



**CONTRACT NO. 2023-02B
TASK ORDER CHANGE FORM**

DATE: April 15, 2026 (Revised May 11, 2025) **TASK ORDER #:** 23B-10 **CHANGE #:** 2

TASK ORDER PROJECT: North Terminal Expansion CA & Limited Inspection

OWNER: PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

CONSULTANT: AVCON

SUBCONSULTANTS: FCG

TASK ORDER CHANGE DESCRIPTION: Change Order #2 amends Task Order 23B-10 by adding design required to accommodate the relocated fire pump room. The on-going fire flow evaluation has been completed, and it has been determined that a fire pump is required for the terminal building. The fire pump room location was evaluated by the Airport staff and this will include the design of the relocated fire pump room, water line locations, and construction phase services associated with the relocation. Additionally, the structural engineer has exceeded the originally designated budget for the project. The structural shop drawing and oversight has been more extensive than originally scoped requiring more overall shop drawing reviews and general construction oversight. This budget increases the amount for FCG, FCG Sub (Pennoni), and FCG Sub (HG Engineers). FCG and subconsultants have continued working in good faith but need additional budget to support the ongoing structural and electrical CA services.

TASK ORDER BACKGROUND/JUSTIFICATION: The North Terminal Expansion Program is being constructed as part of Construction Manager at Risk (CMAR) program. The design task order was negotiated with the airport with the assumption that the designer budgets would be evaluated as needed throughout the construction duration to evaluate if additional fee is needed. Additionally, there were elements of the design that were pending final design including the fire suppression design.

SCOPE OF SERVICES MODIFICATION: The attached Scope of Services, Exhibit A, includes the additional design fees required to complete the additional design and to cover the additional structural and electrical CA services, the board as requested a \$250,000 cap on the CO#2 to better understand the need for additional fee.

SCHEDULE MODIFICATION (if applicable): No schedule modification, per the contract the schedule is 30 months from the Cardella Notice to Proceed, September 18, 2025.

COMPENSATION:

Original Task Order Amount: \$3,325,632.64

Task Order Change Amount: \$250,000.00

Total: \$3,575,632.64



NORTHWEST FLORIDA
BEACHES INTERNATIONAL AIRPORT

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their duly authorized representatives as of the date first shown above.

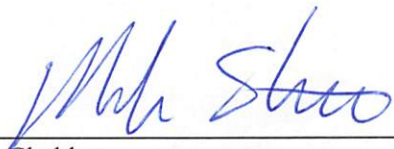
AVCON, INC.

**PANAMA CITY-BAY COUNTY AIRPORT &
INDUSTRIAL DISTRICT**

Tonia D. Nation, P.E.

Title: Associate Vice President

Date: _____



Mark Sheldon

Title: Chair

Date: _____



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AVCON, INC.

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INDUSTRIAL DISTRICT**

Tonia D. Nation, P.E.

Title: Associate Vice

President Date: 5/11/2026

Mark Sheldon

Title: Chair

Date: _____



PANAMA CITY-BAY COUNTY AIRPORT & INDUSTRIAL DISTRICT
Exhibit A

TASK ORDER #
TASK ORDER
DESCRIPTION DATE

23B-10 CO#2
ECP Terminal Expansion RPR/CA
15-Apr-26

	Description	Staff #1		Staff #2		Staff #3		Staff #4		Staff #5		TOTAL			
Task 1	Design for Fire Pump Room	PRINCIPAL ARCHITECT		ASSOC. ARCHITECT		SR PROJECT MANAGER		STAFF ARCHITECT		ADMINISTRATION		Total Hours	Total Fee		
	Subconsultant Rates	\$	285.00	\$	225.00	\$	200.00	\$	150.00	\$	115.00				
	a. Architecture (FCG)	12	\$3,420	0	\$ -	16	\$ 3,200	12	\$ 1,800	4	\$ 460	28	\$ 8,880.00		
	b. Subconsultant to FCG- Watford	Subconsultant to FCG- No rates in Master Agreement but contract requires timesheet comments.											\$ 4,200		
												Task Subtotal:		\$ 13,080.00	
Task 2	Additional CA Services											TOTAL			
	a. Architecture (FCG)	90	\$25,650	122	\$ 27,450	161	\$ 32,172	320	\$ 48,000	25	\$ 2,875	718	\$ 136,147.00	\$56,920	
	b. Subconsultant to FCG- Structural Engineering (Pennoni)	21 Weeks @ \$7500/ Week	NTE- Timesheet comments required										\$ 157,500.00	\$150,000	
		11 Weeks @ \$3750/Week	NTE- Timesheet comments required										\$ 41,250.00	\$30,000	
		22 Weeks @ \$5000/Week	NTE- Timesheet comments required										\$ 110,000.00	-	
	c. Subconsultant to FCG- Electrical Engineering (HG Engineering)	Subconsultant to FCG- No rates in Master Agreement but contract requires timesheet comments.											\$ 80,682.26	-	
													Task Subtotal:		\$ 525,579.26
TOTAL TASK ORDER														\$ 538,659.26	\$250,000

