contiguous to the proposed project required for tie-in/re-grading of the apron, and modification of the storm water, utilities, existing infrastructure, and aircraft-apron hardstands tie-in; the site work-civil engineering will be completed under a separate contract as part of the Apron Improvements, however both projects will be bid together and the design of the building addition and apron work will need to be coordinated to ensure both the building and apron design are fully integrated. This project will need to be integrated and dove tailed to seamlessly fit into future terminal improvement projects, such as the future “T” terminal project, or the proposed second floor terminal above the baggage claim option as outlined in the Airport’s current Master Plan. The new Terminal Addition shall be flexible in design and layout to accommodate various potential future additions, and graphically illustrated in plan view to depict how this will be accommodated, such that the new terminal addition doesn’t become a future “throwaway”. The fees for the services for the design phase services, as outlined in Exhibit “A” and in Exhibit “B”, will be performed as a Lump Sum Agreement.

A. **Assumptions:**

During the preliminary discussions with the Airport Staff, regarding the scope of the project, several baseline requirements for the proposed Terminal Improvements Phase III (Gates 7-10), were identified:

- The Preliminary Conceptual-Budget and square footage is as listed in the Project Description.
- Building use will be Public, specifically for Airport, Passenger, Airline and Retail Tenant use to expand the existing passenger holding area to improve the service capabilities of the terminal and improve passenger service.
- The building will include accommodation of seating 750 passengers, or more, and will be integrated and seamlessly-dove-tailed into the Airport’s future conceptual terminal-expansion-options, including the possibility/option of a future second

floor concourse above the baggage make up area (above the existing baggage claim building), or a concourse mezzanine over the proposed seating area expansion, or the possibility of a connection to a future “T” terminal to the north of Gates 7-10 or other options derived from the Terminal Improvements Phase III (Gates 7-10) design process. This shall include the accommodation and planning for a future circulation core, including elevators, escalators, stairs, expanded TSA passenger check point, and possibly a fixed ADA compliant ramp from the ground floor to the airside concourse, in lieu of mechanically operated escalators and elevators.

- In addition to the Terminal Improvements Phase III (Gates 7-10), the restrooms located at the Baggage Claim, Wick Wing Second Floor, and the Second Floor Restaurant, will be renovated and upgraded as funding is available to be consistent with the current level of finish as the restrooms constructed at Gates 2-6.
- The construction of the project will need to be phased, such that Gates 7-8 or 9-10 remain operational at all times; accommodation of passengers as a temporary holding area may include the international arrival-baggage claim room, which would be accessed by passengers from Gates 2-6. This access point may require the construction of a secured-conditioned and weather protected vestibule from Gates 2-6 to the International arrivals area.
- The retail and restaurant components of the project shall be constructed as shell spaces. The Airport may choose to hire a retail specialist to provide review and feedback on recommended placement and incorporation of these elements within the new passenger holding area, in this event Baker will work with the Airport’s retail consultant to provide a flexible and optimum plan to incorporate the retail and restaurant/bar-shell-space elements within the new passenger holding area.
- The construction documents for the retail and restaurant/bar will be completed under a separate contract.
- Multiple schematic design schemes will be prepared (three total) to evaluate all possible options and consideration for this phase of the terminal improvements, future connectivity, and to ensure that the Terminal Improvements Phase III (Gates 7-10) building can be integrated into future Airport Terminal expansion phases and will not become a “throw away”.
- Site placement of the building will be evaluated to ensure that the existing Airport operations will not be impacted.
- The preferred schematic design scheme will be used to develop the Design Development Documents and to refine the design of the proposed project and to prepare the Contract Documents for permitting and construction.
- All existing elements that are currently contiguous to Gates 7-10 shall be incorporated into the Terminal Improvements Phase III (Gates 7-10) building addition, where feasible and cost effective and that will serve the ultimate goals of the Airport.
- Coordination with the existing Airline(s) and terminal operations will be critical, particularly with Allegiant Airlines; Allegiant’s existing airfield maintenance facility may be relocated, however if this relocation does not occur, then the new

Terminal Improvements Phase III (Gates 7-10), may be cancelled or will need to accommodate the existing office/maintenance operations.

- The design-character of the building will be consistent with the existing building architectural and interior design style of other Phase I & II additions and improvements.
- The interior finishes shall be consistent with the existing interior finishes and shall be matched or improved upon as part of the final design.
- The passenger seating will match the existing furniture, and will be provided under a separate contract.
- Sustainable design concepts, where feasible, will be integrated into the building and site design; However, USGBC LEED or sustainable design certification of the design and construction will not be required.
- The scope of work will include surveying and limited “destructive” work at the Wick Wick center bearing wall to investigate and confirm existing conditions, the possibility of the removal of the existing CMU infill wall, and in order to mitigate the cost of un-foreseen conditions, where possible, and to ensure that the public spaces of the terminal remain in a finished appearance.
- Geotechnical investigation work will not begin until existing utilities have been surveyed and confirmed at the apron areas.
- All preliminary investigation and construction work done will be coordinated with the Airport Security and Operations.
- Water, electrical, data, fire sprinkler, IT/data and sewer connection points will be coordinated with the existing utilities for the building. The scope of work will include coordinating with the current ongoing HVAC improvements/upgrades construction project.
- The Airport intends to update the apron lighting contiguous to the proposed new addition; this may include new masts, and LED lighting, where required to accommodate the new Terminal Improvements Phase III (Gates 7-10). This will be coordinated with the engineering work for power connection. The mast, foundation and new lighting will be part of the apron work completed under a separate contract.
- Storm water provisions, building utilities, jet fuel spill requirements, and tie-in of the existing Apron will be completed under a separate contract coordinated with the civil engineering work for the repaving of the apron that is anticipated to be completed under a separate contract. The permitting requirements for both projects will be coordinated by the consultants for the building and the apron improvements.
- The accommodation of a future second floor clerestory/open bay for access to a future airside concourse is desired, if achievable within the Airport’s budget.
- Modification or expansion of the existing parking lots for the Terminal Improvements Phase III (Gates 7-10), is not part of the project scope of services; no additional vehicular parking is anticipated for this project.
- The new Terminal Improvements Phase III (Gates 7-10) Building Addition site placement shall take into account future expansion and construction of the “T” Terminal building that may be constructed north of the Gates 7-10 area in the future. Construction activities for the Phase II HVAC improvements are currently

on going that will require coordination efforts of the proposed Terminal Improvements Phase III (Gates 7-10), with the Phase II HVAC Contractor and design engineer, and will be conducted as part the Scope of Work under this contract. This effort will be limited to the verification that re-routing and construction of the chilled water lines will not conflict with the new Terminal Improvements Phase III (Gates 7-10), to the best of BAKER's ability. This scope of work will also involve coordination of the tie-in of future HVAC equipment, addition of new chillers, and other HVAC work that is anticipated for the Terminal Improvements Phase III (Gates 7-10) project.

