



## Staff Report

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**File #:** 16-007A, **Version:** 1

**Agenda Date:** 2/23/2016

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**Subject:**

Ranking of firms and agreement with Cardno, Inc. for professional engineering consulting services related to the St. Pete Clearwater International Airport Landside and Parking Lot Improvements project.

**Recommended Action:**

Approve the ranking of firms, negotiated agreement and execution of the agreement with the number one ranked firm, Cardno, Inc. (Cardno) for engineering services related to the St. Pete Clearwater Airport (Airport) Landside and Parking Lot Improvements project.

This project includes improvements to parking lots, circulation roads and associated infrastructure, and it will be closely coordinated with the design and construction of the Florida Department of Transportation (FDOT) Gateway project.

Contract No. 145-0020-NC, in the amount of \$1,701,351.22 from the notice to proceed date for a term of 900 consecutive calendar days.

**Strategic Plan:**

Foster Continual Economic Growth and Vitality

4.4 Invest in infrastructure to meet current and future needs

**Summary:**

This contract is for the requirements of professional engineering consulting services for the Airport Landside and Parking Lot Improvements Project. Services provided by Cardno include all engineering as may be required for design development of roadway and parking lot improvements for the Airport. The project includes improvements to Airport circulation roads, long and short term parking lots, remote parking lots, employee parking lots and associated infrastructure and utilities.

The final negotiated agreement includes the lump sum fee of \$1,231,351.22 with a not to exceed amount of \$250,000.00 for optional services, such as but not limited to; the parking garage design/build criteria package, covered pedestrian walkway design, video inspection of existing storm water or sewer infrastructure and construction administration services and \$220,000.00 for contingency services.

The firms in order of ranking are attached on the ranking spreadsheet.

**Background Information:**

This project will be closely coordinated with the design and construction of the FDOT Gateway project. Due to these coordination efforts, it was necessary to delay the final scope of work and fee negotiations with Cardno until efforts were finalized.

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A request for qualifications to comply with the Consultants Competitive Negotiation Act (CCNA) was released on December 19, 2014 and the negotiation and scoping process was concluded in January 2016.

The project design and construction phase is to be completed within nine hundred (900) consecutive calendar days.

The contract included fully burdened hourly rates which were negotiated after conclusion of the evaluation process. The rates include all labor, direct/indirect overhead margins/profits, and travel within the Tampa Bay Metropolitan Statistical Area (TBMSA). Travel outside of the TBMSA will be reimbursed in accordance with Florida Statutes.

**Fiscal Impact:**

Basic services not to exceed:	\$1,231,351.22
Optional services not to exceed:	\$250,000.00
Contingency services not to exceed:	\$220,000.00
Total expenditure not to exceed:	\$1,701,351.22

Sources of funds: Future FDOT Joint Participation Agreement (JPA) - \$850,676 (50%); FDOT Gateway Express Project Damages/Cures - \$850,676 (50%)

**Staff Member Responsible:**

Tom Jewsbury, Director, Airport  
Scott Yarley, Senior Engineer, Airport  
Joe Lauro, Director, Purchasing

**Partners:**

Florida Department of Transportation

**Attachments:**

Contract Review  
Agreement  
Ranking Spreadsheet



PURCHASING DEPARTMENT  
CONTRACT REVIEW TRANSMITTAL

CATS  
NO.: 46062

PROJECT: Engineering Consulting Services – Airport Landside and Parking Lot Improvements

RFP NUMBER: 145-0020-NC(RM)

TYPE: ☐ Purchase Contract ☒ Other: CCNA ☐ Construction-Less than \$100,000 ☐ One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 15-19

PRODUCT ONLY ☐

This is an annual contract.

Estimated Expenditure: \$1-1.2 M

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. J. Lauro, Director C. Mancuso, Asst Director R. McKenzie, Ops Mgr	11/10	<i>[Signature]</i>	Over time any reports or exhibits that should be associated with this RFP are added to results?	<i>[Signature]</i>
2.	Airport N. Lagos, Director Jeff Noa S. Yarley – Eng	11/12 11/17 11/17/2014	<i>[Signature]</i>	Delete Federal Provisions No FAA Grant Funds - go	<i>[Signature]</i>

Using Dept please provide below information:

A. ☐ Yes, funding for this project is using grant funding. ☐ No, funding for this project is not using grant funding.  
If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

B. \_\_\_\_\_ Initial and Date Funding is available for this project.  
Provide title of funding source \_\_\_\_\_

C. Please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Email)

3.	Risk Management Director Attn: Virginia E. Holscher (Check applicable box at right)	11-21-14 <i>[Signature]</i>	<i>[Signature]</i>	See changes in Section C. Ins. Regs	<input checked="" type="checkbox"/> HIGH RISK <input type="checkbox"/> NOT HIGH RISK
4.	BCC Finance Attn: Cassandra Williams	12/1/14	<i>[Signature]</i>		
5.	Legal Attn: Miles Belknap	12/9/14	<i>[Signature]</i>	Purchasing provide draft agreement revised for Engineering	<i>[Signature]</i>
6.	Executive Director AKA Attn: David Scott	12/11/14	<i>[Signature]</i>		
7.	County Administrator Mark Woodward	12/15/14	<i>[Signature]</i>		

RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: Ruby McKenzie at Extension 4-3795

In order to meet the following schedule, please return your requirements to Purchasing by:

TENTATIVE DATES	Advertise: TBD
Bid Opening:	Contract Approval

**PROFESSIONAL ENGINEERING SERVICES NON-CONTINUING SERVICES  
AGREEMENT 145-0020-NC**

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**SECTION 1  
INTENT OF AGREEMENT**

**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR  
ENGINEERING CONSULTING SERVICES – AIRPORT LANDSIDE  
AND PARKING LOT IMPROVEMENTS**

THIS AGREEMENT, entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 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, CARDNO, INC. with offices in Clearwater, Florida hereinafter referred to as the CONSULTANT.

WITNESSETH, That:

WHEREAS, Pinellas County, herein referred to as the COUNTY, requires **PROFESSIONAL ENGINEERING SERVICES** associated with support to develop plans and specifications and perform all other professional engineering services as may be required during the construction of **(the Airport Landside and Parking Lot Improvements Project)**, hereinafter referred to as the PROJECT, **located at the St Pete-Clearwater International Airport in** Pinellas County, Florida

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

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

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

## **SECTION 2 SCOPE OF PROJECT**

### **2.1 PROJECT DESCRIPTION AND PROFESSIONAL REQUIREMENTS**

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

The St Pete-Clearwater International Airport is seeking professional services of an engineering consultant to design; develop Contract Documents; provide bid award services; and provide construction administration for the improvements to the Airport landside roadways, parking lots, and associated infrastructure.

All required permits shall be obtained by the engineering consultant. Plans shall be prepared in accordance with Civil 3D Pinellas County Requirements.

Exhibit A, Scope of Work is attached.

#### **a) Required Deliverables**

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

Since this project is partially funded by the Florida Department of Transportation, (FDOT), all services provided under this Agreement will need to comply with FDOT contract provisions as shown in Appendix A of this Agreement.

### **2.2 PROJECT PHASES**

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

### **2.3 CONSULTING RESPONSIBILITIES**

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

- D. The CONSULTANT shall endorse all reports, calculations, contract plans, and survey data. Services shall be prepared under the direction of an engineer registered in the State of Florida and qualified in the required discipline. Products or services performed or checked shall be signed and sealed by the CONSULTANT'S Florida registered engineer.
- E. The CONSULTANT shall be responsible for the preparation of a PROJECT design schedule, prepared in Microsoft Project 2013 or later, which shows a breakdown of all tasks to be performed, and their relationship in achieving the completion of each phase of work. A bar chart schedule showing overall PROJECT time frames should also be prepared. 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 Civil 3D 2012 or later; as well as providing reproducible hard copies of plans and drawings. All specification and other documents shall be delivered electronically and or on 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 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 two (2) 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.

3.2.1 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.

3.2.2 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.

3.2.3 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.

### 3.3 CONSTRUCTION PHASE

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 project as necessary, but at a minimum of three (3) month, six (6) month and upon construction completion in order to certify that the permit conditions have been met satisfactorily. This shall not relieve the CONSULTANT of other needed visits to the project 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.

#### 3.4 PROVISIONS RELATED TO ALL PHASES

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

3.4.2 The CONSULTANT will coordinate work designed by various disciplines.

3.4.4 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) Site-Civil design
- 3) Roadway geometric calculations
- 4) Structural calculations.
- 5) Drainage calculations.
- 6) Traffic design calculations
- 7) Traffic control calculations
- 8) Calculations as required by provisions of the Florida Energy Conservation Manual (Department of General Services), latest revision.
- 9) Calculations showing probable cost comparisons of various alternatives considered.
- 10) Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
- 11) Other PROJECT-related correspondences as appropriate.

3.4.5 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.

3.4.6 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.

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

3.4.8 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.

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

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

### 3.5 PERMIT APPLICATIONS AND APPROVALS

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

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

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

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

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

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

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

4.1 The COUNTY shall provide the following for the CONSULTANT'S use and guidance:

- A. Copies of existing maps, existing aerial photographs, as-built construction plans and data pertinent to the PROJECT design, which the COUNTY may have in its possession.
- B. 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 Director of the St. Pete-Clearwater International Airport, or designee, as often as reasonably requested and at any point in the PROJECT development should issues arise which make additional presentations other than those listed elsewhere in this Agreement, in the COUNTY'S best interest.

5.3 The CONSULTANT shall participate in Monthly PROJECT Conferences with COUNTY staff personnel. The meetings will be scheduled by the COUNTY at a location provided by the COUNTY.

5.4 The CONSULTANT shall attend, as technical advisor to the COUNTY all meetings or hearings conducted by permitting agencies or public bodies in connection with any permit required for the construction of the PROJECT, and shall prepare all presentation aids, documents and data required in connection with such meetings or hearings, and at the discretion of the COUNTY, shall either plead the COUNTY'S case or provide engineering and technical assistance to the COUNTY in its pleading of the case.

5.5 The CONSULTANT shall keep accurate minutes of all meetings and distribute copies to all attending. These meetings shall be set up through the COUNTY and appropriate COUNTY staff shall attend.

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

### **6.1 BASIC SERVICES**

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

### **6.2 OPTIONAL SERVICES**

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

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

### **6.3 CONTINGENCY SERVICES**

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

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

### **6.4 ADDITIONAL SERVICES**

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

### **6.5 INVOICING**

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

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

All progress reports shall be mailed to the attention of the Director of the St. Pete-Clearwater International Airport, or designee, 14700 Terminal Blvd., Suite 221, Clearwater, FL.

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:

A Lump Sum Fee of \$29,594.40	for the Task 1 – Data Collection
A Lump Sum Fee of \$116,763.36	for the Task 2 –Design Reports
A Lump Sum Fee of \$18,294.72	for the Task 3 – Parking Garage Concept Study
A Lump Sum Fee of: \$681,747.36	for the Task 4 – Construction Documents and Specs
A Lump Sum Fee of: \$45,467.76	for the Task 5 - Permitting
A Lump Sum Fee of: \$26,904.00	for the Task 6 - Coordination and Meetings
A Lump Sum Fee of: \$21,254.16	for the Task 7 - Bid/Award Services
A Lump Sum Fee of: \$9,400.26	for the Task 8 – Expenses
A Lump Sum Fee of: \$281,925.20	for the Task 9 – Subconsultants and Surveying

The above fees shall constitute the total not to exceed amount of **(\$1,231,351.22)** 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 the OPTIONAL SERVICES provided for in the Agreement, as defined in Exhibit A, the COUNTY agrees to pay the CONSULTANT as follows:

A Lump Sum Fee of: \$50,000.00	for the Task A.1 - Parking Garage Design/Build Criteria Package
A Lump Sum Fee of: \$10,000.00	for the Task A.2 - Covered Pedestrian Walkway Design

A Lump Sum Fee of: \$15,000.00 for the Task A.3 - Video Inspection of Existing Stormwater or Sewer Infrastructure

A Lump Sum Fee of: \$175,000.00 for the Task A.4 - Construction Administration Services

The above fees shall constitute the total not to exceed amount of **(\$250,000.00)** to the CONSULTANT for the performance of Optional 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.