\$56,920
\$150,000
\$30,00
-
-
\$236,920
\$250,000

Task 1: \$13,080.00

Task 2: \$236,920.00

April 29, 2026 Board Meeting Approval: \$250,000.00

Remaining \$288,659.26 to be reevaluated by Board in
May 2026 Board Meeting.

EXHIBIT B

April 14, 2026

AVCON
320 Bayshore Drive, Suite A
Niceville, FL 32578
Attn: Tonia D. Nation, PE, Associate Vice President



Re: ECP Basic A-E Design and Construction Administration Services – North Terminal Expansion & TSA Relocation – Change Order #02 to Task 2025.0025.04 Task 0101

Dear Tonia,

Thank you for the opportunity to work with AVCON and the Airport Authority on these additional requested services. The Fitzgerald Collaborative Group, LLC (FC) is honored to present our hourly, not-to-exceed design and construction administration fee proposal for professional architectural and engineering services for the North Terminal Expansion and TSA Relocation projects for the Northwest Florida Beaches International Airport.

FC and DAG, along with our engineers, hereinafter referred to as “Design Team”, will provide the Basic Services and requested Additional Services for the completion of the project. Our Design Team includes architectural, structural engineering and MEPF engineering.

Project Description and Owner’s Project Scope of Work

The Owner’s project scope includes providing continued A/E services necessary to support the completion of the North Terminal Expansion and TSA Relocation projects beyond the currently approved task orders. The scope generally includes, but is not limited to the following:

Additional Design Services

- Concept design drawings for scope items identified after initial project authorization including the fire pump relocation and Gate 2 expansion
- Interdisciplinary coordination for the fire pump relocation (architectural, structural, MEP, civil, and specialty consultants)
- Preparation of drawings, specifications, and supporting documentation for permitting and construction for the fire pump relocation

Construction Administration (CA) Services

- Ongoing CA services through project completion for all additional scope items
- Review of submittals, RFIs, and change order requests associated with added work
- Site observations and coordination with the contractor and Owner
- Assistance with punch list, closeout documentation, and record drawings.

This proposal is intended to capture all additional A/E services required to deliver the project through completion, excluding IT and PBB related scope, which will be addressed under separate proposals.

Fee Proposal

Our additional required design and construction administration services (including architectural and engineering design services) are **\$538,659.26** and structured as an hourly not to exceed. The basis of compensation is as follows:

Covers the design cost associated with the fire pump relocation effort now that the location has been selected and the need for a fire pump has been determined. Not in the original scope.

I. **North Terminal Expansion & TSA Relocation**

Hourly Not to Exceed Design Services

Architecture (<i>Fitzgerald Collaborative Group</i>)	\$ 8,880.00*
<u>MEPF (<i>Watford Engineering</i>)</u>	<u>\$ 4,200.00</u>
Total Hourly Not to Exceed Design Services	\$ 13,080.00

TOTAL NORTH TERMINAL EXPANSION SERVICES FEE **\$ 13,080.00**

II. **North Terminal Expansion & TSA Relocation**

Hourly Not to Exceed Construction Administration Services

Architecture (<i>Fitzgerald Collaborative Group</i>)	\$ 136,147.00
Structural Engineering (<i>Pennoni</i>)	\$ 308,750.00
<u>Electrical Engineering (<i>HG Engineers</i>)</u>	<u>\$ 80,682.26</u>
Total Hourly Not to Exceed Construction Administration Services	\$ 525,579.26

TOTAL TSA RELOCATION SERVICES FEE **\$ 525,579.26**

* Architectural fee is based on 12 principal architect hours (\$285/hr.), 16 Sr. Project Manager hours (\$200/hr.), 12 staff architect hours (\$150/hr.) and 4 Administration hours (\$115/hr.).

