

## AGENDA ITEM NO. 6.3

SARASOTA MANATEE AIRPORT AUTHORITY  
MARCH 27, 2023 MEETING  
STAFF NARRATIVE

REQUEST FOR APPROVAL: PROFESSIONAL PLANNING, ARCHITECTURAL & ENGINEERING SERVICES  
CONTRACT FOR THE MASTER PARKING PLAN PROJECT

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**EXECUTIVE SUMMARY:** The Board selected InterVistas as the number one ranked firm at the January 2023 Board meeting to provide professional planning, architectural, and engineering services to plan, design, permit, and provide construction phase services for the Master Parking Plan Project. The initial planning and conceptual design services were negotiated in the amount of \$665,356.00.

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**NARRATIVE:** With the significant increases in airline traffic, the existing parking facilities are not sufficient to meet demand. This professional contract will inventory existing parking infrastructure and demand, forecast future parking needs in 5, 10, and 20-year planning activity levels, develop alternate (location, size, features, scalability, and passenger usability) parking facilities, prepare more detailed concepts and budget costs based upon the alternatives, and prepare a recommendation to the Airport Authority. In addition, airport roadway circulation, shuttle routes, and potential future terminal expansion impacts will be evaluated along with the latest technology for revenue control. Based upon the results from the parking study, the consultant will begin expedited design and permitting of the new facilities.

A detailed scope was prepared by InterVistas and was submitted to staff for review. A fee was negotiated in the amount of \$665,356.00. This project is funded through Authority funds.

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**RECOMMENDATION:** It is hereby recommended that the Sarasota Manatee Airport Authority authorize the Chairman to execute a design contract with InterVistas in the amount of \$665,356.00 with a 10% contingency providing an authorized level of \$731,892.00. Staff also requests authorization to prepare all documents necessary to implement this action.

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**ATTACHMENTS:** Contract, scope & fee

**CONTRACT FOR PROFESSIONAL CONSULTING SERVICES  
BETWEEN  
THE SARASOTA MANATEE AIRPORT AUTHORITY  
Sarasota Bradenton International Airport  
AND  
INTERVISTAS CONSULTING, INC.**

**Project Title: Master Parking Plan Project**

This Contract is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 by and between the Sarasota Manatee Airport Authority, a political subdivision of the State of Florida, (hereinafter referred to as the "Authority"), and InterVISTAS Consulting, Inc. (hereinafter, referred to as the "Consultant"). The Contract is effective on the date of execution by the Authority.

WITNESSETH:

The parties hereto agree that the services to be performed by the Consultant under this Contract, the objectives and conditions of the Contract, the fees to be paid for such services, and the time of performance of this Contract shall be as described below:

Item 1 - Scope of Services

Except as modified by this Contract, the Consultant shall provide services as outlined in attached "Scope of Work".

Item 2 - General Conditions

- A. Basic Data Provided by Authority - The Authority shall make available to the Consultant such appropriate data and information as are available to the Authority and under its control.
- B. Coordination - Continuing coordination shall be maintained with the Authority to assure applicability of the findings with respect to specific local conditions and compatibility with the Authority's general policies and goals.
- C. Representatives - To expedite the undertaking of services performed under this Contract and to permit the coordination of materials, commitments and correspondence, the Authority hereby designates Kent D. Bontrager, A.A.E., P.E., Senior Vice President of Engineering, Planning & Facilities, or designee as its representative, and the Consultant hereby designates Daniel Barton, Senior Director as its representative to whom all correspondence, materials, requests for conferences and other similar data shall be directed.
- D. Time of Performance - This contract shall commence on the date signed by the Authority and end March 30, 2024. Any extension of the Contract shall be at the sole discretion of the Authority.
- E. Compensation - The Authority agrees to pay the Consultant a not-to-exceed amount of **six hundred sixty-five thousand, three hundred fifty-six dollars and zero cents (\$665,356.00)**.
- F. Method of Payment - The Authority shall pay the Consultant for services in Item 1, Scope of Services, in accordance with statements to be submitted by the Consultant to the Authority. Such statements shall be submitted monthly and shall cover services

performed during the preceding month.

G. Availability of Records –  
**Books and Records**

During the period of this Contract and for three years thereafter, the Consultant shall keep any and all information, materials, and data of every kind and character including without limitation records, books, papers, and documents in accordance with generally accepted accounting principles that may in the Authority's judgment pertain to any matters or obligations covered by the Contract. Such records shall also include, but not be limited to those records necessary to evaluate and verify direct and indirect costs (including overhead allocations). Such records shall include (hard copy, as well as computer readable data if it can be made available), written policies and procedures, time sheets, payroll registers, cancelled checks, original estimates, estimating work sheets, correspondence, change order file, back charge logs and supporting documentation, general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends to the extent necessary to adequately permit evaluation and verification of:

- a) Consultants compliance with Contract Requirements, and
- b) Compliance with provisions for pricing change orders, invoices or claims submitted by the Consultant or any of its payees.

The Consultant shall require all payees (i.e. subconsultants/suppliers) to comply with the provisions of this article by insertion of the requirements in any Contract between the Consultant and the payee; such requirements to include flow-down right of the audit provision to all payees.

**Audits and Inspections**

The Consultant's records shall be open to inspection and subject to audit and/or reproduction during normal business working hours. An Authority representative or outside representative engaged by the Authority may perform such audits or inspections throughout the term of this Contract and for a period of three years after final payment or longer if required by law.

The Consultant shall provide, at its sole cost and expense the books of account and records requested by the Authority for audit within sixty (60) calendar days of receiving a written request. If the books of account and records are kept at locations other than the Airport, the Consultant shall arrange for them to be brought to a location convenient to the auditors for the Authority, or the Consultant may at its option transport the Authority audit team to the Consultant's headquarters for purposes of undertaking said audit. In such event, the Consultant shall pay reasonable costs of transportation, food and lodging for the Authority's audit team. There may be no limitation in the scope of the examination that would hinder the Authority or its authorized representative in testing the accuracy of the claims submitted.

An audit report will be issued by the Authority or its representative and made available to the Consultant. Consultant shall have thirty (30) calendar days to comment in writing on the audit report. Failure of Consultant to submit written comments shall constitute acceptance of the audit report as issued.

Any adjustments and/or payment which must be made as a result of any such audit or inspections of the Consultants' invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the Authority's findings to the Consultant.

If an audit inspection or examination in accordance with this article, discloses overpricing or overcharges (of any nature) by the Consultant to the Authority in excess of one-half of one percent (.5%) of the total Contract billings the reasonable actual cost of the Authority's audit shall be reimbursed to the Authority by the Consultant.

H. PUBLIC RECORDS LAW, CONFIDENTIALITY:

Vendors should be aware that all submittals provided with a bid are subject to public disclosure and will **not** be afforded confidentiality. All proposal documents or other materials submitted by all bidders in response to this bid will be open for inspection by any person and in accordance with Chapter 119, Public Records Law, and as amended, Florida Statutes. The Vendor shall agree to comply with public records laws, and shall, specifically:

1. Keep and maintain public records that ordinarily and necessarily would be required by the Authority in order to perform the services;
2. Provide the public with access to public records on the same term as and conditions as the Authority would provide the records and at a cost that does not exceed the cost provided in Ch. 119 or as otherwise provided by law;
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law;
4. Meet all requirements for retaining public records and transfer, at no cost, to the Authority all public records in possession of the Vendor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically shall be provided to the Authority in a format that is compatible with the information technology systems of the Authority.

I. Termination - This Contract may be terminated, in whole or in part, at any time upon not less than 24 hours written notice, by the Authority if the Consultant is in material breach of any of the provisions of this Contract. In the event of such termination, (1) all finished and unfinished documents, data studies, surveys, drawings, maps, and reports prepared by the Consultant pursuant to this Contract shall become the property of the Authority and shall be delivered by the Consultant to the Authority and (2) the Consultant shall be entitled to receive just and equitable compensation for all work satisfactorily completed on such documents and other materials or labor, said compensation to be based on the time and expense records kept in accordance with Paragraph G, provided that such compensation (together with all compensation previously paid under this Contract) shall not exceed the percentage of all work completed times the total compensation established by Paragraph E.

J. Insurance - The Consultant shall obtain and maintain throughout the term of this Contract, comprehensive public liability and property damage insurance in limits of not less than \$1,000,000.00. The Consultant shall furnish automobile liability insurance, and proof of Workers Compensation or Employers' Liability Insurance as required by the Laws of the State of Florida, covering all persons employed by the Consultant in the performance of the duties described herein. Prior to proceeding with the services hereunder, the Consultant shall furnish an original Certificate of Insurance evidencing the existence of such insurance coverage. The Authority shall be named as an additional insured on the liability policies.

**PROFESSIONAL LIABILITY:** The awarded firm(s) shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be \$5,000,000 with a deductible not to exceed \$100,000. The deductible shall be the responsibility of the Consultant.

This policy must be continued or tail coverage provided for two years after completion of the project.

- K. Assignability – The Consultant shall not assign any interest in this Contract and shall not transfer any interest in this Contract without the prior written consent of the Authority.
- L. Interest of the Consultant – The Consultant covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services under this Contract. No person having such interest shall be employed by the Consultant.
- M. Title VI Assurance: Obligations of the Consultant – During the performance of this Contract, the Consultant agrees as follows:
1. To comply with the requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21 Nondiscrimination in Federally-assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as may be amended from time to time, which are herein incorporated by reference and made part of this Contract.
  2. With regard to the services hereunder, the Consultant shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in discrimination prohibited by Title 49, Section 21.5 of the Federal Regulations.
  3. In all solicitations either by competitive bidding or negotiation made by the Consultant in connection with the services to be performed under a subcontract, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this Contract and the regulations prohibiting discrimination on the grounds of race, color, or national origin.
  4. In the event of the Consultant's noncompliance with the nondiscrimination provisions of this Contract, the Authority shall impose such sanctions as it or the appropriate federal agency may determine to be appropriate, including but not limited to:
    - a. Withholding of payments to the Consultant under this Contract until the Consultant complies,
    - b. Cancellation, termination, or suspension of this Contract, in whole or in part.
  5. To include the provisions of paragraph L.1 through L.4 above in every subcontract, including Contracts for the procurement of materials and leases of equipment.
- N. Licenses and Permits – The Consultant shall at all times maintain and comply with all licensing and permitting requirements of state and local authorities. Prior to proceeding with the services hereunder, the Consultant shall furnish a copy of its licensure and the permit to the Authority evidencing the existence of such permit.

