



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

**Governmental Center Annex**

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400

**MEMORANDUM**

**DATE:** February 27, 2025

**TO:** Will Castillo, Construction Project Management Administrator  
Broward County Aviation Department

**THRU:** Sandy-Michael McDonald, Director  
Office of Economic and Small Business Development

**SANDY-MICHAEL MCDONALD**  
Digitally signed by SANDY-MICHAEL MCDONALD  
Date: 2025.02.27 17:10:03 -05'00'

**FROM:** Donna-Ann Knapp, Small Business Development Manager  
Office of Economic and Small Business Development

**DONNA-ANN KNAPP**  
Digitally signed by DONNA-ANN KNAPP  
Date: 2025.02.27 13:31:49 -05'00'

**SUBJECT:** RFP No. PNC2120792P1-1: Consultant Services for Aviation Planning and Advisory Services  
**Prime Consultant: Ricondo and Associates, Inc.**  
**DBE Compliance Evaluation- Proposed First Amendment**

The Office of Economic & Small Business Development (OESBD) has evaluated Ricondo & Associates, Inc.'s (Ricondo's) DBE participation for the Consultant Services for Aviation Planning and Advisory Services agreement as of February 27, 2025. The review is based on information provided by the requesting agency and the prime consultant, Ricondo. The DBE Goal for this project is 10% and Ricondo committed to 10% DBE participation. An overview of the evaluation is provided as follows:

<b><u>DBE Subconsultants</u></b>	<b><u>Committed Percentage</u></b>	<b><u>Reported Amount</u></b>	<b><u>Verified Paid Amount</u></b>
Airport Design Consultants, Inc.	1.00%	\$ 29,806.00	\$ 33,900.25
Aguirre Project Resources, LLC	1.50%	\$ 22,010.68	\$ 65,100.20
Garth Solutions, Inc.	0.50%	\$ 29,354.36	\$ 29,354.36
Gurri Matute, P.A.	1.00%	\$ 93,328.43	\$ 93,328.43
Graphics Support Services, Inc. d/b/a GSS Creative	1.50%	\$ 7,969.50	\$ 7,969.50
Illustrate My Design, LLC	0.50%	\$ 7,900.00	\$ 7,900.00
Newhouse and Associates.	1.50%	\$ 0.00	\$ 0.00
Nova Consulting, Inc.	1.50%	\$ 40,686.78	\$ 48,247.30
Simply Strategic, Inc. (Formerly Sanjeev Shah)	1.00%	\$ 104,280.00	\$ 128,820.00
<b>Total Participation :</b>	<b>10.00%</b>	<b>\$ 335,335.75</b>	<b>\$ 414,620.04</b>

### **Overview of DBE Participation**

- Original Contract Amount: \$5,000,000.00 (includes \$200,000.00 for Reimbursables)
- Total Prime Payments to DBE Subcontractors: \$414,620.04
- Total Payments to Prime: \$2,349,298.18
- Total DBE Attainment to Date: 17.65% (\$414,620.04/\$2,349,298.18)

### **Proposed First Amendment** – The DBE commitment remains 10%.

- Amount of Proposed First Amendment: \$5,000,000.00
- Revised Contract Amount Through Proposed First Amendment: \$10,000,000.00

The purpose of the Proposed First Amendment is to increase the agreement amount from \$5,000,000.00 to \$10,000,000.00. The contract term remains the same, current duration from December 14, 2021 to December 13, 2025.

### **DBE Compliance Comments:**

Ricondo's current DBE participation is 17.65% and exceeds their DBE commitment by 7.65%. Some DBE subconsultants were unable to verify payments from Ricondo due to multiple projects being listed on the same invoice for the authorizations in question. Therefore, payments to Aguirre Project Resources, LLC; Graphic Support Services dba GSS Creative and Illustrate My Design, LLC were verified via payroll records from the prime consultant. Payments to Airport Design Consultants, Inc., Garth Solutions, Inc., and Gurri Matute, PA and Simply Strategic, Inc. were verified through the independent payment verification process.

OESBD will continue to monitor Ricondo's compliance with their DBE commitment for the remainder of the contract term.

cc: Maribel Feliciano, Assistant Director, OESBD  
Alejandro Cuevas, Expansion Project Administrator, BCAD  
Yulanda Brady, Small Business Development Specialist, BCAD/OESBD  
James Vose, Jr., Small Business Development Specialist, BCAD/OESBD