- The Terminal Improvements Phase III (Gates 7-10), building will be constructed using a traditional Design-Bid-Build process.
- RPR full time inspection services during the construction phase will be provided as part of a separate contract, through a separate third party consultant firm.
- Construction phase services will be completed by BAKER as an additional service to this agreement.

B. Design Phase Services:

Michael Baker Jr, Inc. (BAKER) will provide the following Design Phase Services as outlined below, and as per the tasks identified within Exhibits "A" and "B", both dated June 17, 2014.

1. **PRELIMINARY DESIGN PHASE:**

Task 1 – Data gathering and inventory of existing site:

Michael Baker Jr, Inc. will obtain the available information from the County and the Airport records of existing conditions that may affect the project. Available drawings, surveys, aerial photos, planning studies, etc. will be obtained and reviewed. A field verification-site-visit will be conducted as part of a visual survey to verify and identify existing conditions, in order to develop an accurate record-plan of the existing terminal building, existing infrastructure, the proposed building/surrounding site and the proposed improvements to the adjoining Apron contiguous to the proposed new addition. BAKER will confirm the amount of space allocated to the various building functions, site constraints, and future building expansion needs of the Airport. This phase will also include the preparation of a site survey, hazardous material survey & report, limited "destructive" investigation, with no operational or aesthetic impacts to the Airport's operations, of the existing building structure infrastructure and coordination of the future tie-in of the Phase II HVAC work with the Terminal Improvements Phase III (Gates 7-10) infrastructure.

Task 2 - Programming for Terminal Improvements Phase III (Gates 7-10):

Identify key design issues such as: services to be provided by the Terminal Improvements Phase III (Gates 7-10) building addition, scope of operation, Airline requirements, tenant improvements, building security, hazards; storage requirements; service and public patron requirements; retail and restaurant/bar shell space requirements; maintenance requirements; Airport and Airline support spaces and Aircraft parking / service access requirements. Sustainable design concepts will be incorporated into the building design,

however USGBC-“LEED” registration and certification will not be required for this project.

Define and prepare a narrative and graphic description of building program parameters including: general facility goals description, Airport, tenant, patron and project stakeholder requirements, space descriptions, area requirement tabulation, and equipment list.

Define and identify site program parameters such as: review of current airport planning and master planning issues affecting the site; zoning; setbacks, future expansion heights and buffer requirements; control tower sightlines; construction phasing and site access; site lighting; security cameras; Aircraft parking and passenger unloading and loading requirements; handicap accessibility; codes and ordinances; fire protection requirements; and utility (water, sewer, electrical) availability & requirements.

Deliverables:

Payment for Task 1 and Task 2 will be made after the following deliverables are received or milestones occur:

- A series of meetings as outlined in Exhibit “B” will be held with the Airport Director and key staff members to discuss and define the program requirements and issues as noted in Tasks 1 and 2 above. Meeting minutes will be provided.
- A narrative of the program requirements, tables of space use requirements for the PIE- Terminal Improvements Phase III (Gates 7-10), and required equipment to be accommodated. Draft copies will be provided for review.
- After any comments are received, final copies of the program narrative will be updated and provided. Three (3) sets of the final copies will be provided by BAKER.
- Payment will be made for activities performed in accordance with Task 1 and Task 2 above. A progress report or other means of verification will be provided with each invoice attesting to the work performed.

Task 3 - Conceptual site design of the Terminal Improvements Phase III (Gates 7-10) Building development:

Prepare Conceptual site plans illustrating the location and size of the Terminal Improvements Phase III (Gates 7-10) building; future expansion additions or changes to the contiguous aircraft parking apron and hardstands, storm water improvements, and airfield pavements (if required); schematic extension of utilities from existing services; and the buildings relationship to airfield and airspace clearances, as well as control tower sight line verification. A maximum of three (3) site plan alternatives will be presented. These conceptual site plans will be used to coordinate Apron the site work improvements, completed under a separate contract.

Task 4 - Conceptual building design of the Terminal Improvements Phase III (Gates 7-10) Building development:

Three (3) alternative floor plans with their corresponding exterior elevations will be developed and presented. Sizes of spaces and uses/names, along with conceptual furniture and equipment layouts will be illustrated. Exterior elevations will define the general height, size, and materials for the building's construction.

Deliverables:

Payment for Task 3 and Task 4 will be made after the following deliverables are received or milestones occur:

- A series of meetings as outlined in the detailed task list, Exhibit "B" will be held with the Airport Director, key Airport Staff members, sub consultants, the Airline(s) and key project stakeholders to discuss the design-alternatives created in Tasks 3 and 4 along with the selection of a preferred alternative for the site plan, floor plan, and elevations of the Terminal Improvements Phase III (Gates 7-10) building. Sketches of the alternative site plans and minutes of the meetings will be provided.
- Based on the alternatives-meetings, the preferred design will be updated based on comments received from the Airport representatives, and a final presentation meeting will be conducted to present the final design.
- Draft copies of the updated preferred design will be provided to the Airport representatives for review.
- After any comments are received from the Airport representatives, final copies of the plans (building and site) and elevations of the selected updated alternative design will be provided. Six (6) sets of the final copies will be provided by BAKER.
- A final presentation meeting with the Airport Director, Airport Staff & the project stakeholders will be conducted to present the final design.
- Payment will be made for activities performed in accordance with the subtasks of Task 3 and Task 4 above. A progress report or other means of verification will be provided with each invoice attesting to the work performed.