- O. Badging Safety and Security (as applicable) - Bidder's officers, invitees, employees, suppliers, and agents must abide by all applicable security regulations of the Authority and the Transportation Security Administration (TSA).

Any of bidder's officers, invitees, employees, suppliers, and agents who require unescorted access to any areas of the Airport where access is controlled for security reasons must make application for, and wear, Airport security badges. Those individuals must submit personal data for a Security Threat Assessment conducted by the FBI as required by Part 1542 of Federal Transportation Regulations and attend a security training session conducted by the Authority's Operations Department.

At the time the application is made, bidder is responsible for payment of the then current fee for fingerprinting and the fee for issuance of an initial security badge for any persons to whom this provision applies. The current fees are \$10 per badge and \$29 per threat assessment. Any badge not returned upon completion of the work contemplated by this solicitation is subject to a \$50 fee.

Any of bidder's officers or employees who will be required to drive inside secured Airport areas must attend and successfully pass an Airport approved driver training program. No vehicle shall be driven on the Airport without the driver possessing a valid State issued operator's license. No vehicle shall be driven on the Airport without proper identification (company logo or airport decal), proper safety marking (amber beacon or orange checkered flag) and proper insurance coverage. All drivers must comply with Section 3 of the Sarasota Bradenton International Airport Operating Rules & Regulations handbook.

No person who is authorized to drive inside secured Airport areas shall enter, cross or be present on any runway or taxiway pavement or safety areas without an approved airport escort. Any violation of this clause is subject to immediate suspension of the offender's airport access and a fine of up to \$10,000.

Details and form are available on the airport's website at [www.srq-airport.com](http://www.srq-airport.com), then "Airport Business", then "Badging".

### Item 3 - Miscellaneous

- A. Notices - Any notice hereunder shall be deemed sufficiently given by one party to the other if in writing and if and when delivered or tendered either in person, or by telegram or telex, or by the deposit of it in the United States mail, registered or certified, postage prepaid, addressed to the party to whom such notice is being given at such party's address provided below:

To the Authority: Kent D. Bontrager, A.A.E., P.E.  
Senior Vice President, Engineering, Planning & Facilities  
Sarasota Manatee Airport Authority  
6000 Airport Circle  
Sarasota, FL 34243

To the Consultant: Daniel Barton  
Senior Director  
InterVISTAS Consulting, Inc.  
1505 McLaurin Lane  
Fuquay-Varina, NC 27526

Any notice not given as above shall, if it is in writing, be deemed given if and when actually received by the party to whom it is required or permitted to be given.

- B. Governing Law - This Contract shall be governed by and construed in accordance with Florida law. Venue for any action brought pursuant to this Contract shall be in the Twelfth Judicial Circuit Court, Sarasota County, Florida.
- C. Captions - The captions to the sections, subsections, and paragraphs in this Contract are inserted for convenience only and shall not affect the construction or interpretation of this Contract.
- D. Counterparts and Duplicate Originals - This Contract and all amendments hereto may be executed in several counterparts and each counterpart shall constitute a duplicate original of the same instrument.
- E. Entire Contract - This Contract, together with the attachments hereto, constitutes the entire Contract between the parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous Contracts and understandings of the parties in connection herewith. No supplement, modification, or amendment of this Contract or discharge of any of the obligations hereunder, shall be binding unless executed in writing by the parties hereto.
- F. Severability - Any provision hereof prohibited by or unlawful or unenforceable under any applicable law shall be ineffective without affecting any other provision of this Contract. To the full extent, however, that the provisions of such applicable law may be waived, they are hereby waived to the end that this Contract shall be deemed to be a valid and binding agreement in accordance with its terms.
- G. Attorney's Fees - In the event of any action to enforce or construe the provisions of this Contract, the prevailing party in such action (including in any bankruptcy proceeding) shall be awarded costs and reasonable attorney's fees in the defense or prosecution thereof as part of the judgment eventuating in such action.
- H. Immigration Reform and Control Act - Consultant acknowledges, and without exception or stipulation, Consultant shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended. Failure by the Consultant to comply with the laws referenced herein shall constitute a breach of the Contract and the Authority shall have the discretion to unilaterally terminate said Contract immediately.
- I. Third Parties - Nothing in this Contract, whether express or implied, is intended to confer any rights or remedies under or by reason of this Contract on any persons other than the parties to it and their respective successors and permitted assigns, nor is anything in this Contract intended to relieve or discharge the obligation or liability of any third persons to any party to this Contract, nor shall any provision give any third person any right of subrogation or action over or against any party to this Contract.

- J. Remedies; Waiver - The rights and remedies set forth herein shall be cumulative and in addition to any other remedies which may be available at law or in equity. The exercise of any remedy by either party shall not be deemed an election of remedies. No waiver of any of the provisions of this Contract shall be deemed, or shall constitute, a waiver of any other provision hereof or right hereunder (whether or not similar), nor shall such waiver constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the party making the waiver.
- K. Indemnity and Hold Harmless Requirements - Consultant shall indemnify and hold harmless the Authority, 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 this Contract.
- L. Ownership of Work - At the time of the completion of the work, the Consultant shall deliver to the Authority all results and proceeds of the services performed under this agreement of any nature whatsoever and in whatever form (paper documents, electronic files, or otherwise) that are created, prepared, produced, authored, edited, or modified in the course of performing the Consultant's services under this agreement, including, without limitation, all tracings, plans, specifications, maps, reports, schematics, renderings, drawings, elevations, sections, and designs (collectively, the "Works"). To the fullest extent under the law, the Consultant acknowledges and agrees that the Authority is and shall be the sole and exclusive owner of all right, title, and interest throughout the world in and to all Works, including all confidential, proprietary, intellectual property, and other rights therein. The Authority shall have the unrestricted right (but not any obligation), in its sole and absolute discretion, to use any Work, and no royalty or other consideration shall be due or owing to the Consultant or any individual or entity as a result of such activities; provided that any reuse of a Work other than for the specific purpose intended hereunder will be at Client's sole risk and without liability or legal exposure to the Consultant or its subcontractors. Without limiting the generality of the foregoing, the Consultant specifically agrees that, to the extent permitted by law, each Work consisting of copyrightable subject matter is "work made for hire" as defined in the Copyright Act of 1976 (17 U.S.C. § 101), and such copyrights are therefore owned by the Authority. In the event that, for any reason, all or any portion of any of the Works is not found to be owned by the Authority or otherwise does not constitute, or fails to be, a "work made for hire," the Consultant hereby irrevocably assigns to the Authority, without additional consideration, all right, title, and interest the Consultant may have or acquire in and to such Works throughout the world, including all intellectual property rights therein (including, for the avoidance of doubt, the right to sue, counterclaim, and recover for all past, present, and future infringement, misappropriation, or dilution thereof, and all rights corresponding to the foregoing throughout the world). To the extent any copyrights are assigned under this Section, the Consultant hereby irrevocably waives, to the extent permitted by applicable law, any and all claims it may now or hereafter have in any jurisdiction to all rights of paternity or attribution, integrity, disclosure, and withdrawal and any other rights that may be known as "moral rights" or *droit moral* in relation to all works of authorship to which the assigned copyrights apply. The Consultant will require each of its employees and contractors to execute written agreements containing obligations consistent with the provisions of this Section prior to such employee or contractor providing any services under this agreement. Nothing contained in this Agreement shall be construed to reduce or limit the Authority's right, title, or interest in any Work or any rights therein so as to

be less in any respect than the Authority would have had in the absence of this Agreement.

- M. Further Assurances – Each of the parties hereto shall, from time to time at the request of the other party, furnish to the other party such further information or assurances; execute and deliver such additional documents, instruments, and conveyances; and take such other actions and do such other things, in each case as may be reasonably necessary or desirable to carry out the provisions of this agreement and give effect to the transactions contemplated hereby. This provision will survive termination of this agreement.

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IN WITNESS WHEREOF, this Contract for Consulting Services has been executed in duplicate, by the respective parties hereto. A facsimile or electronic (including "pdf") copy of this Contract, and any amendments thereto, and any signatures thereon, shall be considered for all purposes as an original. Alternatively, such documents may be executed by electronic signatures, as determined by Florida's Electronic Signature Act and other applicable laws.

Warranty of Authority: Each person signing this Contract warrants that he or she is duly authorized to do so and to bind the respective party.

**AUTHORITY:**

SARASOTA MANATEE AIRPORT AUTHORITY

**CONSULTANT:**

InterVISTAS Consulting, INC.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Title: Chairman

Title:

OR

Title: President, CEO Fredrick J. Piccolo, A.A.E.