7.3 For any CONTINGENCY SERVICES performed, the COUNTY agrees to pay the CONSULTANT, a negotiated fee based on the assignment, as follows:

- A Lump Sum Fee of: \$220,000.00 for the Task B.1 – Contingency Services.

7.4 Total agreement amount **(\$1,701,351.22)**.

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

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

## **SECTION 8 PERFORMANCE SCHEDULE**

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

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

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

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

**SECTION 9  
AUTHORIZATION FOR CONTINGENT OR ADDITIONAL SERVICES**

9.1 The CONTINGENCY services provided for under this Agreement shall be performed only upon prior written authorization from the Director of the St. Pete-Clearwater International Airport, or designee.

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

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

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

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

**SECTION 11  
SATISFACTORY PERFORMANCE**

All services to be provided by the CONSULTANT under the provisions of this Agreement, including services to be provided by subcontractors, shall be performed to the reasonable satisfaction of the COUNTY'S Director of the St. Pete-Clearwater International Airport, or designee.

**SECTION 12  
RESOLUTION OF DISAGREEMENTS**

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

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

**SECTION 13  
CONSULTANT'S ACCOUNTING RECORDS**

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

13.2 The CONSULTANT'S records shall be open to inspection and subject to examination, audit, and/or reproduction during normal working hours by the COUNTY'S agent or authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the CONSULTANT or any of his payees pursuant to the execution of the Agreement. These records shall include, but not be limited to, accounting records, written policies and procedures, 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.

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

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

15.2 If the CONSULTANT is an individual or entity licensed by the state of Florida who holds a current certificate of registration 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 Nine Hundred (900) consecutive calendar days from the commencement date on the Notice to Proceed) unless terminated at an earlier date under other provisions of this Agreement, or unless extended for a longer term by amendment.

## **SECTION 24 CONFLICT OF INTEREST**

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

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

**SECTION 25**  
**ENTIRE AGREEMENT**

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

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

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  
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.

PINELLAS COUNTY, by and through its  
Board of County Commissioners


By:   
Print Name: STEVEN P. HOWARTH  
Title: SR. PRESIDENT Date: 1/21/2016

By: \_\_\_\_\_  
Name \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

ATTEST:

ATTEST:

Ken Burke, clerk of the Circuit Court

By:   
Print Name: CRAIG D. SNYDER  
Title: SR. VP. AREA MGR. Date: 1/21/2016

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



APPROVAL AS TO FORM:

By:   
Office of the County Attorney

## **Florida Department of Transportation Funding**

This project is being funded in part by a Grant from the Florida Department of Transportation (FDOT). The contractor must abide by the following contract provisions:

**Equal Employment Opportunity:** In connection with the carrying out of this Project, the contractor shall not discriminate against any employee or applicant for employment because of race, age, creed, color, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall insert the foregoing provision modified only to show the particular contractual relationship in all its subcontracts in connection with the development or operation of the Project, except subcontracts for the standard commercial supplies or raw materials, and shall require all such subcontractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. When the Project involves installation, construction, demolition, removal, site improvement, or similar work, the Contractor shall post, in conspicuous places available to employees and applicants for employment for Project work, notices to be provided by the Department setting forth the provisions of the nondiscrimination clause.

**Title VI - Civil Rights Act of 1964:** The Contractor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq), the Regulations of the Federal Department of Transportation issued thereunder, and the assurance by the Contractor pursuant thereto.

**Title VIII - Civil Rights Act of 1968:** The Contractor will comply with all the requirements imposed by Title VIII of the Civil Rights Act of 1968, (42 USC 3601, et seq.,) which among other things, prohibits discrimination in housing on the basis of race, color, national origin, creed, sex and age.

**Americans with Disabilities Act of 1990 (ADA):** The Contractor will comply with all the requirements imposed by the ADA (42 USC 12012. et. Seq.) the regulations of the federal government issued thereunder, and the assurance by the Contractor pursuant thereto.

### **Disadvantaged Business Enterprise (DBE) Policy and Obligation:**

**DBE Policy:** It is the policy of the FDOT Grant that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26, as amended, shall have the equal opportunity to participate in the performance of contracts financed in whole or in part with FDOT funds. The DBE requirements of 49 CFR Part 26, as amended, apply to this contract.

**DBE Obligation:** The Contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the equal opportunity to participate in the performance of this contract. In this regard, the contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 26, as amended, to ensure that the Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform this contract. The contractor and their subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of this contract.

## Appendix A

The contractor shall not discriminate on the basis of race color national origin or sex in the award and performance of any DOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26 The contractor shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts The airport's DBE program goal as required by 49 CFR part 26 and as approved by DOT is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this contract. Upon notification to the contractor of its failure to carry out its approved program the County may impose sanctions as provided for under part 26 and may in appropriate cases refer the matter for enforcement under 18USC1001 and/or the Program Fraud Civil Remedies Act of 1986 (31USC3801 et seq.)

### **E-Verify**

The contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and

Shall expressly require any subcontractors performing work or providing services pursuant to this contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term

## **AIRPORT LANDSIDE & PARKING LOT IMPROVEMENTS ST. PETE-CLEARWATER INTERNATIONAL AIRPORT**

### **Exhibit A – Scope of Work**

The purpose of this project is to make improvements to the airport landside circulation roads; improvements to long and short term, rental car, and employee parking lots; improvements to the associated infrastructure and utilities; enhance vehicular and pedestrian conveyance; improve efficiency of parking operations and maximize parking revenue; coordinate and maintain effective communication with FDOT and the design/build team on the Gateway Express project, and minimize impacts to airport operations during construction.

### **BACKGROUND**

Airport parking east of Roosevelt Boulevard, currently consists of long term, short term, rental, taxi/shuttle, and employee parking with internal circulation roads. The FDOT's proposed construction of the Gateway Express Project adjacent to the airport has resulted in pending right-of-way takings which will impact the internal circulation road and existing parking.

Modifications to the parking lots over the last 15 years has resulted in a less than desirable internal circulation and has not maximized the parking space available. Growth of the airport has necessitated the need for additional parking in addition to the current remote parking lot under construction.

The pending impacts from the Gateway Express project and the need for additional and more efficient parking facilities have necessitated a new landside parking lot improvement design. The design will address internal circulation, parking, and access to the Gateway Express roadways. To facilitate additional parking expansion, the design will also incorporate the ability to add a parking garage in the future.

Several concepts were considered for this design and meetings were held with Airport staff, FDOT and stakeholders to agree upon a preferred concept which integrated with the Gateway Express Project. The preferred concept is attached as Exhibit B. Major project elements include:

#### ***Reverse Access Road Preliminary Design Plans (Separate Plan Set)***

- Preliminary design of reverse access road and entrance as defined in FDOT Exhibit "PIE 01 CURRENT CONCEPT"
- Preliminary design to sufficient detail to be included as an addendum to FDOT's Gateway Express Project RFP

#### ***Internal Circulation Roadways & Access:***

- Internal circulation road excluding portion above
- FBO roadway modifications
- Delivery staging areas
- Connectivity to the remote lot
- Connectivity to and modifications to Fairchild Drive

#### ***Surface Parking***

- Short term parking and entrance area
- Long term parking and entrance area
- Rental parking/staging and entrance area

- Toll collection exit lanes
- Conceptual future parking garage expansion area
- Taxi and shuttle staging areas

***Toll Collections***

- Entry ticket dispensers and gates
- Credit card payment tellers with communication for toll collection
- Toll Plaza structure
- Exit gates
- Canopy for toll collection area

***Stormwater***

- Review of PIE Stormwater Master Plan done by others
- Stormwater collection systems
- Stormwater ponds

***Utilities***

- Potable water for toll plaza
- Fire protection
- Sanitary sewer service for toll plaza
- Power and communication for toll plaza
- Reclaimed water for irrigation
- Existing utility protection and relocation (grease trap, propane gas line, sanitary storm, water, electric, airfield lighting cables, FAA control cables)
- Coordination with Utility providers

***Other***

- Lighting of parking/roadway and Electrical
- Landscaping
- Signage (pole mounted and overhead – static and dynamic)
- Entry Features
- Pedestrian walkways (no cover) and signage
- Relocation of Airport monument signs (2)

***Parking Garage Concept Study***

- Conceptual future parking garage footprint
- Evaluation of parking capacity
- Evaluation of column and ramp locations for connectivity to surface lots
- Engineer's Opinion of Probable Construction Cost

***Perimeter Road South (Separate Plan Set)***

- Road relocation
- Canal relocation
- Security fence relocation (per FAA requirements)
- Fiber optic relocations (security)



## **DESIGN CRITERIA**

The project will be designed according to the current editions of the following technical design criteria documents:

1. FDOT Flexible Pavement Design Manual
2. AASHTO's Policy on Geometric Design of Streets and Highways (Green Book)
3. Applicable Pinellas County Zoning requirements
4. Pinellas County Public Works Guidelines, Standards, and Specifications
5. FDOT Standard Specifications for Road and Bridge Construction
6. FDOT Manual of Uniform Minimum Standards for Design, Construction, and Maintenance of Streets and Highways (Florida Green Book)

Construction drawings will be prepared in AutoCAD Civil 3D format but will not utilize the entire Pinellas County CAD kit.

## **ASSUMPTIONS/EXCLUSIONS**

The project fee for design was prepared based on the following assumptions:

1. The Gateway Express project will be designed by others. Cardno to provide preliminary design of reverse access road to be included as Addendum to the FDOT RFP.
2. Budget allowances are provided for optional services but these require negotiation of scope and authorization by client to proceed.
3. All permit fees will be paid by the Airport
4. The conceptual plan presented as Exhibit B will be the basis of design
5. Cardno's services include initial permit submittals identified and two responses to requests for additional information. Cardno cannot guarantee the issuance of any regulatory permit.
6. The toll plaza task will be a performance specification with size and criteria identified. Design plans will identify utilities up to the point of connection. Contractor to provide a pre-fabricated system with design including foundations, tie-downs, and permitting.
7. The canopy task will be a performance specification with size and criteria identified. Contractor to provide a pre-fabricated system with design including foundations, tie-downs, and permitting.
8. Environmental, haz-mat, or wildlife assessments are excluded
9. Signage will be ground static signs with the exception of four static overhead structures/signs and two small overhead dynamic structures/signs which are included in this scope.
10. No utility condition assessments are included
11. No external traffic studies are included
12. Variable height barrier wall to be designed by FDOT
13. Offsite improvements (extension of utilities, stormwater, signals, remote parking, temporary striping, MOT for gateway, etc) are excluded
14. No fountains or hardscape improvements adjacent to terminal are anticipated
15. Project limits as shown on attached concept
16. Landscape design will be limited to 8 sheets which equates to minimal landscaping
17. No building permits are included in this scope
18. Expedited submittal plan reviews will be provided by Airport staff to help maintain the project schedule
19. If the adjacent Gateway FDOT project schedule changes or if Notice to Proceed on this project is delayed, the County and Cardno will renegotiate a revised schedule

## Page 4 of 10

[illegible]

## SCOPE

The project team will provide the following basic services on a lump sum basis. Optional services and an owner's design contingency are also included. Optional and contingency services may be requested as extension of this work but for which the detailed scope will be negotiated separately

### Basic Services (Lump Sum)

#### ***Task 1: Data collection***

*Review of Existing Data and Conditions:* The Airport will provide available as-built information for the project area. Cardno will review available as-built data, available/historic permits, coordinate with utility providers and conduct a field reconnaissance to identify conditions which may be expected to impact design. Cardno will coordinate with subconsultants and internal staff to identify field data collection efforts. Subconsultants are included in Task 8

#### ***Task 2: Design Report***

The Cardno Team will prepare a conceptual design report including a summary of access and circulation road anticipated traffic volumes, existing and future parking projections and spaces provided, a summary of design criteria, proposed construction phasing, and an Engineer's Opinion of Probable Construction Cost. The Design report will be updated with each plan submittal as applicable.

