

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 3/28/2019

Contract/Lease Control #: C19-2791-AP

Procurement#: RFQ 13-19

Contract/Lease Type: CONTRACT

Award To/Lessee: Infrastructure Engineering & Consulting, PLLC

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 3/26/2019

Expiration Date: 3/26/2022 w/ one 2 yr renewal

Description of Contract/Lease: General Aviation Engineering Services

Department: AP

Department Monitor: Stage

Monitor's Telephone #: 850-651-7160

Monitor's FAX # or E-mail: ISTAGE@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office



INFRCON-01

MBLEVINS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 1000009384 Hub International Carolinas 1330 Lady Street Columbia, SC 29201	CONTACT NAME: Michelle Goodwin	
	PHONE (A/C, No, Ext): (803) 227-4773	FAX (A/C, No):
	E-MAIL ADDRESS: Michelle.Goodwin@hubInternational.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Infrastructure Consulting & Engineering, PLLC 1021 Briargate Circle Columbia, SC 29210	INSURER A : Hartford Fire Insurance Company	19682
	INSURER B : Hartford Ins Co of the Midwest	37478
	INSURER C : Hartford Casualty Insurance Company	29424
	INSURER D : Hartford Insurance Company of SE	38261
	INSURER E : Travelers Casualty and Surety Company	19038
	INSURER F : Travelers Casualty Insurance Company of Americ	19046

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	22UUNOL5136	9/6/2021	9/6/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	22UENOL5164	9/6/2021	9/6/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			22RHUOL5165	9/6/2021	9/6/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	X 22WBOL6H1R	9/6/2021	9/6/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Prof Liab			107504031	9/6/2021	9/6/2022	Ded \$100,000
F	Excess Umbrella			EX-3S527410-21-NF	9/6/2021	9/6/2022	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be z
Contract: C19-2791-AP

Certificate Holder is shown as Additional Insured regarding the General Liability and Cor policy terms, conditions and exclusions.

A Waiver of Subrogation is included in favor of the Certificate Holder regarding the Gene written contract and subject to policy terms, conditions and exclusions.

CONTRACT#: C19-2791-AP
INFRASTRUCTURE ENGINEERING & CONSULTING, PLLC
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/ 1 2 YR RENEWAL

CERTIFICATE HOLDER	CANCELLATION
Okaloosa County Board of County Commissioners Destin-Fort Walton Beach Airport Administration 1701 State Road 85 N Eglin Afb, FL 32542-1498	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD



INFRCON-01

ASMITH6

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/18/2020

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	INSURER D : Hartford Insurance Company of SE	38261
	INSURER E : Lexington Insurance Company	19437
	INSURER F : Travelers Casualty Insurance Company of Americ	19046

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22UUNOL5136	9/6/2020	9/6/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22UENOL5164	9/6/2020	9/6/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			22RHUOL5165	9/6/2020	9/6/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	22WBOL6H1R	9/6/2020	9/6/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	<input checked="" type="checkbox"/> Prof Liability			031711160	9/6/2020	9/6/2021	Each Claim Limit \$ 5,000,000
F	<input checked="" type="checkbox"/> Excess Umbrella			ZUP-16N90424-20-NF	9/6/2020	9/6/2021	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Contract: **C19-2791-AP**

Certificate Holder is shown as Additional Insured regarding the General Liability and C policy terms, conditions and exclusions.

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CONTRACT#: C19-2791-AP
INFRASTRUCTURE ENGINEERING
& CONSULTING, PLLC
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/ 1 2 YR RENEWAL

CERTIFICATE HOLDER

CANC

Okaloosa County Board of County Commissioners
Destin-Fort Walton Beach Airport Administration
1701 State Road 85 N
Eglin Afb, FL 32542-1498

AUTHORIZED REPRESENTATIVE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Aug 9/14/20

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2791-AP

CONTRACT#: C19-2791-AP
INFRASTRUCTURE CONSULTING &
ENGINEERING, PLLC

TASK ORDER #: 4

GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W1 2 YR RENEWAL

Project name: Parking Lot B Expansion

TASK ORDER AMOUNT: \$ \$60,200

OFFERED BY CONSULTANT:

Infrastructure Consulting and Engineering, PLLC

FIRM'S NAME

Doug Hambrecht; P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

July 13, 2020

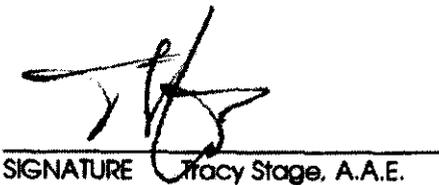
TITLE

DATE

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

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.

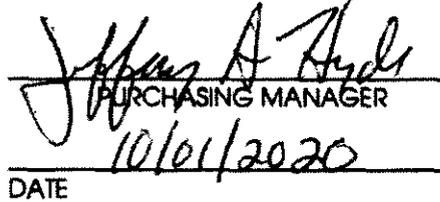


SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE

8.30.20
DATE


PURCHASING MANAGER
10/01/2020
DATE

Digitally signed by Faye Douglas
Date: 2020.10.02 09:54:41 -05'00'

Faye Douglas

OMB Director/DATE
10.02.2020

DATE

Digitally signed by John Hofstad
Date: 2020.10.02 10:02:12 -05'00'

John Hofstad

COUNTY ADMINISTRATOR John Hofstad
(if applicable)

CHAIRMAN- Robert A. "Trey" Goodwin III

DATE

DATE



EXHIBIT "A" SCOPE OF WORK

PARKING LOT B EXPANSION CONSTRUCTION INSPECTION SERVICES

Project Description

Okaloosa County and the Airport staff (Airport) are planning to construct an expansion to the existing Lot B on the west side of the airport. The VPS Parking Lot B Expansion project generally includes construction of a 506-space and 119- space parking lot consisting of clearing and grubbing, construction of subgrade improvements, base material and asphalt, pavement markings, concrete curb and sidewalk, grading, stormwater improvements, pavement markings, and site lighting and security camera improvements

The low bid for construction was submitted by Anderson Columbia in the amount of \$1,650,641.10

This scope and fee for services provided by Infrastructure Consulting and Engineering (ICE) will be for Construction Inspection for said project. Construction Inspection shall consist of a full time (40 hours per week) Resident Project Representative (RPR) reporting to the Engineer of Record and the Construction Management firm (AVCON). The construction duration estimated for this project is **120 calendar days**.

The Airport will approve any planned overtime or RPR request overtime for approval.

Construction Inspection

CONSULTANT will provide one (1) full time Resident Project Representative (RPR) for site work and overall project accountability. The RPR shall:

- Be on site daily to monitor the progress of the project and be able to assist the Airport Manager for the project when needed;
- serve as a direct liaison between the Contractor and the Airport Manager and the Engineer;
- Coordinate site work with the part time RPR and Contractors / Subcontractors;
- Assist with the coordination and scheduling of quality assurance testing for the project;
- Inspect the site work to verify it is in accordance with the plans and specifications;
- Notify Engineer of defective work or materials and make recommendation for corrective action(s);
- Review progress schedules with work completed;
- Field verify and measure daily quantities for pay requests;

- Maintain daily project diary, photo log, and record drawings;
- Review and document siltation device inspections and recommendations;
- Perform Contractor's employee interviews to meet Davis-Bacon Act (29 CFR Part 5) requirements;
- Assist the COUNTY with DBE requirements;
- Conduct weekly progress construction meetings; and
- Maintain project records for submittal to the COUNTY and FAA.

RPR budget will be based off of a Not-to-Exceed contract amount. Reimbursement by the owner will be for actual hours worked at the jobsite. Work schedules will be submitted and approved a week in advance. Inspectors timesheets will be included as a part of the invoice.

EXHIBIT B

PARKING LOT B EXPANSION

CONSTRUCTION INSPECTION SERVICES

120 days 17 weeks

FULL TIME RESIDENT INSPECTOR RATE SCHEDULE	TOTALS
--	--------

1) AIRPORT SENIOR INSPECTOR- DIRECT SALARY COSTS				
17 weeks	40 hours/ week	\$85 per hour	=	\$57,800.00
TOTAL LABOR (Not to Exceed) =				\$57,800.00

RPR Expenses

On Site Vehicle use = \$600/ month for	4 months *	=	\$2,400.00
TOTAL EXPENSES (Not to Exceed) =			\$2,400.00
TOTAL FEE =			\$60,200.00

* includes mileage, insurance, wear and tear, maintenance, fuel, oil, engine idling



C 19 - 2840 - AP

INFRCON-01

MBLEVINS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/10/2020

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PRODUCER License # 1000009384

Hub International Carolinas
1330 Lady Street
Columbia, SC 29201

CONTACT NAME: Michelle Goodwin

PHONE (A/C, No, Ext): (803) 227-4773

FAX (A/C, No):

E-MAIL ADDRESS: Michelle.Goodwin@hubinternational.com

INSURED

Infrastructure Consulting & Engineering, PLLC
1021 Briargate Circle
Columbia, SC 29210

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Hartford Fire Insurance Company

19682

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INSURER C: Hartford Casualty Insurance Company

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INSURER E: Lexington Insurance Company

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19046

COVERAGES

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REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	22UENBI1523	9/6/2020	9/6/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			22RHUBI1628	9/6/2020	9/6/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	22WBAD7AEF	9/6/2020	9/6/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Prof Liability			031711160	9/6/2020	9/6/2021	Each Claim Limit 10,000,000
F	Excess Umbrella			ZUP-16N90424-20-NF	9/6/2020	9/6/2021	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Contract: C19-2840-AP, A/E Design Services West Apron Expansion

Certificate Holder is shown as Additional Insured regarding the General Liability and Commercial Auto Liability as required by written contract subject to policy terms, conditions and exclusions.

A Waiver of Subrogation is included in favor of the Certificate Holder regarding the General Liability, Auto Liability and Workers Compensation as required by written contract and subject to policy terms, conditions and exclusions.

C19-2791-AP

CERTIFICATE HOLDER

Okaloosa County BOCC

Okaloosa County Board of County Commissioners
5479A Old Bethel Road
Crestview, FL 32536

SEP 22 2020

Received by
Risk Management

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

The ACORD name and logo are registered

CONTRACT #: C19-2791-AP
INFRASTRUCTURE CONSULTING & ENGINEERING, PLLC
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W (1) 2 YR RENEWAL

AYO

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2791-AP

CONTRACT#: C19-2791-AP
INFRASTRUCTURE CONSULTING &
ENGINEERING, PLLC
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

TASK ORDER #: 2 3

TASK ORDER AMOUNT: \$ \$10,000

OFFERED BY CONSULTANT:

Infrastructure Consulting and Engineering, PLLC
FIRM'S NAME

Doug Hambrecht; P.E.
REPRESENTATIVE'S PRINTED NAME

Doug Hambrecht
SIGNATURE

Vice President 08-17-20
TITLE DATE

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

APPROVED

AUG 19 2020

Okaloosa County Airports

[Signature]
SIGNATURE

Tracy Stage, 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.

[Signature]
PURCHASING MANAGER

08/20/2020
DATE

OMB Director/DATE

DATE

CHAIRMAN- Robert A. "Trey" Goodwin III
Board of County Commissioners

DATE

Task Order 02 – Miscellaneous Services

Description of Assignment

Infrastructure Consulting and Engineering, in accordance with our Master Services Agreement, will provide the Airport professional engineering consultant services for the Okaloosa County Airports System. This assistance will be for miscellaneous cad, environmental, planning, architecture and engineering design work. Assignments will be as requested by the Airports Deputy Director or other senior staff. An estimate of the hours required for each task shall be submitted in writing prior starting work. A schedule of the deliverable will also be agreed upon prior to authorization from the airport senior staff.

Deliverables shall be as requested but may include presentation drawings, excel spreadsheets, inserts for manuals, and electronic drawings.

Basis of Compensation/Period of Services:

Infrastructure Consulting and Engineering will provide the above services for a **Not-to-Exceed amount of \$10,000**. Actual invoices to the County will be billed based on actual hours worked at the negotiated rates within the master services contract.

Ad 11-22-17
Cayo 11/25/19

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2791-AP

TASK ORDER #: 2

Project Name: CONRAC Master Planning

TASK ORDER AMOUNT: \$ \$53,612

CONTRACT#: C19-2791-AP
INFRASTRUCTURE CONSULTING &
ENGINEERING, PLLC
GENERAL AVIATION ENGINEERING SERVICES
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

OFFERED BY CONSULTANT:

Infrastructure Consulting and Engineering, PLLC

FIRM'S NAME

Doug Hambrecht; P.E.

REPRESENTATIVE'S PRINTED NAME

SIGNATURE

Vice President

11-19-19

TITLE

DATE

RECOMMENDED FOR APPROVAL

Tracy Stage, A.A.E.

APPROVED BY OKALOOSA COUNTY

(Per Purchasing Manual)

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- \$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.

[Signature]
SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE

11-26-19
DATE

[Signature]
PURCHASING MANAGER
12/03/2019
DATE

[Signature]
OMB Director/DATE

12.9.2019
DATE

[Signature]
COUNTY ADMINISTRATOR John Hofstad
(if applicable)

12/6/19
DATE

CHAIRMAN- Charles K. Windes, Jr.