**WITNESSES as to Authority:**

**WITNESSES as to Consultant:**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

# InterVISTAS

a company of Royal HaskoningDHV

DRAFT SCOPE OF WORK

## Master Parking Plan

*Sarasota Bradenton International Airport*



**PREPARED FOR**  
Sarasota Manatee Airport Authority

**PREPARED BY**  
InterVISTAS Consulting Inc.

Draft February 27, 2023

## **DRAFT**

### **SCOPE OF WORK**

#### **MASTER PARKING PLAN**

##### **Sarasota-Bradenton International Airport**

This scope of work includes the following tasks:

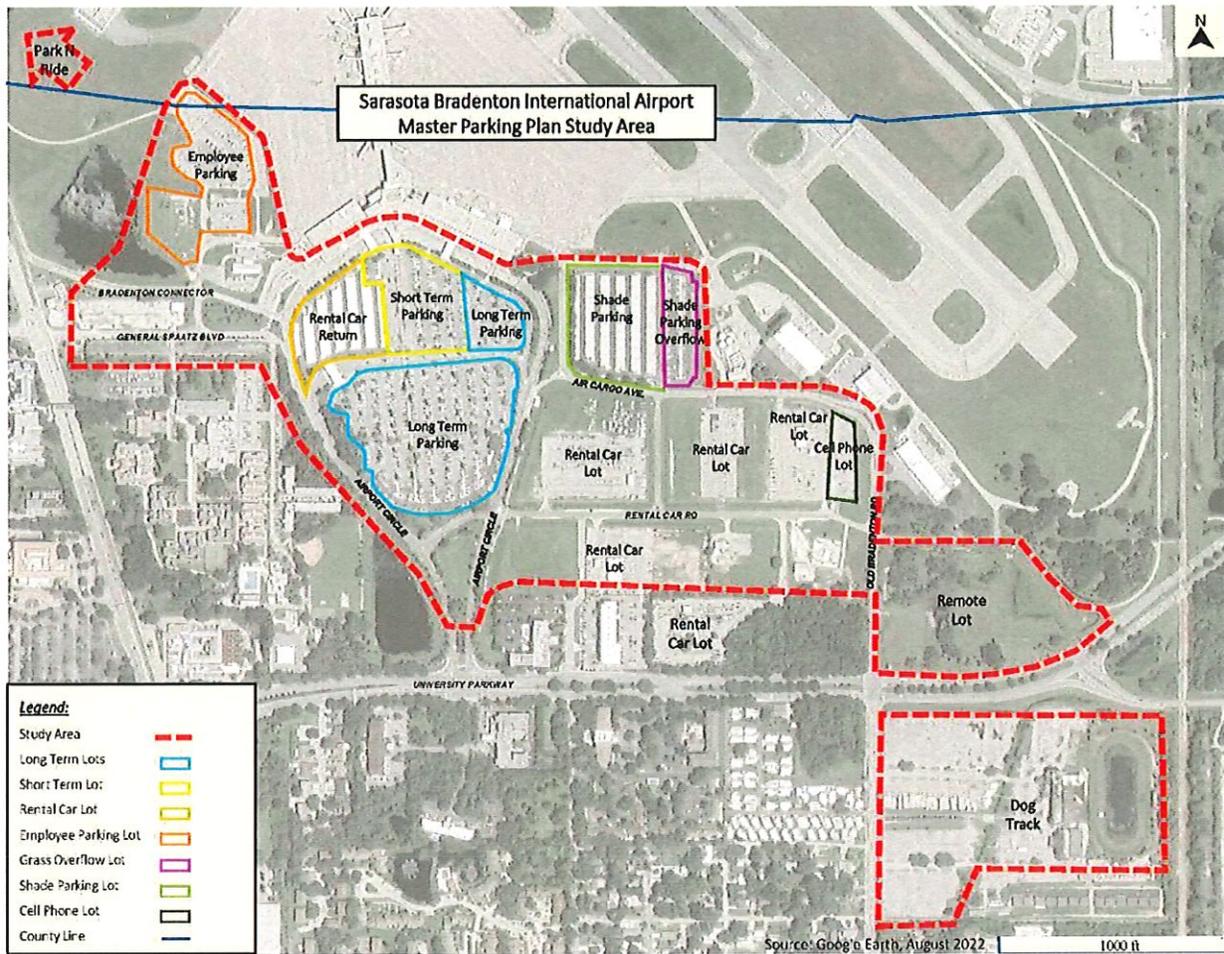
1. Project Initiation meeting with airport staff and parking management firm
2. Develop existing inventory
3. Obtain forecasts of airline passengers
4. Develop forecast of parking and landside requirements
5. Develop alternatives of new facilities
6. Prepare refined alternatives
7. Prepare recommendations and submit Master Parking Plan
8. Obtaining City and County permits
9. Analyze parking rates

These tasks and the proposed six workshops are described in the following paragraphs.

#### **Task 1. Project Initiation Meeting with Airport Staff and Parking Management Firm**

At the outset we would schedule Workshop #1 with Sarasota Manatee Airport Authority's (SMAA or the Authority) Project Manager to:

- a. Confirm the lines of communication and day-to-day contacts.
- b. Review the project schedule and workshop dates included in this scope of work and adjust as necessary.
- c. Discuss the preferred process to allow participation by senior Airport staff and stakeholders.
- d. Review ongoing relevant projects and studies, such as the terminal expansion concept currently in development, development of the Ground Transportation Center (GTC), planning for a consolidated rental car Quick Turn-Around (QTA), and paving of overflow lots, as well alternative configurations considered during the planning for the new GTC and QTA. Coordinate with Authority's Project Manager to understand project status of projects already designed or in construction.
- e. Review the preliminary data set/wish list of requested information including parking transaction and revenue data, employee parking badge data, rental car transaction and revenue data, and reported trips by taxicab/limousine concessionaire.
- f. Review the SMAA's relevant vision, goals and objectives which can be used to evaluate alternatives during subsequent tasks.
- g. Schedule bi-weekly project coordination meetings. We have found it productive to conduct regularly scheduled conference calls with the client's Project Manager to review progress, describe upcoming work, prepare for forthcoming meetings or presentations, and resolve any outstanding project-related issues or unanticipated obstacles.
- h. Confirm the study area limits shown in the figure shown on the next page.



Concurrent with Workshop #1, we would meet with:

- The Airport's parking management firm to obtain an understanding of existing parking operations and challenges.
- Airport staff responsible for planning and managing parking and roadway operations, including those responsible for enforcement of the terminal curbside areas, to determine existing areas of concern.
- Representatives of the rental car companies to obtain an understanding of the unique aspect of existing operations and to review the planned improvements to existing rental car facilities.

**Task 1 Product:** An agreed upon project schedule and coordination process, identification of missing or unavailable data, and an initial list of the SMAA's relevant goals and objectives.

## Task 2. Develop Existing Inventory

We would gather available reports and studies to document the size and capacity of SRQ's existing parking and landside facilities. At a minimum, the inventory would describe:

- Number of parking spaces by type of facility and use, and configuration of entries/exits
- Number of rental car spaces, service areas, allocations, and entry/exits
- Planned GTC area and use, and access controls

- Roadway configurations, lane uses, curbside allocations, and pedestrian crosswalk locations
- Service dock locations

The inventory will also consist of collecting or confirming relevant data gathered during Task 1, including but not limited to:

- Parking occupancy data by facility on a daily basis for 2022 and available 2023 data
- Parking transactions and revenues for the past five years
- 2022 hourly rental car transaction and available 2023 data (in close coordination with the rental car industry and would require holding a virtual meeting with representatives of the rental car companies)
- Any recent traffic surveys including traffic volumes and dwell times by vehicle type.
- Commercial ground transportation transaction and revenue data for the past five years.

Task 2 Product. While Task 2 would not result in a stand-alone deliverable, it would result inventory material to be reviewed with Airport staff during Workshop #2 to ensure our accurate understanding of existing conditions and planned expansion programs.

### Task 3. Obtain Forecasts of Airline Passengers

It is anticipated that SMAA staff will provide the monthly airline passenger enplanements and deplanements for 2022 and the initial months of 2023 as well as the forecast of the passenger enplanements and deplanements expected to occur in 5-, 10- and 20-years. Ideally these forecasts would include both annual passenger volumes, monthly volumes, and hourly volumes occurring during the peak month. These forecasts of annual passengers would be used to define passenger activity levels (PALs) which would be used as the basis for subsequent Master Parking Plan tasks. Working with SMAA staff we would also identify high and low estimates of the passenger activity occurring in 20 years. These high and low estimates would be used to estimate a range of facility requirements to ensure future facilities provide adequate flexibility to accommodate possible changes in airline passenger travel patterns and mode choice.

Task 3 Product: Technical Memorandum #1 documenting the 5-, 10-, and 20-year forecasts of annual and peak hour airline passenger activity provided by Airport staff, the corresponding PALs, and the high and low estimates of the 20-year passenger activity.

### Task 4. Develop Forecasts of Parking and Landside Requirements

We would prepare detailed forecasts of the requirements for each parking and landside facility component for the three PALs. The forecasts of parking and landside requirements would be prepared in the granularity needed to support subsequent development and analysis of alternative facility plans. These requirements would reflect the estimated changes in passenger use of TNCs, Mobility-as-a-Service, autonomous vehicles (AVs), need to accommodate electric vehicles (EVs), possible changes in travel modes by resident and non-resident airline passengers and by employees and change in airport landside operations. The methodology to be used to prepare the forecasts and parking and landside requirements and the corresponding products are described below. The forecasts of parking and landside requirements would be summarized in Technical Memorandum #2 and reviewed with Airport staff during Workshop #3.

- Public parking.** We would develop estimates of future public parking requirements based upon space occupancies by facility for a 2022 peak month typical busy day in 2022 and available 2023 data, distinguishing demand for short-term parking, long-term parking, and shuttle lots (e.g.,

shaded and overflow lots). We would seek to represent any existing latent demand for public parking as well as Park-Sleep-Fly customers parking at nearby hotels. We would escalate estimated 2023 demands based upon the forecast growth of peak-month airline passengers for the selected PALs. The future requirements would be adjusted to account for vehicle circulation/improperly parked vehicles, spaces reserved for disabled passengers, the impacts of TNCs/AVs, and the possible changes in travel modes by resident and non-resident airline passengers. Initially these requirements would be presented without regards to facility location or configuration (i.e., structure or walkable or shuttle surface lot) but would be compared to the public spaces available at the Airport (or soon to be provided). We would coordinate with Airport staff to determine policies for EV charging stations for public parking.

Product. Estimates of the public parking spaces required to accommodate a typical busy day during the peak month by product (e.g., hourly/close-in, daily, economy, and overflow parking) at each PAL and documentation of the adequacy of the existing spaces.

- b. **Employee parking.** We would prepare estimates of parking spaces required to accommodate employees of the SMAA, the airlines (separating based and non-based flight crews), and other Airport tenants through analysis of existing employee parking badges, observations of current demands (space occupancies) occurring during overlaps of shifts, and input from SMAA staff. The future requirements would be adjusted to account for vehicle circulation/improperly parked vehicles, spaces reserved for disabled passengers, the impacts of potential changes in travel modes by employees. The requirements would be compared to the employee parking spaces available at the Airport. We would coordinate with Airport staff to determine policies for EV charging stations for employee parking.

