

**St. Johns County
Airport Authority**



Planning Services

DBE Plan Update (Final Rule), FY 2024-2026

for Northeast Florida Regional Airport (SGJ)

by Passero Associates, LLC
(Passero Project No. 23000081.0109)

Work Order 24-109

PASSERO
engineering architecture

Work Order 24-109
Planning Services for
DBE Plan Update (Final Rule), FY 2024-2026

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the St. Johns County Airport Authority (dated October 20, 2023), all which terms and conditions are incorporated herein by reference:

Project Location: Northeast Florida Regional Airport, St. Augustine, Florida.

Project Description: Provide planning services related to the update of the previously prepared DBE Plan for FY 24-26.

Scope of Basic Services: DBE Plan Update. See Exhibit A Scope of Work.

Scope of Special Services: N/A

Client Manager: Courtney Pittman, Interim Executive Airport

PA Program Manager: Bradley J. Wentz, P.E.

PA Project Manager: Matthew Singletary, P.E.

Basic Services Compensation and Method of Payment: Lump Sum Fee: **\$2,825.00**. See Exhibit B Cost Summary.

Special Services Compensation and Method of Payment: N/A

Total Compensation and Method of Payment: Lump Sum Fee: **\$2,825.00**. See Exhibit B Cost Summary.

Schedule: Services to begin upon receipt of fully executed Work Order from client.

Meetings: Scoping conference call. See Exhibit A Scope of Work.

Deliverables: Please refer to the deliverables listed near the end of the attached Exhibit A Scope of Work.

"Client"

St. Johns County Airport Authority

BY: Courtney Pittman

Courtney Pittman, Interim Executive Director

Typed Name & Title

"Consultant"

Passero Associates, LLC

BY: Bradley J. Wentz

Bradley J. Wentz, P.E., VP / SE Services Director

Typed Name & Title

ATTEST

BY: Linda M. Santiago

Linda M. Santiago

Name, Title Executive Assistant

Date: 1-2-25

ATTEST:

BY: Angela Witt

Angela Witt, Grants and Contracts Administrator

Date: December 17, 2024

**Northeast Florida Regional Airport (SGJ/NFRA)
St. Augustine, Florida**

EXHIBIT A – SCOPE OF WORK

DBE PLAN UPDATE (FINAL RULE), FY 2024-2026

The Airport Sponsor, the St. Johns County Airport Authority, will provide planning phase services for the *DBE Plan Update (Final Rule), FY 2024-2026* project, which primarily consists of updating the previously prepared Disadvantaged Business Enterprise (DBE) Goal and Methodology for the Northeast Florida Regional Airport for projects to be accomplished during Fiscal Years 2024 through 2026. The update will address all requirements included in the April 9, 2024, Final Rule; and will be suitable for coordination with the FAA Southern Region.

Receipt of a grant from the Federal Aviation Administration (FAA) is anticipated in the future, which will reimburse the Sponsor for costs associated with the update of the DBE Plan.

More specifically, the Planning Phase Services will include the following elements of work:

- **Element 1 – DBE Plan Update** is anticipated to consist of the following (and as described in further detail in the proposal provided by Taffy Pippin Consulting, LLC, attached as Exhibit C):
 1. Prepare work scope and fees.
 2. Scoping calls/e-mails with GDOT Aviation, Sponsor, Consultant, and Subconsultant.
 3. Update the previously prepared DBE Plan in accordance with 49 CFR, Part 26, to include all requirements included in the April 9, 2024, Final Rule.
 4. Submit all documents to the FAA via their civil-rights-connect portal.
 5. Provide copies of the final DBE Plan document to FAA and the Sponsor.

Deliverables will consist of the following:

1. One (1) PDF and one (1) hard copy of the final DBE Plan document.

Any task, service, or deliverable not expressly included in the Scope of Work described above is thereby excluded from the Scope of Work for the *DBE Plan Update (Final Rule), FY 2024-2026* project.

End Exhibit A.