DATE



**Destin-Fort Walton Beach Airport (VPS), Florida
Rental Car Service and Storage Facilities
CONRAC Master Planning – Scope of Services**

SCOPE OF SERVICES

The airport desires to construct improvements to the current consolidated rental car facilities (CONRAC) at the Destin-Fort Walton Beach Airport (VPS). Short-term repairs and improvements to the CONRAC are under design in a separate contract. This work scope will focus on the needs and requirements to meet anticipated passenger demands projected in the recently completed (January 2019) Terminal Area Study / Terminal Layout Plan Update. The scope of this Task Order is to define the sub-area master plan requirements for the CONRAC operations, establish the preferred approach for the projects needed to meet plan objectives, and define the budgetary requirements of the improvements. All work will be performed by the CONSULTANT (Infrastructure Consulting & Engineering) except as noted as roles for others below. The following tasks are required to accomplish these goals.

Task 1 – Inventory of Existing Facilities. The CONSULTANT will confirm the available information on existing conditions that may affect the project. Review and confirm Airport Master Plan inventory of facilities (number of spaces, agency space allocations and areas used) versus tenant allocation plans for discussion of master plan projections and projects with Client. Produce a detailed map of subsurface utilities (gas, power, comm) around the moGas dispensers and to the fuel farm area based on available information from past projects.

Assumptions: Available additional information will be provided to the CONSULTANT in electronic format where available. The area covered by the project study and inventory is indicated in Exhibit A attached.

Deliverables: A base sheet / photo overlay will be created to use for the creation of alternative site concepts. A brief narrative of sources and a table of area uses will be provided to accompany the drawing.

Task 2 – Peer Case Studies Review. Review of case studies of up to five (5) five peer airports with enplanement levels near the projection for VPS in the long term. The review will look at size and location of the facility, traffic flows, location and method of customer interface, and number of agencies on-airport. The current NPIAS list and consultation with the Airport will be used to determine the peer facilities to be studied. Focus will be placed on similar markets, airports with constrained space similar to VPS, and passenger demographics. The Airports Director will approve the list of case study airports.

Assumptions: Case studies will be compiled from Airport website, internet searches, and consultation with peer Airport Staff (points of contact will be provided or approved by the Airport). The consultant shall visit the top two airports selected by the Airport to review and study their operations.

Deliverables: Graphic site plans of facilities with annotations of current enplanements, number of agencies served, and other pertinent facts of the location for comparison to VPS requirements.



**Destin-Fort Walton Beach Airport (VPS), Florida
Rental Car Service and Storage Facilities
CONRAC Master Planning – Scope of Services**

Task 3 – Tenant Agency Survey / Input Review. Through meeting discussions and / or questionnaires, the tenant agencies needs and preferences will be sought for issues including:

- Survey of rental agency current and projected activity and needs (number of spaces, agency space allocations and areas required)
- Summarize the operations of each agency to turn vehicles. Document their identified chokepoints.
- Fleet sizes and seasonal variations (peak periods versus minimum requirements)
- Customer processing location options
 - Terminal /Counters – relocation and expansion requirements
 - Customer Service Facility associated with possible garage development
 - Kiosk use and development
 - Shuttle bus to remote location from terminal
- Preferred member / club customer process and amenities (separate counters/ return lanes/ covered parking, etc.)
- Number and type of car washes (brush or brushless, dive through versus conveyor systems), need for dryers, need for prewash or other special needs
- Number of fuel pumps and allocation of lanes
- Number of vacuum and allocation of lanes, ability to by-pass fueling to go to wash / ready
- Potential separation of ready spaces and return spaces (possible separation of locations, potential return in garage, ready in surface spaces
- Need for coverage of any or all ready and return spaces?
- Sizing and use of rental car overflow lot pavements and timing /trigger for construction
- Lot security issues or concerns

Assumptions: Agencies or Airport will provide appropriate contacts authorized to represent the agency for the matters indicated above. Responses will be gathered and redistributed for comments

Deliverables: Narrative of discussions and program requirements in written and / or tabular form.

Task 4 - Facility Programming Requirements. From the results of Tasks 1-3, a program of requirements to meet the 20-year planning projection will be created to define the ultimate state of the CONRAC Facilities for the demand in the MPU. This will address any identified shortfalls in capacity from the demand for each element (especially fuel, vacuum and car wash process) and the expressed needs of the agencies and the Airport. These include: ready spaces requirements and flows, improving customer flows from counters to vehicles, return spaces requirements and flows, use of remote kiosks (conditioned), storage spaces capacity, service facilities, maintenance facilities, customer service areas, employee parking, deliveries, and shuttling options (with related costs).

Assumptions: Results of Tasks 1-4 reviewed and accepted by the Airport



**Destin-Fort Walton Beach Airport (VPS), Florida
Rental Car Service and Storage Facilities
CONRAC Master Planning – Scope of Services**

Deliverables: Narrative of discussions and program requirements in written and / or tabular form. After review, any comments from the Airport will be incorporated into the final draft.

Task 5 - Conceptual Alternatives. Potential solutions to meet the ultimate facility requirements determined in Task 4 will be created. Up to five (5) concepts will be created. Site plans will illustrate the location and size of the buildings, additions or changes to roads, parking, fencing, and pavements; schematic extension of utilities from existing services as applicable; and relation to airfield operations area (AOA) boundaries. At least one concept will be an option for CONRAC without use of a garage since there is space for added public parking in surface lots (areas 7 and 8 in the west development area of the terminal layout plan). At least one concept will include return spaces in a garage, with ready spaces in the current surface location.

Assumptions: One (1) meeting will be held with Airport to discuss the alternatives created in Task 5, which will result in the selection of a preferred alternative for the final recommendations and estimates and presentation to the agencies.

Deliverables: Sketches of the alternative site plans. Draft copies will be provided to the Airport representatives for review. After any comments are forwarded from the Airport representatives, final copies of the selected alternative will be provided.

Task 6 – Conceptual Costs. Analysis of the building and site development construction costs based on the preferred alternative. If required, cost allowances will be established for furnishings, equipment, and landscaping. Total project costs should include individual estimates of professional services for design, testing, surveys, and other non-construction costs directly attributable to the project.

Deliverables: A table and narrative of the budgetary requirements for the terminal building. Draft copies will be provided to the Airport project representatives for review. After any comments are forwarded from the Airport representatives, final copies of the cost analysis will be provided.

Task 7 – Update Terminal Layout Plan. Incorporate selected alternative as a revision into the Terminal Layout Plan (TLP). Submit to FAA for approval.

Deliverable: Updated TLP and FAA approval letter.

Task 8 – Project Coordination Meetings. A total of three (3) meetings will be held to during this conceptual design effort; One for the initial inventory and agency input tasks, one with Airport staff for the selection of the preferred alternative(s), and one for the presentation of the recommendations and estimates. If additional coordination is needed, then this additional coordination shall take place by conference call and / or e-mail.



**Destin-Fort Walton Beach Airport (VPS), Florida
 Rental Car Service and Storage Facilities
 CONRAC Master Planning – Scope of Services**

PROJECT SCHEDULE

The work in Tasks 1-8 will be completed within 120 calendar days from the issuance of a Notice-To-Proceed, assuming no more than five (5) days are required for each scheduled review and comment period for the deliverables of that stage.

ID	Task Name	Duration	Start	Finish	August	September	October	November	December	January	February
1	CONRAC Master Plan	125 days	Tue 9/17/19	Sun 1/19/20							
2	Task 1 - Inventory of Existing Facilities	30 days	Tue 9/17/19	Wed 10/16/19							
3	<i>review meeting</i>	<i>1 day</i>	<i>Thu 10/17/19</i>	<i>Thu 10/17/19</i>							
4	Task 2 - Peer Case Studies Review	30 days	Fri 10/18/19	Sat 11/16/19							
5	Task 3 - Tenant Agency Survey / Input Review	40 days	Fri 10/18/19	Tue 11/26/19							
6	<i>review meeting</i>	<i>1 day</i>	<i>Wed 11/27/19</i>	<i>Wed 11/27/19</i>							
7	Task 4 - Facility Programming Requirements	25 days	Thu 11/28/19	Sun 12/22/19							
8	Task 5 - Conceptual Alternatives	34 days	Thu 11/28/19	Tue 12/31/19							
9	<i>review meeting</i>	<i>1 day</i>	<i>Wed 1/1/20</i>	<i>Wed 1/1/20</i>							
10	Task 6 - Conceptual Costs	15 days	Wed 1/1/20	Wed 1/15/20							
11	Task 7 - Update TLP and send to FAA	4 days	Thu 1/16/20	Sun 1/19/20							



**Destin-Fort Walton Beach Airport (VPS), Florida
Rental Car Service and Storage Facilities
CONRAC Master Planning – Scope of Services**

EXHIBIT A- CONRAC STUDY AREA

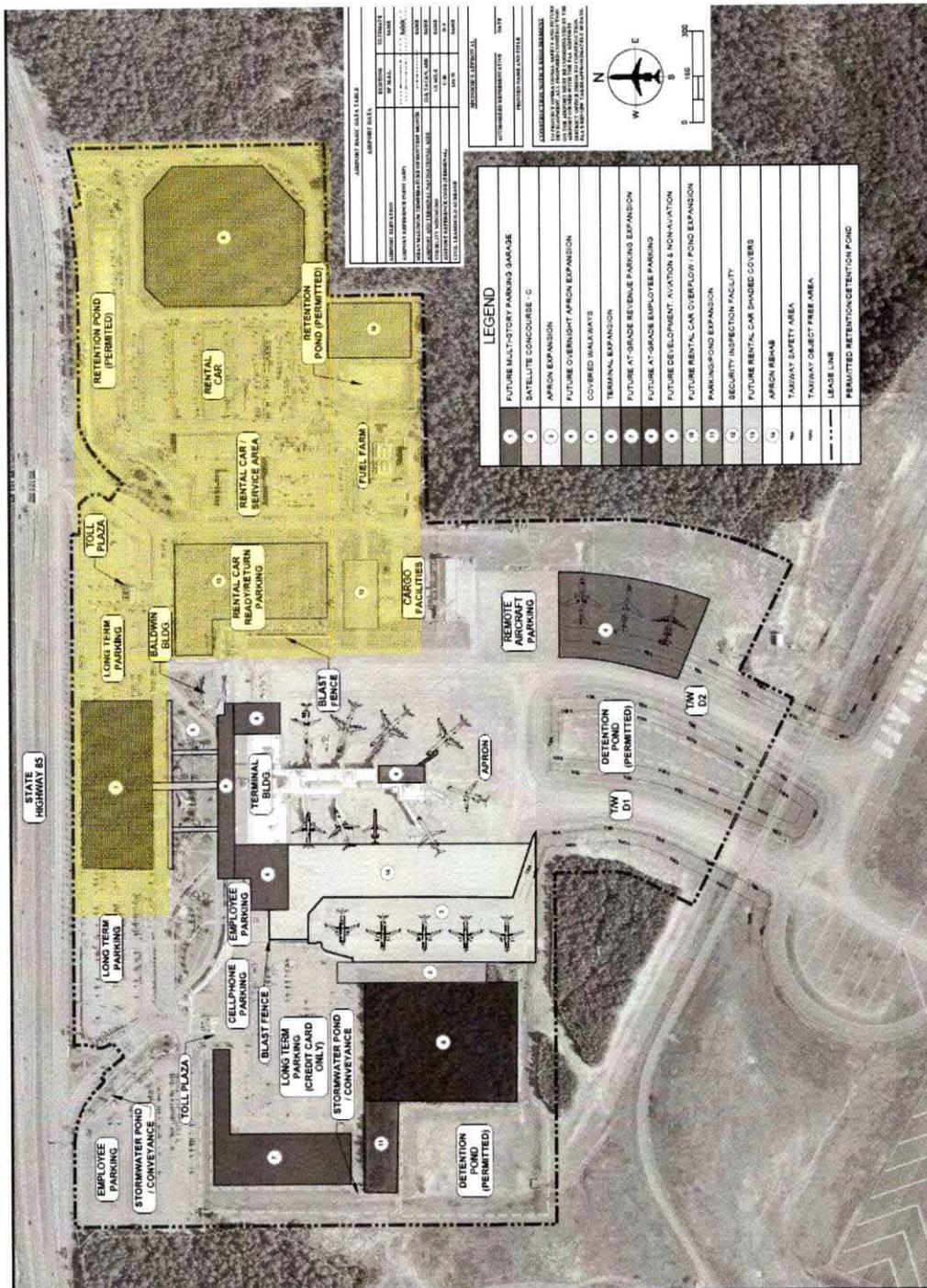


EXHIBIT "B"
MANHOUR AND FEE ESTIMATE
CONRAC Master Planning
for Okaloosa County

TASKS 1- 8 PLANNING

Item/Task Description	Project Manager	Senior Engineer	Engineer	CAD Designer	Admin.	Totals
1 Inventory and Review	8		12	12	4	36
2 Peer Case Studies	2	20	16		4	42
3 Agency Surveys and Input	3	8	16		8	35
4 Facility Programming Requirements	2	16	20		8	46
5 Conceptual Alternatives	8	25	25	60		118
6 Conceptual Costs	2	8	8	2		20
7 Update Terminal Layout Plan				12		12
8 Project Meetings	12	12			4	28
General Coord. / Project Management	12				2	14

Total:	49	89	97	86	30	351
Rate/Hour:	\$199.00	\$199.00	\$150.00	\$100.00	\$50.00	
Total Direct Labor:	\$9,751.00	\$17,711.00	\$14,550.00	\$8,600.00	\$1,500.00	\$52,112.00

Total Planning Tasks 1-8 (Lump Sum):

\$52,112.00

Direct Costs (NTE)

Travel to Peer Airports for operational review

\$1,500.00

Total Project Cost =

\$53,612.00

ALL 8-28-19
Ago 8/28/19

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2791-AP

CONTRACT: C19-2791-AP
INFRASTRUCTURE CONSULTING & ENGINEERING, PLLC
GENERAL AVIATION ENGINEERING SERVICES
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

TASK ORDER #: 1

TASK ORDER AMOUNT: \$ \$114,026

OFFERED BY CONSULTANT:

Infrastructure Consulting and Engineering, PLLC

FIRM'S NAME

Doug Hambrecht; P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

8-27-19

TITLE

DATE

RECOMMENDED FOR APPROVAL

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.