Product. Estimates of the required parking spaces to accommodate terminal area employees parking needs occurring during overlapping shifts during busy seasons at each PAL and documentation of the adequacy of the existing employee parking areas.

- c. **Access, circulation, and curbside roadways.** We would develop estimates of 2023 peak-month average day peak hour traffic volumes on all key existing terminal area curbside and roadway links within the Study limits as well as the peak hour turning movements at the intersections formed by the westward extension of Rental Car Road and inbound and outbound Airport Circle. These estimates would be prepared using the results of traffic surveys conducted in March 2023 by AECOM, and by comparing those with the traffic volume and vehicle mix surveys conducted as part of the Master Plan Update. The March 2023 volumes would be adjusted to represent peak month conditions, and changes in vehicle mix that may have occurred since the Master Plan Update surveys were completed.

We would estimate hourly traffic volumes by direction on key terminal area roadway links during the departure peak hour, arrivals peak hour, and combined peak hour during an average day of the peak month for each PAL. These volumes would be calculated using the roadway traffic assignment algorithm that we have developed and used at numerous airports. This algorithm estimates future peak hour roadway traffic volumes based upon the forecast growth of peak hour airline passengers and expected changes in travel models and traffic circulation patterns.

Using this algorithm, we would compare the estimated future traffic volumes on each link with the calculated capacity of the link to determine the Level of Service (LOS) for existing and future peak

hour conditions. The LOS definitions and roadway capacities would be based on those presented in Airport Cooperative Research Program Report 40 (Airport Curbside and Terminal Area Roadway Operations) or the update of this report.

Product. Peak hour roadway traffic volumes, and LOS for each PAL, for key terminal area roadway links including the volumes entering and exiting rental car and parking facilities. Where needed, estimates of weaving traffic would be prepared.

- d. **Terminal curbsides.** We would estimate the curbside requirements using the forecast curbside roadway traffic volumes and estimated curbside dwell times. The curbside traffic volumes to be used would be those occurring during the peak departures hour, peak arrivals hour, and combined peak hour. Dwell times would reflect data gathered during the Master Plan Update as well as those data we have recently observed at other major airports.

We would compare the estimated curbside requirements (i.e., required curb length) with the calculated curbside roadway capacity considering the existing available curbside space (i.e., excluding space occupied crosswalks or Airport vehicles) to determine the curbside LOS using the latest version of the Quick Analysis Tool for Airport Roadways (QATAR).

Product. Terminal building curb space requirements and LOS for each PAL for the departures peak hour, arrivals peak hour, and combined peak hour.

- e. **Rental cars.** We would use a transparent and analytical methodology to forecast future rental car facility requirements. This allows rental car industry representatives to review our forecasts and key assumptions, as appropriate.. Using the 2022 and available 2023 hourly transaction data gathered as part of Task 2, we will calculate 2023 facility requirements using industry-accepted processing times, escalate these requirements based upon the forecast growth in peak-month airline passenger activity, and adjusting the future requirements for expected changes in future modes and in industry operations. We have recently used this same transaction-based approach to prepare estimates of rental car facility requirements at the airports serving Dallas/Fort Worth, Dallas (Love), Denver, Greensboro, Grand Rapids, Newark, Reno, and Raleigh-Durham. In each case, this approach has been met with the approval of both the airport operators and rental car company representatives. We would compare our estimates of future rental car facility requirements with those prepared by PGAL as part of the consolidated QTA development. We would coordinate with Airport staff to determine policies for EV charging stations for rental cars.

Product. Estimated ready and return car spaces, customer service counters/back-office space, QTA components (e.g., stacking spaces, fuel dispensers, electric vehicle chargers, car wash tunnels, light vehicle maintenance bays), and storage of idle vehicles and areas for in-fleeting and de-fleeting and car carrier parking.

- f. **Ground Transportation Center.** We would review the program developed by others to support the planning and design of the new GTC and compare it with reported TNC transaction data and outbound trips reported by the taxicab/limousine concessionaire, and hotel/motel courtesy van operations. Using these requirements as a base, we would escalate them to represent future conditions recognizing likely changes in passenger travel mode choice, changes in commercial ground transportation operating patterns, and location of commercial vehicle hold lots.

Product. Forecasts of spaces required by each commercial ground transportation service at each PAL.

Overall Task 4 Product. Technical Memorandum #2 presenting the requirements for each of the above parking and landside facility components, and comparing these requirements with the estimated capacity of the existing facilities (e.g., parking, roadways, and rental car facilities) at each PAL, highlighting those components expected to operate unsatisfactorily/provide insufficient capacity.

We would prepare for and conduct Workshop #3 to review the forecasts of parking and landside facility requirements with Airport staff.

### Task 5. Develop Alternatives of New Facilities.

We would develop alternative facility improvement plans that would increase capacities and improve the operations of those facilities determined to provide insufficient capacity or operate unsatisfactorily, as identified in Task 4. We would initially consider a broad range of alternatives including:

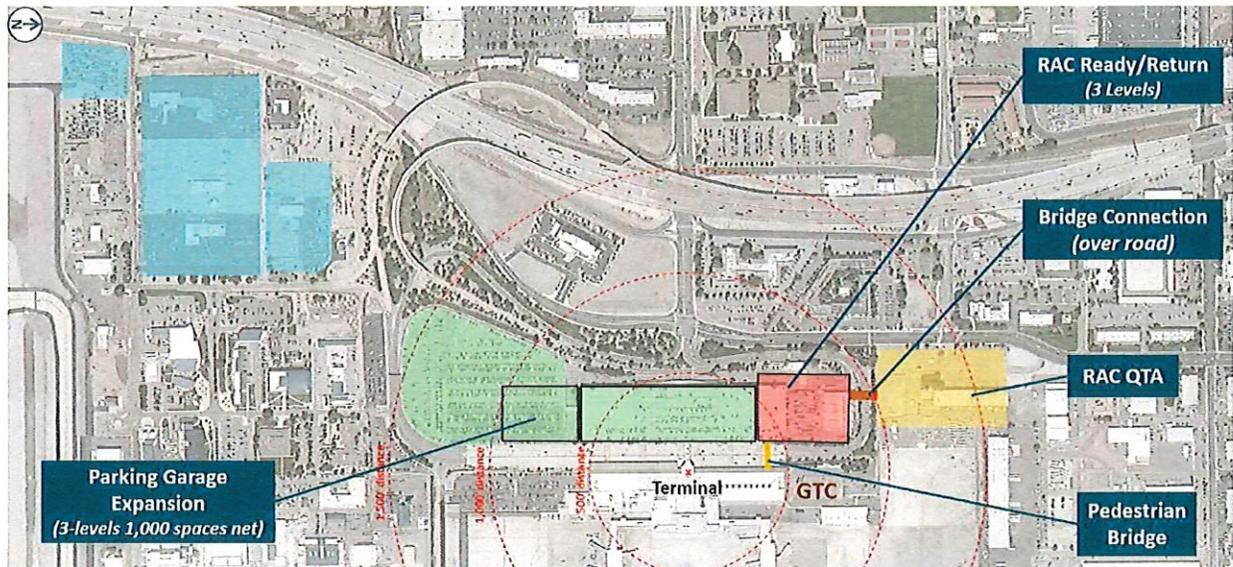
- New facilities serving a combination of public parking, rental car facilities, and ground transportation passenger boarding areas
- Expansion of existing facilities including reconfiguration of existing parking lots, curbside areas, or modification to roadway alignments or intersections
- Pricing—managing parking demand by adjusting differential parking rates.
- Changes to operation or policies—modifying the manner in which the parking and/or rental car facilities, or GT facilities are operated to improve efficiency and reduce space needs, while achieving desired customer service objectives.

We would examine the recommendations presented in the Master Plan Update relative to parking, facilities and roadways, and the plans for the new QTA and GTC facilities. Working with other team members we would seek to better understand the long-term vision for the development and expansion of the terminal building (including a potential second level). When developing alternative facility improvements, we would configure the location and layout of any new facilities to complement the planned future expansion of the terminal building.

The initial set of alternatives would be reviewed with Airport staff during Workshop #4, to seek their comments and suggestions. These plans would be diagrammatic in nature, depicting the required footprint of the parking and rental car facilities and roadway alignments. It is anticipated that during Workshop #4, up to five preferred alternative plans would be prepared and presented, with each plan having three phases of development, corresponding to each PAL. These schematic concepts would depict:

- General parking areas and number of levels (may not include the layout of individual spaces) with entry and exit points.
- General rental car ready/return, QTA, and customer service areas (may not include the layout of individual spaces) with entry and exit points.
- Changes to roadway layouts or alignments showing number of lanes, intersections, and merge/diverge points.
- Pedestrian circulation paths.

The figure below, prepared as part of a recently completed project for the Reno-Tahoe Airport Authority, depicts the level of detail to be prepared as part of Task 5.



#### Example of Initial Alternatives

Source: InterVISTAS Consulting, *Landside Operations Planning Study, Reno International Airport*

We would prepare a draft evaluation of the initial alternatives to be reviewed with Airport staff during Workshop #4. As part of the evaluation, we would consider how the approval of any new parking facilities would be impacted by their location in the City and County and the associated permitting and approval process.

