

June 12th, 2018 v3

Mr. Bill Crowe, PE
Senior Director - Facilities, Construction & Engineering
Canaveral Port Authority
445 Challenger Road
Cape Canaveral, FL 32920

Re: Canaveral Port Authority – Scope & fee proposal for a feasibility study of existing cruise terminals

Dear Bill:

We are pleased to submit this scope and fee proposal for Canaveral Port Authority's (CPA) consideration for the preparation of a feasibility study for (2) two types of existing cruise terminals @ CPA; one that requires physical expansion and a wide range of improvements and one that requires only minimal improvements with the goal to understand what improvements are needed to keep the port's terminal modern and compliant with operational and passenger size needs. B&A is well positioned to deliver this project for CPA

- We have worked hand in hand with CPA in preparing the ports master plan which forms the basis for the work in understanding the current state of the terminals and how future growth and demand require certain improvements, expansion and upgrades.
- We are intimately familiar with all of the current cruise terminal @ CPA and a clear understanding of which require improvements to accommodate the ever-expanding and changing cruise operations. These changes specifically have to do with the advancement of technology in passenger processing as well as the ability for cruise terminals to handle the ever-expanding and larger ships and passenger size.
- B&A has the most current experience dealing with CBP and the need to upgrade their operations within terminals that are improved. We will be able to provide the best of thinking on their potential requests and how to best get the approval process streamlined as a critical component of any terminal that partakes in an expansion and internal layout improvement.

OBJECTIVES

The primary objective is to provide a feasibility study for (2) two types of existing terminals @ CPA; one that requires footprint expansion and a wide range of improvements and one that requires no footprint expansion and only minimal improvements. The exact terminals shall be determined by the port and at a minimum (2) two terminals shall be evaluated regarding expansion, reconfiguration and upgrade needs for optimal operation. This will include at a minimum, the following:

A. TERMINALS REQUIRING FOOTPRINT EXPANSION AND A WIDE RANGE OF IMPROVEMENTS

At a minimum, for a terminal that will require footprint expansion and a wide range of improvements on existing infrastructure, B&A shall explore the following:

BAGGAGE LAYDOWN

- Replace any vertical cores; escalators, elevators, stairs and the ability to incorporate an ADA ramp for debarking passengers.
- The inclusion of a separate debark bag drop, screening and hold building for outbound
- Existing luggage laydown improvements; paint, *HVAC duct inspection and replacement*, new led lighting, additional windows.
- LED signage
- Modernization and potential expansion of CBP area.
- Addition luggage scanners / equipment

EMBARKATION SERVICES

- Explore inclusion of new passenger processing due to new technology such as hand-held customer interface check-in in advance of passenger screening.
- New screening equipment and the spatial requirements needed.
- Determine how to incorporate more seating.
- Reduction of the traditional fixed check-in counters in lieu of new hand-held check-in.
- New flooring / upgrades.
- New / Larger monitors for boarding numbers and promotional graphics.
- Additional storage space/closets.
- Dedicated end user staff requirements.
- Existing infrastructure evaluation to determine upgrades / improvements for mechanical, electrical, plumbing, low voltage and fire protection. The goal is to understand the current condition and if upgrades and or replacements are required.

GENERAL

- X-ray machines and metal detectors upgrades.
- New fencing if required.
- Paint and lighting in all Guest areas.
- Luggage collection areas at street and terminal.
- Update all site lighting to LED outside and around the terminal building.
- Sidewalk / plaza area conditions assessment.
- Forklift route to be reconstructed and coordinated with any proposed changes to pedestrian walkways/areas.
- GTA evaluation for Bus / POV / commercial drop off areas.
- Crew lounge requirements.
- Covered area for luggage receiving and staging, integrated w/canopy area.
- ADA accessibility.

PUBLIC SAFETY

- Facial recognition systems to facilitate expedited US Customs processing
- TWIC reader installations.
- Fire protection infrastructure.
- Crew parking, access control arm at entry/exit.

IT / DATA / LOW VOLTAGE

- End user Wireless network requirements:
 - Refresh all IT infrastructure in terminal.

- Interface with parking garage and lots.
- Guard / Park booths
- Wiring closet and fiber to server rooms.
- Main path to supply fiber to any/all of the accessory buildings like guard and parking booths.

MISC.

- Installation of bollards per security requirements by CPA.
- Enhancement of terminal CCTV.

B. TERMINALS REQUIRING NO FOOTPRINT EXPANSION AND ONLY MINIMAL IMPROVEMENTS

At a minimum, for a terminal that will require no footprint expansion and only minimal improvements on existing infrastructure, B&A shall explore the following:

EMBARKATION SERVICES:

- Evaluation of GTA
 - LED Televisions/electrical signage.
- Security area, entrance to queues, luggage hall character signs etc.
- State of Check-in counter; quantity, location, etc.
- Upgrade of TV's, video monitors, etc.
- Seating

PUBLIC SAFETY/SECURITY:

- Facial recognition systems to facilitate expedited US Customs processing.
- TWIC reader installations.
- Fire protection infrastructure.
- Mirrors on the corners of the buildings where needed
- Fencing improvements.
- Evaluation of a Access Control Points
- Installation of K9 housing.