The CA Services for structural has been exceeded for the contract time.

The CONSULTANT and SUBCONSULTANTS will generally endeavor to respond to RFIs and submittals with the timeframes identified by the Airport and Contractor, including:

- **ASI preparation:** within 14 calendar days of receipt of an RFI
- **RFI responses (not requiring an ASI):** within 7 calendar days of receipt
- **Shop drawings and submittal reviews:** within 7 calendar days of receipt.

All response times are subject to the requirements of the project specifications, which remain the governing authority. For unusually large, complex, or bundled submittals, additional review time may be required. In such cases, the CONSULTANT and SUBCONSULTANTS will promptly notify the Contractor and Team upon receipt and coordinate an adjusted response timeframe through Procore to ensure schedule clarity and project efficiency.

Estimated Project Schedules

The phasing and project schedules are to be provided by the CM.

Reimbursable Expenses

Reimbursable Expenses (billed at cost 0%) include expenses incurred by the Architect in the interest of the project for:

- copying / photo imaging
- fees paid for securing approval from authority with jurisdiction over this project
- professional renderings requested by the Owner beyond the scope noted herein

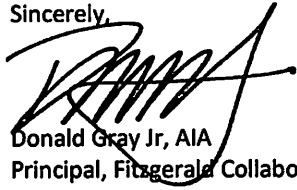
General Exclusions

Services not included in this proposal are as follows:

- Value Engineering
- Cost estimation
- Food service design
- LV-Data-Security consulting services
- Interiors outside of basic services and FF&E selection
- Bidding and Negotiation
- Surveys of any kind
- All Civil work
- Site Environmental assessments
- Owner Requested Changes to Approved Documents
- Design of the Passenger Boarding Bridges
- Structural Threshold Inspections
- Building Commissioning
- Geotechnical engineering
- Interior or exterior Models or renderings
- Hazardous Materials, Asbestos, Lead, and/or Mold abatement.
- Design Services outside of the designated scope of work.
- Permit Fees & State Fire Marshal Fees.
- Hidden Conditions - Any conditions concealed by existing construction, not capable of detection by reasonable visual observation (if architect and/or engineer believe that such conditions exist, your organization shall be responsible for acquiring authorizations and payment for all costs associated with investigation, and if necessary, all costs required to correct such conditions. If your organization chooses not to authorize such investigation and/or correction after due notification, the Architect and/or Engineer shall not be held responsible for the existing condition nor any resulting damages to persons or property.
- Distribution of Bid Documents & Preparation of multiple bid packages.
- Incorporation of Contractor's annotations of actual field installed conditions into as-built or record drawings.
- Evaluation of the existing building HVAC system.
- Evaluation of existing building fire alarm system.
- Advertisement for bids.

We look forward to working with AVCON on this project. Please let us know if you have any further questions regarding our work, or the scope of this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'DAG', with a long horizontal stroke extending to the right.

Donald Gray Jr, AIA
Principal, Fitzgerald Collaborative Group

Attachments: Consultant Proposals – Architecture (*DAG*), Structural Engineering (*Pennoni*), Mechanical, Plumbing & Fire Protection (*Watford Engineering*) and Electrical Engineering (*HG Engineers*)



April 13, 2026

Erika Hagan, AIA
Principal
Fitzgerald Collaborative Group, LLC
850 S. Gadsden Street, Suite 140
Tallahassee, FL 32301

RE: ECP Airport Fire Pump Room Relocation

Dear Ms. Hagan,

Thank you for requesting a fee proposal for mechanical engineering services from Watford Engineering, Inc. It is my understanding that our scope of work includes the following:

1. Mechanical (M-P-FP) construction document revisions necessary to relocate the fire pump room

We will provide the following basic and additional design services for the hourly not to exceed fee broken down below. Hourly rates are attached.