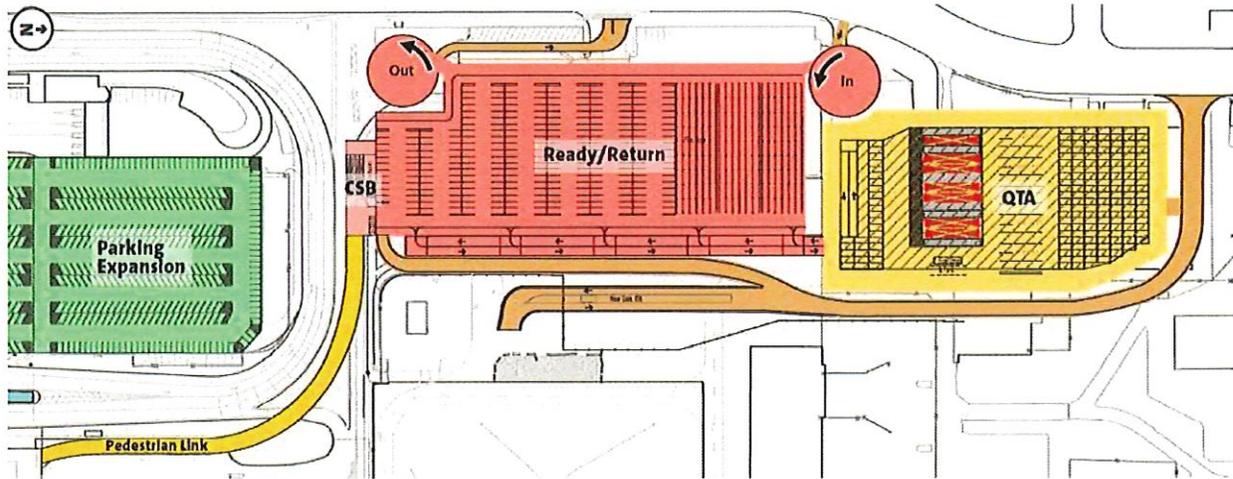
**Task 5 Product.** Concept-level plans depicting the initial set of alternatives and a draft evaluation of these alternatives. Technical Memorandum #3 would present phased development plans for each the five initial alternatives. It is envisioned that at the conclusion of Workshop #4, Airport staff would select three concept level alternatives or combination of alternatives for further refinement during Task 6.

### Task 6. Prepared Refined Alternatives

Subsequent to the Workshop 4 review, we would prepare schematic drawings containing substantially more detail than what was included in the Task 5 initial alternatives. For example, the Task 6 work products would depict:

- More precise footprints of parking structures and surface lots containing public parking and rental car facilities as well as plan views of the aisles/circulation paths and vertical circulation elements within these facilities.
- Vehicular access and circulation routes including modifications to roadways and intersections.
- Pedestrian circulation routes.
- Layout of the GTC.
- Curbside allocation plans and crosswalk location(s).
- Provision of ADA compliant spaces with parking lot and structures, along pedestrian circulation paths, and at the GTC and terminal curbside.

The figure below, prepared as part of a recently completed project for the Reno-Tahoe Airport Authority depicts the level of detail to be prepared as part of Task 6.



**Example of Refined Alternative**

Source: InterVISTAS Consulting, *Landside Operations Planning Study, Reno International Airport*

For each of the refined alternatives, we would:

- a. Develop high-level phased development plans for each the three refined alternatives, indicating how parking, rental car, roadway, and curbside facilities will maintain full capacity and efficient operations.
- b. Evaluate the route for any required parking (or rental car) shuttles, propose shuttle headways, and using this information estimate the number of shuttles needed (including spares)
- c. Conduct a review and evaluation of state-of-the-art parking revenue and security control technologies that could be incorporated into the refined alternatives to support the Authority's goals.
- d. Develop rough-order-of-magnitude (ROM) cost estimates for each of the three refined alternatives.

We would prepare draft evaluations of these refined alternative master parking plans using the evaluation measures selected during Task 1 and other measures as appropriate. These evaluations would include rough order-of-magnitude estimates of probable cost. We would also consider the implementation schedule of each of refined alternatives (e.g., when would the Airport's parking facilities accommodate the forecast requirements).

During Workshop #5 we would review the refined alternative parking and landside plans and their evaluation. We would also review the analysis of shuttles and new revenue and security technologies. It is anticipated that during Workshop #5 a preferred master parking plan would be selected.

Task 6 Product. Technical Memorandum #4 presenting phased development plans for three refined alternative master parking plans with cost estimates.

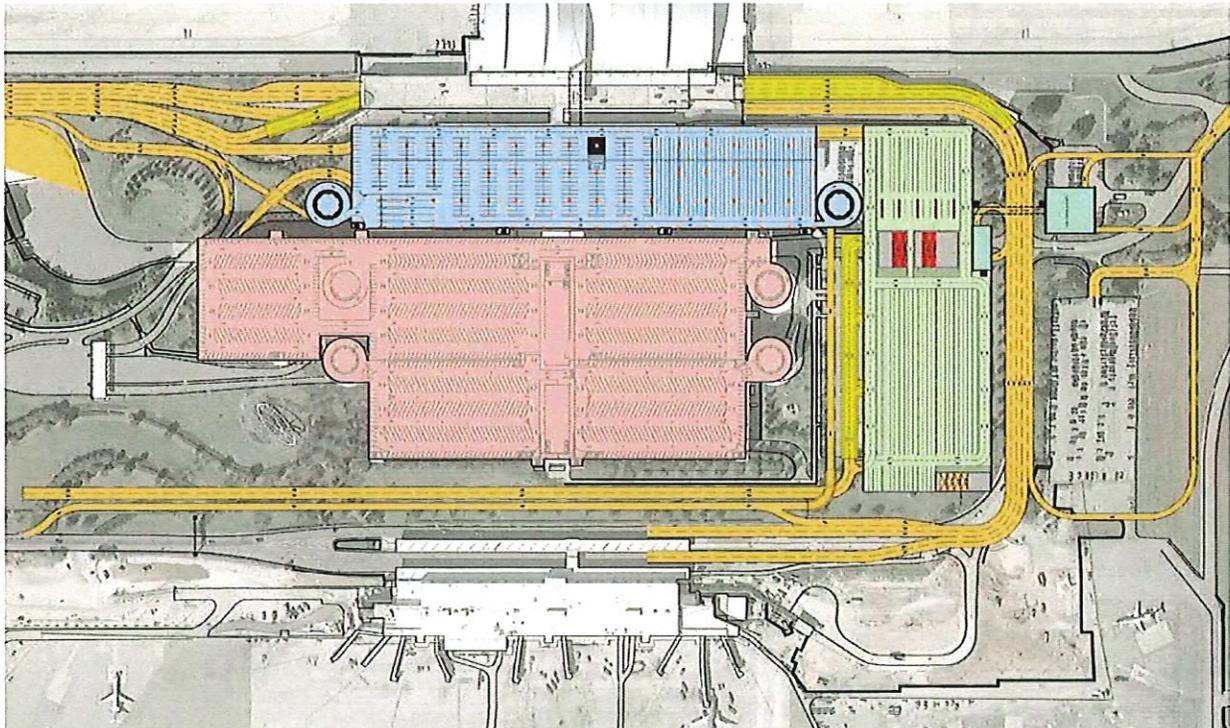
### Task 7. Prepare Recommendations and Submit Master Parking Plan

We would develop a recommended master parking plan and phasing plan in greater detail reflecting comments and suggestions offered during Workshop #5. The plan would show:

- a. Public parking including the arrangement of parking bays and individual spaces for all structures and surface lots. For structures the plan will show vertical circulation elements in high-level cross-sections. Structures will include additional elements, such as fire stairs, mechanical rooms, and manager's offices (if desired).
- b. Refinements will be made to the circulation and curbsides roadways to define decision making distances, e. the locations and geometries of pedestrian crosswalks, and elevated pedestrian bridges (if included in the plan).
- c. Location and arrangement of commercial ground transportation vehicle boarding areas in the GTC
- d. Rental car facilities, including the arrangement of ready/return stalls, storage stalls, the arrangement of the customer service lobby, and possible modifications/expansions of the QTA. The locations of fuel storage, the fuel delivery area, and the area for in-fleeting/de-fleeting of rental car vehicles will also be shown.
- e. The preferred phasing of master parking plan in greater detail indicating the estimated public spaces available at the completion of each phase and during construction.
- f. The anticipated timeline leading to new facilities being available to Airport passengers including the time required for approval by City and County permitting and code officials.

The recommended plan would be documented in a report and format suitable for presentation to the SMAA Board. The Technical Memorandum prepared as part of prior tasks would be attached as appendices.

The figure below, prepared as part of a recently completed project for the Reno-Tahoe Airport Authority depicts the level of detail to be prepared as part of recommended Master Parking Plan to as part of Task 7.



**Example of Recommended Plan**

*Source: InterVISTAS Consulting, Program Definition for CONRAC and Parking Garage, Raleigh-Durham International Airport*

We would review the draft report with Airport staff during Workshop #6 and then address staff comments before issuing the final report. We would be prepared to review the final report and our recommendations with SMAA Board Members and others, as requested.

Task 7 Products. Draft and final report suitable for submission to SMAA Board Members with prior technical memorandum attached as appendices.

## **Task 8. Obtaining City and County Permits**

In parallel to the development of the Master Parking Plan, our Team will assist the Airport with obtaining the necessary permits from the City of Sarasota, Sarasota County, and Manatee County. This will include meeting with City and County staff to discuss permitting requirements and anticipate timelines. Initially, the InterVISTAS team will meet with City staff to discuss current rezoning efforts and conduct a site plan review. The team will then meet with City staff to discuss opportunities to expedite the traffic concurrency and Design Review Committee (DRC) review process once the Master Parking Plan is complete.

Task 8 Product: Guidance and advice to Airport staff concerning permitting and building approvals supported by technical memoranda/white papers, as required.

## **Task 9. Analyze Public Parking Rates**

We would assist Airport staff in reviewing potential changes to the existing public parking rate schedule in order to achieve better balance in demand among the currently available parking facilities and achieve other goals of the Authority. It is anticipated that Task 9 would be conducted after completion of Task 2 (Develop Existing Inventory) and potentially in parallel with Task 4 (Develop Forecasts of Parking and Landside Requirements). As part of Task 9 we would:

- a. Prepare and calibrate a parking price elasticity model to estimate customer response to changes in parking prices or differential rates. For a given price structure, the model would estimate the resulting transactions and peak-period occupancy in each parking lot (e.g., Short-Term, Long-Term, and Overflow/Shade Lots) and associated annual gross revenues.
- b. Develop up to five alternative parking rate schedules (e.g., the costs of parking for various durations) for each lot, and using the elasticity model, estimate the changes in parking occupancies and revenues by parking facility. It is assumed that these estimates will be prepared for 2023 or another year selected by Airport staff.
- c. Prepare a PowerPoint style report documenting resulting estimates of parking occupancies and revenues and review the report with Airport staff at a scheduled Workshop, potentially Workshop #3.