Task 5 - Conceptual Cost analysis of the Terminal Improvements Phase III (Gates 7-10) Building and site development based on the preferred alternative:

Cost allowances will be established for new furnishings, equipment, carpeting, signage and mitigation of unforeseen/hidden conditions of the existing terminal. Total project costs shall include estimates of professional services for design, testing, surveys, and other non-construction costs directly attributable to the project. The estimate of probable costs shall be broken down by CSI-Division 01-16 format, and shall include construction administration, management, permit fees, bonds, and other related costs for construction of the completed project. These estimates shall be provided and updated at each major

milestone of the project: Preliminary Design, Design Development (30%), 50%, 90% and 100% Contract Documents submittals.

Deliverables:

Payment for Task 5 will be made after the following deliverables are received or milestones occur:

- Draft copies of a table or narrative of the budgetary requirements and estimate of probable costs for the Terminal Improvements Phase III (Gates 7-10) building will be provided to the Airport representatives for review, with the Preliminary Design, Design Development (30%) and 50%, 90% and 100% Contract Document submittals to the Airport.
- After any comments are forwarded from the Airport representatives, final copies of the cost analysis will be provided. Six (6) sets of the final copies will be provided by BAKER.
- Payment will be made for activities performed in accordance with Task 5 above. A progress report or other means of verification will be provided with each invoice attesting to the work performed.

Task 6 – Colored Renderings:

A Colored three-dimensional rendering of the preferred and Airport approved exterior and the interior building addition concept for the Terminal Improvements Phase III (Gates 7-10) Building will be produced. The renderings will reflect the exterior and interior appearance of the preferred alternative/conceptual design.

Deliverables:

Payment for Task 6 will be made after the following deliverables are received or milestones occur:

- One colored exterior and interior rendering in 11" x 17" format; pdf electronic-digital copies of the renderings will be furnished. Six (6) sets of color copies of the final renderings will be provided by BAKER.

2. DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENT PHASE

Task 7 – Design Development Documents (30% CD's)

The preferred alternative scheme will be finalized and 30% construction documents will be developed to include final floor plans, building elevations, site plans, building cross sections, sustainability concepts, outline specifications, and equipment coordination. A meeting with the Authorities Having Jurisdiction (AHJ) will be conducted to review the proposed plans. An updated estimate of probable costs will be generated.

Deliverables:

Payment for Task 7 will be made after the following deliverables are received or milestones occur:

- A series of weekly progress meetings as outlined in Exhibit “B” will be held with the Airport Director, key staff members, the Airline(s), sub consultants, and key project stakeholders to discuss, review, and refine the building plans and project scope requirements. Meeting minutes will be provided.
- 30% outline specifications and executive report on sustainable design concepts and possible USGBC LEED points that may be obtained will be provided. This will include updated estimate of probable costs based on revised plans.
- A preliminary meeting with the permitting officials (AHJ), and the Apron civil engineer will be conducted during this phase of the project to identify any programmatic requirements and coordination requirements that will need to be coordinated with as part of the building design.

Task 8 – Bidding and Permit Documents (60%, 90%, and 100% CD’s)

The Design Development Documents (30% CD’s) will be updated and completed in the subsequent 60%, 90% and 100% phases of the project delivery process and incorporated into Construction Documents (CD’s). The 90% documents will be submitted to the building department and site regulatory agencies for permit approval. This phase of the project shall also include the preparation of Interior Design, Mechanical, Electrical, Structural, Fire Protection, Security/IT and Plumbing drawings required for bidding and construction of the facility. The building design will be coordinated with the Apron and site work CD’s, to be completed under a separate contract. The 100% documents will incorporate any permitting agency and AHJ comments and will be issued for bidding. The site plan, seating and signage documents will be prepared under a separate contract.

Deliverables:

Payment for Task 8 will be made after the following deliverables are received or 60%, 90% and 100% milestones occur:

- A series of weekly progress meetings will be held with the Airport Director and key staff members to discuss, review, and refine the building plans and project scope requirements as outlined in the detailed task list, Exhibit “B”. Meeting minutes will be provided.
- Two (2) meetings for each milestone progress submittal (60%, 90% and 100%) will be held with the Airport Director and key staff members and project stakeholders to review the progress of the plans and construction documents. Meeting minutes will be provided.
- 60%, 90% and 100% plans and specifications will be provided for each milestone submittal. Coordination with the Pinellas County purchasing department and the Airport Engineer of the bidding requirements, project administrative procedures

(Divisions 0 and 1) will be provided as part of the 90% specifications. A draft of the front end documents will be provided and a coordination review meeting will be conducted to verify, address any Airport/County staff comments and required updates.

- Four (4) sets of prints and three (3) sets of specifications will be provided by BAKER for each milestone submittal.
- A final estimate of probable costs, design summary report, and final specifications will be prepared and submitted. (Front end procurement specifications and instructions to bidders shall be completed by the Pinellas County or Airport staff, with assistance from BAKER.).
- Payment will be made for activities performed in accordance Task 8 above. A progress report or other means of verification will be provided with each invoice attesting to the work performed.
- Permitting documents will be prepared and submitted as part of the 90% phase CDs, and the permit review comments will be incorporated into the 100% documents, along with any final Airport Staff or stakeholder requirements.
- Energy modeling or life cycle cost analysis of the building to comply with USGBC-LEED certification submissions will not be required as part of this scope of services.
- Procurement plans and specifications for Signage, Art Work & Furnishings, will be prepared as separate bid packages by other consultants, and are not part of this scope of services.

3. **BIDDING PHASE:**

Task 9 – Bidding Phase Services:

Assist in the bidding and procurement of the building construction and the services of a General Contractor. This shall include the identification of prospective bidders, and addressing clarifications requested during the bidding process in the form of an addendum.

Deliverables:

- Payment for Task 9 will be made after the following deliverables are received or milestones occur:
- Conduct one (1) pre-bid meeting attendance and one (1) bid evaluation meeting with the Airport Director and project stakeholders. Meeting minutes will be provided.
- Provide responses and clarifications to the bid documents as required by bidders.
- Provide a letter of recommendation of Award of Contract to the lowest and most responsive bidder.
- Payment will be made for activities performed in accordance with Task 9 above. A progress report or other means of verification will be provided with each invoice attesting to the work performed.