- Revised construction documents. \$4,200

If you are in agreement with this proposal, please sign one copy of the letter and return for our records. Please give me a call if you have any questions or comments concerning this proposal.

Sincerely,

A handwritten signature in blue ink that reads 'Keith A. Johnson'.

Keith A Johnson, PE
Vice President

Fee Approved

By: _____

Date: _____

Title: _____



CHANGE TO SCOPE/SCHEDULE/FEE

Date: 4/15/2026

Pennoni Project #: FCGRP25012

Scope Change #: 4

Project Title: ECP NWFBI North Terminal & TSA Expansion CA Services

Project Location: 6300 W Bay Pkwy - Panama City, FL 32409

Client Responsible Party: Erika Hagan

Client Address: 850 S. Gadsden Street - Suite 140 - Tallahassee, FL 32301

Client Phone: 850-350-3500

Fax:

Email: erika@fc-grouppllc.com

Description of Change(s):

Based on our discussion on April 8, 2026, we have been asked to provide the following additional services that are not included in our original scope of services.

Due to extensive CA involvement to date on the North Terminal (NT) Expansion project, Pennoni has exceeded its original hourly NTE contract amount. Avcon has requested an additional services request to complete CA services for the NT Expansion project and the TSA Expansion project. Pennoni's additional services fee below is based on the construction schedule provided by Cardella with the following anticipated durations for structural services. The estimated \$\$/week shown below is a combination of Pennoni's current effort per week since September 2025 and as assumed cost per week for future tasks.

North Terminal Expansion (Additional CA Services):

- Major steel to be complete by Labor Day 2026 (21 weeks)
- (21 weeks x \$7,500/week) = \$157,500 (Estimated Hourly NTE)
- Miscellaneous structure to be complete by Thanksgiving 2026 (11 weeks from Labor Day)
- (11 weeks x \$3,750/week) = \$41,250 (Estimated Hourly NTE)

TSA Expansion (Additional CA Services):

- Superstructure to take approximately 22 weeks (110 days)
- (22 weeks x \$5,000/week) = \$110,000 (Estimated Hourly NTE)

Additional Construction Administration Phase – Estimated Hourly (NTE) = \$157,500 + \$41,250 + \$110,000 = \$308,750

- Review shop-drawing and submittals of the structural work only. Our shop drawing and submittal review will be limited to determining general conformance with the information given and the design concepts expressed in the Structural Contract Documents and are not for the purpose of determining accuracy and completeness including dimensions and quantities. This proposal is based on performing a maximum of two (2) reviews for each shop drawing or submittal. Shop drawings or submittals submitted more than two times for approval will be reviewed on an hourly basis as an additional service.
- Perform site visits at intervals appropriate to the various stages of construction, as Pennoni deems necessary to observe the progress and quality of the work. Such observations shall not be construed as exhaustive or continuous inspection of the work. Based on information obtained during such visits and on such observations, Pennoni shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents. We will inform the Client of the progress of the work observed during our site visits by the issuance of Structural Observation Reports.
- Coordinate with the Client and Contractor during construction and respond to Contractor requests for information to clarify the intent of the structural design.
- Upon completion of construction, review as-built drawings prepared by the Contractor.



142 EGLIN PARKWAY, SE
FORT WALTON BEACH
FLORIDA 32548
850.243.6723

621 N. TYNDALL PARKWAY, UNIT C
PANAMA CITY
FLORIDA 32404

4826 WOODBINE DR, SUITE A
PACE
FLORIDA 32571

April 15, 2026

Mr. Donald Gray, Jr., AIA
Managing Principal, Architecture
Fitzgerald Collaborative Group, LLC
850 S. Gadsden Street, Suite 140
Tallahassee, FL 32301



RE: North Terminal Expansion and TSA Continued Construction Administration Electrical Engineering Fee Proposal – Rev1

Dear Donald,

We propose to furnish the required electrical engineering services for the above-mentioned project. This agreement provides for performance of our professional services.

SCOPE OF WORK

HG Engineers (HG) will provide electrical engineering services for the continued construction administration for the North Terminal Expansion and TSA. Construction administration will include shop drawing reviews, trade coordination, RFI responses, site visits, and site investigation reports. HG is readily available for this project and can meet the architects schedule as required.