Task 9 Product: Parking elasticity model and a report documenting estimates of parking occupancies and revenues resulting from alternative parking rate schedules.

**Estimated Fees - Summary**

**Master Parking Plan**

Sarasota Bradenton International Airport

Task Title	InterVISTAS	20/20 Parking	AECOM	Connico	EG Solutions	Kimley-Horn	Solstice	Walter P Moore	Total
Task 1 - Project initiation	30,616	5,850	478		1,176	1,060	4,658		\$ 43,837
Task 2 - Develop existing inventory	26,950		2,968		6,936	30,360	2,588		\$ 69,801
Task 3 - Obtain forecasts of airline passengers	4,104								\$ 4,104
Task 4 - Develop forecast of parking and landside requirements	78,464						1,461		\$ 79,925
Task 5 - Develop alternatives of new facilities	64,576		1,912		8,208	5,580	9,775		\$ 90,051
Task 6 - Prepare refined alternatives	96,378	15,250		40,242	9,384	5,180	5,072	9,900	\$ 181,406
Task 7 - Prepare recommendations and submit Master Parking Plan	70,782			9,096	2,352	1,990	17,848		\$ 102,068
Task 8 - Obtain City and County permits	10,742						35,190		\$ 45,932
Task 9 - Analyze parking rates	48,232								\$ 48,232
<b>TOTAL</b>	<b>\$ 430,844</b>	<b>\$ 21,100</b>	<b>\$ 5,358</b>	<b>\$ 49,338</b>	<b>\$ 28,056</b>	<b>\$ 44,170</b>	<b>\$ 76,590</b>	<b>\$ 9,900</b>	<b>\$665,356</b>

**Estimated Fees - InterVISTAS**  
**Master Parking Plan**  
 Sarasota Bradenton International Airport

Task Title	Project Principal	Project Manager	Parking Rates Analysis	Deputy Project Manager	Analyst	Admin. & Graphics	Labor Sub-total	Expenses		Total
								\$ 800	\$ 1,000	
<b>Task 1 - Project initiation</b>	\$ 327	\$ 266	\$ 314	\$ 182	\$ 120	\$ 90				
a. Conduct Workshop #1	32	36	4	20	24		\$ 27,816	\$ 800	\$ 2,000	\$ 30,616
b. Meet with parking manager, rental car companies, and others	8	12		12	16			1	2	
c. Participate in bi-weekly project coordination meetings	16	16	4	8	8					
<b>Task 2 - Develop existing inventory</b>	14	24	2	40	44		\$ 24,150.00	\$ 800	\$ 2,000	\$ 26,950
a. Gather available inventory material	2	4		16	32					
b. Collect/confirm parking and rental car data	2	4	2	4	4					
c. Review traffic surveys/gather GT data	2	4		12	8					
d. Conduct Workshop #2	8	12		8				1	2	
<b>Task 3 - Obtain forecasts of airline passengers</b>	4	6			10		\$ 4,104	\$ -	\$ -	\$ 4,104
a. Identify high/low estimates of 20-year passengers	2	2			2					
b. Prepare Technical Memorandum #1	2	4			8					
<b>Task 4 - Develop forecast of parking and landside requirements</b>	48	72	20	108	124		\$ 75,664	\$ 800	\$ 2,000	\$ 78,464
a. Develop estimates of future public parking requirements	8	12	12		32					
b. Develop estimates of future employee parking requirements	8	12	8		24					
c. Develop estimates of future roadway and curbside traffic volumes	8	6		24						
d. Estimate future curbside requirements	8	6		24						
e. Forecast future rental car facility requirements	2	8		20	32					
f. Develop estimates of future GTC requirements	2	4		20	4					
g. Prepare Technical Memorandum #2	4	12		24	32					
h. Prepare Technical Memorandum #3	8	12		16	4			1	2	
i. Conduct Workshop #3	8	12								
<b>Task 5 - Develop alternatives of new facilities</b>	32	52	4	112	132		\$ 61,776	\$ 800	\$ 2,000	\$ 64,576
a. Develop diagrammatic facility plans for up to five alternatives	8	20		60	80					
b. Prepare draft evaluation of alternative plans	8	8	4	12	16					
c. Prepare Working Paper #3	8	12		24	32					
d. Conduct Workshop #4	8	12		16	4			1	2	
<b>Task 6 - Prepare refined alternatives</b>	50	86	4	148	218		\$ 93,578	\$ 800	\$ 2,000	\$ 96,378
a. Prepare schematic drawings for up to three alternatives	8	20		60	80					
b. Develop phasing plans and schedule for the alternatives	8	20		40	80					
c. Evaluate shuttle bus operations for each refined alternative	4	4			12					
d. Review and evaluate impacted utilities and drainage facilities	2	2								
e. Review and evaluate PARCS technologies	2	2								
f. Develop ROM cost estimates	2	6			2					
g. Prepare draft evaluation of refined alternatives	8	8	4	8	8					
h. Prepare Technical Memorandum #4	8	12		24	32					
i. Conduct Workshop #5	8	12		16	4			1	2	
<b>Task 7 - Prepare recommendations and submit Master Parking Plan</b>	46	74	8	72	132	20	\$ 67,982	\$ 800	\$ 2,000	\$ 70,782
a. Develop recommended master parking plan	8	20	4	40	80					
b. Refinements to plan (structural, architectural, utilities, etc.)	12	8								
c. Estimate timeline/phasing for development of new facilities	4	4								
d. Update ROM cost estimates	2	6								
e. Prepare final report documenting methodology and the final plan	12	24	4	32	48	20		1	2	
f. Conduct Workshop #6	8	12			4					
<b>Task 8 - Obtain City and County permits</b>	10	16		8	8		\$ 9,942	\$ 800	\$ -	\$ 10,742
a. Initial meeting with City staff regarding current rezoning efforts	2	8						1		
b. Assist SMAA in obtaining necessary permits	2	2								
c. Prepare for interim meetings with City and County staff	4	4		8	8					
d. Determine opportunities to expedite review process	2	2								
<b>Task 9 - Analyze parking rates</b>	16	16	76		124		\$ 48,232	\$ -	\$ -	\$ 48,232
a. Prepare and calibrate parking price elasticity model	4	4	40		60					
b. Develop and test alternative parking rate schedules	6	6	24		40					
c. Document estimates of parking revenues and occupancies	6	6	12		24					
<b>TOTAL</b>	<b>252</b>	<b>382</b>	<b>118</b>	<b>508</b>	<b>816</b>	<b>20</b>	<b>\$413,244</b>	<b>\$5,600</b>	<b>\$12,000</b>	<b>\$430,844</b>

**Estimated Fees - 20/20 Parking**  
 Master Parking Plan  
 Sarasota Bradenton International Airport

Task Title	Parking Revenue Control Specialist	Admin. & Graphics	Labor Sub-total	Expenses				Total
				Airfare	Lodging	Other (meals, parking, taxi/uber, etc)		
Hourly Billing Rate	\$ 240	\$ 16						
Task 1 - Project initiation	20		\$ 4,800					
a. Conduct Workshop #1	8			\$ 500.00	\$ 150.00	\$ 200.00		\$ 5,850
b. Meet with parking manager, rental car companies, and others	8			\$ 500	\$ 150	\$ 200		
c. Participate in bi-weekly project coordination meetings	4							
Task 2 - Develop existing inventory			\$ -					\$ -
a. Gather available inventory material								
b. Collect/confirm parking and rental car data								
c. Review traffic surveys/gather GT data								
d. Conduct Workshop #2								
Task 3 - Obtain forecasts of airline passengers			\$ -					\$ -
a. Identify high/low estimates of 20-year passengers								
b. Prepare Technical Memorandum #1								
Task 4 - Develop forecast of parking and landside requirements			\$ -					\$ -
a. Develop estimates of future public parking requirements								
b. Develop estimates of future employee parking requirements								
c. Develop estimates of future roadway and curbside traffic volumes								
d. Estimate future curbside requirements								
e. Forecast future rental car facility requirements								
f. Develop estimates of future GTC requirements								
h. Prepare Technical Memorandum #2								
i. Conduct Workshop #3								
Task 5 - Develop alternatives of new facilities			\$ -					\$ -
a. Develop diagrammatic facility plans for up to five alternatives								
b. Prepare draft evaluation of alternative plans								
c. Prepare Working Paper #3								
d. Conduct Workshop #4								
Task 6 - Prepare refined alternatives	60		\$ 14,400	\$ 500.00	\$ 150.00	\$ 200.00		\$ 15,250
a. Prepare schematic drawings for up to three alternatives								
b. Develop phasing plans and schedule for the alternatives								
c. Evaluate shuttle bus operations for each refined alternative								
d. Review and evaluate impacted utilities and drainage facilities								
e. Review and evaluate PARCS technologies	16							
f. Develop ROM cost estimates	4							
g. Prepare draft evaluation of refined alternatives	16							
h. Prepare Technical Memorandum #4	8							
i. Conduct Workshop #5	16			\$ 500	\$ 150	\$ 200		
Task 7 - Prepare recommendations and submit Master Parking Plan			\$ -					\$ -
a. Develop recommended master parking plan								
b. Refinements to plan (structural, architectural, utilities, etc.)								
c. Estimate timeline/phasing for development of new facilities								
d. Update ROM cost estimates								
e. Prepare final report documenting methodology and the final plan								
f. Conduct Workshop #6								
Task 8 - Obtain City and County permits			\$ -					\$ -
a. Initial meeting with City staff regarding current rezoning efforts								
b. Assist SMAA in obtaining necessary permits								
c. Prepare for interim meetings with City and County staff								
d. Determine opportunities to expedite review process								
Task 9 - Analyze parking rates			\$ -					\$ -
a. Prepare and calibrate parking price elasticity model								
b. Develop and test alternative parking rate schedules								
c. Document estimates of parking revenues and occupancies								
<b>TOTAL</b>	<b>80</b>	<b>0</b>	<b>\$19,200</b>	<b>\$1,000</b>	<b>\$300</b>	<b>\$400</b>		<b>\$21,100</b>