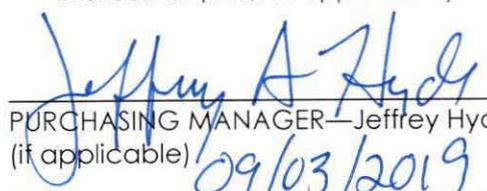
SIGNATURE—Tracy Stage, A.A.E.

Airports Director

TITLE

8-30-19

DATE



PURCHASING MANAGER—Jeffrey Hyde
(if applicable)

09/03/2019

DATE



OMB Director—Faye Douglas
(if applicable)

09.04.2019

DATE



COUNTY ADMINISTRATOR—John Hofstad
(if applicable)

9/4/19

DATE



CHAIRMAN- Charles K. Windes, Jr.



SEP 17 2019

DATE

EXHIBIT "A" SCOPE OF WORK

CONRAC FACILITY REFURBISHMENTS For Okaloosa County

PROJECT DESCRIPTION

Refurbishment project priorities are 1) Fuel Pump replacement; 2) New inventory control and lighting protection of same; 3) Vacuum replacement and adding more stations / hoses; 4) Car wash replacement.

1.1 Fuel Pumps- Upgrade existing *Reliance Series Pumps and Dispensers (model G6202D/2GJK remote dispensers)*. Currently, the pumps are analog readout with *PetroVend* chip-key controls. The dispensers would be replaced with digital readouts. Chip-keys will be replaced with proximity cards.

Estimated Costs 5 x 11,000 = \$55,000



1.2 Car Wash - System replacement is desired. Consider other option for brushless systems.

Car wash replacement with brushless units

Estimated Costs \$85,000 x 5 = \$425,000

1.3 Vacuums – One of the QTA capacity issues associated with vehicle turnaround is the vehicle vacuum component. A station of additional vacuums for each agency would decrease wait times associated with car turnaround times.

A single, larger vacuum canister and higher horsepower vacuum motor will be equipped with a combination of overhead rigid and dropdown flexible hoses to serve an additional station to the north of the current fuel and vacuum island.

New Vacuum Island / System Equipment Included:

- Vacuum Producer Rated for 10 Operators (1000 SCFM) w/ 25HP TEFC Motor, Vacuum Tubular Bag Separator w/Cotton Sateen Filter Bags and Vacuum Equalizing Line (For the use of dirt can liners, 100 are included), & Bleed Valve Hardware, mounted on a common steel frame.
- Blast Gate throttling valve (to prevent motor overload)
- Air Noise Silencer
- Also included is a Combination Starter/Disconnect Control Panel that includes Programmable 24-7 Run Timer, and Bleed Valve Controller.



Replace existing individual motors with another 25HP central motor.

Estimated Costs- 2 x \$75,000 = \$150,000

A weather protective covering will be installed at the new vacuum station. This will consist of a rain proof fabric type covering stretched over cantilever support arms and foundations.

Estimated Costs = \$120,000



1.4 Veeder Root - The existing Veeder-Root system for controls is maxed out. An *O.P.W. Integra 100 Automatic Monitoring System* replacement has been indicated in previously developed Avcon specifications for the fuel farm improvements, which will be incorporated into this project. It is imperative that replacements of this system include grounding and lightning protection to all low-voltage

(communication, security, inventory control) systems to prevent loss of service, as has occurred in the past whenever lightning strikes occur within a several mile radius.

Establish hard wired connection from Fuel Operators shed to the terminal admin offices for instant data monitoring. This can most likely be achieved by utilizing existing security camera fiber optic conduit from the nearest light pole mounted camera to the Baldwin Building. Establish better way of connecting fuel island Petrovend to operators shed (not subject to disruptions during lightning events)

Estimated Costs = \$375,000

Total Estimated Construction Costs = \$ 1,050,000

PROJECT SERVICES

TASK 1- PREDESIGN ACTIVITIES AND PRELIMINARY DESIGN SERVICES

During this phase of the project, the Consultant will meet with the Owner to discuss and define project requirements. This will be used to collect information on systems and manufacturers to replace or improve the facilities. The existing archive information will be reviewed against field conditions for areas of work. The project requirements and design areas impacted will be established. The design scope for related subconsultants will be established, as well as estimated costs of construction and a preliminary schedule for design and construction. The development of the project will be coordinated with Airport Staff.

TASK 2- 60% SERVICES

Based on the approved scope from Task 1, the Consultant will prepare preliminary drawings and specifications to indicate the scope of the project. Deliverables will also include an Engineer's Report and updated cost estimates. A senior staff member will review the documents for quality and completeness. The development of the project will be coordinated with Airport Staff. One meeting to review the project design documents will be conducted

60% Drawings are anticipated to include: Cover Sheet, Project Layout Plan, General Notes and Phasing, Demolition / Equipment Removal Plans, Fiber Optic Routing Plan, Equipment Layout and Location Plans, and Miscellaneous Details.

TASK 3- 90% DESIGN SERVICES

Based on the approved scope from Task 2, the Consultant will update the preliminary drawings and specifications to indicate the requirements of the selected equipment basis-of-design for the project. A preliminary set of Contract and Bidding requirements for inclusion in the project manual will be developed. Deliverables will also include an updated Engineer's Report and updated cost estimates. A senior staff member will review the documents for quality and completeness. The development of the project will be coordinated with Airport Staff. One meeting to review the project design documents will be conducted

90% Drawings are anticipated to include: Cover Sheet, Project Layout Plan, General Notes and Phasing, Demolition / Equipment Removal Plans, Fiber Optic Routing Plan, Equipment Layout and Location Plans, and Miscellaneous Details. These will be updated or supplemented as needed to illustrate the final developed scope of work.

TASK 4- 100% DESIGN SERVICES

Based on the deliverables in Task 3, final changes to the contract documents, technical specifications will be completed. Comments received from the County review, the Airport review, and applicable permitting agencies will be incorporated. Final "Front end" documents for the bidding and contract will be incorporated into the Project Manual. The development of the project will be coordinated with Airport Staff.

TASK 5- BIDDING SERVICES

They will also write the advertisement, perform coordination with County Purchasing and will:

- Prepare and coordinate Advertisement for Bids;
- Conduct Pre-Bid meeting, including agenda and minutes;
- Respond to questions;
- Prepare addenda as necessary;
- Assist the Airport in tabulating and evaluating bids; and
- Assist in the contract award and preparation of construction contract.

TASK 6- CONSTRUCTION ADMINISTRATION SERVICES

The Consultant's engineer will perform general coordination with the Airport, Subconsultants, Airport tenants, Contractor, subcontractors, will monitor contractor's progress, ensure contractor's compliance with Airport and TSA requirements, and will:

- prepare for and attend the Pre-Construction Conference;
- review shop drawings;
- review pay applications, payrolls, schedules, EEO reports, and DBE expenditure reports;
- review test results;
- make site visits (assume 8 total);
- review and respond to Requests for Information (RFIs);
- review change orders, if necessary;
- perform final inspection;
- review contract closeout documents submitted by the Contractor;

Construction Inspection

No full time Construction Inspection is included.

Quality Assurance Testing

Contractor shall provide their own Quality Control testing and submit to the Engineer for approval.

Other Provisions

The Airport will pay all costs associated with any permit application and/or impact fees.

PERIOD OF SERVICES

The following is an anticipated schedule for this project:

Design

- Initial Coordination, Permit meetings, and 60% design 30 days
 - Airport Review* 5 days
 - 90% Plans and Specifications, Development Coordination 35 days
 - Airport Review* 5 days
 - 100% Plans and Specifications 20 days
- 95 Days

Bidding

- Advertisement 30 days
- Award 60 days

Construction

- Construction 140 Days

Destin Ft. Walton Beach ConRAC Facility Upgrades

prepared 07-15-19

Schedule

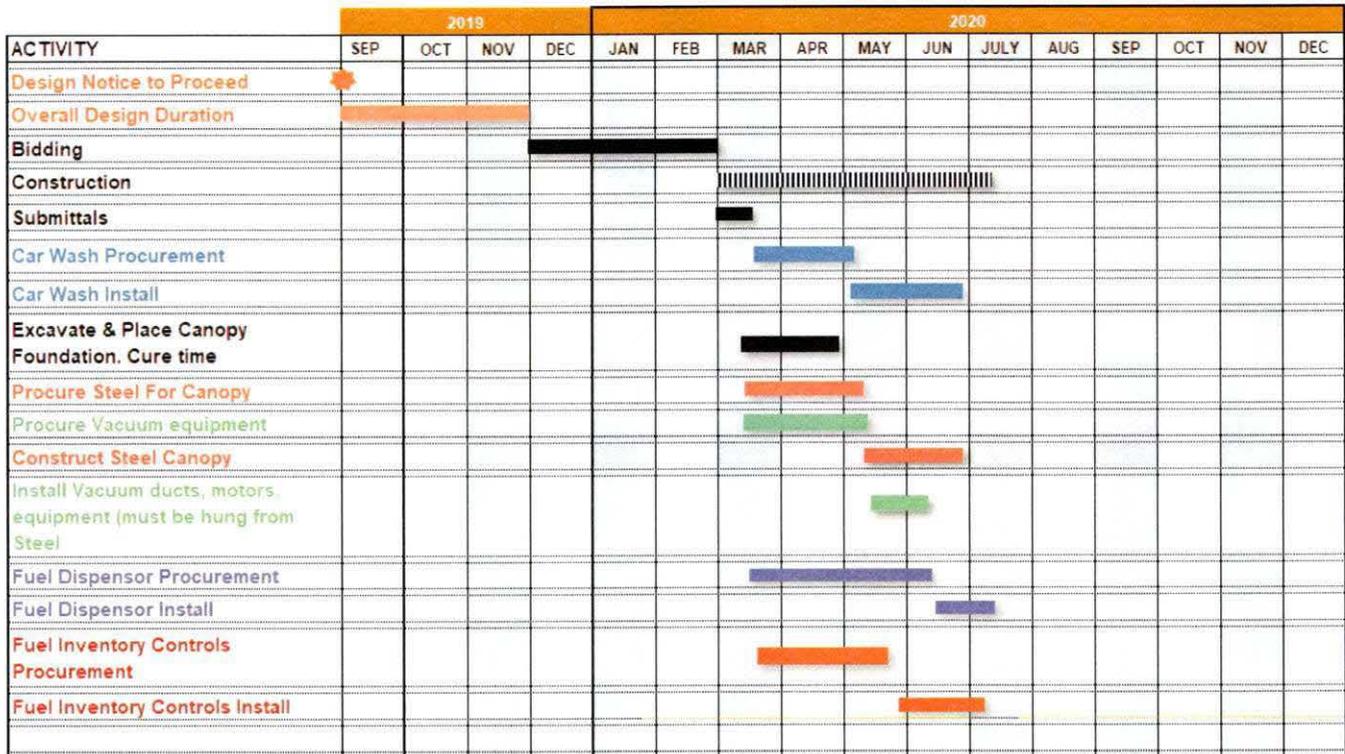






EXHIBIT "B"
MANHOOR AND FEE ESTIMATE
CONRAC RENOVATIONS AND REFURBISHMENT
for Okaloosa County
FEE SUMMARY



BASIC SERVICES

DESIGN

Task 1 - Task 1 - Pre-Design Activities and Preliminary Design	\$11,256.00
Task 2 - 60% Design	\$29,348.00
Task 3 - 90% Design	\$19,049.00
Task 4 - 100% Design	\$9,671.00