C. Site Topographic & Utility Infrastructure Survey:

The site topographic survey and utility survey will be contracted to define the necessary site data and constraints contiguous to the proposed building addition.

D. Geotechnical Engineering/Investigation:

The Geotechnical Engineer will be contracted to complete the necessary site investigation for both the building foundation and storm water management. These results are necessary for the SFWMD as well as the foundation designer. The results will be made available in the bid package. The geotechnical engineering work will be limited to the proposed building addition footprint and contiguous apron for the proposed building addition.

E. Sanitary Sewer:

Sanitary sewer within the project limits will be designed and constructed as part of this project, and will connect to the existing gravity sewers currently serving the existing Airport Terminal building. No improvements to the site sewer piping beyond the project limits or extensions for tie-in at the property line, are included within this scope of work.

F. Potable Water & Fire Protection-Sprinklers:

Potable water and fire sprinklers for the new Terminal Improvements Phase III (Gates 7-10) building will be connected to the existing Airport Terminal building infrastructure. No improvements to the site water service piping are included within this scope of work.

G. Environmental/Hazardous Material Assessment:

The Hazardous Material Scientist will be contracted to complete the necessary site investigation of the building renovation areas. These results are necessary for the EPA approval, demolition permitting and air quality base line conditions and post construction conditions. The results will be made available in the bid package.

H. Landscaping:

No exterior Landscaping is anticipated for this project.

I. Permitting:

The following permits and approvals will be required and obtained for this project:

- Pinellas County Building Permit;
- EPA-Hazardous material demo and mitigation approval.
- FAA Airspace Study Checklist; (Completed under a separate Sitework Contract)
- SFWMD Construction Permit; (Completed under a separate Sitework Contract)

J. Data gathering and inventory of existing site:

MICHAEL BAKER, JR. INC. (BAKER) will obtain the available information from the Airport records of existing conditions that may affect the project. Available drawings, surveys, aerial photos, planning studies, etc. will be obtained and reviewed. A site visit will be conducted to develop an accurate existing terminal building plan and surrounding site, for preparation of the design and contract documents for the proposed Terminal Improvements Phase III (Gates 7-10) building site, related restroom and apron improvements contiguous to the proposed building addition. BAKER will confirm the amount of space allocated to the various building functions, site constraints, and future building expansion needs of the Airport as part of this phase of work, in conjunction with the Airport's Master Plan, as outlined above.

K. Construction Phase Services

These services will be provided as an Additional or Special Service. The scope and nature of these services will be addressed in a separate task order and will be custom tailored to the Airport's specific project needs. These may include the services and tasks outlined in Exhibit "C"— Construction Phase Services, dated June 17, 2014.

L. Period of Services

This project scope outlined above is anticipated to be complete in 9 to 10 months after the Notice to Proceed. This is based on five (5) days of Airport review time for each milestone submittal. The building and site permitting time requirements are to be concurrent with the bidding and contract award activities. The following phases and times from date of receipt of the notice to proceed from the Airport for each phase of the project will comprise the project timeline:

- Preliminary Design Phase: 70 calendar days
- Design Development and Construction Document Phase: 140 calendar days
- Final CD's: 28 calendar days
- Bidding and Permitting: 60 calendar days
- Award: 60 calendar days
- Construction: 365-420 calendar days (TBD)

END OF EXHIBIT "A"

Exhibit B : Man-hour and Detailed Fee Break Down
 Architecture without CA Phase Services

