

## TASK ORDER APPROVAL FORM

CONTRACT #: C20-2959-AP

TASK ORDER #: 20

Project name: CEW Subdivision Development Comment Memo

TASK ORDER AMOUNT: \$ \$22,080

OFFERED BY CONSULTANT:

RS&H Inc.

FIRM'S NAME

Craig Sucich, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

TITLE

CONTRACT: C20-2959-AP

REYNOLDS, SMITH & HILL

GENERAL AVIATION ENGINEERING SERVICES FOR OC APS  
EXPIRES: 08/16/2025

3/25/2025

DATE

RECOMMENDED FOR APPROVAL  
Tracy Stage, A.A.E.



SIGNATURE Tracy Stage A.A.E.

Airports Director

TITLE

DATE

COUNTY ADMINISTRATOR John Hofstad  
(if applicable)

DATE

APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual)

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

DeRita Mason

Digitally signed by DeRita Mason  
Date: 2025.03.26 10:32:59 -05'00'

PURCHASING MANAGER

DATE

OMB Director/DATE

DATE

CHAIRMAN-  
(if applicable)

DATE

***CEW Subdivision Development  
Comment Memo  
Scope of Work***

Version 2.0  
March 21, 2025  
*Okaloosa County Airports*  
Crestview, FL

Prepared by *RS&H, Inc.* at the  
direction of *Okaloosa County Airports*

***RS&H***

## I PROJECT DESCRIPTION

A proposed development project, 564700-PLT-2025 Master Plan-River Park Subdivision, proposes construction of 392 new single-family homes in Crestview, northeast of the Bob Sikes Airport (CEW). The Federal Aviation Administration (FAA) grant assurances require airport sponsors to take appropriate action, to the extent reasonable, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations. This proposed residential development represents a potential incompatible land use due to the proximity to CEW Airport. As such, Okaloosa County Airports (Owner or Client) has requested that RS&H, Inc. (RS&H) provide a scope of services and fee to prepare a technical response memorandum that can be used as formal comment on the proposed residential development.



*Figure 1 – Proposed Development Location (approx.)*

## II PROJECT TASKS

### TASK 1 DOCUMENT REVIEW

RS&H will conduct a review of the Master Plan for the River Park Subdivision to better understand the extent and scale of the proposed development. RS&H will also review any

relevant jurisdictional and governmental guidance documents in order to establish the basis and justification for the comments that will be documented in the subsequent task. Document review will include, but is not limited to:

- FAA Regulations Part 77
- Florida State Statutes Chapter 333
- Okaloosa County Code 3.03.00

#### TASK 2 TECHNICAL RESPONSE MEMORANDUM

RS&H will prepare a technical response memorandum that documents the results of the document review completed in the previous task. The memorandum will summarize the formal comments related to the potential incompatibility of the proposed residential development on behalf of Okaloosa County Airports. The memorandum will comment on the potential incompatibility of the proposed land use as it relates to several considerations. The considerations include but are not limited to noise compatibility, airspace/aeronautical compatibility, and overall land use compatibility.

#### TASK 3 MISC COORDINATION SERVICES

This task provides for a budgeted allocation of \$10,000 for miscellaneous coordination services in support of Okaloosa County Airports interests in relation to the proposed development project, 564700-PLT-2025 Master Plan-River Park Subdivision, northeast of the Bob Sikes Airport (CEW), as authorized by the Client.

The scope may include ongoing coordination with Okaloosa County Growth Management Department and/or other Okaloosa County agencies on behalf of Okaloosa County Airport. This may also include in-person or virtual representation of Okaloosa County Airport interests in any hearing, Technical Review Committee meeting, or other meetings as identified by the Client.

RS&H will provide the above referenced services, as authorized by the Client, on a Not-To-Exceed (time-and-materials) basis. The Not-To-Exceed limit shall be \$10,000. RS&H shall be compensated based on actual hours expended and actual expenses incurred.

#### TASK 4 PROJECT MANAGEMENT

RS&H project manager will manage the Project in a professional manner to complete the efforts within the proposed time frame. This task consists of scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the Consultant's efforts, including assembly and coordination of all documentation.

### III DELIVERABLES

Deliverables for each task are identified in the descriptions of the respective task. A summary of the deliverables associated with each task is:

- » Task 2 – Technical Response Memorandum
  - o Electronic Copy (pdf)

### IV PROJECT SCHEDULE

The project schedule is as follows:

[REDACTED]	
Anticipated NTP	03/31/2025
Draft Response Memo	04/15/2025
Final Response Memo	04/18/2025

The preliminary schedule is believed to be adequate to perform the listed Contract elements with the assumptions listed therein. Dates provided in the schedule above are for reference only and will vary depending on the Notice-to-Proceed date.

### V ASSUMPTIONS AND EXCLUSIONS

The following assumptions have been made for this Scope of Work:

- » Okaloosa County Airports will provide any available reports and documentation relevant to the response memorandum
- » Scope of this study is limited to analysis of the proposed River Park Development, north of Airport Road. No other proposed developments will be studied.
- » Scope does not include any permitting coordination with any agencies.
- » Topographic survey, geotechnical investigation, and wetland delineation services are not included in the scope.
- » Design and bidding services of any projects identified in this study are excluded from the scope.
- » Environmental services (including NEPA documentation) are excluded from the scope

### VI PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for tasks 1, 2, and 4 for a fixed lump sum fee of \$12,080. RS&H will provide the above referenced services for tasks 3 for a cost-plus, not-to-exceed fee of \$10,000. Total fee for all tasks in this work order is \$22,080. See Attachment A for a breakdown of costs.

**ATTACHMENT A**



**BOB SIKES AIRPORT (CEW)**  
Okaloosa County Airports General Consultant Contract  
CEW Subdivision Development Comment Memo  
*Work Breakdown Structure*

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT MGR	SENIOR ENGR/PLNR	JUNIOR ENGR/PLNR	ADMIN	TOTAL
<b>BASIC SERVICES - FEE AMOUNT ESTIMATE BREAKDOWN</b>						
Task 1 - Document Review			8	18		26
Task 2 - Technical Response Memorandum			16	32		48
Task 3 - Misc. Coordination Services			30	40		70
Task 4 - Project Management		8			4	12
TOTAL HOURS	0	8	54	90	4	156
BURDENED RATE	\$200.00	\$185.00	\$160.00	\$130.00	\$65.00	\$141.54
TOTAL DIRECT LABOR \$	\$0	\$1,480	\$8,640	\$11,700	\$260	\$22,080
<b>OTHER DIRECT NON-SALARY COSTS</b>						
	# DWGS	#PAGES				
REPRODUCTION	@	@				
	\$9.00	\$0.25		#SETS		
Documentation						\$0
TOTAL REPRODUCTION						\$0
	# PCKGS					
POSTAGE/DELIVERY	@					
	\$50.00					
Reports/Specifications						\$0
TOTAL POSTAGE/DELIVERY						\$0
TRAVEL			Per Diem	Lodging @	Miles @	
	#People	#Days	\$25	\$150	\$0.625	
						\$0
						\$0
					Total Travel	\$0
TOTAL ODC's						\$0
Total Proposed Lump Sum Fee (Task 1, 2, 4)						\$12,080
Total Proposed Cost-Plus, Not-to-Exceed Fee (Task 3)						\$10,000
Total Proposed Project Fee (Task 1 - 4)						\$22,080