IT / DATA / LOW VOLTAGE:

- Evaluation of existing systems and upgrade needs and server rooms.
- Repeaters/switches that need to be installed and end-user owned switches in the appropriate network closets.
- Access Points @ key areas needed.

DISCIPLINES

B&A will manage the project which shall include the following disciplines.

- | | |
|--|----------------------------------|
| 1. PM / Architecture / Interior Design: | Bermello Ajamil & Partners, Inc. |
| 2. Civil Engineering: | RS&H Engineers |
| 3. Mech., Elec. & Plumbing & F.P. Engineering: | C&S Engineers |

4. IT / Data / Low Voltage Technology
5. Structural Engineering
6. Cost Estimating (optional)

Premiere Engineering Group
C&S Engineers
TBD Consultants

SCOPE OF SERVICES

The scope of work will be provided to develop and prepare a feasibility study that forms the basis of what improvements are required, a time line / schedule and estimate of cost.

TASK 1 – DATA COLLECTION / DUE DILIGENCE

- 1.1 As-built documentation to create accurate base drawings of existing dome (ground and Second) beyond what is currently in CAD. This includes most importantly, utilizing any existing drawings from the previous ownership of the north end of the dome that shall be reconfigured / re-programmed. These base drawings shall be utilized in the development of the design and construction documents for the project.
- 1.2 A review of all existing data and drawings and any additional site visits to assess the existing building infrastructure (Structural, Mechanical, Electrical, Plumbing and Fire Protection, Fire Alarm systems). Per our findings, a summary report shall be prepared that summarizes the required improvement per disciplines for intended reconfiguration / terminal expansion. The deliverables will include a written report, diagrams to illustrate and a rough order of magnitude cost breakdown.
- 1.3 Phasing will be developed to develop a logical strategy for expanding the terminal with minimal impact to the current / existing terminal embark and debark operation that cannot be shut down.
- 1.4 A critical component during Task 1 will be to meet with key stakeholders at CPA and possible informal meeting with the end users (cruise lines) and local CBP Staff (at the discretion of the port).

TASK 2 – FEASIBILITY STUDY

- 2.1 The Feasibility Study will begin upon completion of Task 1. The existing conditions documents and inventory will be utilized as the basis for design efforts.
- 2.2 The feasibility study will kick-off with an initial meeting between B&A, its consultants and CPA to confirm the project requirements in terms of terminal / facility needs.
- 2.3 The feasibility will Study will include a combination of both written narrative and when needed certain drawings to illustrate physical terminal improvements.
- 2.4 The design team shall include in the feasibility study narrative and (when required) drawings on the following:
 - 2.4.1 Architecture and Interior Design
 - 2.4.2 Demolition (if required)
 - 2.4.3 Civil Engineering

- 2.4.4 Phasing
- 2.4.5 Structural Engineering
- 2.4.6 Plumbing Engineering
- 2.4.7 Mechanical Engineering
- 2.4.8 Electrical Engineering
- 2.4.9 Fire protection, Life Safety & Fire Alarm Engineering

- 2.5 The development of the narratives and drawings shall be the basis of the preparation of a cost estimate to quantify to the proposing work, phasing, etc.
- 2.6 A preliminary project schedule will be developed with the understanding that any improvements shall have to be done while the terminal / facility remains in operation.

SCHEDULE

TASKS

- Task 1 – Data Collection / Due Diligence
- Task 2 – Feasibility Study

ESTIMATED DURATION

- 2 weeks
- 2 months

COMPENSATION

B&A and its consultants will be compensated for the work outlined in this proposal as a time and material with a not to exceed as follows:

A&E TEAM BREAKDOWN					
Disciplines	Task 1		Task 2		Total
PM, Design & Architecture	\$0		\$64,210		\$64,210
Mechanical, Electrical and Plumbing FP and Structural Engineering	\$18,920		\$44,680		\$63,600
Low Voltage / Data / IT	\$2,750		\$4,400		\$7,150
Civil / Site and Roadwork Engineering	\$7,494		\$8,066		\$15,560
US Costs	\$0		\$26,992		\$26,992
Expenses Allowance	\$500		\$1,500		\$2,000
Grand Total	\$29,664		\$149,848		\$179,512

ITEMS NOT INCLUDED

- 1. Terminal simulations
- 2. Aerials, Underground mapping, Geotechnical / soils testing
- 3. Any work associated with off-site utilities
- 4. Landscape Architecture

Please review this information and contact me should you have any questions or comments. We are ready to start upon your notice to proceed. On behalf of B&A, I want to thank you for the opportunity to work with you and your staff on this scope of work for Canaveral Port Authority.

Warmest personal regards,

A handwritten signature in blue ink, appearing to read 'SAB', with a stylized flourish extending to the right.

SCOTT A. BAKOS

Partner | Design & Architecture

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