#### ***Task 3: Parking Garage Concept Study***

Cardno's Team will prepare a parking garage concept study consisting of the following scope elements

- Discuss project scope with the Project Team to confirm the study's objectives, boundaries, procedures and project schedule.
- Using data provided by the Airport, provide a short justification summary of airport growth, current parking usage, and demand for additional parking.
- Develop site parking design concepts to meet the program
  - Develop efficient footprints/massing concepts for the structured parking area.
  - Prepare conceptual design sketches, delineating pedestrian and vehicular traffic flow, vehicular entry/exits, and layouts for each parking area. Conceptual diagrams shall include plans for each parking level identifying: The number of spaces, Parking area, Average area per space
  - Provide alternative designs for conceptual budget pricing of the various schemes as needed. Analyze each concept. Review and make recommendations on the result of such analysis.

- Provide conceptual Engineer's Opinion of Probable Cost for the preferred scheme.
- This proposal does not anticipate our parking garage experts traveling to Florida for meetings.
- Parking garage line of sight (LOS) and shadow study

***Task 4: Construction Documents & Specifications***

Upon completion of data collection and conceptual design reports, the Project Team will proceed with plans production. Construction Documents for the overall project will be provided in three phases:

- 1) Preliminary Design Plans (approximately 60% design)
- 2) Final Design Plans (approximately 90% design)
- 3) Construction Design Plans (100% design)

Three distinct plan sets are anticipated:

- 1) Reverse Access Road Preliminary Design Plans shall address those elements defined in FDOT Exhibit "PIE 01 CURRENT CONCEPT".
- 2) Perimeter Road South Plans
- 3) Overall Project Design Plans: Parking and Internal Circulation Road

**Overall Project Design Plans** shall address the project elements identified in the Background section of this proposal. Preliminary plans will be completed to a sufficient level to submit permit applications between the Preliminary and Final Design Plans. As noted, the Preliminary Reverse Access Road and complete Perimeter Road South shall be separate plan sets. Anticipated plan sheets for the overall project shall include.

- Cover Sheet
- General Note (s)
- Key Plan Sheet
- Project Survey Control Plan (s)
- Geotechnical / Boring Location Plan (s)
- Stormwater Pollution Prevention Plan (SWPPP) – for project area only
- Master Erosion Control & Demolition Plan
- Erosion Control & Demolition Plan View (s)
- Utility Demolition Plan View (s)
- Phasing Plans (s)
- Maintenance of Traffic Plans
- Contractor Haul Routes and Staging Plan (s)
- Typical Pavement & Roadway Section (s)
- Master Site / Layout Plan
- Site and Layout Plan View (s)
- Plan & Profile of Circulation Road
- Horizontal Control Table (s)
- Master Pavement Marking Plan
- Pavement Marking Plan View (s)
- Master Drainage Plan
- Drainage Plan View (s)
- Storm Sewer Profile (s)

- Storm Sewer Data Table (s)
- Pond Sheet (s), if applicable
- Cross Section Sheet (s)
- Master Paving & Grading Plan
- Paving & Grading Plan View (s)
- Master Utility Plan
- Utility Relocation Plan View (s)
- Sanitary Sewer Profile Sheet (s)
- Utility Relocation Schedule and Sanitary Sewer Data Table (s)
- Master Landscape Plan
- Landscape Plan View (s)
- Master Electrical / Communication / Data Plan
- Site Electrical, Communication and Data Plan View (s)
- Site Lighting Plan View (s)
- Photometric Plan (s)
- Electrical, Communication and Data Detail Sheet (s)
- Gate and Ticket Dispenser Details
- Signage (static) & Foundation Details
- Site, Drainage & Utility Detail(s)
- Toll Plaza Kiosk and Canopy Building Plan (s)
  - o Architectural
  - o Structural
  - o Mechanical
  - o Electrical
  - o Plumbing

**Specifications** shall be prepared during the Final Design Plan phase. Specifications shall include standard general provisions provided by the County and Technical Specifications applicable to this project.

**Deliverables** at each plan submittal phase shall include two copies in 22x34" format and two copies in half size 11x17" format. Design reports and specifications will be submitted in standard 8 ½ x 11" format. Electronic pdf and CAD files of plans and *Word* copies of reports/specifications will also be provided.

**Quality Assurance / Quality Control:** Within 21 days of notice to proceed, the consultant shall prepare and submit a Project Quality Control Plan. All submittals to the County shall include QC documentation and QA certification.

***Task 5: Permitting***

Cardno will prepare permit applications along with appropriate design calculations and plans for the following permits. Cardno cannot guarantee the issuance of permits and our services include the initial application and two requests for additional information.

- County DRS
- County (right-of-way)
- County (building)
- FDOT (access)
- FDOT (R/W use, if required)
- FDOT (drainage)
- Pinellas County Utility
- SWFWMD ERP
- NPDES NOI
- OE/AAA

***Task 6: Coordination and Meetings***

Given the complexity of this project and the number of stakeholders impacted, we anticipate a significant amount of ongoing coordination efforts. Meetings and coordination will be provided on a lump sum basis for the following given the assumptions below. Additional meetings would require separate scope and fee.

- Finalization of design concept with owner
- Coordination meetings with PIE staff
- PIE Stakeholders (Republic Parking & Rental Car agencies)
- FAA Facilities meeting
- Public and Private Utility meetings
- Pre-Application meetings with permitting agencies

***Task 7: Bid/Award Phase Services***

Upon completion of the construction documents and at the request of the Airport, Cardno will prepare the project documents for bidding. This phase will include the effort necessary to receive bids from contractors, review the bids, and make a recommendation of award to the Airport. Cardno will perform bidding support services with the following applicable to our work:

- The County appoints Cardno as its Agent and Cardno accepts such appointment to perform bid/procurement services on the County's behalf in connection with the process
- Such services shall be performed under the County's direction and in accordance to such forms, terms, and condition, or modifications or revisions to same as the County may in its sole discretion at any time instruct Cardno to use. All services shall be carried out in accordance with the procedures mutually agreed upon by the County and Cardno.

- Cardno shall not have the authority to accept or bind the Airport in any way to changes, modifications, revisions, alterations, amendments, or supplemental, additional, or different terms and conditions (hereinafter referred to as “deviations”) which may be submitted or requested by a vendor or contractor. Cardno shall submit any deviations from the County’s standard terms and conditions to the Airport for review by the County’s Purchasing Manager or their representative and such deviations shall not be accepted by Cardno unless Cardno receives express written approval thereof from the County’s Project and/or Purchasing Manager or their representative.
- All documents issued by Cardno hereunder shall be signed by Cardno for the County if so directed. The ownership and title of all items purchased hereunder shall pass directly from the selling party to the County, and Cardno shall not at any time be a party to such transaction other than as agent of the County. The County shall have the unilateral right to have the commitment authority of Cardno, its employee or this limited agency authorization in its entirety revoked and cancelled at any time, with or without cause. The County shall be obligated directly to the selling party for all payments for materials, equipment, supplies and service procured hereunder.
- The County shall hold Cardno and its employees harmless from any claims, suits, or liabilities arising out of any breach or other failure of performance by any contractor, vendor or supplier under any directive issued by Cardno hereunder.

Specifically, the following tasks will be performed by the Project Team during this phase:

- Prepare and attend the Pre-Bid Conference by providing agenda items and making a presentation on the project scope, phasing, and schedule.
- Address questions from bidders
- Make revisions to contract documents and issue Addenda
- Attend the Bid opening
- Review bids for responsiveness and accuracy
- Prepare Bid Tabulation Sheets
- Provide engineer’s opinion for award of the contract
- Attend BOCC meeting for contractor award

#### ***Task 8: Expenses***

An expense charge to cover printing, reproduction, shipping, and other approved expense costs is included as 1% of the total labor fee.

#### ***Task 9: Subconsultants and Survey***

Subconsultant and Survey proposals are attached for the following:

- Task 9a: Survey: parking and recirculation roadway - Cardno
- Task 9b: Survey: perimeter road - Cardno
- Task 9c: Geotechnical: parking and recirculation roadway - Tierra
- Task 9d: Geotechnical: perimeter road - Tierra
- Task 9e: Perimeter Road Design – ICE
- Task 9f: Lighting and Electrical Design - Voltair

## Optional Services (Lump Sum)

Budget allowances are provided for the following services. If these services are required, Cardno will negotiate the scope and fee for services to be provided within the allowance budget.

**Task A1:** Parking garage design/build support (conceptual/schematic design plan level)

**Task A2:** Pedestrian covered walkway design

**Task A3:** Video inspection of existing stormwater or sewer infrastructure to remain.

**Task A4:** Construction Administration Services (prepare conformed contract documents, review shop drawings, respond to RFI's, Limited Construction Observation)

## Contingency Services (Lump Sum)

An owner's design contingency is provided for unforeseen changes to the design scope. This may include Subsurface Utility Engineering, coordination with gateway express designers, or other support functions for this project. Specific scopes and fees will be negotiated with the owner for such work if required.

**Task B1:** Owner's Design Contingency



**PIE Airport Landside and Parking Lot Improvements  
Professional Services Fee**

Staff Classification	Total Staff Hours From *SH Summary - Firm*	Principal/ Project Manager	Quality Assurance Reviewer	Deputy Project Manager	Chief Engineer	Senior Engineer	Project Engineer	Designer	Clerical					SH By	Salary Cost By	Average Rate Per
														Activity	Activity	Task
<b>BASIC SERVICES</b>		<b>\$232.00</b>	<b>\$210.00</b>	<b>\$180.00</b>	<b>\$200.00</b>	<b>\$170.00</b>	<b>\$120.00</b>	<b>\$110.00</b>	<b>\$80.00</b>							
1. Data Collection	220	2	2	7	7	55	88	48	11					220	\$29,594	\$134.52
2. Design Reports	868	9	9	26	26	217	347	191	43					868	\$116,763	\$134.52
3. Parking Garage Concept Study	136	1	1	4	4	34	54	30	7					136	\$18,295	\$134.52
4. Construction Documents and Specs																
4a. Reverse Access Road - preliminary design plans	486	5	5	15	15	122	194	107	24					486	\$65,377	\$134.52
4b. Recirculation Roadway	1,102	11	11	33	33	276	441	242	55					1,102	\$148,241	\$134.52
4c. Surface Parking	788	8	8	24	24	197	315	173	39					788	\$106,002	\$134.52
4d. Lighting and Electrical	*															
4e. Toll Collections	286	3	3	9	9	72	114	63	14					286	\$38,473	\$134.52
4f. Stormwater - Reverse Access Road	**															
4g. Stormwater - Recirc Rdwy and Parking Lot	1,103	11	11	33	33	276	441	243	55					1,103	\$148,376	\$134.52
4h. Utilities	568	6	6	17	17	142	227	125	28					568	\$76,407	\$134.52
4i. Other	735	7	7	22	22	184	294	162	37					735	\$98,872	\$134.52
4j. Perimeter Road South																
5. Permitting	338	3	3	10	10	85	135	74	17					338	\$45,468	\$134.52
6. Coordination and Meetings	200	2	2	6	6	50	80	44	10					200	\$26,904	\$134.52
7. Bid/Award Phase Services	158	2	2	5	5	40	63	35	8					158	\$21,254	\$134.52
<b>Total Staff Hours</b>	<b>6,988</b>	<b>70</b>	<b>70</b>	<b>210</b>	<b>210</b>	<b>1,747</b>	<b>2,795</b>	<b>1,537</b>	<b>349</b>					<b>6,988</b>		
<b>Total Staff Cost</b>		<b>\$16,212.16</b>	<b>\$14,674.80</b>	<b>\$37,735.20</b>	<b>\$41,928.00</b>	<b>\$296,990.00</b>	<b>\$335,424.00</b>	<b>\$169,109.60</b>	<b>\$27,952.00</b>						<b>\$940,025.76</b>	<b>\$134.52</b>

Check = \$940,025.76

-- Removed from scope.