June 17, 2014

Agreement No.: Baker-PIE Proposal

PIE - St. Pete/Clearwater International Airport , Florida

Baker

Item/Task Description	Task Not In Contract Designated Below With - "x"	Principal	Program Manager	Project Manager / Senior Architect	Senior (Engineer / Arch / Planner / Scientist / Interior Designer)	Engineer / Arch / Planner / Scientist	Designer	Technician / Cad Support	Clerical	Total
2010 Rates (Contract Rates)		\$125.00	\$125.00	\$166.00	\$166.00	\$140.00	\$105.00	\$80.00	\$74.00	
TASK 1- PRELIMINARY DESIGN DOCUMENTS (Programming)										
Project Set Up & Coordination		0.5		1.5	1.0				2.0	5.0
Meetings with PIE Staff-Multiple Meetings to Discuss Approval of the Conceptual Design and Course of Action/Tasks (4 Meetings)				7.0	0.5					7.5
Programming - Conceptual Design		0.5		30.0	8.0		50.0	30.0		118.5
Review PIE Staff Comments & Follow Up Coordination with Consultant Team Members				2.0	0.5					2.5
Field Verification of Existing Structure (Wick Wing)				1.5						1.5
Field Verification of Existing Dimensions & Wall Layout				8.0		4.0	8.0	4.0		24.0
Develop Interior Design Finish Palette and Upgrades				1.0						1.0
Evaluate Preliminary Alternate Plans - 3 Separate Schemes										
Terminal Schematic Plan Scheme "A"										0.0
Terminal Schematic Plan Elevations Scheme "A"				10.0			40.0	30.0		80.0
Terminal Schematic Plan Site Plan Scheme "A"				4.0			10.0	10.0		24.0
Master Plan Evaluation Scheme "A" & Control Tower Site Line Analysis		1.5		6.0	3.0	6.0	6.0			22.5
Cost Estimate Scheme "A"				3.0						3.0
Terminal Schematic Plan Scheme "B"										0.0
Terminal Schematic Plan Elevations Scheme "B"				10.0	10.0		40.0	30.0		90.0
Terminal Schematic Plan Site Plan Scheme "B"							10.0	10.0		20.0
Master Plan Evaluation Scheme "B" & Control Tower Site Line Analysis		1.5		4.0	3.0	4.0	4.0			16.5
Cost Estimate Scheme "B"				2.0						2.0
Terminal Schematic Plan Scheme "C"										0.0
Terminal Schematic Plan Elevations Scheme "C"				10.0	10.0		40.0	30.0		90.0
Terminal Schematic Plan Site Plan Scheme "C"				4.0			10.0	10.0		24.0
Master Plan Evaluation Scheme "C" & Control Tower Site Line Analysis		1.5		4.0	3.0	4.0	4.0			16.5
Cost Estimate Scheme "C"				2.0						2.0
Terminal Master Plan Integration for Each Schematic Plan				18.0	8.0		40.0	40.0		106.0
Review Meeting with Sub Consultant on Alternate Concepts (2-Meetings)				4.0	2.0					6.0
Debriefing Meeting with PIE-Director to Determine Course of Action for Implementing Final Approved Design Scheme & Interior Design Finishes & Furnishings (2 Meetings)				4.0	4.0		4.0			12.0
Debriefing Meeting with PIE-Director, PIE Staff, Project Stakeholders and Airlines to Review Design Schemes (1 meeting)				4.0	4.0			2.0	2.0	
Coordination with Consultants on Final Design Scheme and Updates				4.0			4.0			8.0
Coordination with Retail Consultant				12.0	2.0		8.0	8.0	2.0	32.0
Coordinate Updated Cad Plans and Refinement of Design Schemes Based on Design Meetings				4.0	2.0		4.0	4.0		14.0
Cost Estimate Coordination / Update				12.0	4.0			2.0	6.0	24.0
Weekly Progress Meetings to Review Design Schemes (12 Meetings)				36.0	16.0			12.0	16.0	80.0
Final Design Review Meeting with PIE Staff (1-Meeting)				2.0					1.0	3.0
Coordination with Consultants on Finalized Preliminary Design.				2.0	2.0		2.0	2.0		8.0
Coordination Meeting with Phase II HVAC Upgrades Team (Current Project)				4.0						4.0
Preliminary AHJ Meeting to Discuss				1.0						1.0
Travel Time Allocation - (26 Meetings)				26.0	10.0	4.0	1.0	1.0		42.0
Contingency Hours				10.0	10.0		20.0	10.0	6.0	56.0
TASK 1- PRELIMINARY DESIGN DOCUMENTS (Programming) Hours		5.5	0.0	253.0	103.0	22.0	305.0	235.0	35.0	958.5
TASK 1- PRELIMINARY DESIGN DOCUMENTS (Programming) Fee		\$1,073	\$0	\$41,998	\$17,098	\$3,080	\$32,025	\$18,800	\$2,590	\$116,663.50
TASK 2- DESIGN DEVELOPMENT										
Development, Set Up and Refinement of Base Drawings				8.0	2.5	8.0	8.0	8.0		34.5
Review and Coordination with Interior Designer on Interior Finishes & Restroom Refurbishment (2 Meetings)				6.0	1.5	3.5	1.0	1.0	1.0	14.0
Meeting with PIE on Updated Design Concept and Work Progress/ Design Refinement (2 Meetings)				6.0	6.5	1.0	2.0	2.0	1.0	18.5
Debriefing Meeting with PIE-Director, PIE Staff, Project Stakeholders and Airlines to Review Design Development Update (1 meeting)				4.0	4.0			2.0	3.0	
Draft/Outline Specifications				12.0	2.5	5.0			6.0	25.5
Meeting with Cost Estimator and Coordination/Discussion of Value Engineering Concepts / Cost Estimate Assistance				4.0	4.0		0.5	0.5	1.5	10.5
Coordinate Redline Seating Layout - Shown on Architectural Drawings				2.5				1.0		3.5
Design Development Documents Update (Plans / Elevations) - Single Design Scheme				30.0	15.0	40.0	75.0	112.5		272.5