**Estimated Fees - AECOM**  
**Master Parking Plan**  
 Sarasota Bradenton International Airport

Task Title	Master Planner	Labor Sub-total	Expenses		Total
			Hourly Billing Rate		
Task 1 - Project initiation	2	\$ 478			\$ 478
a. Conduct Workshop #1					
b. Meet with parking manager, rental car companies, and others	2				
c. Participate in bi-weekly project coordination meetings					
Task 2 - Develop existing inventory	12	\$ 2,867.76		\$ 100.00	\$ 2,968
a. Gather available inventory material	4				
b. Collect/confirm parking and rental car data					
c. Review traffic surveys/gather GT data					
d. Conduct Workshop #2	8		\$ 100		
Task 3 - Obtain forecasts of airline passengers		\$ -			\$ -
a. Identify high/low estimates of 20-year passengers					
b. Prepare Technical Memorandum #1					
Task 4 - Develop forecast of parking and landside requirements		\$ -			\$ -
a. Develop estimates of future public parking requirements					
b. Develop estimates of future employee parking requirements					
c. Develop estimates of future roadway and curbside traffic volumes					
d. Estimate future curbside requirements					
e. Forecast future rental car facility requirements					
f. Develop estimates of future GTC requirements					
g. Prepare Technical Memorandum #2					
h. Conduct Workshop #3					
Task 5 - Develop alternatives of new facilities	8	\$ 1,912			\$ 1,912
a. Develop diagrammatic facility plans for up to five alternatives					
b. Prepare draft evaluation of alternative plans	8				
c. Prepare Working Paper #3					
d. Conduct Workshop #4					
Task 6 - Prepare refined alternatives		\$ -			\$ -
a. Prepare schematic drawings for up to three alternatives					
b. Develop phasing plans and schedule for the alternatives					
c. Evaluate shuttle bus operations for each refined alternative					
d. Review and evaluate impacted utilities and drainage facilities					
e. Review and evaluate PARCS technologies					
f. Develop ROM cost estimates					
g. Prepare draft evaluation of refined alternatives					
h. Prepare Technical Memorandum #4					
i. Conduct Workshop #5					
Task 7 - Prepare recommendations and submit Master Parking Plan		\$ -			\$ -
a. Develop recommended master parking plan					
b. Refinements to plan (structural, architectural, utilities, etc.)					
c. Estimate timing/phasing for development of new facilities					
d. Update ROM cost estimates					
e. Prepare final report documenting methodology and the final plan					
f. Conduct Workshop #6					
Task 8 - Obtain City and County permits		\$ -			\$ -
a. Initial meeting with City staff regarding current rezoning efforts					
b. Assist SMAAA in obtaining necessary permits					
c. Prepare for interim meetings with City and County staff					
d. Determine opportunities to expedite review process					
Task 9 - Analyze parking rates		\$ -			\$ -
a. Prepare and calibrate parking price elasticity model					
b. Develop and test alternative parking rate schedules					
c. Document estimates of parking revenues and occupancies					
<b>TOTAL</b>	<b>22</b>	<b>\$5,258</b>	<b>\$0</b>	<b>\$100</b>	<b>\$5,358</b>

**Estimated Fees**  
 Master Parking Plan  
 Sarasota Bradenton International Airport  
 Estimated Fee - Connico

Task Title	Scheduling and Cost Estimating										Labor Sub-total	Expenses	Total
	Principal	Chief Operating Officer	Director	Chief Cost Specialist / Electrical	Senior Cost Specialist	Analyst III	Administrative Director						
<b>Hourly Billing Rate</b>	\$ 236	\$ 192	\$ 266	\$ 258	\$ 207	\$ 140	\$ 170	\$ -	\$ -	\$ 16			
<b>Task 1 - Project initiation</b>													
a. Conduct Workshop #1													
b. Meet with parking manager, rental car companies, and others													
c. Participate in bi-weekly project coordination meetings													
<b>Task 2 - Develop existing inventory</b>													
a. Gather available inventory material													
b. Collect/confirm parking and rental car data													
c. Review traffic surveys/gather GT data													
d. Conduct Workshop #2													
<b>Task 3 - Obtain forecasts of airline passengers</b>													
a. Identify high/low estimates of 20-year passengers													
b. Prepare Technical Memorandum #1													
<b>Task 4 - Develop forecast of parking and landside requirements</b>													
a. Develop estimates of future public parking requirements													
b. Develop estimates of future employee parking requirements													
c. Estimate future curbside requirements													
d. Forecast future rental car facility requirements													
e. Develop estimates of future GTC requirements													
f. Prepare Technical Memorandum #2													
g. Conduct Workshop #3													
<b>Task 5 - Develop alternatives of new facilities</b>													
a. Develop diagrammatic facility plans for up to five alternatives													
b. Prepare draft evaluation of alternative plans													
c. Prepare Working Paper #3													
d. Conduct Workshop #4													
<b>Task 6 - Prepare refined alternatives</b>	1		60	32	50	34	4						\$ 40,242
a. Prepare schematic drawings for up to three alternatives													
b. Develop phasing plans and schedule for the alternatives													
c. Evaluate shuttle bus operations for each refined alternative													
d. Review and evaluate impacted utilities and drainage facilities													
e. Review and evaluate PARCS technologies													
f. Develop ROM cost estimates	1		60	32	50	34	4						
g. Prepare draft evaluation of refined alternatives													
h. Prepare Technical Memorandum #4													
i. Conduct Workshop #5													
<b>Task 7 - Prepare recommendations and submit Master Parking Plan</b>			16	8	8	8							\$ 9,096
a. Develop recommended master parking plan													
b. Refinements to plan (structural, architectural, utilities, etc.)													
c. Estimate timeline/phasing for development of new facilities													
d. Update ROM cost estimates			16	8	8	8							
e. Prepare final report documenting methodology and the final plan													
f. Conduct Workshop #6													
<b>Task 8 - Obtain City and County permits</b>													
a. Initial meeting with City staff regarding current rezoning efforts													
b. Assist SMAA in obtaining necessary permits													
c. Prepare for interim meetings with City and County staff													
d. Determine opportunities to expedite review process													
<b>Task 9 - Analyze parking rates</b>													
a. Prepare and calibrate parking price elasticity model													
b. Develop and test alternative parking rate schedules													
c. Document estimates of parking revenues and occupancies													
<b>TOTAL</b>	1	0	76	40	58	42	4			0			\$ 49,338

**Estimated Fees - EG Solutions**  
**Master Parking Plan**  
 Sarasota Bradenton International Airport

Task Title	Site Utilities Lead		Site Utilities Support		Labor Sub-total	Expenses		Total
	\$	Hours	\$	Hours		\$	Hours	
<b>Hourly Billing Rate</b>	\$ 294	5	144					
<b>Task 1 - Project initiation</b>		4			\$ 1,176			\$ 1,176
a. Conduct Workshop #1		4						
b. Meet with parking manager, rental car companies, and others								
c. Participate in bi-weekly project coordination meetings								
<b>Task 2 - Develop existing inventory</b>		4	40		\$ 6,936.00			\$ 6,936
a. Gather available inventory material		4	40					
b. Collect/confirm parking and rental car data								
c. Review traffic surveys/gather GT data								
d. Conduct Workshop #2								
<b>Task 3 - Obtain forecasts of airline passengers</b>					\$ -			\$ -
a. Identify high/low estimates of 20-year passengers								
b. Prepare Technical Memorandum #1								
<b>Task 4 - Develop forecast of parking and landside requirements</b>					\$ -			\$ -
a. Develop estimates of future public parking requirements								
b. Develop estimates of future employee parking requirements								
c. Develop estimates of future roadway and curbside traffic volumes								
d. Estimate future curbside requirements								
e. Forecast future rental car facility requirements								
f. Develop estimates of future GTC requirements								
g. Prepare Technical Memorandum #2								
h. Conduct Workshop #3								
<b>Task 5 - Develop alternatives of new facilities</b>		24	8		\$ 8,208			\$ 8,208
a. Develop diagrammatic facility plans for up to five alternatives		8						
b. Prepare draft evaluation of alternative plans		12	8					
c. Prepare Working Paper #3								
d. Conduct Workshop #4		4						
<b>Task 6 - Prepare refined alternatives</b>		28	8		\$ 9,384			\$ 9,384
a. Prepare schematic drawings for up to three alternatives		8						
b. Develop phasing plans and schedule for the alternatives								
c. Evaluate shuttle bus operations for each refined alternative								
d. Review and evaluate impacted utilities and drainage facilities		12	8					
e. Review and evaluate PARCS technologies								
f. Develop ROM cost estimates		4						
g. Prepare draft evaluation of refined alternatives								
h. Prepare Technical Memorandum #4								
i. Conduct Workshop #5		4						
<b>Task 7 - Prepare recommendations and submit Master Parking Plan</b>		8			\$ 2,352			\$ 2,352
a. Develop recommended master parking plan								
b. Refinements to plan (structural, architectural, utilities, etc.)								
c. Estimate timeline/phasing for development of new facilities		4						
d. Update ROM cost estimates								
e. Prepare final report documenting methodology and the final plan								
f. Conduct Workshop #6		4						
<b>Task 8 - Obtain City and County permits</b>					\$ -			\$ -
a. Initial meeting with City staff regarding current rezoning efforts								
b. Assist SMAA in obtaining necessary permits								
c. Prepare for interim meetings with City and County staff								
d. Determine opportunities to expedite review process								
<b>Task 9 - Analyze parking rates</b>					\$ -			\$ -
a. Prepare and calibrate parking price elasticity model								
b. Develop and test alternative parking rate schedules								
c. Document estimates of parking revenues and occupancies								
<b>TOTAL</b>		<b>68</b>	<b>56</b>		<b>\$28,056</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,056</b>

**Estimated Fees - Kimley-Horn and Associates, Inc.**  
**Master Parking Plan**  
**Sarasota Bradenton International Airport**