SCOPE OF WORK FEE PROPOSAL

HG will perform the above Construction Administration services for the following fees on an hourly not to exceed basis: **\$80,682.26**

ADDITIONS/EXCLUSIONS

Any professional service performed by HG beyond/or in addition to that listed under "Scope of Work" will be considered additional services and billed after establishing a basis of compensation. Telecommunications, security, access control, audio/visual, intercom and any other low voltage systems are excluded from this proposal since they are being provided by Ardurra.

If the above proposal is acceptable to you, please sign and return for our files. I will gladly discuss this proposal with you if you have any questions.

Respectfully,


Daniel White, P.E.
Principal / Electrical Engineer

WORK AUTHORIZATION

Sign: _____

Date: _____



CONTRACT NO. 2023-02B
TASK ORDER CHANGE FORM

DATE: April 15, 2026 (Revised May 11, 2025) **TASK ORDER #:** 23B-10 **CHANGE #:** 2

TASK ORDER PROJECT: North Terminal Expansion CA & Limited Inspection

OWNER: PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

CONSULTANT: AVCON

SUBCONSULTANTS: FCG

TASK ORDER CHANGE DESCRIPTION: Change Order #2 amends Task Order 23B-10 by adding design required to accommodate the relocated fire pump room. The on-going fire flow evaluation has been completed, and it has been determined that a fire pump is required for the terminal building. The fire pump room location was evaluated by the Airport staff and this will include the design of the relocated fire pump room, water line locations, and construction phase services associated with the relocation. Additionally, the structural engineer has exceeded the originally designated budget for the project. The structural shop drawing and oversight has been more extensive than originally scoped requiring more overall shop drawing reviews and general construction oversight. This budget increases the amount for FCG, FCG Sub (Pennoni), and FCG Sub (HG Engineers). FCG and subconsultants have continued working in good faith but need additional budget to support the ongoing structural and electrical CA services.

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SCHEDULE MODIFICATION (if applicable): No schedule modification, per the contract the schedule is 30 months from the Cardella Notice to Proceed, September 18, 2025.

COMPENSATION:

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Task Order Change Amount: \$250,000.00

Total: \$3,575,632.64



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BEACHES INTERNATIONAL AIRPORT

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INDUSTRIAL DISTRICT**

Tonia D. Nation, P.E.

Title: Associate Vice

President Date: 5/11/2026

Mark Sheldon

Title: Chair

Date: _____



PANAMA CITY-BAY COUNTY AIRPORT & INDUSTRIAL DISTRICT
Exhibit A

TASK ORDER # 23B-10 CO#2
TASK ORDER ECP Terminal Expansion RPR/CA
DESCRIPTION DATE 15-Apr-26

	Description	Staff #1	Staff #2	Staff #3	Staff #4	Staff #5	TOTAL	
Task 1	Design for Fire Pump Room	PRINCIPAL ARCHITECT	ASSOC. ARCHITECT	SR PROJECT MANAGER	STAFF ARCHITECT	ADMINISTRATION	Total Hours	Total Fee
	Subconsultant Rates	\$ 285.00	\$ 225.00	\$ 200.00	\$ 150.00	\$ 115.00		
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							Task Subtotal:	\$ 13,080.00
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-

-

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May 2026 Board Meeting.

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April 14, 2026

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Niceville, FL 32578
Attn: Tonia D. Nation, PE, Associate Vice President



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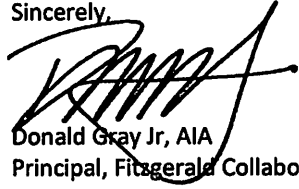
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Donald Gray Jr, AIA
Principal, Fitzgerald Collaborative Group

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April 13, 2026

Erika Hagan, AIA
Principal
Fitzgerald Collaborative Group, LLC
850 S. Gadsden Street, Suite 140
Tallahassee, FL 32301

RE: ECP Airport Fire Pump Room Relocation

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- Revised construction documents. \$4,200

If you are in agreement with this proposal, please sign one copy of the letter and return for our records. Please give me a call if you have any questions or comments concerning this proposal.