Exhibit B : Man-hour and Detailed Fee Break Down

Architecture without CA Phase Services

June 17, 2014

Agreement No.: Baker-PIE Proposal

PIE - St. Pete/Clearwater International Airport , Florida

Baker

Item/Task Description	Task Not In Contract Designated Below with - "e"	Principal	Program Manager	Project Manager / Senior Architect	Senior (Engineer / Arch / Planner / Scientist / Interior Designer)	Engineer / Arch / Planner / Scientist	Designer	Technician / Cad Support	Clerical	Total
2010 Rates (Contract/Rates)		\$195.00	\$195.00	\$166.00	\$166.00	\$140.00	\$105.00	\$80.00	\$74.00	
DD Phase Plotting and Deliverables				1.0				2.5		3.5
QA/QC of DD Documents and Coordination Meeting with Production Staff		1.0		1.5	3.5	1.5	1.5	1.5		10.5
Review Meetings Sub Consultants (2 Meetings)				4.0	4.0	4.0		2.5		14.5
Review Meeting with PIE Staff (2 Meetings)				4.0	4.0	4.0		1.0	1.5	14.5
Tower Site Analysis				4.0	4.0	4.0		1.0	1.5	14.5
Update DD Documents				5.0	1.5	12.5	25.0	25.0		69.0
Photometric Analysis (Foot Candles) & Energy Analysis Coord.				2.5				1.0		3.5
Seating Layout FF & E Documents Coord.				2.5		2.0		5.0		9.5
Meeting with Light Fixture Mfg., Electrical Engineer & Interior Designer				4.0	4.0	1.5		1.0	1.0	11.5
Coordination of Future Vertical Circulation & "T" Terminal Addition & Airport Master Plan (1 Meeting)				12.0	4.0	4.0	10.0	20.0		50.0
New 2015 Florida Energy Code Coordination				8.0	4.0					12.0
Meeting with Airport Engineer, Director of Security and Fire Chief to Review Fire Alarm System				1.5	1.0	1.0		1.0	1.5	6.0
Cost Estimate Coordination / Update				8.0	4.0				3.0	15.0
Travel Time Allocation (9 Meetings)				9.0	9.0	9.0				27.0
Contingency Hours				15.0	6.5	15.0	15.0	15.0	7.5	74.0
TASK 2- DESIGN DEVELOPMENT Hours		1.0	0.0	154.5	85.5	116.0	138.0	203.5	28.5	727.0
TASK 2- DESIGN DEVELOPMENT Fee		\$195	\$0	\$25,647	\$14,193	\$16,240	\$14,490.00	\$16,280	\$2,100	\$89,154.00
TASK 3- CONSTRUCTION DOCUMENTS (CD's)										
Project Kick-Off Meeting with PIE Staff and Consultants (1 Meeting)				4.0	4.0	4.0			1.0	13.0
Prepare Construction Documents Interior Finish Plans (flooring / Wall Finishes) (Excludes Future Second Floor and Vertical Circulation)										0.0
CS - Cover Sheet				2.0		2.0		4.0	1.0	9.0
Drawing Sheet Index Sheet				2.0		2.0		4.0	1.0	9.0
CI - Code Information and Graphic Standards				8.0	2.0	2.0		8.0		20.0
Mounting Hts Details				1.0	0.5	1.5		4.0		7.0
UL Design Designs 1				1.0		2.0		8.0		9.0
UL Design Designs 2				1.0		2.0		8.0		9.0
UL Design Designs 3				1.0		2.0		4.0		7.0
UL Design Designs 4				1.0		2.0		4.0		7.0
Wall Types 1				1.0	1.0	4.0		8.0		14.0
Wall Types 2				1.0		4.0		8.0		13.0
RP - Reference Plan - First Floor				2.0	2.0	2.0		8.0		14.0
RP - Reference Plan - Second Floor				2.0	2.0	2.0		8.0		14.0
Demo Floor Plan 1				3.0		4.0		8.0		15.0
Demo Floor Plan 2				3.0		4.0		8.0		15.0
Project Phasing and Alternates Plan				2.0		4.0		12.0		18.0
Life Safety Plan / Egress				3.0	4.0	4.0		8.0		19.0
Work Areas, Staging Plan & Coordination with Airport Engineer				2.0		2.0		8.0		12.0
Gates 7-10 Floor Plan				6.0	2.0	8.0		24.0		40.0
Gates 7-10 Mezzanine Plan (Future)								18.0		18.0
Floor Finish Plan				2.0	2.0	4.0		18.0		26.0
Wall Finish Plan				2.0	2.0	4.0		18.0		26.0
Wall Types Plan				2.0	2.0	4.0		24.0		32.0
Roof Plan				4.0	1.5	8.0		24.0		37.5
Gates 7-10 Restroom Plan				4.0	2.0	8.0		0.2		14.2
Baggage Claim Restroom Plan				4.0	2.0	8.0		24.0		38.0
Restaurant Restroom Plan (2nd Floor)				4.0	2.0	12.0		24.0		42.0
Wick Wing Restroom Plan				4.0	2.0	8.0		24.0		38.0
Stair / Ramp Plan (Future)				2.0		4.0		12.0		18.0
Check Point "B" Plan / Queue Plan				2.0		4.0		8.0		14.0
Concession Build Out and Pantry Envelope Plan (Coord. w/ tenant)				2.0		2.0	8.0	10.0		22.0
Retail Build Out and Storage Envelope Plan (Coord. w/ tenant)				2.0	0.5	1.0	4.0	6.0		13.5
Reflected Ceiling Plan - Gates 7-10				2.0		8.0	8.0	18.0		36.0
Reflected Ceiling Plan - Mezzanine Gates 7-10 (Future)										0.0
Reflected Ceiling Plan - Gates 7-10 Restroom				2.0		2.0	8.0	24.0		36.0
Reflected Ceiling Plan - Baggage Claim Restroom				2.0		2.0	8.0	24.0		36.0
Reflected Ceiling Plan - Restaurant Restroom				2.0		2.0	8.0	24.0		36.0
Reflected Ceiling Plan - Wick Wing Restroom				2.0		2.0	8.0	24.0		36.0
Exterior Elevations N				2.0		2.0	2.0	9.0		15.0
Exterior Elevations E & W				4.0		4.0	2.0	9.0		19.0