**BASIC SERVICES**

**Task 1-7 SALARY RELATED COSTS**

**\$940,025.76**

**Task 8. EXPENSES:**

**1%**

**\$9,400.26**

**Task 9. SUBCONSULTANTS & SURVEY**

9a. Survey	Cardno	parking and recirculation roadway	\$73,600.00
9b. Survey	Cardno	perimeter road	\$8,750.00
9c. Subconsultant:	Tierra	parking expansion	\$41,976.00
9d. Subconsultant:	Tierra	perimeter road	\$5,052.50
9e. Subconsultant	ICE	perimeter road	\$70,883.70
9f. Subconsultant:	Voltair	lighting and electrical	\$81,663.00

**Subtotal (Subs and Survey) \$281,925.20**

**TOTAL BASIC SERVICES: (Lump Sum) \$1,231,351.22**

**OPTIONAL SERVICES**

A1. Optional Services - Parking Garage D/B Criteria Package (Concept/Schematic level)	\$50,000.00
A2. Optional Services - Covered Pedestrian Walkway Design	\$10,000.00
A3. Optional Services - Video Inspection of existing stormwater or sewer infrastructure	\$15,000.00
A4. Optional Services - Construction Administration (12 mos)	\$175,000.00

**TOTAL OPTIONAL SERVICES: (Lump Sum) \$250,000.00**

**CONTINGENCY SERVICES**

B1. Owner's Design Contingency	\$220,000.00
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**TOTAL CONTINGENCY SERVICES: (Lump Sum) \$220,000.00**

**GRAND TOTAL ESTIMATED FEE: \$1,701,351.22**

ESTIMATE OF WORK EFFORT AND COST - ICE

Staff Classification	Total Staff Hours From "SH Summary Firm"	Project Manager	Senior Engineer	Engineer	Designer/ CADD	Clerical								SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$195.00	\$175.00	\$114.75	\$90.00	\$70.00										
4j. Perimeter Road South	552	28	166	193	138	28								552	\$70,884	\$128.41
Total Staff Hours		552	28	166	193	138	28							552		
Total Staff Cost			\$5,382.00	\$28,980.00	\$22,169.70	\$12,420.00	\$1,932.00								\$70,883.70	\$128.41

SALARY RELATED COSTS: Check = \$70,883.70 \$70,883.70

Notes:  
1. This sheet to be used by Subconsultant to calculate its fee.

EXPENSES: 0.00% \$0.00  
SUBTOTAL ESTIMATED FEE: \$70,883.70  
  
Optional Services \$0.00  
GRAND TOTAL ESTIMATED FEE: \$70,883.70

### ESTIMATE OF WORK EFFORT AND COST - Voltair

Staff Classification	Total Staff Hours From "SH Summary Firm"	President	Director of Engineering	Senior Engineer	Engineer/ Designer	BIM Manager	Office Administration							SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$219.00	\$170.00	\$146.00	\$111.00	\$135.00	\$76.00									
4d. Lighting and Electrical	629	31	59	120	240	120	59							629	\$81,663	\$129.83
Total Staff Hours	629	31	59	120	240	120	59							629		
Total Staff Cost		\$6,789.00	\$10,030.00	\$17,520.00	\$26,640.00	\$16,200.00	\$4,484.00								\$81,663.00	\$129.83

Check =	\$	81,663.00	
			\$ 81,663.00

**SALARY RELATED COSTS:**

**Notes:**

1. This sheet to be used by Subconsultant to calculate its fee.

EXPENSES:	0	0
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**SUBTOTAL ESTIMATED FEE: \$81,663.00**

Optional Services	\$0.00
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GRAND TOTAL ESTIMATED FEE: **\$81,663.00**

## 1. Data Collection

[illegible]

## 2. Design Reports

[illegible]

### 3. Parking Garage Concept Study

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.10	Conceptual future parking garage footprint	LS	1	40	40	
3.20	Evaluation of parking capacity	LS	1	24	24	
3.30	Evaluation of column and ramp locations for connectivity	LS	1	24	24	
3.40	Parking Garage Line of Sight Evaluation	LS	1	24	24	
<b>Parking Garage Concept Study Technical Subtotal</b>					<b>112</b>	
	Field Reviews	LS	1	0	0	
	Meetings	LS	1	8	8	Meetings are listed below
	Quality Assurance/Quality Control	LS	%	5%	6	
	Independent Peer Review	LS	%	5%	6	
	Supervision	LS	%	0%	0	
<b>Parking Garage Concept Study Nontechnical Subtotal</b>					<b>20</b>	
	Coordination	LS	%	3%	4	
<b>11. Parking Garage Concept Study Total</b>					<b>136</b>	

#### 4a. Reverse Access Road - preliminary design plans

Task No.	Task	Units	No. of Units	Hours/Unit or Sheet	Total Hours	Comments
4a. 1	Key Sheet	Sheet	0	0	0	NA - To be included in FDOT plans
4a. 2	Summary of Pay Items Including Quantity Input	Sheet	0	0	0	
4a. 3	Typical Section Sheets					
4a. 4	Typical Sections	EA	1	10	10	
4a. 5	Typical Section Details	EA	0	0	0	NA
4a. 6	General Notes/Pay Item Notes	Sheet	1	8	8	NA
4a. 7	Summary of Quantities Sheets	Sheet	0	0	0	NA
4a. 8	Project Layout	Sheet	0	6	0	NA
4a. 9	Plan/Profile Sheet	Sheet	4	4.5	18	Estimated length = 2,200 LF (60%)
4a. 10	Profile Sheet	Sheet	0	0	0	
4a. 11	Plan Sheet	Sheet	0	0	0	
4a. 12	Special Profile	Sheet	0	0	0	NA
4a. 13	Back-of-Sidewalk Profile Sheet	Sheet	0	0	0	
4a. 14	Interchange Layout Sheet	Sheet	0	0	0	NA
4a. 15	Ramp Terminal Details (Plan View)	Sheet	0	0	0	NA
4a. 16	Intersection Layout Details	Sheet	2	16	32	
4a. 17	Special Details	EA	0	0	0	NA
4a. 18	Cross-Section Pattern Sheet(s)	Sheet	0	0	0	NA
4a. 19	Roadway Soil Survey Sheet(s)	Sheet	0	0	0	
4a. 20	Cross Sections	EA	45	0.4	18	
4a. 21	Temporary Traffic Control Plan Sheets	Sheet	0	0	0	NA - To be included in FDOT plans
4a. 22	Temporary Traffic Control Cross Section Sheets	EA	0	0	0	NA - To be included in FDOT plans
4a. 23	Temporary Traffic Control Detail Sheets	Sheet	0	0	0	NA - To be included in FDOT plans
4a. 24	Utility Adjustment Sheets	Sheet	4	10	40	
4a. 25	Selective Clearing and Grubbing Sheet(s)	Sheet	0	0	0	NA
4a. 26	Project Network Control Sheet(s)	Sheet	0	0	0	NA
4a. 27	Environmental Detail Sheets	Sheet	0	0	0	NA
4a. 28	Utility Verification Sheet(s) (SUE Data)	Sheet	2	2	4	
Roadway Plans Technical Subtotal					175	
4a. 29	Quality Assurance/Quality Control	LS	%	8%	13	
4a. 30	Supervision	LS	%	5%	9	
5. Recirculation Roadway Total					197	

Task No.	Task	Units	No of Units	Hours/Unit	Total Hours	Comments
4a. 31	Typical Section Package	LS	1	0	0	NA
4a. 32	Pavement Type Selection Report	LS	1	0	0	NA
4a. 33	Pavement Design Package	LS	1	24	24	
4a. 34	Cross-Slope Correction	LS	1	0	0	
4a. 35	Horizontal /Vertical Master Design Files	LS	1	120	120	Upper Range (0.5 miles) + 2 intersections
4a. 36	Access Management	LS	1	0	0	NA
4a. 37	Roundabout Evaluation	LS	1	0	0	NA
4a. 38	Roundabout Final Design Analysis	LS	1	0	0	NA
4a. 39	Cross Section Design Files	LS	1	40	40	Upper Range (0.5 miles) x 190 hrs/mile x 2 (for 50 ft spacing) (round to 200)
4a. 40	Traffic Control Analysis	LS	1	40	40	Consider staging for PIE parking lot even though detail MOT plans by FDOT
4a. 41	Master TCP Design Files	LS	1	0	0	NA - Reverse Access Rd to be constructed with FDOT project & included in overall M
4a. 42	Design Variations and Exceptions	LS	1	0	0	NA
4a. 43	Design Report	LS	1	0	0	NA
4a. 44	Quantities	LS	1	16	16	
4a. 45	Cost Estimate	LS	1	0	0	
4a. 46	Technical Special Provisions	LS	1	0	0	NA
4a. 47	Other Roadway Analyses	LS	1	0	0	FDOT Access Permit
Roadway Analysis Technical Subtotal					240	
4a. 48	Field Reviews	LS	1	4	4	
4a. 49	Monitor Existing Structures	LS	1	0	0	
4a. 50	Technical Meetings	LS	1	0	0	Meetings are listed below
4a. 51	Quality Assurance/Quality Control	LS	%	7%	17	
4a. 52	Independent Peer Review	LS	%	0%	0	
4a. 53	Supervision	LS	%	5%	12	
Roadway Analysis Nontechnical Subtotal					33	
4a. 54	Coordination	LS	%	3%	8	
4. Roadway Analysis Total					281	

Technical Meetings	Units	No of Units	Hours/Unit	Total Hours	PM Attendance at Meeting Required?	Number
Typical Section	EA	0	0	0		0
Pavement	EA	0	0	0		0
Access Management	EA	0	0	0		0
15% Line and Grade	EA	0	0	0		0
Driveways	EA	0	0	0		0
Local Governments (cities, counties, MPO)	EA	0	0	0		0
Work Zone Traffic Control	EA	0	0	0		0
30/60/90/100% Comment Review Meetings	EA	2	4	8		0
Other Meetings	EA	0	0	0		0
Subtotal Technical Meetings				8	Subtotal Project Manager Meetings	0
Progress Meetings (if required by FDOT)	EA	0	0	0	attendance at Progress Meetings is manually entered on General Ta	--
Phase Review Meetings	EA	0	0	0	attendance at Phase Review Meetings is manually entered on General	--
Total Meetings				8	Total Project Manager Meetings (carries to Tab 3)	0

## 4b. Recirculation Roadway

Task No.	Task	Scale	Units	No. of Units	Hours / Unit	Total Hours	Comments
4b.1	Key Sheet		Sheet	0	0	0	by others
4b.2	Summary of Pay Items Including Quantity Input		Sheet	0	0	0	
4b.3	Typical Section Sheets		Sheet	0	0	0	
4b.4	Typical Sections		EA	1	8	8	
4b.5	Typical Section Details		EA	0	0	0	
4b.6	General Notes/Pay Item Notes		Sheet	1	16	16	
4b.7	Summary of Quantities Sheets		Sheet	1	0	0	assume none
4b.8	Project Layout		Sheet	0		0	
4b.8	Plan/Profile Sheet	1"=40' (11"x17")	Sheet	5	4	20	
4b.10	Profile Sheet		Sheet	0	0	0	
4b.11	Plan Sheet		Sheet	0	0	0	
4b.12	Special Profile		Sheet	0	0	0	
4b.13	Back-of-Sidewalk Profile Sheet		Sheet	0	0	0	
4b.14	Interchange Layout Sheet		Sheet	0	0	0	
4b.15	Ramp Terminal Details (Plan View)		Sheet	0	0	0	
4b.16	Intersection Layout Details		Sheet	2	16	32	
4b.17	Special Details		EA	0	0	0	
4b.18	Cross-Section Pattern Sheet(s)		Sheet	0	0	0	
4b.19	Roadway Soil Survey Sheet(s)		Sheet	0	0	0	by geotech
4b.20	Cross Sections	100' spacing	EA	30	0.5	15	
4b.21	Temporary Traffic Control Plan Sheets	1"=40' (11"x17")	Sheet	15	10	150	Complicated phasing - labor intensive
4b.22	Temporary Traffic Control Cross Section Sheets		EA	30	0.5	15	
4b.23	Temporary Traffic Control Detail Sheets		Sheet	2	12	24	
4b.24	Utility Adjustment Sheets	1"=40' (11"x17")	Sheet	5	8	40	
4b.25	Selective Clearing and Grubbing Sheet(s)		Sheet	0	0	0	
4b.26	Project Network Control Sheet(s)		Sheet	0	0	0	
4b.27	Environmental Detail Sheets		Sheet	0	0	0	
4b.28	Utility Verification Sheet(s) (SUE Data)		Sheet	2	2	4	
Roadway Plans Technical Subtotal						324	
	Quality Assurance/Quality Control		LS	%	5%	16	
	Supervision		LS	%	5%	16	
5. Roadway Plans Total						356	