Sincerely,

Keith A Johnson, PE
Vice President

Fee Approved

By: _____

Date: _____

Title: _____



CHANGE TO SCOPE/SCHEDULE/FEE

Date: 4/15/2026

Pennoni Project #: FCGRP25012

Scope Change #: 4

Project Title: ECP NWFBI North Terminal & TSA Expansion CA Services

Project Location: 6300 W Bay Pkwy - Panama City, FL 32409

Client Responsible Party: Erika Hagan

Client Address: 850 S. Gadsden Street - Suite 140 - Tallahassee, FL 32301

Client Phone: 850-350-3500

Fax:

Email: erika@fc-grouppllc.com

Description of Change(s):

Based on our discussion on April 8, 2026, we have been asked to provide the following additional services that are not included in our original scope of services.

Due to extensive CA involvement to date on the North Terminal (NT) Expansion project, Pennoni has exceeded its original hourly NTE contract amount. Avcon has requested an additional services request to complete CA services for the NT Expansion project and the TSA Expansion project. Pennoni's additional services fee below is based on the construction schedule provided by Cardella with the following anticipated durations for structural services. The estimated \$\$/week shown below is a combination of Pennoni's current effort per week since September 2025 and as assumed cost per week for future tasks.

North Terminal Expansion (Additional CA Services):

- Major steel to be complete by Labor Day 2026 (21 weeks)
- (21 weeks x \$7,500/week) = \$157,500 (Estimated Hourly NTE)
- Miscellaneous structure to be complete by Thanksgiving 2026 (11 weeks from Labor Day)
- (11 weeks x \$3,750/week) = \$41,250 (Estimated Hourly NTE)

TSA Expansion (Additional CA Services):

- Superstructure to take approximately 22 weeks (110 days)
- (22 weeks x \$5,000/week) = \$110,000 (Estimated Hourly NTE)

Additional Construction Administration Phase – Estimated Hourly (NTE) = \$157,500 + \$41,250 + \$110,000 = \$308,750

- Review shop-drawing and submittals of the structural work only. Our shop drawing and submittal review will be limited to determining general conformance with the information given and the design concepts expressed in the Structural Contract Documents and are not for the purpose of determining accuracy and completeness including dimensions and quantities. This proposal is based on performing a maximum of two (2) reviews for each shop drawing or submittal. Shop drawings or submittals submitted more than two times for approval will be reviewed on an hourly basis as an additional service.
- Perform site visits at intervals appropriate to the various stages of construction, as Pennoni deems necessary to observe the progress and quality of the work. Such observations shall not be construed as exhaustive or continuous inspection of the work. Based on information obtained during such visits and on such observations, Pennoni shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents. We will inform the Client of the progress of the work observed during our site visits by the issuance of Structural Observation Reports.
- Coordinate with the Client and Contractor during construction and respond to Contractor requests for information to clarify the intent of the structural design.
- Upon completion of construction, review as-built drawings prepared by the Contractor.



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April 15, 2026

Mr. Donald Gray, Jr., AIA
Managing Principal, Architecture
Fitzgerald Collaborative Group, LLC
850 S. Gadsden Street, Suite 140
Tallahassee, FL 32301



RE: North Terminal Expansion and TSA Continued Construction Administration Electrical Engineering Fee Proposal – Rev1

Dear Donald,

We propose to furnish the required electrical engineering services for the above-mentioned project. This agreement provides for performance of our professional services.

SCOPE OF WORK

HG Engineers (HG) will provide electrical engineering services for the continued construction administration for the North Terminal Expansion and TSA. Construction administration will include shop drawing reviews, trade coordination, RFI responses, site visits, and site investigation reports. HG is readily available for this project and can meet the architects schedule as required.

SCOPE OF WORK FEE PROPOSAL

HG will perform the above Construction Administration services for the following fees on an hourly not to exceed basis: **\$80,682.26**

ADDITIONS/EXCLUSIONS

Any professional service performed by HG beyond/or in addition to that listed under "Scope of Work" will be considered additional services and billed after establishing a basis of compensation. Telecommunications, security, access control, audio/visual, intercom and any other low voltage systems are excluded from this proposal since they are being provided by Ardurra.

If the above proposal is acceptable to you, please sign and return for our files. I will gladly discuss this proposal with you if you have any questions.

Respectfully,

Daniel White, P.E.
Principal / Electrical Engineer

WORK AUTHORIZATION

Sign: _____

Date: _____