SUBTOTAL BASIC SERVICES : \$69,324.00

SUBCONSULTANT

Plumbing / Structural- Burns Engineering	\$6,000.00
Electrical - Ohmega Group (DBE)	\$8,000.00

TOTAL BASIC SERVICES : **\$83,324.00**

BIDDING AND CONSTRUCTION

BIDDING

Task 5 - Bidding	\$7,586.00
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CONSTRUCTION PHASE

Task 6 - Construction Administration	\$16,116.00
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SPECIALTY SERVICES

SUBCONSULTANTS

Geotechnical (Resistivity) - Terracon	\$2,000.00
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TOTAL SPECIALTY SERVICES SUBCONSULTANT : \$2,000.00

PERMITTING

County Development Permit	\$5,000.00
Stormwater Permitting (County/ NFWFMD)	N/A

TOTAL PERMITTING : \$5,000.00

TOTAL PROFESSIONAL FEES (Lump Sum): **\$114,026.00**

EXHIBIT "B"
MANHOUR AND FEE ESTIMATE
CONRAC RENOVATIONS AND REFURBISHMENT
for Okaloosa County

TASK 1 - PRE DESIGN ACTIVITIES AND PRELIMINARY DESIGN

Item/Task Description	Project Manager	Senior Engineer	Engineer	CAD Designer	Admin.	Totals
1.1 Kick Off Meeting	4	4			2	10
1.2 Data Collection	4	8			2	14
1.3 Field Review	4		4			8
1.4 Design Criteria and Scoping	5	8			3	16
1.5 Plumbing, Structural and Electrical Sub coordination	1		4	2	1	8
1.6 Cost Estimates/ Schedules			4			4
1.7 Project Management	6				2	8
Total:	24	20	12	2	10	68
Rate/Hour:	\$199.00	\$199.00	\$150.00	\$100.00	\$50.00	
Total Direct Labor:	\$4,776.00	\$3,980.00	\$1,800.00	\$200.00	\$500.00	\$11,256.00
Total Task 1 (Lump Sum):						\$11,256.00

EXHIBIT "B"
MANHOUR AND FEE ESTIMATE
CONRAC RENOVATIONS AND REFURBISHMENT
for Okaloosa County

TASK 2 - 60% DESIGN

Item/Task Description	Project Manager	Senior Engineer	Engineer	CAD Designer	Admin.	Totals
2.1 Meeting AIRPORT	4	4			2	10
2.2 General Coordination with Airport Staff.					2	2
2.3 Preliminary Engineer's Report	1	2			4	7
2.4 Updated Cost Estimates.	1	2	2	2	2	9
2.5 Preliminary Technical Specifications.	2	2	20		8	32
2.6 Quality Control Review.	3					3
2.7 Product Research and Vendor Coordination	4	12	6	5		27
2.18 Project Management	10					10
Plan Sheets						
Cover Sheet			1	2		3
Project Layout Plan			2	8		10
General Notes and Phasing	1	2	1	2		6
Demolition / Equipment Removal Plans			4	12		16
Fiber Optinc Routing Plan			2	12		14
Layout and Equip. Location Plans		2	22	30		54
Miscellaneous Details			4	12		16
Total:	26	26	64	85	18	219
Rate/Hour:	\$199.00	\$199.00	\$150.00	\$100.00	\$50.00	
Total Direct Labor:	\$5,174.00	\$5,174.00	\$9,600.00	\$8,500.00	\$900.00	\$29,348.00
Total Task 2 (Lump Sum):						\$29,348.00

EXHIBIT "B"
MANHOUR AND FEE ESTIMATE
CONRAC RENOVATIONS AND REFURBISHMENT
for Okaloosa County

TASK 3 - 90% DESIGN

Item/Task Description	Project Manager	Senior Engineer	Engineer	CAD Designer	Admin.	Totals
3.1 Meetings- Airport, County Development, County Utilities.	4	4			2	10
3.2 General Coordination with Airport Staff.		8				8
3.3 Preliminary Front End Documents.	2	4			4	10
3.4 Final Technical Specifications.	1	4	14		4	23
3.11 Final Drawings		4				4
3.13 Update Cost Estimates.			2			2
3.14 Foundation Design for Canopy	1	2	4		4	11
3.15 Quality Control Review.	8				2	10
3.16 Project Management	5				2	7
Plan Sheets						
General Notes and Phasing		2	2	2		6
Demolition / Equipment Removal Plans				14		14
Layout and Equip. Location Plans		2	8	12		22
Miscellaneous Details			2	4		6
Total:	21	30	32	32	18	135
Rate/Hour:	\$199.00	\$199.00	\$150.00	\$100.00	\$50.00	
Total Direct Labor:	\$4,179.00	\$5,970.00	\$4,800.00	\$3,200.00	\$900.00	\$19,049.00
Total Task 3 (Lump Sum):						\$19,049.00

EXHIBIT "B"
MANHOOR AND FEE ESTIMATE
CONRAC RENOVATIONS AND REFURBISHMENT
for Okaloosa County

TASK 4 - 100% DESIGN

Item/Task Description	Project Manager	Senior Engineer	Engineer	CAD Designer	Admin.	Totals
4.1 Review Meeting.	4	4				8
4.2 General Coordination.					2	2
4.3 Respond and Incorporate County Comments.			4	8	4	16
4.4 Respond Incorporate Permitting Comments.			4	8	2	14
4.5 Final Front-end Documents.	1	2			4	7
4.6 General Provisions/Supplementary Conditions.	1	4			4	9
4.7 Bid Schedule.	1	2	2			5
4.8 Project Management	10					10
	17	12	10	16	16	71
Total:	\$199.00	\$199.00	\$150.00	\$100.00	\$50.00	
Rate/Hour:	\$3,383.00	\$2,388.00	\$1,500.00	\$1,600.00	\$800.00	\$9,671.00
Total Direct Labor:						\$9,671.00

EXHIBIT "B"
MANHOUR AND FEE ESTIMATE
CONRAC RENOVATIONS AND REFURBISHMENT
for Okaloosa County

TASK 5 - BIDDING

Item/Task Description	Project Manager	Senior Engineer	Engineer	CAD Designer	Admin.	Totals
5.1 Advertise and Coordinate with County Purchasing	4		6			10
5.2 Pre-Bid Agenda			2		2	4
5.3 Conduct Pre-Bid Conference	5		5			10
5.4 Minutes to Pre-Bid Conference	1		2		4	7
5.5 Answers to Bidders/Issue Addenda	2		4		8	14
5.6 Review Bids for Responsiveness	1		6		2	9
5.7 Bid Tab/ Recommendation of award	1		1		2	4
Total:	14	0	26	0	18	58
Rate/Hour:	<i>\$199.00</i>	<i>\$199.00</i>	<i>\$150.00</i>	<i>\$100.00</i>	<i>\$50.00</i>	
Total Direct Labor:	\$2,786.00	\$0.00	\$3,900.00	\$0.00	\$900.00	\$7,586.00
Total Task 5 (Lump Sum):						\$7,586.00

EXHIBIT "B"
MANHOOR AND FEE ESTIMATE
CONRAC RENOVATIONS AND REFURBISHMENT
for Okaloosa County

TASK 6 - Construction Administration

Item/Task Description	Project Manager	Senior Engineer	Construction Manager	CAD Designer	Admin.	Totals
5.1 Project Management	16		10		4	30
5.2 Pre-Construction Agenda			2		2	4
5.3 Conduct Pre-Construction Conference	4		8			12
5.4 Minutes to Pre-Construction Conference	1		2		2	5
5.5 Answers to RFI's	1		12		4	17
5.6 Review Submittals	1		20		6	27
5.7 Site Visits / Progress meetings (0)*	0		0		0	0
5.8 Project Close-Out	1		12	8	8	29
Total:	24	0	66	8	26	124
Rate/Hour:	\$199.00	\$199.00	\$140.00	\$100.00	\$50.00	
Total Direct Labor:	\$4,776.00	\$0.00	\$9,240.00	\$800.00	\$1,300.00	\$16,116.00

Total Task 6 (Lump Sum): **\$16,116.00**

* site visits and construction visits shall be performed in conjunction with other County business

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: RFG 13-19 Tracking Number: 3256-19
Procurement/Contractor/Lessee Name: ICE Grant Funded: YES ___ NO X
Purpose: Gen. Aviatn engineering services
Date/Term: 3yrs w/ 1-2yr renewal 1. GREATER THAN \$100,000
Amount: _____ 2. GREATER THAN \$50,000
Department: AP 3. \$50,000 OR LESS
Dept. Monitor Name: T Stage

Purchasing Review

Procurement or Contract/Lease requirements are met:
[Signature] Date: 1-14-19
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Victoria Taravella

2CFR Compliance Review (if required)

Approved as written: N/A Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: see email Date: 1/18/19
Risk Manager or designee Laura Porter or Krystal King

County Attorney Review

Approved as written: see email Date: 1/18/19
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:
Clerk Finance

Document has been received: _____ Date: _____
Finance Manager or designee

Victoria Taravella

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Friday, January 18, 2019 12:19 PM
To: Victoria Taravella
Cc: Murphy, Katharine
Subject: Re: Draft Contract for 13-19
Attachments: image001.jpg

This is approved for legal and Risk purposes.

Sent from my iPhone

On Jan 18, 2019, at 12:17 PM, Victoria Taravella <vtaravella@myokaloosa.com> wrote:

Thank you, please see attached with requested edits. I'm not sure what Exhibit A is, and it was a question that was asked throughout the editing process so I just changed them to A and B respectively. Thank you,

Victoria Taravella

Contracts & Lease Coordinator
Okaloosa County Purchasing Dept.
5479A Old Bethel Road
Crestview, FL 32536

vtaravella@myokaloosa.com

Phone: (850) 689-5960

Fax: (850) 689-5970

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From: Murphy, Katharine [<mailto:kmurphy@ngn-tally.com>]
Sent: Friday, January 18, 2019 9:44 AM
To: Victoria Taravella <vtaravella@myokaloosa.com>
Cc: Parsons, Kerry <KParsons@ngn-tally.com>
Subject: Draft Contract for 13-19

Attached please find Kerry's suggested changes to Contract No. 13-19. Thank you.

Katie Murphy
Legal Assistant

**Nabors
Giblin &
Nickerson** P.A.
ATTORNEYS AT LAW

1500 Mahan Drive, Suite 200
Tallahassee, Florida 32308
(850) 224-4070 Tel.
(850) 224-4073 Fax
kmurphy@ngnlaw.com

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<TASK ORDER AGREEMENT FOR CONTRACTOR SERVICES 111619 (KAP changes 1.18.19).docx>

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Katie Murphy
Legal Assistant

**Nabors
Giblin &
Nickerson** P.A.
ATTORNEYS AT LAW

1500 Mahan Drive, Suite 200
Tallahassee, Florida 32308
(850) 224-4070 Tel.
(850) 224-4073 Fax
kmurphy@ngnlaw.com

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CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

DeRita Mason

From: Robert "Chad" Rogers
Sent: Thursday, January 10, 2019 4:44 PM
To: DeRita Mason
Cc: Jeffrey Hyde; Victoria Taravella; Tracy Stage; Allyson Oury; Mike Stenson
Subject: RFQ AP 13-19 - Aviation Engineering Services

DeRita,

We have made a decision and Tracy has approved to add two consultants to our master agreements. Based on the committee's scoring please add the top two consultants to the ITA to award master agreements for AE services contracts for the terms specified in the RFQ. Thank you.

VR,

Chad

Robert C. Rogers, P.E.
Airports Project & General Aviation Manager
Okaloosa County Airports

1701 State Rd 85 N
Eglin AFB, FL 32542-1498
Office: (850) 651-7160 Ext. 1055
Cell: (850) 612-6862
E-mail: rrogers@myokaloosa.com



Destin Executive Airport (DTS) - Destin-Fort Walton Beach Airport (VPS) - Bob Sikes Airport (CEW)

www.FlyVPS.com www.FlyCEW.com www.FlyDTS.com

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records available to the public and media upon request. Therefore, this written email communication including your email address, may be subject to public disclosure.



**BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

CA#14

DATE: March 25, 2019
TO: Honorable Chairman and Distinguished Members of the Board
FROM: Greg Kisela
SUBJECT: ICE/Aviation Engineering Services
DEPARTMENT: OMB
BCC DISTRICT: 2

STATEMENT OF ISSUE: Request approval of the contract with Infrastructure Consulting & Engineering, PLLC. for General Aviation Engineering Services. This contract is based on task order, see Exhibit B for rates.

BACKGROUND & ANALYSIS: A Request for Qualifications for General Aviation Engineering Services was issued with an opening due date of December 19, 2018. Purchasing received six (6) responses. Those responses were evaluated by the Review Committee, Purchasing, and the Airports Department. Infrastructure Consulting & Engineering, PLLC., was selected by the committee as one of the most responsive and responsible vendors. The Intent to Award was issued on January 11, 2019 and all parties were notified that Infrastructure Consulting & Engineering, PLLC., had been selected.