Task No.	Task	Units	No of Units	Hours / Unit	Total Hours	Comments
4b.29	Typical Section Package	LS	1	16	16	
4b.30	Pavement Type Selection Report	LS	1	0	0	NA
4b.31	Pavement Design Package	LS	1	24	24	
4b.32	Cross-Slope Correction	LS	1	0	0	
4b.33	Horizontal /Vertical Master Design Files	LS	1	120	120	Upper Range (0.53 miles)
4b.34	Access Management	LS	1	0	0	NA
4b.35	S&PM	SHT	4	32	128	
4b.36	Roundabout Final Design Analysis	LS	1	0	0	NA
4b.37	Cross Section Design Files	LS	1	65	65	Assume sections at 100' spacing
4b.38	Traffic Control Analysis	LS	1	80	80	staging will be a significant effort
4b.39	Master TCP Design Files	LS	1	80	80	staging will be a significant effort
4b.40	Design Variations and Exceptions	LS	1	0	0	
4b.41	Design Report	LS	1	0	0	
4b.42	Quantities	LS	1	0	0	done in design report tab
4b.43	Cost Estimate	LS	1	0	0	done in design report tab
4b.44	Technical Special Provisions	LS	1	0	0	NA
4b.45	Other Roadway Analyses	LS	1	0	0	
<b>Roadway Analysis Technical Subtotal</b>					<b>513</b>	
	Field Reviews	LS	1	8	8	
	Monitor Existing Structures	LS	1	0	0	
	Technical Meetings	LS	1	0	0	Meetings are listed below
	Quality Assurance/Quality Control	LS	%	5%	26	
	Independent Peer Review	LS	%	0%	0	
	Supervision	LS	%	5%	26	
<b>Roadway Analysis Nontechnical Subtotal</b>					<b>60</b>	
	Coordination	LS	%	3%	17	
<b>4. Roadway Analysis Total</b>					<b>590</b>	

Technical Meetings	Units	No of Units	Hours / Unit	Total Hours	PM Attendance at Meeting Required?	Number
Typical Section	EA	0	0	0		0
Pavement	EA	0	0	0		0
Access Management	EA	0	0	0		0
15% Line and Grade	EA	0	0	0		0
Driveways	EA	0	0	0		0
Local Governments (cities, counties, MPO)	EA	0	0	0		0
Work Zone Traffic Control	EA	1	4	4		0
30/60/90/100% Comment Review Meetings	EA	2	8	16		0
Other Meetings	EA	0	4	0		0
<b>Subtotal Technical Meetings</b>				<b>20</b>	<b>Subtotal Project Manager Meetings</b>	<b>0</b>
Progress Meetings (if required by FDOT)	EA	0	0	0	M attendance at Progress Meetings is manually entered on General Task	--
Phase Review Meetings	EA	0	0	0	attendance at Phase Review Meetings is manually entered on General Task	--
<b>Total Meetings</b>				<b>20</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>	<b>0</b>

Carries to Tab 3

Task No.	Task	Units	No of Units	Hours / Unit	Total Hours	Comments
4b.46	Utility Kickoff Meeting	LS	1		0	Meeting is listed below
4b.47	Identify Existing Utility Agency Owners (UAO(s))	LS	1	8	8	
4b.48	Make Utility Contacts	LS	0	0	0	Distribute revised plan sheets
4b.49	Exception Processing	LS	0	0	0	
4b.50	Preliminary Utility Meeting	LS	1		0	Meeting is listed below - NA
4b.51	Individual/Field Meetings	LS	0	0	0	Meetings are listed below - NA
4b.52	Collect and Review Plans and Data from UAO(s)	LS	1	8	8	
4b.53	Subordination of Easements Coordination	LS	0	0	0	
4b.54	Utility Design Meeting	LS	1		0	Meeting is listed below - NA
4b.55	Review Utility Markups & Work Schedules, and Processing of Schedules & Agreements	LS	1	16	16	
4b.56	Utility Coordination/Followup	LS	1	24	24	
4b.57	Utility Constructability Review	LS	1	16	16	
4b.58	Additional Utility Services	LS	0	0	0	
4b.59	Processing Utility Work by Highway Contractor (UWHC)	LS	0	0	0	
4b.60	Contract Plans to UAO(s)	LS	1	8	8	
4b.61	Certification/Close-Out	LS	0	0	0	
4b.62	Other Utilities	LS	0	0	0	
<b>7. Utilities Total</b>					<b>96</b>	

Technical Meetings	Units	No of Units	Hours / Unit	Total Hours	PM Attendance at Meeting Required?	Number
Kickoff (see 7.1)	EA	1	8	8		0
Preliminary Meeting (see 7.5)	EA	1	8	8		0
Individual UAO Meetings (see 7.6)	EA	0	0	0		0
Field Meetings (see 7.6)	EA	0	0	0		0
Design Meeting (see 7.9)	EA	1	8	8		0
Other Meetings (this is automatically added into Utilities Total (cell F27))	EA	2	8	16		0
<b>Total Meetings</b>				<b>40</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>	<b>0</b>

#### **4c. Surface Parking**

[illegible]

#### **4d. Lighting and Electrical**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4d.1	Lighting of Parking/Roadway and Electrical Design		1	205	205	
4d.2	Toll Plaza Booths and Parking Equipment		1	108	108	
4d.3	Signage (Pole Mounted & Overhead) - Static & Dynamic		1	36	36	
4d.4	Entry Features		1	40	40	
4d.5	Relocation of Airport Monument Sign (2)		1	18	18	
4d.6	Telecommunications		1	100	100	
<b>Meeting Technical Subtotal</b>					<b>507</b>	
	Field Reviews	LS	1	0	0	
	Meetings	LS	1	72	72	
	Quality Assurance/Quality Control	LS	%	5%	25	
	Independent Peer Review	LS	%	0%	0	
	Supervision	LS	%	5%	25	
<b>Meeting Nontechnical Subtotal</b>					<b>122</b>	
	Coordination	LS	%	0%	0	
<b>14. Meeting Total</b>					<b>629</b>	

#### 4e. Toll Collections

[illegible]

#### 4g. Stormwater - Recirc Rdwy and Parking Lot

Task No.	Task	Units	No of Units	Hours / Unit	Total Hours	Comments
4g.1	Drainage Map Hydrology	Per Map	3	12	36	
4g.2	Base Clearance Report	Per Location	8	8	64	
4g.3	Pond Siting Analysis and Report	Per Basin	0	0	0	
4g.4	Design of Cross Drains	EA	0	0	0	
4g.5	Design of Ditches	Per Ditch Mile	0	0	0	
4g.6	Design of Stormwater Management Facility (Offsite or Infield Pond)	EA	0	0	0	
4g.7	Design of Stormwater Management Facility (Roadside Ditch as Linear Pond)	Per Cell	0	0	0	
4g.8	Design of Floodplain Compensation	Per Floodplain	0	0	0	
4g.9	Design of Storm Drains	EA	72	3	216	significant number of drainage structures are anticipated.
4g.10	Optional Culvert Material	EA	72	0.25	18	
4g.11	French Drain Systems	Per Cell	0	0	0	
4g.12	Drainage Wells	EA	0	0	0	
4g.13	Drainage Design Documentation Report	LS	1	64	64	
4g.14	Bridge Hydraulic Report	EA	0	0	0	
4g.15	Temporary Drainage Analysis	LS	1	80	80	
4g.16	Cost Estimate	LS	0	0	0	
4g.17	Technical Special Provisions	LS	0	0	0	
4g.18	Other Drainage Analysis	LS	1	24	24	Parking garage
<b>Drainage Analysis Technical Subtotal</b>					<b>502</b>	
	Field Reviews	LS	1	54	54	3 times, 3 people at 6hr/ea
	Technical Meetings	LS	1	40	40	Meetings are listed below
	Environmental Look-Around (ELA) Meeting	LS	0	0	0	
	Quality Assurance/Quality Control	LS	%	5%	25	
	Independent Peer Review	LS	%	0%	0	
	Supervision	LS	%	5%	25	
<b>Drainage Analysis Nontechnical Subtotal</b>					<b>144</b>	
	Coordination	LS	%	3%	19	
<b>6a. Drainage Analysis Total</b>					<b>665</b>	

Technical Meetings	Units	No of Units	Hours / Unit	Total Hours	PM Attendance at Meeting Required?	Number
Base Clearance Water Elevation	EA	1	4	4		0
Pond Siting	EA	0	0	0		0
Agency	EA	1	4	4		0
Local Governments (cities, counties)	EA	1	4	4		0
FDOT Drainage	EA	0	0	0		0
Other Meetings	EA	0	0	0		0
<b>Subtotal Technical Meetings</b>				<b>12</b>		<b>0</b>
Progress Meetings (if required by FDOT)	EA	4	4	16	PM attendance at Progress Meetings is manually entered on General Task 3	--
Phase Review Meetings	EA	3	4	12	PM attendance at Phase Review Meetings is manually entered on General Task 3	--
<b>Total Meetings</b>				<b>40</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>	<b>0</b>

Carries to Tab 19

Carries to Tab 3

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours / Unit or Sheet	Total Hours	Comments
4g.19	Drainage Map (Including Interchanges)		Sheet	3	12	36	
4g.20	Bridge Hydraulics Recommendation Sheets		Sheet	0	0	0	
4g.21	Summary of Drainage Structures		Sheet	3	16	48	
4g.22	Optional Pipe/Culvert Material		Sheet	1	8	8	
4g.23	Drainage Structure Sheet(s) (Per Structure)		EA	72	3	216	significant drainage structures anticipated
4g.24	Miscellaneous Drainage Detail Sheets		Sheet	2	16	32	
4g.25	Lateral Ditch Plan/Profile		Sheet	0	0	0	
4g.26	Lateral Ditch Cross Sections		EA	0	0	0	
4g.27	Retention/Detention Ponds Detail Sheet(s)		Sheet	0	0	0	
4g.28	Retention Pond Cross Sections		EA	0	0	0	
4g.29	Erosion Control Plan Sheet(s)		Sheet	10	4	40	
4g.30	SWPPP Sheet(s)		Sheet	3	6	18	
<b>Drainage Plans Technical Subtotal</b>						<b>398</b>	
	Quality Assurance/Quality Control		LS	%	5%	20	
	Supervision		LS	%	5%	20	
<b>6. Drainage Plans Total</b>						<b>438</b>	

#### **4h. Utilities**

[illegible]

**4i. Other**

[illegible]



#### **4j. Perimeter Road South**

[illegible]

## 5. Permitting

[illegible]

## **6. Coordination and Meetings**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
6.10	Finalization of design concept with owner	LS	4	4	16	Prepare and Attend 2 Concept Meetings w/ 2 Team Members Each Mtg.
6.20	Monthly Meetings with PIE staff during Design Phase	LS	20	2	40	Average of 1 Team Member, 2 Mtgs per Month , Estimate 10 months, 2 hours ea
6.30	PIE Stakeholders (Republic Parking & Rental Car agencies)	LS	4	4	16	Prepare & Attend Stakeholder Mtg every other month (4 total), 1 Team Members
6.40	Pre-Application meetings with permitting agencies	LS	8	8	64	Prepare and Attend 4 Agency Meetings w/ 2 Team Members Each Mtg
6.50	Monthly Progress Report	LS	12	2	24	Monthly Progress Report - Design/Bidding Phase, Est. 12 months total
6.60	Meeting with Utility Providers	LS	6	4	24	Two Team Members, 3 Meetings, 4 hours each
6.70	Meeting with FAA Facilities Division	LS	2	8	16	
						Meetings & Coordination specific to Particular Tasks listed under that Task.
<b>Meeting Technical Subtotal</b>					<b>200</b>	
	Field Reviews	LS	1	0	0	
	Meetings	LS	1	0	0	
	Quality Assurance/Quality Control	LS	%	0%	0	
	Independent Peer Review	LS	%	0%	0	
	Supervision	LS	%	0%	0	
<b>Meeting Nontechnical Subtotal</b>					<b>0</b>	
	Coordination	LS	%	0%	0	
<b>14. Meeting Total</b>					<b>200</b>	

## 7. Bid/Award Phase Services

[illegible]

December 18, 2015



Cardno, Inc.  
Bryan Zarlenga, PE

Cardno

4803 George Road  
President's Plaza, Suite 350  
Tampa, FL 33634  
USA

Phone: +1 727 431 1580  
Fax: +1 727 431 1785

[www.cardno.com](http://www.cardno.com)

RE: Fee Proposal for Professional Survey & Mapping Services

Project: PIE – Airport Landside & Parking Lot Improvements

Dear Mr. Zarlenga:

Cardno appreciates the opportunity to prepare this fee proposal for providing Survey and Mapping services on the above referenced project. Below is our understanding of the scope of services to be provided along with an overview of how we will complete these efforts.