Exhibit B : Man-hour and Detailed Fee Break Down

Architecture without CA Phase Services

June 17, 2014

Agreement No.: Baker-PIE Proposal

PIE - St. Pete/Clearwater International Airport , Florida



Item/Task Description	Task Not in Contract Designated Below with - "N/A"	Principal	Program Manager	Project Manager / Senior Architect	Senior (Engineer / Arch / Planner / Scientist / Interior Designer)	Engineer / Arch / Planner / Scientist	Designer	Technician / Cad Support	Clerical	Total
2010 Rates (Contract Rates)		\$195.00	\$195.00	\$166.00	\$166.00	\$140.00	\$105.00	\$80.00	\$74.00	
Restroom Interior Elevations Sheet 1				2.0		2.0	4.0	20.0		28.0
Restroom Interior Elevations Sheet 2				1.0		4.0	4.0	12.0		21.0
Restroom Interior Elevations Sheet 3				1.0		4.0	4.0	12.0		21.0
Restroom Interior Elevations Sheet 4				1.0		4.0	4.0	12.0		21.0
Toilet Accessory Schedule				4.0		2.0	4.0	12.0		22.0
Holding Room Interior Elevations				6.0		8.0	8.0	24.0		46.0
Finish Schedule and Notes Sheet 1				6.0	2.0	6.0	2.0	24.0	4.0	44.0
Finish Schedule and Notes Sheet 2				6.0		8.0	2.0	24.0	4.0	42.0
Door Schedule				4.0		4.0	2.0	18.0		28.0
Building Section 1				4.0		12.0	4.0	12.0		32.0
Building Section 2				8.0		12.0	4.0	12.0		36.0
Door Details				2.0		8.0	4.0			14.0
Wall Section 1				4.0	4.0	12.0	12.0	4.0		36.0
Wall Section 2				4.0	4.0	12.0	12.0	4.0		36.0
Window Details Elevations / Sun Shade				4.0		4.0	12.0	12.0		32.0
Window Details 2				4.0		4.0	12.0	12.0		32.0
Railing Details				1.0		2.0		4.0		7.0
Miscellaneous Details				8.0	2.0	16.0	6.0	18.0		50.0
Roll Up Shutter Detail				1.5		2.0	2.0			5.5
Floor Insert Details 1				1.0		2.0		4.0		7.0
Floor Insert Details 2				1.0		2.0		4.0		7.0
Roof Details				4.0		8.0		12.0		24.0
Ceiling Plan Details				3.0		8.0	12.0	12.0		35.0
NCA Sheet 1				2.0		2.0		4.0		8.0
NCA Sheet 2				2.0		2.0		4.0		8.0
NCA Sheet 3				2.0		2.0		4.0		8.0
NCA Sheet 4				2.0		2.0		4.0		8.0
Coordination with Interior Designer on Restroom Interiors and Details (Redline Drawings)				8.5	1.5	11.5		11.5		33.0
Coordination with Interior Designer on Millwork, Passenger Check-In Counters, & Column Cladding. (Redline Drawings)				4.0		8.0		1.0		13.0
Coordinate CD's MEP & FP & Security Sub Consultants				4.0		6.0		1.5		11.5
Coordinate CD's - Civil Apron				12.0	4.0	8.0		4.0		28.0
Specifications Divs. 2-16 (excluding Div. 14) / Product Research				40.0	16.0	16.0	16.0		60.0	148.0
Front End Documents (Specifications)										0.0
Coordination with Airport Engineer & Purchasing Dept.				4.0						4.0
Redline and Update Div. 0 Specifications				4.0	2.0			12.0		18.0
Prepare Bid Form				4.0				6.0		10.0
Prepare Alternates, Allowances & Unit Price Schedule				4.0				6.0		10.0
Div. 01 Administrative Procedures				4.0				8.0		12.0
Assist with Permitting Applications to AHJ & Meeting				6.0	4.0	4.0		4.0	2.0	20.0
Meeting with Cost Estimator 50%, 90% and 100% Updates				8.0						8.0
50% CD Progress Review Meeting with PIE Staff & Plotting Drawings (2 Meetings)				3.0	1.5	3.0		2.0	2.0	11.5
50% CD Review and Staff Coordination & Updates				2.0	1.0	1.0	1.0			5.0
90% CD Progress Review Meeting with PIE Staff & Plotting Drawings (2 Meetings)				3.0	1.5	3.0		2.0	2.0	11.5
90% CD Review and Staff Coordination & Updates				2.0	1.0	1.0	1.0			5.0
Plotting, Signing and Sealing, Finalize & Submit 100% CD's for Construction & Permitting				4.0	2.0	4.0		2.0	2.0	14.0
QA/QC of CD Documents and Coordination (50%, 90% and 100%)		3.0		6.0	6.0			0.8		15.8
Review Meeting with Airport Engineer - Lessons Learned Checklist (1 Meeting)				4.0					2.5	6.5
Coordination Meeting with Consultants (6 Meetings)				6.0		6.0		6.0	6.0	24.0
Follow Up Meeting with PIE Staff Final Permit & Bidding Documents				2.0				1.0	0.5	3.5
Update Photometric Analysis - Coordination				1.0						1.0
Update Light Fixture Selection - Coordination				2.0	2.0	2.0				6.0
Cost Estimate Coordination / Update (50%, 90% and 100%)				12.0	6.0	6.0			6.0	30.0
Travel Time Allocation (29 Meetings - Including Milestone Submittal Meetings)				29.0		29.0				58.0
Weekly Staff (Internal Meetings) (24 Meetings)				20.0	12.0	12.0		6.0		50.0
Weekly Progress Meetings with Airport Staff (24 Meetings)				36.0				12.0	24.0	72.0
Contingency Hours				20.0	10.0	40.0	5.0	40.0	20.0	135.0
TASK 3- CONSTRUCTION DOCUMENTS (CD's) Hours		3.0	0.0	439.0	116.0	459.0	193.0	860.0	170.0	2240.0
TASK 3- CONSTRUCTION DOCUMENTS (CD's) Fee		\$585	\$0	\$72,874	\$19,256	\$64,260	\$20,265	\$68,799	\$12,580	\$258,619.20

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Item/Task Description	Task Not in Contract Designated Below with - "e"	Principal	Program Manager	Project Manager / Senior Architect	Senior (Engineer / Arch / Planner / Scientist / Interior Designer)	Engineer / Arch / Planner / Scientist	Designer	Technician / Cad Support	Clerical	Total
2010 Rates (Contract Rates)		\$195.00	\$195.00	\$166.00	\$166.00	\$140.00	\$105.00	\$80.00	\$74.00	
TASK 4- BIDDING SERVICES										
<i>Note Project Fee Based on Design Bid Build Project Delivery, Value Added Design (VE) Analysis Limited to Specific Hours Noted</i>										
Pre-Bid Conference Agenda and Coordination Meeting with PC Purchasing and PIE Staff				4.0	2.0			3.0	6.0	15.0
Pre-Bid Conference (1 Meeting)				4.0		8.0			4.0	16.0
Answers to Bidders Questions & Issue Addenda				20.0	4.0	12.0		16.0	12.0	64.0
Coordination with PIE Staff & Sub Consultants				4.0		4.0			4.0	12.0
Bid Opening				4.0						4.0
Review Bids for Responsiveness				3.0	2.0	1.0			1.5	7.5
Certify Bid Tabs/Award Contract				4.0						4.0
Value Added Design (VE) Analysis				8.0	8.0	4.0			3.0	23.0
Product Substitutions & Document Update				8.0	2.0	2.0			1.5	13.5
Assist with Contract Preparation/Change Order & Proposal Request for Pricing				6.0					4.0	10.0
Contingency Hours				8.0	2.0	8.0		8.0	8.0	34.0
Distribution of Plans (By Purchasing Dept.)	e									0.0
TASK 4- BIDDING SERVICES Hours		0.0	0.0	73.0	20.0	39.0	0.0	27.0	44.0	203.0
TASK 4- BIDDING SERVICES Fee		\$0	\$0	\$12,118	\$3,320	\$5,460	\$0	\$2,160	\$3,256	\$26,314.00
Total Estimated Hours		9.5	0.0	919.5	324.5	636.0	636.0	1325.5	277.5	4128.5
Total Estimated Labor Costs		\$1,853	\$0	\$152,637	\$53,867	\$89,040	\$66,780	\$106,039	\$20,535	\$490,750.70
Sub consultants (CDs & Bidding Phase Only)										
Interior Design / Carpet - Kelly Taaffe Design, Inc. (Excludes Seating - Under Separate Contract)										\$38,800.00
Structural Engineering - Masters Consulting, Inc.										\$48,900.00
Electrical & Lighting Engineering - Advanced Systems Engineering, Inc.										\$31,940.00
Mech., Plumb., & Fire Protection Engineering - Advanced Systems Engineering, Inc.										\$56,961.00
Security and IT Engineering - Advanced Systems Engineering, Inc.										\$6,500.00
Surveying - George F. Young, Inc. (Grades Building PAD Only)										\$5,642.00
Surveying - George F. Young, Inc. (SUE Building PAD Only)										\$3,705.00
Geotechnical - Terracon, Inc. (Building PAD Only)										\$5,900.00
Hazardous Materials - Terracon, Inc. (No Construction Observation)										\$4,330.00
Cost Estimating Consultant										\$10,800.00
Rendering Consultant Artist (2 Views - 1 Exterior / 1 Interior) 3D Model of Building Addition										\$6,500.00
Subtotal Sub-Consultants										\$219,978.00
Admin Fee @10%	10.00%									\$21,997.80
Civil Engineering & Civil Expenses - Baker (Work to be Completed Under Separate Contract)										\$0.00
Subtotal Sub-Consultants (Basic Fees)										\$241,975.80
Sub-Consultant Contingency										\$20,700.00
Sub-total Sub Consultant Fees & Special Services										\$262,675.80
Sub-Total Professional Fees (Continued)										\$733,438.50