FUNDING SOURCE, (If Applicable): This is an on-call continuing services contract with potentially multiple task/projects that will be executed. Task orders can be funded by local airport funds or partially by other sources such as grants or restricted accounts for particular purposes such as passenger facility charges.

Department #:

Account #:

Amount: \$

OPTIONS: Approve or Disapprove

RECOMMENDATIONS: Approval of the contract with Infrastructure Consulting & Engineering, PLLC., for General Aviation Engineering Services, in accordance with the rates in Exhibit B.

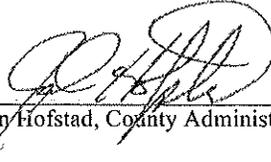


Greg Kisela, Deputy County Administrator 3/13/2019

RECOMMENDED BY:

me

47



John Hofstad, County Administrator

3/18/2019

APPROVED BY:

TASK ORDER AGREEMENT FOR CONTRACTOR SERVICES

(Master Services Agreement)

Between
Okaloosa County, Florida
And

Infrastructure Consulting & Engineering, PLLC

CONTRACT #: C19-2791-AP
Infrastructure Consulting & Engineering, PLLC
General Aviation Engineering Services
EXPIRES: 3/26/2022 w/one 2 yr renewal

This Agreement made on MAR 26, 2019 between Okaloosa County, Florida [COUNTY], whose address is 1250 N. Eglin Pkwy, Shalimar, Florida 32579, and Infrastructure Consulting & Engineering, PLLC, [CONTRACTOR], a Florida Profit Corporation authorized to conduct business in the State of Florida, having its principal office located at 1008 Airport Road, Unit B, Suite E, Destin, FL, 32541.

RECITALS

WHEREAS, COUNTY will require the services of qualified firms to perform certain professional aviation engineering services for the COUNTY's projects, as determined by the COUNTY; and

WHEREAS, pursuant to Section 287.055, Florida Statutes, the COUNTY has selected CONTRACTOR through a competitive selection process; and

WHEREAS, the CONTRACTOR has the expertise, and has thorough knowledge of such services, presented its expertise and knowledge in the statement of qualifications the CONTRACTOR submitted to the COUNTY dated December 19, 2018 in response to RFQ # AP 13-19.

WHEREAS, the County, as a recipient of federal assistance, is required to incorporate specific provisions in all contracts, regardless of funding source, with additional provisions being required for federally funded projects. These provisions are being incorporated per this amendment as stated in Exhibit "A" attached hereto; and

NOW, THEREFORE, in consideration of the mutual promises herein, the COUNTY and the CONTRACTOR agree as follows:

SECTION 1. BASIC SERVICES

- 1.1. **Recitals.** The recitals set forth above are true and correct and are incorporated herein as essential terms of this AGREEMENT. Contractor's proposal submittal to RFQ #AP 13-19 is also made part of this AGREEMENT, attached hereto as Exhibit "C" and incorporated by reference.
- 1.2. **Basic Services.** The services to be performed under this AGREEMENT shall be specifically described for each assignment in individual Task Orders written and executed in accordance with this AGREEMENT. Each assignment may consist of the following characteristics:

Engineering studies and design; surveys; preparation of specifications and contract documents; preparation of cost estimates; obtaining necessary permits; bid services; construction inspections; construction management; contract administration; airport airspace and geometric analysis; storm water analysis; presentations; assistance in identifying and acquiring grants; and any type of necessary environmental consulting. The types of projects which may be assigned include: pavement rehabilitation or new airfield pavement construction; fuel tanks and mechanical systems; facility remodel or new construction; security fencing; obstruction removal; aircraft jet bridges; security system enhancements to include cameras, badging controls, exit lanes and bag screening; parking structures and shade systems; utility infrastructure; storm water infrastructure and plans to meet permit compliance; localized master

plan and area development studies; produce exhibits for presentations; regulatory compliance and reports; and any other type of project which may be in the County's Airport Layout Plans for all three (3) County airports.

On an as-needed basis, COUNTY will issue Task Orders to the CONTRACTOR describing the work required for each assignment to be undertaken under this AGREEMENT. In response, the CONTRACTOR will prepare a scope of services and cost, which shall become part of the Task Order upon execution by both parties. No work will commence until a fully executed Task Order is received by the CONTRACTOR.

- 1.3. Term of Agreement.** This AGREEMENT will become effective upon full execution of this document by both parties, and will run for three years. Upon mutual written consent of both Parties, the AGREEMENT may be renewed for one (1) two (2) year period. When this AGREEMENT expires, it will be automatically extended for any individual executed Task Orders until the scope of services is completed and final invoice is paid. Regarding the previous TASK ORDER AGREEMENT FOR CONTRACTOR SERVICES (if applicable), any existing Task Orders for work not yet completed shall proceed and be extended under the terms and conditions of the previous agreement.

SECTION 2. ADDITIONAL SERVICES

- 2.1. Written Authorization.** Additional services may be required in carrying out the work. These Additional Services will be undertaken only upon written Amendment to the AGREEMENT and upon written authorization by both parties.

SECTION 3. OBLIGATIONS OF THE COUNTY

- 3.1. The COUNTY's Responsibilities.** It is agreed that certain obligations shall be performed or furnished by the COUNTY. These obligations include:
- 3.1.1.** Designating a representative who shall have authority to transmit instructions, receive information and enunciate the COUNTY's policies and decisions; COUNTY's representative shall be identified in the AGREEMENT. The COUNTY shall have the right, from time to time, to change the Designated Representative under the AGREEMENT, by sending notice at least ten (10) business days prior to the change in writing.
 - 3.1.2.** Arranging for and holding promptly any required meetings.
 - 3.1.3.** Making available to the CONTRACTOR all known existing information which may, in any way, be pertinent to the work herein described. CONTRACTOR will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the COUNTY.
 - 3.1.4.** Respond within a reasonable time to the CONTRACTOR's requests for written decisions or determinations, pertaining to the work, so as not to delay the services of the CONTRACTOR.
 - 3.1.5.** Giving prompt written notice to the CONTRACTOR whenever the COUNTY becomes aware of any event, occurrence, condition or circumstance which may substantially affect the CONTRACTOR's performance of services under this AGREEMENT.

SECTION 4. GENERAL CONTRACTOR OBLIGATIONS

- 4.1.** In addition to the specific scope(s) of service required under each authorized Task Order, CONTRACTOR shall be responsible for the following:
- 4.1.1.** CONTRACTOR shall designate in writing a person to act as CONTRACTOR's representative with respect

to the services to be rendered under this AGREEMENT. Such person shall have complete authority to receive instructions and information from the COUNTY and interpret and define CONTRACTOR's policies, specifications, and reports. CONTRACTOR shall have the right, from time to time, to change the Designated Representative under the AGREEMENT, by sending notice at least ten (10) business days prior to the change in writing.

- 4.1.2. CONTRACTOR shall retain complete and accurate analytical and financial records of all work performed pursuant to this AGREEMENT for the longer of (1) the period of five years following completion of services; or (2) the minimum period specified by the Florida Department of State. This record retention period may, upon notice to the CONTRACTOR by the COUNTY, be automatically extended during the course of any administrative or judicial action involving the COUNTY regarding matters to which the records are relevant.
- 4.1.3. CONTRACTOR shall maintain books, records, and documents directly pertinent to the performance under this AGREEMENT in accordance with generally accepted accounting principles consistently applies. The United States Environmental Protection Agency, the Comptroller General of the United States, the Department of Environmental Protection, the State, Okaloosa County, or their authorized representatives shall have access to such records for audit purposes during the term of this AGREEMENT and for five years following this AGREEMENT's completion.

SECTION 5. CONTRACTOR INDEMNIFICATION AND CLAIMS

- 5.1. The COUNTY agrees to include within contracts pertaining to construction under this AGREEMENT provisions providing contractor indemnification of the COUNTY and CONTRACTOR for other contractor's negligence.
- 5.2. The COUNTY shall require construction contractor(s) to name the COUNTY and CONTRACTOR as additional insureds on the contractor's general liability insurance policy.
- 5.3. **Changes.** The COUNTY may make or approve changes within the Scope of Services. If such changes affect CONTRACTOR's cost of or time for performance of the Services, an equitable adjustment may be made through an amendment in writing fully executed by both parties to the AGREEMENT.
- 5.4. **Indemnification.** CONTRACTOR to the fullest extent permitted by law, shall indemnify and hold harmless the COUNTY, its officers and employees for any claims, damages, losses, and costs, including, but not limited to, reasonable attorney's fees and litigation costs, arising out of claims by third parties for property damage or bodily injury, including death, to the proportionate extent caused by the negligence or willful misconduct of CONTRACTOR, CONTRACTOR's employees, affiliated corporations, and subcontractors in connection with Services performed. The Parties further agree that nothing contained herein is intended to nor shall be construed a waiver of the COUNTY rights and immunities under Section 768.28. Florida Statutes, as amended from time to time.

SECTION 6. TIME SCHEDULE

- 6.1. **Authorization.** Unless otherwise directed by the COUNTY, in writing, the CONTRACTOR shall commence the performance of the Basic Services upon execution of the AGREEMENT by both parties which shall constitute Authorization to Proceed.
- 6.2. **Additional Services.** Performance of any of the Additional Services described in Section 2 will commence as described in an executed written amendment to the AGREEMENT by both parties and shall be completed in accordance with a schedule set forth in the authorization.

SECTION 7. AMOUNT AND METHOD OF PAYMENT

- 7.1. Method of Payment.** For services provided under Section 1, Basic Services, and Section 2, Additional Services, payment shall be made in accordance with each authorized Task Order. CONTRACTOR will submit invoices for each Task Order to the COUNTY covering services completed to date and for those deliverables being completed and submitted. Each invoice will be prepared in CONTRACTOR's standard form and supported by documentation according to CONTRACTOR's standard practice. CONTRACTOR shall submit a progress report with each invoice. Within thirty (30) days of receipt of the invoice, the COUNTY shall give detailed, written notice of any sums which it may reasonably dispute or contest. If the parties are unable to resolve the matter within thirty (30) days, only that portion so reasonably contested may be withheld from payment. Invoices will be numbered sequentially and specify the time period for charges, the work performed, the amount requested for that invoice and a total amount paid to date and budget remaining. The CONTRACTOR shall clearly state "Final Invoice" on the CONTRACTOR's final/last invoice to the COUNTY. This shall indicate that contracted services have been performed and all charges and costs have been invoiced to the COUNTY. This invoice shall close all future billings and future charges shall be waived by CONTRACTOR. CONTRACTOR shall deliver to the COUNTY for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials required.
- 7.2. Payment by the COUNTY.** The COUNTY will process payment to the CONTRACTOR within thirty (30) days after receipt of CONTRACTOR's invoice.
- 7.3. Compensation.** The compensation for work tasks to be defined in each Task Order for each assignment to this AGREEMENT will be based on either a lump sum amount basis, or on CONTRACTOR's rates, included as Exhibit B, for the actual time worked on the project. Rates are not subject to change for the first three-year term. Exhibit B also includes the rates for the additional renewal periods. Reimbursement for Direct Expenses is also included in Exhibit B.
- 7.3.1.** Direct Expenses are those necessary costs and charges incurred for the project as described in the Task Order and further explained in Exhibit B. CONTRACTOR has represented that they are local providers; therefore, in general, travel expenses are not allowed expenses and will not be reimbursed. Travel expenses may only be approved/reimbursed by the COUNTY for specialized technical support, which would be authorized in advance in the specific Task Order. Any and all direct expenses requested by the CONTRACTOR shall only be eligible for reimbursement when proper documentation is provided with the invoice and payment request form. Fees not expressly provided on the rate schedule are not eligible for payment or reimbursement unless specifically authorized by a Task Order or through a subsequent written and fully executed Amendment of this AGREEMENT.
- 7.3.2.** Rates to be utilized for the duration of this AGREEMENT are as described in the fee schedule included as Exhibit B. These rates include all allowances for salary, overhead, and fees, but do not include allowances for Direct Expenses, as outlined in Exhibit B.

SECTION 8. CHANGES

- 8.1. Written Authorization.** The COUNTY may, at any time, by written fully executed amendment to the AGREEMENT, make changes in the services or work to be performed within the general scope of this AGREEMENT, including alterations, reductions, therein or additions thereto.
- 8.2. Equitable Adjustment.** Upon receipt by the CONTRACTOR of the COUNTY's notification of a contemplated change, the CONTRACTOR shall (1) if requested by the COUNTY, provide an estimate

for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY in writing if the contemplated change shall affect the CONTRACTOR's ability to meet the completion dates or schedules. If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any services, an equitable adjustment may be made and the AGREEMENT shall be modified in a fully executed written amendment.

SECTION 9. DISPUTES

9.1. Dispute Resolution. If a dispute or complaint [Dispute] arises concerning this AGREEMENT, CONTRACTOR and the COUNTY will use their best efforts to negotiate a resolution of the Dispute.

SECTION 10. DELAY OR SUSPENSION OF WORK

10.1. Convenience of the COUNTY. The COUNTY may order the CONTRACTOR to suspend, delay, or interrupt all or any part of the CONTRACTOR's services for such period of time as the COUNTY may determine to be appropriate for the convenience of the COUNTY.