### **Scope of Services**

#### **Topographic Survey**

The limits of the topographic survey are outlined in red on the attached aerial images. Please note our efforts and associated fee have been split into two (2) areas denoted as PART "A" and PART "B". Cardno will provide the following items as part of our survey efforts:

- 1) **Survey Control** - Locate and show on survey the existing survey control (reestablish new survey control as necessary) per previous surveys of SR 686 FDOT projects. This will tie the FDOT design survey to the Airport design survey. All new control set within the Airport limits will be set and described within the surveyors report.
  - a) **Project Datum(s)**: Florida State Plane Coordinate System for the West Zone, North American Datum of 1983, Adjustment of 1990 (NAD 83/90) and the National Geodetic Vertical Datum of 1929 (NGVD 29).
  - b) **Vertical Conversion**: Provide a localized adjustment to calculate NAVD 88 elevations from existing NGVD 29 elevations.
- 2) **Topographic Survey**: Cardno will locate all above ground features and sufficient ground elevations to create a digital terrain model (DTM) and/or contours for the sites. In the interest of time we will be combining static scanning and conventional surveying methodology. Scanning the site will minimize field time thereby reducing any potential inconveniences to the traveling public. Our goal is to get in and out as fast as possible and scanning is the tool that will help us accomplish this.
- 3) **File/Data Merging**: Cardno will merge the newly collected data with the existing FDOT topography/DTM files in the area of the frontage roadway. The information will be converted from MicroStation to the AutoCAD Civil 3D. We propose using the FDOT template within Civil 3D as it will provides the most efficient method of converting the existing data. This format is **not** compliant with the PINELLAS COUNTY CADD STANDARDS MANUAL FOR SURVEY AND CIVIL ENGINEERING.

- 4) **Drainage:** All drainage will be collected with inverts and pipes sizes including the next generation structure.
- 5) **Airport Badging:** All necessary field and office personnel will acquire the necessary Airport badging.
- 6) **Meetings:** We anticipate this project will require an above average number of meetings as a result of the accelerated schedule and interaction that will be required to achieve a successful outcome.
- 7) **Deliverables:**
  - a) A signed and sealed Topographic Survey along with an AutoCAD 3D electronic file and supporting information.
  - b) All survey activities and deliverables will be in accordance with Chapter 5J-17 Florida Administrative Code, and Chapter 472 Florida Statutes.

**Schedule for Completion & Fee:** The project will be completed in forty-five (45) working days from the receipt of the notice to proceed (NTP). Our estimated fee(s) for PART "A" and PART "B" are listed below. These fees are inclusive of all equipment, materials, MOT and labor necessary to complete our scoped efforts.

Phase I – PART "A" Fee - \$73,600.00

Phase I – PART "B" Fee - \$8,750.00

Again, we appreciate the opportunity to provide our Survey and Mapping services in support of this project. Please call me directly at 727.431.1693 if you have any questions or comments. We look forward to beginning work on this project upon receiving your authorization to proceed

Sincerely,



Deborah J. Hill, PSM  
Senior Project Manager/Principal  
Cardno  
Direct Line +1 727 431 1693  
Email: deborah.hill@cardno.com

Cc: Mike Patterson, PSM, Cardno  
Ned Connolly, PSM, Cardno  
File



SURVEY & SUE LIMITS – OVERALL LOCATION MAP



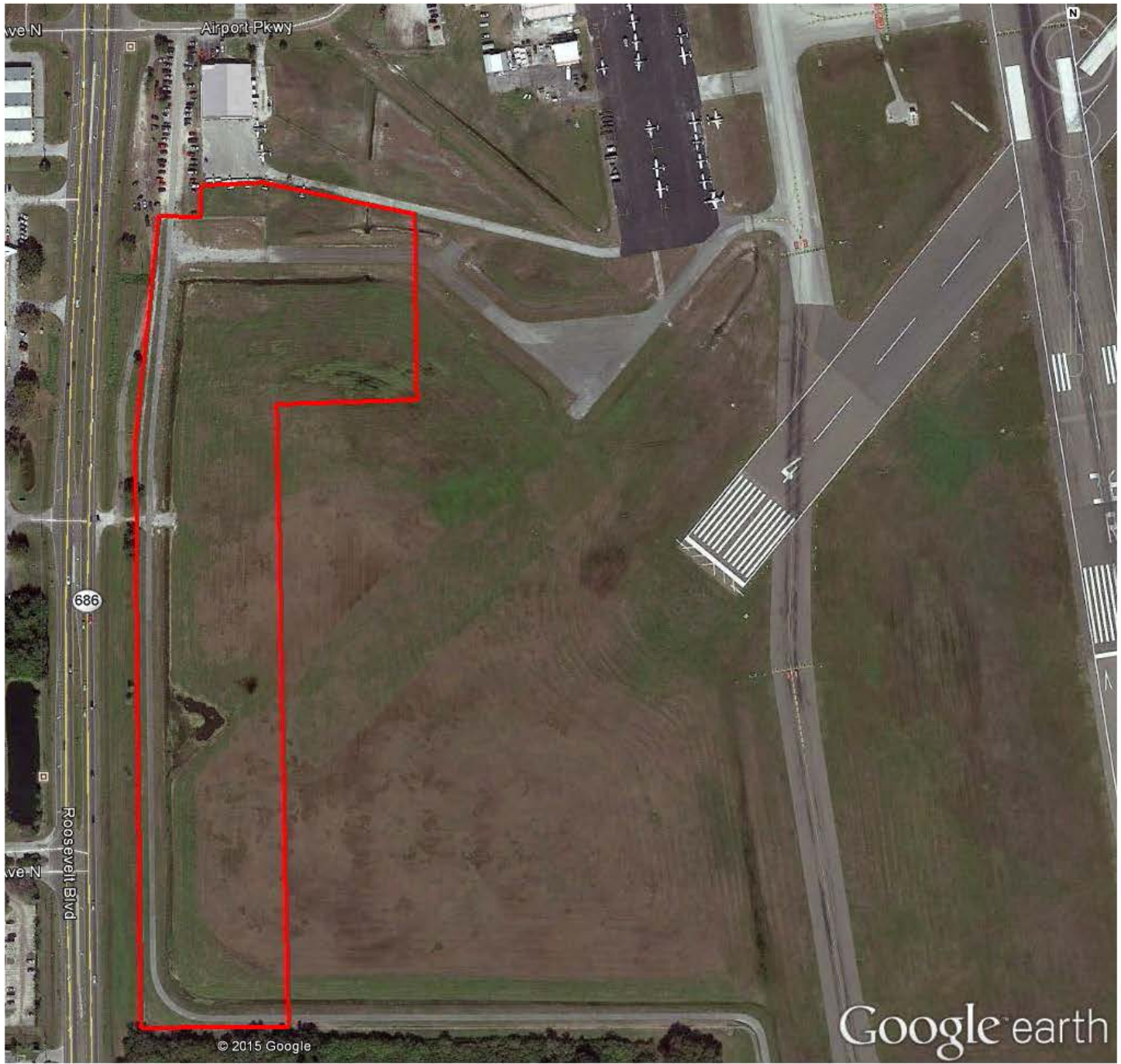


SURVEY & SUE LIMITS - PART "A"





SURVEY & SUE LIMITS - PART "B"



# TIERRA

December 17, 2015

Cardno  
380 Park Place Boulevard, Suite 300  
Clearwater, FL 33759

Attn: Mr. Bryan Zarlenga, P.E.

**RE: Geotechnical Engineering Services Proposal  
St. Petersburg-Clearwater International Airport  
Parking Expansion  
Pinellas County, Florida  
Tierra Proposal No. 6511-15-045-01**

Mr. Zarlenga:

Tierra, Inc. (Tierra) appreciates the opportunity to submit the attached proposal to provide geotechnical services for the project site.

## **Project Information**

The project site is located at the existing St. Petersburg-Clearwater International Airport located along Roosevelt Boulevard south of 49<sup>th</sup> Street North in Pinellas County, Florida. The project, as we understand it, consists of performing geotechnical services for the proposed improvements associated with the planned parking lot expansion at the airport.

Based on the provided Concept Plan-A-3-PIE Parking Expansion-2015-12-03 plan and our discussions, we understand the proposed improvements will consist of expanding and repaving the existing parking areas and drives, associated lighting and canopies, stormwater improvements, tolling booth improvements, overhead signs and digital message sign improvements. In addition, a multi-level parking structure is planned as part of the proposed improvements.

Structural details are not available at the time of this proposal for the parking structure. It is our understanding that this portion of the project may be bid as part of a design-build project at the airport. However, we understand that it is desired to obtain preliminary soils information to develop preliminary foundation considerations for the structure.

Also included to the south of the airport parking area, a portion of the northbound access drive and the existing canal/ditch will be relocated to the east to allow for proposed improvements to SR 686 and up to two (2) new aircraft hangars will be constructed.

It is our understanding that the project location is accessible to our standard geotechnical equipment. This proposal is based on the site being accessible to our standard geotechnical equipment and that no hazardous environmental conditions exist that would impact our services. Site access is not considered a part of this proposal and will need to be secured prior to Tierra mobilizing to the site.

## **Geotechnical Scope of Services**

The objective of our study will be to obtain information concerning subsurface conditions at the location of the proposed improvements in order to obtain data from which to base engineering estimates and recommendations in each of the following areas:

1. General location and description of potentially deleterious materials discovered in the borings which may interfere with construction progress, including existing fills or surficial organics.
2. Identify groundwater levels and estimate the Seasonal High Groundwater Table (SHGWT).
3. Identify the existing asphalt pavement section and subgrade conditions within the existing paved areas.
4. Provide pavement and construction considerations.
5. Feasibility of utilizing a shallow or deep foundation system for support of the proposed parking structure and aircraft hangar structures. Provide foundation construction considerations for the proposed parking structure and aircraft hangar structures.
6. Geotechnical design parameters for use by others in designing foundations for proposed lighting fixtures, toll booth structures, canopy structures, digital message and overhead sign structures and other ancillary structures anticipated as part of the project.

In order to meet the preceding objectives, we propose to provide the following services:

1. Review published soils and topographic information. This published information will be obtained from the appropriate Florida Quadrangle Map published by the United States Geological Survey (USGS) and the Soil Survey of Pinellas County, Florida, published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS).
2. Execute a program of subsurface exploration consisting of borings, subsurface sampling and field testing. Tierra plans to perform two (2) Standard Penetration Test (SPT) borings to a depth of 20 feet below grade within the vicinity of the pond location, up to twenty (20) SPT borings at the proposed digital message and overhead sign locations to a depth of 30 feet, up to ten (10) SPT borings within the proposed parking/covered walkway/lighting/toll booth areas to a depth of 20 feet and four (4) SPT borings in the proposed parking structure area to a depth of 80 feet below existing grades. In the SPT borings, samples will be collected and SPT resistance values will be recorded virtually continuously in the initial 10 feet and on 5-foot intervals thereafter to the boring termination depths.