Exhibit B
Cost Summary
Northeast Florida Regional Airport (SGJ/NFRA)
DBE Plan Update (Final Rule), FY 2024-2026

ELEMENT 1. DBE PLAN UPDATE

Labor Subtotal	\$2,772.00
Direct Expenses	\$53.00
TOTAL (Lump Sum)	\$2,825.00

PLANNING TOTAL \$2,825.00

DBE PLAN UPDATE

Element 1	Hourly Breakdown													Labor Cost
	Principal	Dept. Manager	Program Manager	Sr. Proj. Manager	Project Manager	Project Engineer	Engineer 1	Sr. Planner	Planner 2	Planner 1	Admin. Staff	Sr. Owner Rep.	Total Man Hrs	
	\$ 293.00	\$ 282.00	\$ 245.00	\$ 212.00	\$ 188.00	\$ 144.00	\$ 106.00	\$ 202.00	\$ 138.00	\$ 104.00	\$ 86.00	\$ 138.00	2	\$ 527.00
Prepare work scope, fees, sub coord.		1	1										1	\$ 245.00
Submit final doc to GDOT, Sponsor			1										0	\$ -
													0	\$ -
													0	\$ -
													0	\$ -
													0	\$ -
													0	\$ -
													0	\$ -
Use below if subconsultant performs this task and not above														
Subconsultant's Rates ----->														
DBE Plan Update (New Rule), FY 24-26													0	\$ 2,000.00
													0	\$ -
LABOR TOTAL	0	1	2	0	0	0	0	0	0	0	0	0	3	\$ 2,772.00

Mileage	\$ -	Distance	473	# of Trips	0	Rate	\$ 0.670	Time	7:00
Printing, Shipping, Misc. Project Costs	\$ 53.00								
Lodging	\$ -								
Per Diem (Travel Day)	\$ -					\$ 117.70			
Per Diem (Standard Day)	\$ -					\$ 44.25			
Total Direct Expenses	\$ 53.00					\$ 59.00			

YEAR 2022

BILLING HOURLY RATES		PROFIT %	OVERHEAD %	LABOR
Principal	\$293.00	10.00%	127.08%	\$ 117.17
Dept. Manager	\$282.00	10.00%	127.08%	\$ 112.77
Program Manager	\$245.00	10.00%	127.08%	\$ 98.28
Sr. Proj. Manager	\$212.00	10.00%	127.08%	\$ 84.95
Project Manager	\$188.00	10.00%	127.08%	\$ 75.32
Project Engineer	\$144.00	10.00%	127.08%	\$ 57.68
Engineer 1	\$106.00	10.00%	127.08%	\$ 42.56
Sr. Planner	\$202.00	10.00%	127.08%	\$ 80.94
Planner 2	\$138.00	10.00%	127.08%	\$ 55.38
Planner 1	\$104.00	10.00%	127.08%	\$ 41.62
Admin. Staff	\$86.00	10.00%	127.08%	\$ 34.44
Sr. Owner Rep.	\$138.00	10.00%	127.08%	\$ 55.44

NOTE:

Insert labor, audited overhead, and profit.
Spreadsheet will calculate billing rate.



November 7, 2024

PASSERO ASSOCIATES, LLC
Matt Singletary, PE
Project Manager
4730 Casa Cola Way Suite 200
St. Augustine, FL 32095

RE: DBE PLAN UPDATE/NEW RULE
NORTHEAST FLORIDA REGIONAL AIRPORT
ST. AUGUSTINE, FLORIDA
LETTER OF AGREEMENT

Dear Mr. Singletary:

It is my understanding that Passero Associates, LLC desires to engage a consultant to develop a Disadvantaged Business Enterprise Plan for the NORTHEAST FLORIDA REGIONAL AIRPORT, St. Augustine, Florida in accordance with 49 CFR, Part 26, associated with Federal Aviation Administration NEW RULE DBE Plan Update requirement. Taffy Pippin Consulting LLC is pleased to offer the following proposal to accomplish these services.

Taffy Pippin Consulting, LLC will provide Passero Associates, LLC with a Disadvantaged Business Enterprise Plan in accordance with the provisions of 49 CFR Part 26, "Participation by Disadvantaged Business Enterprise in DOT Programs". Our services will include the following:

1. Update of the DBE Plan in accordance with 49 CFR, Part 26 to include all requirements included in the May 9, 2024 Final Rule suitable for final coordination with the Southern Region of the FAA, Atlanta, Georgia;
2. Provide two copies of the final plan, for coordination.
3. Submit all documents through the FAA civil-rights-connect portal.

Passero Associates, LLC will provide required information to complete the Updated DBE Program Plan.

Taffy Pippin Consulting, LLC will be paid the sum of Two Thousand dollars (\$2,000.00) which will include all out-of-pocket expenses. The completed Disadvantaged Business Enterprise Plan will be provided to Passero Associates, LLC to be delivered to the City of St. Augustine, Florida.

If the above conditions and services are acceptable to you, would you please indicate your acceptance below. Your acceptance will also act as our "Notice to Proceed" on this important project.

Thank you for the privilege of offering these services in the development of this project and should you have any questions please don't hesitate to call.

Sincerely,

Taffy V. Pippin

Taffy Valdez Pippin
Consultant/Planner

Accepted:
Passero Associates, LLC