10.2. Adjustment for Delay or Suspension of Work. If the performance of all or any part of the CONTRACTOR's services is suspended, delayed, or interrupted for the convenience of the COUNTY, an appropriate extension of time and compensation shall be made, and the AGREEMENT modified in writing accordingly. In the event CONTRACTOR is delayed in performance of Services by any act or neglect of the COUNTY, or anyone for whom the COUNTY is responsible, then CONTRACTOR's compensation and the work schedule shall be equitably adjusted in writing. CONTRACTOR's work schedule shall be equitably adjusted in writing for delays due to or by Acts of God, strikes, lockouts, accidents, or other events beyond the control of CONTRACTOR and the COUNTY. In the event delays are encountered for any reason, the parties agree to undertake reasonable steps to mitigate the effect of such delays.

SECTION 11. TERMINATION OF AGREEMENT

11.1. Written Notice. This AGREEMENT may be terminated by the COUNTY, without cause or for convenience, with thirty (30) calendar days' written notice. Furthermore, this AGREEMENT may be terminated with written notice for cause if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within five (5) calendar days of written notice and diligently complete the correction thereafter.

11.2. Adjustment for Services Performed. In the event that this AGREEMENT is terminated by either party, the CONTRACTOR shall be compensated for all services satisfactorily performed to the date of termination including reimbursable expenses, then due, and subcontractor termination costs. Such compensation shall be based on the arrangement set forth in the AGREEMENT or subsequent Amendments, unless otherwise agreed.

11.3. Termination for non-adherence to Public Records. This AGREEMENT may be unilaterally canceled by the COUNTY for unlawful refusal by the CONTRACTOR to allow public access to all documents, papers, letters, or other material made or received by the CONTRACTOR in conjunction with this AGREEMENT and subject to disclosure under Chapter 119, Florida Statutes (F.S.), and Section 24(a), Art. 1, Florida Constitution.

SECTION 12 INSURANCE

- 12.1. CONTRACTOR's Coverage.** Prior to commencing work, the CONTRACTOR shall obtain and maintain in effect for the duration of this AGREEMENT at its own cost and expense the following insurance with insurance companies licensed in the State of Florida and shall provide certificates evidencing such insurance, including coverage for contractual liability, to the COUNTY in a form acceptable to the COUNTY. Insurance carriers for General Liability and Motor Vehicle Liability shall be A+ rated by AM Best Company, and insurance carriers for Professional Liability shall be A-rated by AM Best Company. All insurance carriers shall have a financial size of X or higher.
- 12.2. Additional Insured.** The CONTRACTOR's policies or certificates for general and motor vehicle liability insurance shall name the COUNTY as an Additional Insured.
- 12.3. Certificate of Insurance.** All policies or certificates therefore, shall provide that thirty (30) days prior to cancellation or material change in the policies, notice of same shall be given to the COUNTY by certified mail, return receipt requested, for all policies so affected.
- 12.4. Minimum Coverage.** The minimum required coverage is the following:
- 12.4.1. Worker's Compensation and Employer's Liability.** Worker's Compensation in compliance with the statutory requirements of the State and Employer's Liability in compliance with the statutory requirements of the State.
- 12.4.2. General Liability.** Comprehensive general liability insurance covering operations, completed operations, contractual agreements, and independent contractors, each with minimum limits of liability as set forth below, issued to and covering the liability of the CONTRACTOR with respect to all work performed by the CONTRACTOR under this AGREEMENT.
- Bodily Injury, including death:
\$1,000,000 each person
\$1,000,000 each accident
Property Damage: \$500,000 each accident
- 12.4.3. Motor Vehicle Liability.** Motor vehicle liability insurance including all owned, hired, or non-owned vehicle equipment for minimum limits of:
- Bodily Injury, including death:
\$1,000,000 each person
\$1,000,000 each accident
Property Damage: \$500,000 each accident
- 12.4.4. Professional Liability.** Professional liability insurance in an amount of at least \$1,000,000 total limit of liability per claim and aggregate.

SECTION 13. GENERAL PROVISIONS

- 13.1. Successors.** This AGREEMENT is binding on the successors and assigns of the COUNTY and CONTRACTOR. The AGREEMENT may not be assigned by CONTRACTOR in whole or in part to any third parties without the written consent of the COUNTY.
- 13.2. Independent Contractor.** CONTRACTOR represents that it is an independent contractor and is not an employee of the COUNTY and CONTRACTOR shall be solely responsible for, at its own expense, withholding of all taxes, social security and insurance payments for its employees or agents. Under no circumstances shall CONTRACTOR or any of CONTRACTOR's employees look to the COUNTY as his/her employer, or as partner, agent or principal. Neither CONTRACTOR nor its employees shall be

entitled to any benefits accorded to the COUNTY's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay.

- 13.3. Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier. All notices shall be effective upon the date of receipt by the party. Notices shall be delivered or sent to the designated representative of the other party. All notices required in this AGREEMENT shall be in writing to the Designated Representative listed below:

13.3.1. Representatives.

13.3.1.1. The authorized representatives of the COUNTY shall be:

Name: Tracy Stage
Title: Director
Company: Okaloosa County Airports
Address: State Road 85
Eglin AFB, FL 32542
Telephone: 850-651-7160
Fax: 850-651-7164
E-Mail: tstage@myokaloosa.com

13.3.1.2. The authorized representative for CONTRACTOR shall be:

Name: Doug Hambrecht, P.E.
Title: Vice President
Company: Infrastructure Consulting & Engineering, PLLC
Address: 1008 Airport Road, Unit B, Suite E
Destin, FL 32541
Telephone: 813-330-2701
Fax: 803-822-0034
Email: doug.hambrecht@ice-eng.com

13.3.1.3 Courtesy copy to

Contracts & Leases Coordinator
Victoria Taravella
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, FL 32536
Fax: 850-689-5998

An address change may be sent to the other party at least ten (10) business days prior to its effective date.

- 13.4. Entire Agreement.** This AGREEMENT, including any Amendments, schedules, attachments and referenced documents, is the entire agreement between the COUNTY and the CONTRACTOR. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any changes to this AGREEMENT shall be in writing and fully executed by the COUNTY and CONTRACTOR. Attachments included and incorporated herein by reference are:
- 13.4.1.** Exhibit A– Standard Contract Clauses.
 - 13.4.2.** Exhibit B - Compensation and Hourly Per Diem Rate Schedule and Standard Rates for Direct Expenses for Professional Consulting Engineering Services to OCPW.
 - 13.4.3.** Exhibit C - CONTRACTORS proposal submittal to the COUNTY for RFQ #AP 13-19, 2018.
- 13.5. Governing Law & Venue** This AGREEMENT shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings arising out of this AGREEMENT shall be in the state courts of Okaloosa County, Florida.
- 13.6. Compliance with the Law** CONTRACTOR shall comply with all applicable federal, state, and local rules and regulations in providing services to the Department under this AGREEMENT. CONTRACTOR acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal, state and local health and safety rules and regulations.
- 13.7. Waivers and Severability** Unless otherwise specified in this AGREEMENT, a waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this AGREEMENT invalid, illegal, or otherwise unenforceable, the remaining provisions of the AGREEMENT shall remain in full force and effect. Limitations of liability, indemnities, and other express representations shall survive termination of this AGREEMENT for any cause.
- 13.8. Covenants.**
- 13.8.1.** The standard of care applicable to CONTRACTOR's engineering or related services will be the degree of skill and diligence normally employed by professional engineers or contractors performing the same or similar services at the time said services are performed. CONTRACTOR will re-perform any engineering or related services not meeting this standard without additional compensation. CONTRACTOR represents that it has or will secure at its own expense all necessary personnel, software, and equipment required to perform the services required by this AGREEMENT, unless modified by an Amendment. Such personnel shall not be employees of, or have a contractual relationship with the COUNTY. CONTRACTOR shall be solely responsible for adequate management and supervision of its employees, agents, and its subcontractors, the means, methods and techniques of performing its services and the technical accuracy and adequacy of reports of analysis and other deliverables required under this AGREEMENT.

13.8.2. CONTRACTOR warrants that it will perform its services in accordance with and comply with applicable Federal, State and local laws, ordinances, and regulations, including but not limited to, applicable provisions of the Federal Clean Air Act, as amended and the Federal Occupational Health and Safety Act, as amended at the time said services are performed.

13.9. Lower-Tier Subcontracts. CONTRACTOR warrants that it will not subcontract any portion of the services to be performed under this AGREEMENT without the prior written consent of the COUNTY, which consent may be withheld at the COUNTY's sole discretion. CONTRACTOR warrants that it will bind all approved, lower-tier subcontractors to the provisions of this AGREEMENT. However, neither this AGREEMENT, nor any lower-tier subcontracts will create any contractual relationship between any lower tier subcontractor and the COUNTY, nor shall the COUNTY have any liability to any lower- tier subcontractor. The CONTRACTOR shall be solely responsible for the satisfactory performance of services subcontracted by the CONTRACTOR.

13.10. Unauthorized Employment. The employment of unauthorized aliens by CONTRACTOR and any subcontractors subcontracted by the CONTRACTOR is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the CONTRACTOR knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

13.11. Confidentiality and Public Records.

13.11.1. CONTRACTOR warrants that it will not disclose and will hold confidential all technical data or other information furnished to CONTRACTOR by the COUNTY, or reviewed or generated by CONTRACTOR, including without limitation, all data reports, opinions, conclusions, or recommendations prepared by CONTRACTOR.

13.11.2. Notwithstanding the foregoing, CONTRACTOR shall not be obligated to maintain confidentiality of any such information if (1) its disclosure is required by applicable law or regulation, including but not limited to, Florida Statutes Chapter 119; (2) its disclosure is ordered by a court of competent jurisdiction or other governmental order or directive; (3) the COUNTY consents in writing (4) the information is/or becomes part of the public domain through no fault or negligence of CONTRACTOR; or (5) CONTRACTOR lawfully possessed the information prior to receipt from the COUNTY, provided however, in the event the CONTRACTOR shall be so required to disclose any such information pursuant to (1) or (2) above, CONTRACTOR shall prior to disclosure, give notice to the COUNTY, who shall have the right, at its own expense, to interpose all objections it may have to the disclosure of the information.

13.11.3. Public Records. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT

5479 OLD BETHEL ROAD CRESTVIEW, FL 32536. PHONE: (850) 689-5977 riskinfo@myokaloosa.com. CONTRACTOR must comply with the

public records laws, Florida Statute Chapter 119, specifically CONTRACTOR must: (1) Keep and maintain public records required by the COUNTY to perform the service; (2) Upon request from the COUNTY's custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes 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 for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the COUNTY; (4) Upon completion of the contract, transfer, at no cost to the COUNTY, all public records in possession of the contractor or keep and maintain public records required by the COUNTY to perform the service. If the CONTRACTOR transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

- 13.12. Conflict of Interest.** CONTRACTOR warrants that it and its employees do not have, nor shall they acquire any interest, direct or indirect which would constitute a conflict of interest in the performance of the services required under this AGREEMENT. A conflict of interest is defined to be any interest which in the COUNTY's reasonable judgment has the affect or appearance of affecting CONTRACTOR's impartial performance of its services.
- 13.13. Third Party Beneficiaries.** It is specifically agreed between the parties executing this AGREEMENT that it is not intended by any of the provisions of any part of the AGREEMENT to create in the public or any member thereof, a third party beneficiary under this AGREEMENT, or to authorize anyone not a party of this AGREEMENT to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this AGREEMENT.
- 13.14. Order of Precedence.** In the event of conflict between provisions of this AGREEMENT, the conflict or ambiguities shall be resolved by giving precedence as follows: the more specific and detailed provision shall take precedence.
- 13.15. Publicity.** CONTRACTOR shall not disclose the COUNTY's name or the nature of its services being provided or engage in any other publicity or public media disclosures with respect to its services to be performed under this AGREEMENT without the prior written consent of the COUNTY.
- 13.16. Taxes.** CONTRACTOR agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or

federal law, as it pertains to this AGREEMENT. CONTRACTOR further agrees that it shall protect, reimburse, and indemnify the COUNTY and assume all liability for its tax and assessment obligations under the terms of this AGREEMENT.

13.17. CONTRACTOR's Personnel at Construction Site.

- 13.17.1.** The presence or duties of CONTRACTOR's personnel at a construction site, whether as onsite representatives or otherwise, does not make CONTRACTOR or CONTRACTOR's personnel in any way responsible for those duties that belong to the Client and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction contract documents and any health or safety precautions required by such construction work.
- 13.17.2.** CONTRACTOR and CONTRACTOR's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except CONTRACTOR's own personnel.
- 13.17.3.** The presence of CONTRACTOR's personnel at a construction site is for the purpose of providing to the COUNTY a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). CONTRACTOR neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

SECTION 14. SPECIAL PROVISIONS, EXHIBITS AND SCHEDULE

14.1. This AGREEMENT is subject to the following special provisions:

- 14.1.1. Audit and Record Keeping.** The COUNTY and/or its designee shall have the right from time to time at its sole expense to audit the compliance by the CONTRACTOR with the terms, conditions, obligations, limitations, restrictions and requirements of this AGREEMENT and such right shall extend for a period of five (5) years after termination of this AGREEMENT. The CONTRACTOR shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied.