In addition to the SPT borings, Tierra plans to perform a series of pavement cores and hand augers to evaluate the existing pavement section and subgrade conditions within the areas of the proposed pavement improvements. The hand auger borings will be performed to a depth of about 5 feet below grade.

3. Visually classify the soil samples in the laboratory using the Unified Soil Classification System (USCS) and AASHTO soil classification system, as appropriate. Identify soil conditions at the boring locations.
4. Collect groundwater level measurements and estimate the SHGWT at select locations.
5. Prepare engineering reports that summarize the course of study pursued, the field data generated, subsurface conditions encountered and our engineering recommendations in each of the pertinent topic areas.

### Service Fee

It is proposed that the fee for the performance of the above-outlined services be determined on a unit price basis, in accordance with our attached Schedules of Services and Fees. Copies of our Schedules of Services and Fees are enclosed herewith. On the basis of the estimated quantities and the Schedules of Services and Fees, it is estimated that the fees to perform the geotechnical study for the proposed **parking expansion** will be **\$41,976.00** and for the **access drive/canal alignment shift and hangars** will be **\$5,052.50**.

We appreciate the opportunity to offer our services to you. We look forward to working with you during the design phase. Should you have any questions in regard to this proposal, please do not hesitate to contact our office.

Respectfully Submitted,

**TIERRA, INC.**

A handwritten signature in blue ink, appearing to read "Kevin H. Scott".

Kevin H. Scott, P.E.  
Senior Geotechnical Engineer

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

Erick M. Fredrick, P.E.  
Senior Geotechnical Engineer

	Unit	# of Units	Unit Price		Total
I. FIELD INVESTIGATION					
Mobilization of Men and Equipment					
Truck-Mounted Equipment	Trip	3	\$	315.00	\$ 945.00
Support Vehicle	Trip	12	\$	141.00	\$ 1,692.00
Standard Penetration Test Borings, Truck Mounted Equipment					
Land: 0 - 50 ft depth	L.F.	1040	\$	11.50	\$ 11,960.00
50 - 100 ft depth	L.F.	120	\$	15.20	\$ 1,824.00
Grout-Seal Boreholes, Truck Mounted Equipment					
Land: 0 - 50 ft depth	L.F.	1040	\$	4.70	\$ 4,888.00
50 - 100 ft depth	L.F.	120	\$	6.20	\$ 744.00
Casing Allowance, Truck Mounted Equipment					
Land: 0 - 50 ft depth	L.F.	120	\$	7.60	\$ 912.00
50 - 100 ft depth	L.F.	0	\$	9.10	\$ 0.00
Auger Borings	L.F.	60	\$	9.25	\$ 555.00
Pavement Cores, Asphalt	Each	16	\$	100.00	\$ 1,600.00
II. LABORATORY TESTING					
Natural Moisture Content Tests	Test	12	\$	10.00	\$ 120.00
Grain-Size Analysis - Single Sieve	Test	24	\$	35.00	\$ 840.00
Organic Content Tests	Test	6	\$	35.00	\$ 210.00
Atterberg Limit Tests	Test	6	\$	85.00	\$ 510.00
LBR Test	Test	4	\$	300.00	\$ 1,200.00
III. ENGINEERING AND TECHNICAL SERVICES					
Project Manager	Hour	4	\$	180.00	\$ 720.00
Senior Engineer	Hour	10	\$	175.00	\$ 1,750.00
Engineer	Hour	24	\$	110.00	\$ 2,640.00
Engineering Intern (EI)	Hour	48	\$	85.00	\$ 4,080.00
Computer Technician - Designer	Hour	16	\$	85.00	\$ 1,360.00
Sr Engineering Technician	Hour	16	\$	75.00	\$ 1,200.00
Engineering (Geo) Technician	Hour	32	\$	68.00	\$ 2,176.00
Secretary/Clerical	Hour	1	\$	50.00	\$ 50.00
Note: Hourly Rates are portal to portal				Total	\$ 41,976.00

	Unit	# of Units		Unit Price		Total
I. FIELD INVESTIGATION						
Mobilization of Men and Equipment						
Truck-Mounted Equipment	Trip	1	\$	315.00	\$	315.00
Support Vehicle	Trip	1	\$	141.00	\$	141.00
Standard Penetration Test Borings, Truck Mounted Equipment						
Land: 0 - 50 ft depth	L.F.	60	\$	11.50	\$	690.00
50 - 100 ft depth	L.F.	0	\$	15.20	\$	0.00
Grout-Seal Boreholes, Truck Mounted Equipment						
Land: 0 - 50 ft depth	L.F.	60	\$	4.70	\$	282.00
50 - 100 ft depth	L.F.	0	\$	6.20	\$	0.00
Casing Allowance, Truck Mounted Equipment						
Land: 0 - 50 ft depth	L.F.	0	\$	7.60	\$	0.00
50 - 100 ft depth	L.F.	0	\$	9.10	\$	0.00
Auger Borings	L.F.	30	\$	9.25	\$	277.50
Pavement Cores, Asphalt	Each	0	\$	100.00	\$	0.00
II. LABORATORY TESTING						
Natural Moisture Content Tests	Test	4	\$	10.00	\$	40.00
Grain-Size Analysis - Single Sieve	Test	6	\$	35.00	\$	210.00
Organic Content Tests	Test	2	\$	35.00	\$	70.00
Atterberg Limit Tests	Test	2	\$	85.00	\$	170.00
LBR Test	Test	2	\$	300.00	\$	600.00
III. ENGINEERING AND TECHNICAL SERVICES						
Project Manager	Hour	0	\$	180.00	\$	0.00
Senior Engineer	Hour	1	\$	175.00	\$	175.00
Engineer	Hour	4	\$	110.00	\$	440.00
Engineering Intern (EI)	Hour	8	\$	85.00	\$	680.00
Computer Technician - Designer	Hour	4	\$	85.00	\$	340.00
Sr Engineering Technician	Hour	4	\$	75.00	\$	300.00
Engineering (Geo) Technician	Hour	4	\$	68.00	\$	272.00
Secretary/Clerical	Hour	1	\$	50.00	\$	50.00
Note: Hourly Rates are portal to portal				Total	\$	5,052.50

~~December 18, 2015~~  
Revised January 11, 2016



Cardno, Inc.  
Bryan Zarlenga, PE

RE: Fee Proposal for Performing Subsurface Utility Engineering Services (SUE)

Project: PIE – Airport Landside & Parking Lot Improvements

Dear Mr. Zarlenga:

Cardno

4803 George Road  
President's Plaza, Suite 350  
Tampa, FL 33634  
USA

Phone: +1 727 431 1580  
Fax: +1 727 431 1785

[www.cardno.com](http://www.cardno.com)

Cardno appreciates the opportunity to prepare this fee proposal for providing Subsurface Utility Engineering (SUE) services on the above referenced project. Below is our understanding of the scope of services to be provided along with an overview of how we will complete these efforts.

### **Scope of Services**

#### **Utility Designating (Horizontal Delineation)**

Designating efforts will include determining the horizontal location of known utilities. These services will be accomplished through the use of a variety of equipment and techniques, but primarily electro-magnetic equipment will be utilized to designate conductive utilities. A good example of conductive utilities are cast / ductile iron water mains, buried electric conduits, and buried telephone, some fiber optics and any utility with a tracer tracking wire. Ground Penetrating Radar (GPR) will be used, as needed, as part of our designating process to assist in determining the horizontal location of non-conductive utilities. Utility locating (vacuum excavation) will be utilized to determine the horizontal alignment of known non-toneable utilities that are not able to be detected by GPR. All utilities found will be marked by flagging and/or paint on the existing ground surface which will then be recorded by our professional surveyors. Our daily rates for designating services is listed below. These fees are inclusive of all equipment, materials, MOT and labor necessary to provide an electronic design file showing the horizontal location of all known utilities.

Designating Daily Rate (8 hr day) - \$1,820 and will also include the following:

- 1 hour Project Manager at \$153.00
- 2 hours Senior CADD Tech at \$85.00

Designating Daily Rate (with survey) - \$1,820 and will also include the following:

- 3 Person Survey Team (8 hr day) - \$1310.00
- 1 hour Project Manager at \$153.00
- 1 hour Professional Surveyor at \$120.00
- 2 hours Senior CADD Tech at \$85.00

#### **Utility Locating (Vertical Information)**

Australia • Belgium • Canada • Colombia • Ecuador • Germany • Indonesia • Italy •  
Kenya • New Zealand • Papua New Guinea • Peru • Philippines • Tanzania •  
United Arab Emirates • United Kingdom • United States • Operations in 85 countries

Locating efforts will include determining the vertical locations of known utilities. These services will be accomplished through the use of a vacuum excavation truck to expose the top of critical utilities that may be in conflict with the proposed design. Once exposed the utilities size, shape, approximate location, depth below ground surface, and material (if conditions allow) will be recorded. The utilities will be located to the best of our ability and reach of the equipment by performing a vacuum excavation to determine the depth below grade to the top of each utility. A marker will be placed on top of the existing utility for future reference.

In order to obtain the vertical depths of the utilities in paved surfaces, Cardno will need to utilize a concrete saw to provide a square cut area in the asphalt to vacuum excavate. All base material will be removed upon removal of the structural asphalt and set aside to be placed back upon completion of the test hole. Cardno will vacuum down to obtain the required information, and then replace fill with what was originally removed in 6-inch lifts being tamped all of the way to the base material. Base material will be replaced by Cardno and the placing and tamping of the cold asphalt will be completed as needed. This estimate is based on the restoration efforts described above. Should additional restoration efforts be required beyond what is listed above, Cardno must be notified in writing prior to receiving notice to proceed. Our daily rates for locating services is listed below. These fees are inclusive of all equipment, materials, MOT and labor necessary to provide an electronic design file showing the horizontal location of all known utilities.

**Locating Daily Rate (8 hr day) - \$2,060**

- 1 hour Project Manager at \$153.00
- 2 hours Senior CADD Tech at \$85.00

**Locating Daily Rate (with survey) - \$2,060**

- 3 Person Survey Team (8 hr day) - \$1310.00
- 1 hour Project Manager at \$153.00
- 1 hour Professional Surveyor at \$120.00
- 2 hours Senior CADD Tech at \$85.00

Locating production rates are as follows:

- 4 test hole maximum in impervious ground conditions
- 8 test hole maximum in pervious ground conditions

**Surveying**

All SUE work will be surveyed and tied to the project's horizontal and vertical control. All work will be documented and delivered to you in an AutoCAD Civil 3D electronic design file along with photos and test hole data reports.