Task Title	Site Utilities Lead	Site Utilities Support	Labor Sub-total	Expenses			Total
Hourly Billing Rate	\$ 265	\$ 200					
Task 1 - Project initiation	4		\$ 1,060	\$ -	\$ -	\$ -	\$ 1,060
a. Participate in Workshop #1	4						
b. Meet with parking manager, rental car companies, and others							
c. Participate in bi-weekly project coordination meetings							
Task 2 - Develop existing inventory	24	120	\$ 30,360.00	\$ -	\$ -	\$ -	\$ 30,360
a. Develop Preliminary Existing Utilities Base Map	24	120					
b. Collect/confirm parking and rental car data							
c. Review traffic surveys/gather GT data							
d. Conduct Workshop #2							
Task 3 - Obtain forecasts of airline passengers			\$ -	\$ -	\$ -	\$ -	\$ -
a. Identify high/low estimates of 20-year passengers							
b. Prepare Technical Memorandum #1							
Task 4 - Develop forecast of parking and landside requirements			\$ -	\$ -	\$ -	\$ -	\$ -
a. Develop estimates of future public parking requirements							
b. Develop estimates of future employee parking requirements							
c. Develop estimates of future roadway and curbside traffic volumes							
d. Estimate future curbside requirements							
e. Forecast future rental car facility requirements							
g. Develop estimates of future GTC requirements							
h. Prepare Technical Memorandum #2							
i. Conduct Workshop #3							
Task 5 - Develop alternatives of new facilities	12	12	\$ 5,580	\$ -	\$ -	\$ -	\$ 5,580
a. Develop diagrammatic facility plans for up to five alternatives							
b. Review Proposed Alternatives for Utilities Conflicts	8	12					
c. Prepare Working Paper #3							
d. Participate in Workshop #4	4						
Task 6 - Prepare refined alternatives	12	10	\$ 5,180	\$ -	\$ -	\$ -	\$ 5,180
a. Prepare schematic drawings for up to three alternatives							
b. Develop phasing plans and schedule for the alternatives							
c. Evaluate shuttle bus operations for each refined alternative							
d. Review and evaluate impacted utilities and drainage facilities	6	8					
e. Review and evaluate PARCS technologies							
f. Develop ROM cost estimates	2	2					
g. Prepare draft evaluation of refined alternatives							
h. Prepare Technical Memorandum #4							
i. Conduct Workshop #5	4						
Task 7 - Prepare recommendations and submit Master Parking Plan	6	2	\$ 1,990	\$ -	\$ -	\$ -	\$ 1,990
a. Develop recommended master parking plan							
b. Refinements to plan (structural, architectural, utilities, etc.)							
c. Estimate timeline/phasing for development of new facilities							
d. Update ROM cost estimates	2	2					
e. Prepare final report documenting methodology and the final plan							
f. Conduct Workshop #6	4						
Task 8 - Obtain City and County permits			\$ -	\$ -	\$ -	\$ -	\$ -
a. Initial meeting with City staff regarding current rezoning efforts							
b. Assist SMAA in obtaining necessary permits							
c. Prepare for interim meetings with City and County staff							
d. Determine opportunities to expedite review process							
Task 9 - Analyze parking rates			\$ -	\$ -	\$ -	\$ -	\$ -
a. Prepare and calibrate parking price elasticity model							
b. Develop and test alternative parking rate schedules							
c. Document estimates of parking revenues and occupancies							
<b>TOTAL</b>	<b>58</b>	<b>144</b>	<b>\$44,170</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,170</b>

**Estimated Fees - Solstice**  
**Master Parking Plan**  
 Sarasota Bradenton International Airport

Task/Title	Principal	Staff Architect	Senior Project Manager	Project Manager	Design Professional	Senior Technician	Technician	Administrative	Clerical	Labor Sub-total	Expenses 15%	Total
<b>Task 1 - Project Initiation</b>												
a. Conduct Workshop #1	12	4					2					
b. Meet with parking manager, rental car companies, and others	8						2					
c. Participate in bi-weekly project coordination meetings	4	4										
<b>Task 2 - Develop existing inventory</b>												
a. Gather available inventory material	8						2					
b. Collect/confirm parking and rental car data												
c. Review traffic surveys/gather GT data												
d. Conduct Workshop #2	8						2					
<b>Task 3 - Obtain forecasts of airline passengers</b>												
a. Identify high/low estimates of 20-year passengers												
b. Prepare Technical Memorandum #1	4						2					
<b>Task 4 - Develop forecast of parking and landside requirements</b>												
a. Develop estimates of future public parking requirements												
b. Develop estimates of future employee parking requirements												
c. Develop estimates of future roadway and curbside traffic volumes												
d. Estimate future curbside requirements												
e. Forecast future rental car facility requirements												
f. Develop estimates of future GTC requirements												
g. Develop estimates of future GTC requirements												
h. Prepare Technical Memorandum #2	4						2					
i. Conduct Workshop #3												
<b>Task 5 - Develop alternatives of new facilities</b>												
a. Develop diagrammatic facility plans for up to five alternatives	16	16	4	4	4	4	4	4	4	4		
b. Prepare draft evaluation of alternative plans	4	4					2					
c. Prepare Working Paper #3	4	4					2					
d. Conduct Workshop #4	8	8					2					
<b>Task 6 - Prepare refined alternatives</b>												
a. Prepare schematic drawings for up to three alternatives	12	4	4	2	2	2	2	2	2	2		
b. Develop phasing plans and schedule for the alternatives	4											
c. Evaluate shuttle bus operations for each refined alternative												
d. Review and evaluate impacted utilities and drainage facilities												
e. Review and evaluate PARCS technologies												
f. Develop ROM cost estimates												
g. Prepare draft evaluation of refined alternatives												
h. Prepare Technical Memorandum #4	8						2					
i. Conduct Workshop #5												
<b>Task 7 - Prepare recommendations and submit Master Parking Plan</b>												
a. Develop recommended master parking plan	18	16	4	6	12	12	14	14	14	15,520	2,328	17,848
b. Refinements to plan (structural, architectural, utilities, etc.)	8	8	4	4	12	12	12	12	12			
c. Estimate timeline/phasing for development of new facilities												
d. Update ROM cost estimates	2			2								
e. Prepare final report documenting methodology and the final plan												
f. Conduct Workshop #6	8	8					2					
<b>Task 8 - Obtain City and County permits</b>												
a. Initial meeting with City staff regarding current rezoning efforts	68	68										
b. Assist S/MAA in obtaining necessary permits	4	4										
c. Prepare for interim meetings with City and County staff	16	16										
d. Determine opportunities to expedite review process	32	32										
e. Prepare and calibrate parking price elasticity model	16	16										
<b>Task 9 - Analyze parking rates</b>												
a. Prepare and calibrate parking price elasticity model												
b. Develop and test alternative parking rate schedules												
c. Document estimates of parking revenues and occupancies												
<b>Task 10 - Optional On-call Tasks</b>												
Optional tasks (to be authorized at the client's discretion)												
<b>TOTAL</b>	<b>138</b>	<b>108</b>	<b>4</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>\$66,600</b>	<b>\$9,950</b>	<b>\$76,550</b>

**Estimated Fees - Walter P Moore**  
**Master Parking Plan**  
Sarasota Bradenton International Airport

Task Title	Garage Structure Lead	Garage Structure Support	Labor Sub-total	Expenses			Total
Hourly Billing Rate	\$ 370	\$ 310					
Task 1 - Project initiation			\$ -	\$ -	\$ -	\$ -	\$ -
a. Conduct Workshop #1							
b. Meet with parking manager, rental car companies, and others							
c. Participate in bi-weekly project coordination meetings							
Task 2 - Develop existing inventory			\$ -	\$ -	\$ -	\$ -	\$ -
a. Gather available inventory material							
b. Collect/confirm parking and rental car data							
c. Review traffic surveys/gather GT data							
d. Conduct Workshop #2							
Task 3 - Obtain forecasts of airline passengers			\$ -	\$ -	\$ -	\$ -	\$ -
a. Identify high/low estimates of 20-year passengers							
b. Prepare Technical Memorandum #1							
Task 4 - Develop forecast of parking and landside requirements			\$ -	\$ -	\$ -	\$ -	\$ -
a. Develop estimates of future public parking requirements							
b. Develop estimates of future employee parking requirements							
c. Develop estimates of future roadway and curbside traffic volumes							
d. Estimate future curbside requirements							
e. Forecast future rental car facility requirements							
g. Develop estimates of future GTC requirements							
h. Prepare Technical Memorandum #2							
i. Conduct Workshop #3							
Task 5 - Develop alternatives of new facilities			\$ -	\$ -	\$ -	\$ -	\$ -
a. Develop diagrammatic facility plans for up to five alternatives							
b. Prepare draft evaluation of alternative plans							
c. Prepare Working Paper #3							
d. Conduct Workshop #4							
Task 6 - Prepare refined alternatives	10	20	\$ 9,900	\$ -	\$ -	\$ -	\$ 9,900
a. Prepare schematic drawings for up to three alternatives							
b. Develop phasing plans and schedule for the alternatives							
c. Evaluate shuttle bus operations for each refined alternative							
d. Review and evaluate impacted utilities and drainage facilities							
e. Review and evaluate PARCS technologies							
f. Develop ROM cost estimates							
g. Prepare draft evaluation of refined alternatives	10	20					
h. Prepare Technical Memorandum #4							
i. Conduct Workshop #5							
Task 7 - Prepare recommendations and submit Master Parking Plan			\$ -	\$ -	\$ -	\$ -	\$ -
a. Develop recommended master parking plan							
b. Refinements to plan (structural, architectural, utilities, etc.)							
c. Estimate timeline/phasing for development of new facilities							
d. Update ROM cost estimates							
e. Prepare final report documenting methodology and the final plan							
f. Conduct Workshop #6							
Task 8 - Obtain City and County permits			\$ -	\$ -	\$ -	\$ -	\$ -
a. Initial meeting with City staff regarding current rezoning efforts							
b. Assist SMAA in obtaining necessary permits							
c. Prepare for interim meetings with City and County staff							
d. Determine opportunities to expedite review process							
Task 9 - Analyze parking rates			\$ -	\$ -	\$ -	\$ -	\$ -
a. Prepare and calibrate parking price elasticity model							
b. Develop and test alternative parking rate schedules							
c. Document estimates of parking revenues and occupancies							
<b>TOTAL</b>	<b>10</b>	<b>20</b>	<b>\$9,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,900</b>