SECTION 15. AUTHORIZATION FOR EXECUTION

15.1. Execution Authority. This AGREEMENT is a valid and authorized undertaking of the COUNTY and CONTRACTOR. The representatives of the COUNTY and CONTRACTOR who have signed below have been authorized to do so.

IN WITNESS WHEREOF, the parties hereto have made and executed this AGREEMENT as of the day and year shown on first page of this AGREEMENT.

**Infrastructure Consulting &
Engineering, PLLC.**

OKALOOSA COUNTY, FLORIDA

Douglas Hambrecht Vice President
Printed Name/Title

Charles K. Windes, Jr.
Charles K. Windes, Jr., Chairman



[Signature]
Signature

Date: MAR 26, 2019

2-26-19
Date:

ATTEST:

J.D. Reacock II
J.D. Reacock II, Clerk



Standard Contract Clauses

Exhibit "A"

Title VI Clauses for Compliance with Nondiscrimination Requirements

Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- 1. Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2. Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- 3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
- 4. Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- 5. Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of

the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The [*contractor* | *consultant*] has full responsibility to monitor compliance to the referenced statute or regulation. The [*contractor* | *consultant*] must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text.

Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

E-VERIFY

Enrollment and verification requirements.

- (1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall-
 - a. Enroll. Enroll as a Federal Contractor in the E-Verify Program within thirty (30) calendar days of contract award;
 - b. Verify all new employees. Within ninety (90) calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); and,
 - c. Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within ninety (90) calendar days after date of enrollment or within thirty (30) calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
- (2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of
 - a. All new employees.
 - i. Enrolled ninety (90) calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
 - b. Enrolled less than ninety (90) calendar days. Within ninety (90) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the contractor, who are working in the United States, whether or not assigned to the contract, within three (3)

business days after the date of hire (but see paragraph (b)(3) of this section;
or

ii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)

- (3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State of local government or the government of a Federally recognized Indian tribe, or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements of (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.
- (4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within one hundred eighty (180) calendar days of-
- i. Enrollment in the E-Verify program; or
 - ii. Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contract information provided in the E-Verify program Memorandum of Understanding (MOU)
- (5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.
- i. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor, will be referred to a suspension or debarment official.
 - ii. During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

iii. Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee-

- (a) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (b) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (c) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12. Policy for a Common Identification Standard for Federal Employees and Contractors.

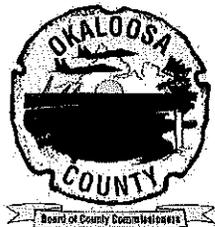
Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph € (appropriately modified for identification of the parties in each subcontract that-

- (1) Is for-(i) Commercial and noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or
 - (ii) Construction;
- (2) Has a value of more than \$3,500; and
- (3) Includes work performed in the United States.

Exhibit B

RFQ 13-19 Master Agreement Fee Rate Analysis

<i>ICE 2019 Master Agreement Proposal</i>	
Position	Hourly Rate
Project Manager	\$199.00
Senior Engineer	\$199.00
Engineer	\$150.00
CAD Designer	\$100.00
Construction Manager	\$140.00
Construction Inspector	\$85.00
Administrative	\$50.00



Board of County Commissioners Purchasing Department

State of Florida

Date: January 11, 2019

OKALOOSA COUNTY PURCHASING DEPARTMENT
NOTICE OF INTENT TO AWARD
RFQ AP 13-19

General Aviation Engineering Services for Okaloosa County Airport

Okaloosa County would like to thank all businesses which submitted responses to the General Aviation Engineering Services for Okaloosa County Airport. (RFQ AP 13-19)

After in-depth examination of all responses in accordance with the County's Purchasing Manual, the County announces its intent to award the contract/purchase order to the following:

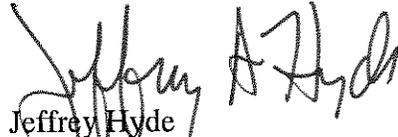
Avcon, Inc.
320 Bayshore Dr., Suite A
Niceville, FL 32578

Infrastructure Consulting & Engineering, PLLC
1008 Airport Road
Unit B, Suite E
Destin, FL 32541

This Notice of Intent does NOT constitute the formation of a contract/purchase order between Okaloosa County and the apparent successful bidder/respondent. The County reserves the right to enter into negotiations with the successful bidder/respondent in order to finalize contract terms and conditions. No agreement is entered into between the County and any parties until a contract is approved and fully executed.

Any person/entity desiring to file a procurement protest must meet all the standards and criteria in accordance with Section 30 of the Okaloosa County Purchasing Manual. Failure to file a protest within the time prescribed in Section 30.02 of the Okaloosa County Purchasing Manual, shall constitute a waiver of protest proceedings.

Respectfully,


Jeffrey Hyde
Purchasing Manager

[View assistance for SAM.gov](#)



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#)

[Login.gov FAQs](#)

- ⚠ ALERT - June 11, 2018: Entities registering in SAM must submit a **notarized letter** appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.
- ⚠ ALERT - There may be a delay in data updates between the Small Business Administration (SBA) and SAM. If you notice any issues with your entity's SBA status or trouble on the SBA Supplemental page, please contact the Federal Service Desk.

Search Results

Quick Search Results

Total records: 1

[Save PDF](#) | [Export Results](#) | [Print](#)

Result Page: 1

Sort by [Relevance](#) | Order by [Descending](#)

Your search for returned the following results...

Entity	Infrastructure Consulting & Engineering, PLLC	Status: Active
DUNS: 058232290	CAGE Code: 7NJY8	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 11/12/2019	Debt Subject to Offset?: No	
Purpose of Registration: All Awards		

Result Page: 1

[Save PDF](#) | [Export Results](#) | [Print](#)



IBM-P-20181206-1708
WWW7

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- [GSA.gov/IAE](#)
- [GSA.gov](#)
- [USA.gov](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



REQUEST FOR QUALIFICATIONS (RFQ) & RESPONDENT'S ACKNOWLEDGEMENT

RFQ TITLE:
GENERAL AVIATION ENGINEERING SERVICES
FOR OKALOOSA COUNTY AIRPORTS

RFQ NUMBER:
RFQ AP 13-19

ISSUE DATE: November 19, 2018 8:00 am (CST)

LAST DAY FOR QUESTIONS: December 3, 2018 3:00 pm (CST)

RFQ OPENING DATE & TIME: December 19, 2018 3:00 pm (CST)

NOTE: PROPOSALS RECEIVED AFTER THE DUE DATE & TIME WILL NOT BE CONSIDERED.

Okaloosa County, Florida solicits your company to submit a response on the above referenced goods or services. All terms, specifications and conditions set forth in this RFQ are incorporated into your response. A response will not be accepted unless all conditions have been met. All responses must have an authorized signature in the space provided below. All responses must be sealed and received by the Okaloosa County Purchasing Department by the "RFQ Opening Date & Time" referenced above. The address to submit packages is 5479A Old Bethel Rd., Crestview, FL 32536. All envelopes containing sealed bids must reference the "RFQ Title", "RFQ Number" and the "RFQ Opening Date & Time". Okaloosa County is not responsible for lost or late delivery of responses by the U.S. Postal Service or other delivery services used by the respondent. Neither faxed nor electronically submitted bids will be accepted. Responses may not be withdrawn for a period of ninety (90) days after the bid opening unless otherwise specified.

RESPONDENT ACKNOWLEDGEMENT FORM BELOW MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR QUALIFICATION PACKAGE. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDENT.

COMPANY NAME Infrastructure Consulting & Engineering, PLLC
MAILING ADDRESS 1008 Airport Road
Unit B, Suite E
CITY, STATE, ZIP Destin, FL 32541
FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): 45-3175330
TELEPHONE NUMBER: 813-330-2701 EXT: _____ FAX: 803-822-0034
EMAIL: doug.hambrecht@ice-eng.com

I CERTIFY THAT THIS SUBMITTAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDENT SUBMITTING FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS SOLICITATION AND CERTIFY THAT I AM AUTHORIZED TO SIGN THESE DOCUMENTS FOR THE RESPONDENT.

AUTHORIZED Mitchell Metts, PE
TYPED OR PRINTED NAME

SIGNATURE: *Mitchell Metts*

TITLE: Vice President of Special Projects DATE 12/10/2018

GENERAL AVIATION ENGINEERING SERVICES FOR OKALOOSA COUNTY AIRPORTS

Pursuant to section 287.055, Florida Statutes, and County policy, the Okaloosa County Board of County Commissioners (BCC) requests qualifications from professional engineering firms for public infrastructure projects for professional engineering services including but not limited to: engineering studies and design; surveys; preparation of specifications and contract documents; preparation of cost estimates; obtaining necessary permits; bid services; construction inspections; construction management; contract administration; airport airspace and geometric analysis; storm water analysis; presentations; assistance in identifying and acquiring grants; and any type of necessary environmental consulting. The types of projects which may be assigned include: pavement rehabilitation or new airfield pavement construction; fuel tanks and mechanical systems; facility remodel or new construction; security fencing; obstruction removal; aircraft jet bridges; security system enhancements to include cameras, badging controls, exit lanes and bag screening; parking structures and shade systems; utility infrastructure; storm water infrastructure and plans to meet permit compliance; localized master plan and area development studies; produce exhibits for presentations; regulatory compliance and reports; and any other type of project which may be in the County's Airport Layout Plans for all three (3) County airports. Services of the consultant(s) shall be under the general direction of the County Department Director initiating the work or his/her designee, who shall act as the County's representative during the performance of the scope of services.

Agencies desiring consideration should an original and one (1) thumb drive of their Request for Qualifications (RFQ) with the agency's areas of expertise identified. Hard copy submissions should be portrait orientation, unbound, and 8 ½" x 11" where practical. Guidelines detailing form and content requirements for the statement of qualifications are available by contacting Okaloosa County Purchasing Department, 5479A Old Bethel Road, Crestview, FL 32536, 850-689-5960, or download them from our website at <http://www.myokaloosa.com/purchasing/home>

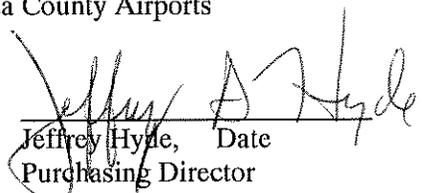
Submittals must be delivered to the Okaloosa County Purchasing Department at the address below no later than **December 19, 2018 @ 3PM** to be considered. **NOTE: Crestview, FL is not a next day guaranteed delivery location by most delivery services.** Proposers using mail or delivery services assume all risks of late or non-delivery.

All submittals must be in sealed envelopes reflecting on the outside thereof "**Request for Qualifications for General Aviation Engineering Services for Okaloosa County Airports**". Failure to mark outside of envelope as set forth herein shall result in the submittal not being considered.

The County reserves the right to award to the firm submitting qualifications with a resulting negotiated agreement that is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality. Okaloosa County shall be the sole judge of the submittal and the resulting negotiating agreement that is in its best interest and its decision will be final.

All submittals should be addressed as follows:

Okaloosa County Purchasing Department
RE: General Aviation Engineering Services for Okaloosa County Airports
RFQ AP 13-19
5479A Old Bethel Road
Crestview, FL 32536

 11/15/2018

Jeffrey Hyde, Date
Purchasing Director

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL
Graham W. Fountain, Chairman

**GUIDELINES FOR REQUEST FOR QUALIFICATIONS (RFQ):
GENERAL AVIATION ENGINEERING SERVICES FOR OKALOOSA COUNTY AIRPORTS**

The purpose of this Request for Qualifications is to provide interested consultants with guidelines and information to enhance their RFQ submission.

It is the intent of Okaloosa County, on behalf of its Airports Department, to contract with multiple professional engineering firms for engineering services including but not limited to: engineering studies and design; surveys; preparation of plans, specifications, and contract documents; preparation of cost estimates; obtaining necessary federal, state, and local governmental agency permits; competitive procurement services; construction inspection services; construction management; contract administration; project completion certifications and as-builts may be required; airport analysis including airspace and geometrics; storm water analysis and management; presentations to the Board of County Commissioners, Okaloosa County Aviation Board, and the general public; assistance in identifying and acquiring grants and loans from federal and state agencies or other applicable sources of funding; and any type of necessary environmental consulting. The types of projects which may be assigned include: pavement rehabilitation or new airfield pavement construction; fuel tanks and mechanical systems; facility remodel or new construction; security fencing; obstruction removal; aircraft jet bridges; security system enhancements to include cameras, badging controls, exit lanes and bag screening; parking structures and shade systems; utility infrastructure; storm water infrastructure and plans to meet permits and compliance (SWPPP or SPCC); localized master plan and area development studies; produce exhibits for presentations; regulatory compliance and reports; and any other type of project which may be in the County's Airport Layout Plans for all three County airports. Services of the consultant shall be under the general direction of the County Airports Department Director or his/her designee, namely the Airports Projects Manager, who shall act as the County's representative during the performance of the scope of services.