**Geophysical Conditions and Understandings**

*Although geophysical methods provide a high level of assurance for the location of subsurface objects, the possibility exists that not all features can or will be identified. The parties understand that no method can be as exact and reliable as an actual excavation and physical examination. Therefore, Cardno will not be liable for any damages that occur from excavations based on the results of this investigation. Due caution should be used when performing any subsurface excavation based on results from this investigation. Client understands and agrees that any action the client may take based on the data and information supplied hereunder shall be at client's own responsibility and sole risk.*



Mr. Bryan Zarlenga  
Page 2  
January 11, 2016



*\*Cardno's field crews and equipment are not equipped or prepared to work in any area that possibly are, or may have been contaminated with hazardous materials at any time.*

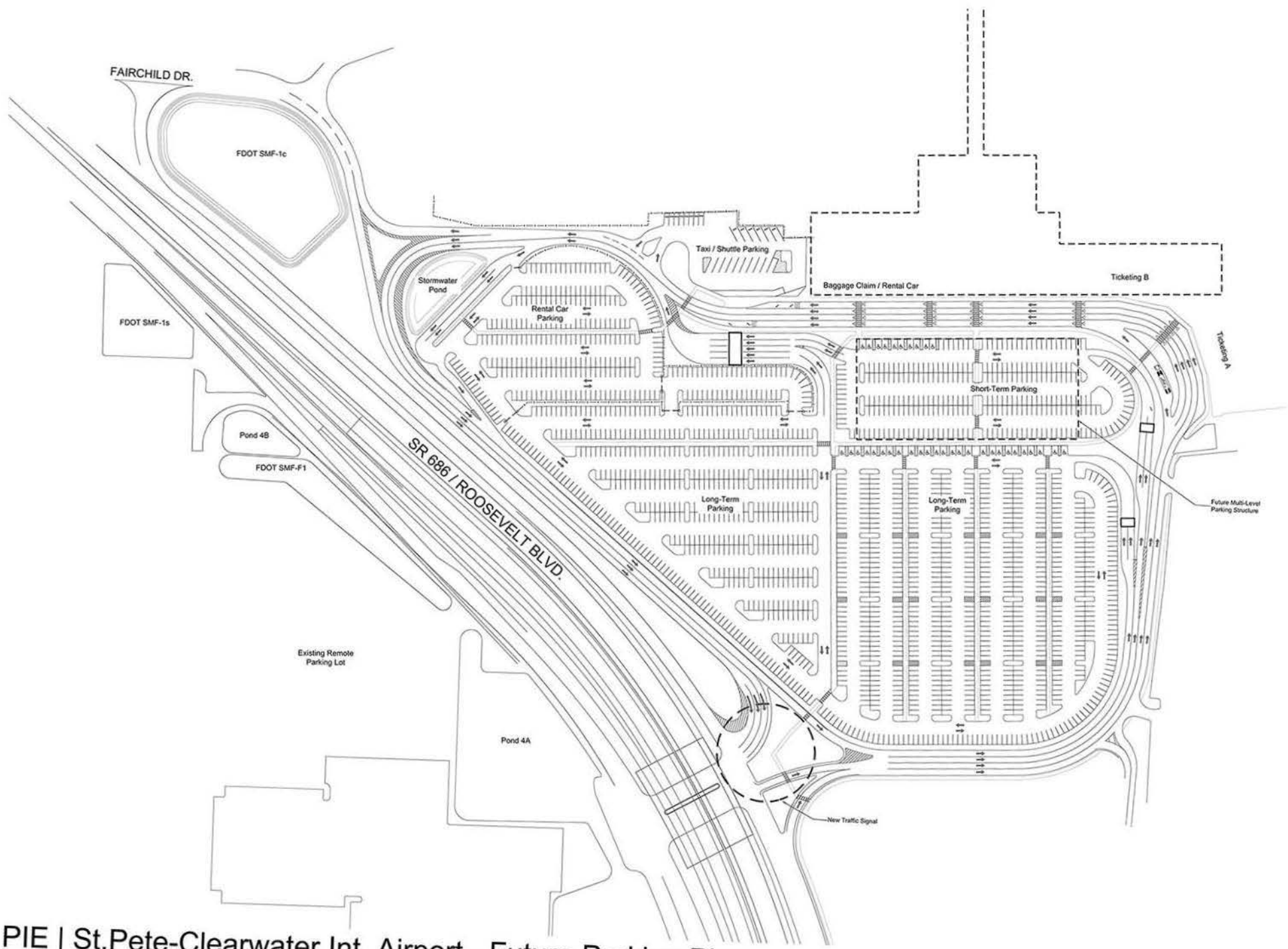
Please call me directly at 727.431.1519 if you have any questions or comments. We look forward to beginning work on this project upon receiving your authorization to proceed.

Regards,

A handwritten signature in blue ink, appearing to read 'Aaron Hopkins', with a stylized flourish at the end.

Aaron Hopkins  
Project Manager  
West Florida Utilities

CC: Mike Patterson, PSM, Cardno  
Mike Albanese, Cardno



# PIE | St.Pete-Clearwater Int. Airport - Future Parking Plan

EXHIBIT 'B'





**ENGINEERING CONSULTING SERVICES  
AIRPORT LANDSIDE AND PARKING LOT IMPROVEMENTS  
CONTRACT No.: 145-0020-NC (SS)  
EXHIBIT 'C'**

<b>CLASSIFICATION</b>	<b>RATE</b>
PRINCIPAL / PROGRAM MANAGER	\$232
FDOT LIAISON / QUALITY ASSURANCE REVIEWER	\$210
DEPUTY PROJECT MANAGER / PROJECT DIRECTOR	\$180
CHIEF ENGINEER / CHIEF LANDSCAPE ARCHITECT	\$200
SENIOR ENGINEER	\$170
PROJECT ENGINEER	\$120
DESIGNER	\$110
CLERICAL	\$80

<b>CLASSIFICATIONS FOR USE AS-NEEDED</b>	<b>RATE</b>
LANDSCAPE ARCHITECT	\$125
SENIOR PLANNER	\$155
PLANNER	\$110
SENIOR GIS SPECIALIST	\$145
GIS SPECIALIST	\$95
ENVIRONMENTAL SCIENTIST	\$85
FIELD TECHNICIAN	\$80
BROWNFIELDS SPECIALIST	\$120

For Expert Witness Testimony and related services, a surcharge of 50 percent will apply.

**Airport Landside and Parking Lot Improvements**

Contract No.: 145-0020-NC (SS)

**Survey and Subsurface Utility Engineering Rate Schedule**

Daily Rate(s): Field Surveying & SUE	DAILY RATE	PROPOSED DAYS	\$\$\$\$
Two (2) Person Survey Team includes vehicles, conventional equipment, personnel and all supplies / fuel	\$ 1,000.00		\$ -
Three (3) Person Survey Team includes vehicles, conventional equipment, personnel and all supplies / fuel	\$ 1,310.00		\$ -
Four (4) Person Survey Team includes vehicles, conventional equipment, personnel and all supplies / fuel	\$ 1,620.00		\$ -
LOCATION OPTION Vac Truck and Crew (includes vehicle, equip., personnel & supplies)	\$ 2,060.00		\$ -
DESIGNATION OPTION Designating Truck & Crew (includes vehicle, equip., personnel & supplies)	\$ 1,820.00		\$ -
Hourly Rate(s): Office Function / Supervision	HOURLY RATE (YR 2015)	PROPOSED HOURS	\$\$\$\$
Senior Professional Surveyor and Project Manager (QA/QC)	\$ 153.00		\$ -
Professional Surveyor	\$ 120.00		\$ -
CADD Technician	\$ 80.00		\$ -
Technical Support	\$ 75.00		\$ -
Senior CADD Tech	\$ 85.00		\$ -
TOTAL			\$ -

## EXHIBIT "C"



### 2016 Rate Schedule

#### St. Pete - Clearwater International Airport

<u>Classification</u>	<u>Rate</u>
Clerical	\$70
Designer/CADD	\$90
Engineer	\$115
Project Manager	\$195
Sr. Engineer	\$175



**Exhibit 'C'**  
**SCHEDULE OF BILLABLE HOURLY RATES Airport**  
**Landside and Parking Lot Improvements**  
**145-0020-NC (SS)**

<b>Title</b>	<b>Fully Loaded Rate</b>
President and CEO	\$219
Director of Engineering	\$170
Senior Engineer/Designer	\$146
BIM Manager	\$135
Project Engineer	\$123
Engineer/Designer	\$111
Office Administration	\$76

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**TAMPA:**  
220 West 7<sup>th</sup> Avenue, Suite 210  
Tampa, FL 33602  
FX: 813.867.4566

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**HOUSTON:**  
5353 West Alabama, Suite 301  
Houston, TX 77056  
FX: 832.371.6244

Toll Free: 888.891.9713

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

1. INSURANCE:

- a) Proposal submittals should include, the Proposers current Certificate(s) of Insurance in accordance with the insurance requirements listed below. If Proposer does not currently meet insurance requirements, proposer/bidder/quoter shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place within 10 days after award recommendation.
- b) Within 10 days of **contract award** and prior to commencement of work, Proposer shall email certificate that is compliant with the insurance requirements to [CertsOnly-Portland@ebix.com](mailto:CertsOnly-Portland@ebix.com). If certificate received with proposal was a compliant certificate no further action may be necessary. It is imperative that proposer include the unique identifier, which will be supplied by the County's Purchasing Department. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **A copy of the endorsement(s) referenced in paragraph 1.(d) for Additional Insured shall be attached to the certificate(s) referenced in this paragraph.**
- c) No work shall commence at any project site unless and until the required Certificate(s) of Insurance are received and approved by the County. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the RFP and/or contract period.
- d) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Proposer and any subcontractors to meet the requirements of the Agreement shall be endorsed to include Pinellas County Board of County Commissioners as an Additional Insured.
- e) If any insurance provided pursuant to the Agreement expires prior to the completion of the Work, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished by the Proposer to the County at least thirty (30) days prior to the expiration date.
  - (1) Proposer shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Proposer from its insurer. Notice shall be given by certified mail to: Pinellas County, c/o Ebix BPO, PO Box 257, Portland, MI, 48875-0257; be sure to include your organization's unique identifier, which will be provided upon notice of award. Nothing contained herein shall absolve Proposer of this requirement to provide notice.
  - (2) Should the Proposer, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement, or at its sole discretion may purchase such coverages necessary for the protection of the County and charge the Proposer for such purchase or offset the cost against amounts due to proposer for services completed. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the County to purchase such insurance shall in no way be construed to be a waiver of any of its rights under the Agreement.
- f) The County reserves the right, but not the duty, to review and request a copy of the Contractor's most recent annual report or audited financial statement when a self-insured retention (SIR) or deductible exceeds \$50,000.

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

- g) If subcontracting is allowed under this RFP, the Prime Proposer shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; *but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.*
- (1) All subcontracts between Proposer and its subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall (1) require each subcontractor to be bound to Proposer to the same extent Proposer is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor; (2) provide for the assignment of the subcontracts from Proposer to the County at the election of Owner upon termination of the Contract; (3) provide that County will be an additional indemnified party of the subcontract; (4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability; (5) provide waiver of subrogation in favor of the County and other insurance terms and/or conditions as outlined below; (6) assign all warranties directly to the County; and (7) identify the County as an intended third-party beneficiary of the subcontract. Proposer shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Section C and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- h) Each insurance policy and/or certificate shall include the following terms and/or conditions:
- (1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County. If Proposer is a Joint Venture per Section A. titled Joint Venture of this RFP, Certificate of Insurance and Named Insured must show Joint Venture Legal Entity name and the Joint Venture must comply with the requirements of Section C with regard to limits, terms and conditions, including completed operations coverage.
- (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- (4) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- (5) All policies shall be written on a primary, non-contributory basis.



<b>SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS</b>
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- (6) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Proposer is only using employees named on such list to perform work for the County. Should employees not named be utilized by Proposer, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the contractor occurs, or alternatively find the Proposer to be in default and take such other protective measures as necessary.
- (7) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Proposer and subcontractor(s).
- i) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Workers' Compensation Insurance

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

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

Limits

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

- (3) Business Automobile or Trucker's/Garage Liability Insurance covering owned, hired, and non-owned vehicles. If the Proposer does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Proposer can show that this coverage exists under the Commercial General Liability policy.

Limit

Combined Single Limit Per Accident	\$ 1,000,000
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<b>SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS</b>
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- (4) Professional Liability (Errors and Omissions) Insurance with at least minimum limits as follows. If “claims made” coverage is provided, “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage”, Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing “claims made” insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits

Each Occurrence or Claim	\$ 5,000,000
General Aggregate	\$ 5,000,000 Airport

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

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

**PINELLAS COUNTY RANKING**

**RFP TITLE: Engineering Consulting Services - Airport Landside and Parking Lot  
RFP # 145-0020-NC (SS) ORAL PRESENTATION AND FINAL COMBINED SCORE**

<b>Company Name</b>	<b>Point Total</b>	<b>Ranking</b>
Cardno, Inc.	1732.00	1
Kimley-Horn and Associates, Inc.	1701.75	2
Michael Baker Jr., Inc.	1649.25	3
Jacobs Engineering Group, Inc.	1643.75	4