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2010 Rates (Contract Rates)		\$195.00	\$195.00	\$166.00	\$166.00	\$140.00	\$105.00	\$80.00	\$74.00	
Expenses										
Programming Plotting, Printing & Copying	\$60 / Set		18 Sets							\$1,080.00
Preliminary Design Phase Plotting, Printing & Copying / Color Plots	\$125 / Set		20 Sets							\$2,500.00
DD Phase Plotting, Printing & Copying (30%) / Color Plots	\$175 / Set		15 Sets							\$2,625.00
Specifications - Outline (2 Volumes)	\$85 / Set		8 Sets - 2 Submittals - 16 Printed Sets Total							\$1,360.00
CD Phase Plotting (50%, 90% & 100%)	\$400 / Set		200 Sheets - 1 Plotted Set - 3 Submittals - 3 Plotted Set Total							\$2,700.00
CD Phase Printing & Copying (50%, 90% & 100%)	\$350 / Set		200 Sheets - 8 Sets - 3 Submittals - 24 Printed Sets Total							\$8,400.00
Specifications - 90% & 100% (3 Volumes)	\$125 / Set		8 Sets - 2 Submittals - 16 Printed Sets Total							\$2,000.00
Color Plots & Rendering Mounting										\$1,500.00
Telephone & Long Distance Calls-Allowance										\$0.00
Travel Expenses-Allowance (Mileage Expense Within Hourly Rates Under This Contract)										\$0.00
Wear and Tear Allowance (Mileage Expense Within Hourly Rates Under This Contract)										\$0.00
Shipping Expenses-Allowance										\$600.00
Expense Contingency										\$2,500.00
Summary of Expenses Estimate **										\$25,285.00
LUMP SUM AMOUNT:										\$778,691.50

** Expenses Estimated for Reference Only.

EXHIBIT C
SPECIFIC SCOPE OF SERVICES FOR
PIE TERMINAL IMPROVEMENTS PHASE III (GATES 7-10) BUILDING
CONSTRUCTION PHASE SERVICES

Below is a preliminary list of Construction Administration services that may be required as part of a separate contract for the Airport Terminal Improvement Phase III (Gates 7-10) project. These services will be completed as a separate task and with separate fees upon request of the Airport. These services may include, but not limited to the following:

- Preconstruction Meeting
- Regularly Scheduled Progress Meetings and Jobsite Visits
- Review and Approval of Monthly Contractor (GC) Pay Applications
- Review of Shop Drawings and Proposed Substitution Requests
- Review and Response for Contractor (GC) Generated RFI's
- Review Generation and Follow-up on Punch Lists
- Review and Processing of Contractor (GC) Close-out Documents
- General Coordination with all Project Stakeholders (Contractor, Construction Manager, Subconsultants, Tenants, Airport Staff, etc....)

END OF EXHIBIT "C"

**PINELLAS COUNTY CAPITAL IMPROVEMENT PROJECT (CIP)
PROJECT FINANCIAL OVERVIEW**

(Check one)

1. Design Phase:

☒

2. Board Date: September 23, 2014

3. Construction Phase

☐

4. Title: Airport Terminal Improvements - Phase 3 - Design

5. Anticipated Scope and Description: Design services for Phase 3 Terminal Improvements for the renovation and expansion of gates 7 - 10 at the St. Pete-Clearwater International Airport.

6. YEAR OF CONSTRUCTION START: FY 2015

Current Approved Budget for FY 15: \$

2,250,000

		1	2	3
		Authorization Amount Requested	Estimated Project Expenditures in FY 15	Total Estimated Project Expenditures
7. PROJECT BUDGET:				
Professional Services (Design)	(1)	\$ 878,692	878,692	878,692
Construction:		-	325,000	6,500,000
Construction Administration		-	9,000	\$ 180,000
Construction Management		-	20,000	\$ 400,000
Other:				
TOTALS	(1)	\$ 878,692	(2) \$ 1,232,692	(3) \$ 7,958,692

8. FINANCIAL RESOURCES:

Federal Aviation Administration Grants:	0
State of Florida DOT Grants:	0
Passenger Facility Charges:	7,958,692
Airport Reserves:	0
Reimbursements:	0
Other Revenue Sources:	0
TOTAL FINANCIAL RESOURCES (numbers rounded)	(3) \$ 7,958,692

9. Project's First Full Year Estimated Operating Budget Fiscal Impact:

Fiscal Year:	FY 17
New Positions:	NONE
Number:	N.A.
Type:	N.A.
Total Est. Fiscal Impact (Personal Services, Operating Expenses)	\$ -

(1) Cost highlighted in column one (design) is the only item being requested for approval at this time.

(2) Amount represents total estimated project expenditures in FY15 (construction and construction administration)

(3) Amount represents the current total multi - year project cost estimates and anticipated resources.

Prepared By Airport, September 2014

Revised Form 3/4/09