Negotiations will conform to the Florida Consultants Competitive Negotiation Act (CCNA) Chapter 287.057, Florida Statutes and abide by FAA criteria and County policies. Once fixed hourly costs are negotiated and contracts signed, each miscellaneous project will be negotiated to have work tasks that are either lump sum or time and expenses, with a not to exceed limit based on the agreed number of hours and ancillary expenses. The results of each negotiation will result in a Task Order for the miscellaneous project. The County's standard form of consulting agreement is attached and will be utilized.

The term of this contract will be for three (3) years. The County reserves the right to renew the contract for two (2) additional one (1) year contract periods for a total of up to five (5) years, mutually agreed upon by both parties.

The content of the RFQ of the successful firms will become a basis for contractual negotiations.

The selected consultant shall be required to assume responsibility for all services offered in their RFQ. The selected consultant shall be the sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

Payment schedule and basis for payment will be negotiated, but will be based upon documented work completed.

Proposals shall be submitted in the format described below:

1. **Letter of Interest** including a brief company synopsis and ability to assign resources to meet the County's needs related to AE services.

2. **Business Credentials** – Provide a summary of the consultant’s qualifications, to include specific capabilities of the firm and recognized expertise in any types of work requested. Indicate whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, if so; include a copy of the certification with submittal.
3. **Registration** – List of the State of Florida licensing/registration qualifications of the consultant’s personnel that may potentially assist in task orders and business office.
4. **Specific Accomplishments** – Provide a listing of the most relevant completed projects within the last five (5) years with a description of the work performed by the consultant representative of the type of work proposed under this Request for Qualifications. The list should include only projects that had significant input from individuals who will be assigned to work on County projects.
5. **Area of Expertise** – Provide a list of your company’s area of expertise. Include a listing of projects representative of this expertise. Firms are not required to have expertise in all areas to be considered and specific examples can go beyond the five (5) year period requested in item 4. Note that a multitude of services may be required and familiarity with grant funding agencies and client grant services should be highlighted relative to the ranking criteria.
6. **Project Management Organization** – Describe the organizational structure that will be used to manage projects and task orders. The consultant must identify key personnel to be assigned to projects, and provide a resume of their qualifications, education and experience. Highlight project manager strengths and responsiveness goals, as well as the lead office for the primary County point of contact (POC). Any subcontractors that intend to be used to perform portions of or specific types of work should also be clearly identified.
7. **References** – List three (3) references representative of past experience in the State of Florida similar to the services described herein, to include, at a minimum, a contact person, company name, phone number, and a brief description of the project or services rendered.
8. **Additional Information & Comments** – The contents under this heading are to be left to the discretion of the consultant. Material must be pertinent to the RFQ but not be otherwise requested in the Request for Qualifications. Consideration should be given to knowledge of the local construction environment and the Okaloosa Airports System, as well as experience in assisting with grant services for both state and federal agencies.

Evaluation / Selection of Submittals – The submittals will be reviewed by the County’s Standing Selection Committee. Proposals should be responsive to the items identified in this RFQ and contain no more than 15 pages not including standard forms, cover or table of contents. The Committee will select those firms deemed to be most responsive and hear presentations by those firms, if necessary.

The Committee will evaluate all submittals received and:

1. Prepare an alphabetical listing of those proposers determined to be interested and available. Evaluate the submittals meeting minimum submission criteria based upon qualifications and conduct discussions with those firms deemed to be the most highly qualified to provide the services required. Ranking of the best qualified firms will be based on the following considerations:
 - a. Responsiveness of the submittals clearly stating an understanding of the work to be performed for the County.

- b. Firm's reputation and competence, including technical education and training, experience in projects outlined in the RFQ, the extent of repeat business of the firm, and reference feedback.
 - c. Current workload and firm's capacity to perform future work.
 - d. Fields of work for which the firm is proposing to perform and past record of professional accomplishments related to the area(s) of work the firm is proposing to perform.
 - e. Qualifications and responsibilities of personnel to be assigned to the program including availability of adequate personnel, equipment, and facilities.
 - f. Extent of experience and past performance when working with FAA, FDOT, FDEP, NFWFMD, USACE, EPA, and Eglin AFB or other DoD agencies in the capacity as an agent attempting to obtain permits and approvals. This should include familiarity with grant programs and processes.
 - g. Firm's capability to meet schedules and past record of providing tasks and designs on or ahead of schedule.
 - h. Willingness to meet budget requirements including past performance examples.
 - i. Demonstrated expertise and experience in utilizing various design and modeling software.
 - j. Timely Responsiveness of Contractor to meet the County's needs. If the lead office or County point of contact is outside of 150 miles the RFQ should address the firm's plan to provide responsiveness to County needs, especially if construction services are provided.
2. Review of all submittals received will proceed as follows:
 - a. The Standing Selection Committee will review all written documents submitted.
 - b. The Committee's ranking of prospective firms shall be based on the firm's qualifications, capabilities, ability, education, and experience of personnel, past record, location of the firm or primary individual contact and the overall adherence to the Request for Qualifications.
 - c. The Committee may request oral presentations from the respondents when establishing the recommended priority or short list.
 3. Presentation of the rankings, selections, agreements and proposed contracts will be made to the Okaloosa County Board of County Commissioners in accordance with the Purchasing Department's policy related to the acquisition of services.
 4. At such time when an approval is granted by the Okaloosa County Board of Commissioners notification will be provided to each firm in accordance with the County's Purchasing Department policy.
 5. Direct one-on-one contact with the Committee members, County Commissioners or County Administrator is prohibited (exception: if the contact pertains to a specific existing Contract/Task Order) from the time this RFP is advertised until a contract is awarded. Any questions during this period must be directed to the Purchasing Manager or their appointed representative. Selection will be on the basis of professional qualifications and experience.
 - a. The Standing Selection Committee will evaluate and rank all submittals meeting the minimum submission requirements.

GENERAL SERVICES INSURANCE REQUIREMENTS

REVISED: 08/01/2018

CONTRACTORS INSURANCE

1. The Contractor shall not commence any work in connection with this Agreement until he/she has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable, the County shall be shown as an Additional Insured with a Waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies (redacted if necessary) of any insurance policies to document the insurance coverage specified in this Agreement.
7. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

WORKERS' COMPENSATION INSURANCE

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.

2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

BUSINESS AUTOMOBILE LIABILITY

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
2. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
3. Commercial General Liability coverage shall include the following:
 - 1.) Premises & Operations Liability
 - 2.) Bodily Injury and Property Damage Liability
 - 3.) Independent Contractors Liability
 - 4.) Contractual Liability
 - 5.) Products and Completed Operations Liability
4. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

PROFESSIONAL LIABILITY and/or ERRORS AND OMISSIONS LIABILITY

Coverage must be afforded for Wrongful Acts. Contractor must keep insurance in force until the third anniversary of expiration of this agreement or the third anniversary of acceptance of work by the County.

INSURANCE LIMITS OF LIABILITY

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1M each accident (A combined single limit)
3. Commercial General Liability	\$1M each occurrence for Bodily Injury & Property Damage \$1M each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1M each occurrence
5. Professional Liability (E&O)	\$1M each claim

NOTICE OF CLAIMS OR LITIGATION

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

INDEMNIFICATION & HOLD HARMLESS

Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

Note: For Contractor's convenience, this certification form is enclosed and is made a part of the bid package.

CERTIFICATE OF INSURANCE

- A. Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
- B. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation; ten (10 days' notice if cancellation is for nonpayment of premium)

- C. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
- D. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
- E. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
- F. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer.
- G. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.
- H. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR.

GENERAL TERMS

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

UMBRELLA INSURANCE

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

GENERAL CONDITIONS

1. PRE-QUALIFICATION ACTIVITY -

Addendum - Except as provided in this section, respondents are prohibited from contacting or lobbying the County, County Administrator, Commissioners, County staff, and Review Committee members, or any other person authorized on behalf of the County related or involved with the solicitation. All inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue must be directed in writing, by US mail or email to:

Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, FL 32536
Email: dmason@myokaloosa.com
(850)689-5960

All questions or inquiries must be received no later than the last day for questions (reference RFQ & Respondent's Acknowledgement form). Any addenda or other modification to the bid documents will be issued by the County five (5) days prior to the date and time of bid closing, as a written addenda distributed to all prospective respondents by posting to the Florida Online Bid System (Florida Purchasing Group) and the Okaloosa County Web Site.

To access the Florida Online Bid System go to: <https://www.bidnetdirect.com/florida>. To access the Okaloosa County Web Site go to: <http://www.myokaloosa.com/purchasing/current-solicitations>.

Such written addenda or modification shall be part of the RFQ documents and shall be binding upon each respondent. Each respondent is required to acknowledge receipt of any and all addenda in writing and submit with their documents. No respondent may rely upon any verbal modification or interpretation.

- 2. PREPARATION OF QUALIFICATIONS** – Qualifications which contain any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of public notice requesting qualifications may be rejected.
- A. Qualifications submitted by a corporation shall be executed in the corporate name by the president or a vice president or other corporate officer who has legal authority to sign.
 - B. Qualifications submitted by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature). The official address of the partnership shall be shown below the signature.
 - C. Qualifications submitted by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.
 - D. Qualifications submitted by an individual shall show the respondent's name and official address.

- E. Qualifications submitted by a joint venture shall be executed by each joint venture in the manner indicated in the Request for Qualification. The official address of the joint venture must be shown below the signature.
- F. All signatures shall be in blue ink. All names should be typed or printed below the signature.
- G. The submittal shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the form. The address and telephone # for communications regarding the submittal shall be shown.
- H. If the respondent is an out-of-state corporation, the submittal shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of Florida.

3. INTEGRITY OF QUALIFICATIONS DOCUMENTS – Respondents shall use the original qualification documents provided by the Purchasing Department and enter information only in the spaces where a response is requested. Respondents may use an attachment as an addendum to the qualification documents if sufficient space is not available. Any modifications or alterations to the original solicitation documents by the respondent, whether intentional or otherwise, will constitute grounds for rejection of submittal. Any such modifications or alterations that a respondent wishes to propose must be clearly stated in the respondent's response and the form of an addendum to the original documents.

4. SUBMITTAL OF QUALIFICATIONS – Qualifications shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or request for qualifications and shall be enclosed in an opaque sealed envelope plainly marked with the project title (and, if applicable, the designated portion of the project for which the qualifications are being submitted for), the name and address of the respondent, and shall be accompanied by the other required documents.

Note: Crestview is not a next day delivery site for overnight carriers.

5. MODIFICATION & WITHDRAWAL OF SUBMITTAL – Qualifications may be modified or withdrawn by an appropriate document duly executed in the manner that a submittal must be executed and delivered to the place where documents are to be submitted prior to the date and time for the opening of the solicitation.

If within 24 hours after qualifications are opened any respondent files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material substantial mistake in the preparation of its submittal, that respondent may withdraw its submittal, and the respondent's security will be returned. Thereafter, if the work is a re-qualification, that respondent will be disqualified from 1) further proposing on the work, and 2) doing any work on the contract, either as a subcontractor or in any other capacity.

Note: Crestview, Florida is "not a next day guaranteed delivery location" by delivery services.

6. QUALIFICATIONS DOCUMENTS TO REMAIN SUBJECT TO ACCEPTANCE – All qualifications documents will remain subject to acceptance or rejection for ninety (90) calendar days after the day of the opening, but the County may, in its sole discretion, release any submittal and return the respondent's security prior to the end of this period.

- 7. CONDITIONAL & INCOMPLETE QUALIFICATIONS** - Okaloosa County specifically reserves the right to reject any conditional submittal and qualifications which make it impossible to determine the true quality of services to be provided by respondent.
- 8. ADDITION/DELETION OF ITEM** – The County reserves the right to add or delete any item from this qualification or resulting contract when deemed to be in the County’s best interest.
- 9. APPLICABLE LAWS & REGULATIONS** – All applicable Federal and State laws, County and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the project shall apply to the qualifications throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.
- 10. DISQUALIFICATION OF RESPONDENTS** - Any of the following reasons may be considered as sufficient for the disqualification of a respondent and the rejection of its qualifications:
- a. Submission of more than one qualification for the same work from an individual, firm or corporation under the same or different name.
 - b. Evidence that the respondent has a financial interest in the firm of another proposer for the same work.
 - c. Evidence of collusion among respondents. Participants in such collusion will receive no recognition as respondents for any future work of the County until such participant has been reinstated as a qualified respondent.
 - d. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
 - e. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of qualifications.
 - f. Default under previous contract.
 - g. Listing of the respondent by any Local, State or Federal Government on its barred/suspended vendor list.

11. AWARD OF CONTRACT

Okaloosa County Review - Okaloosa County designated selection committee will review all qualifications and will participate in the Recommendation to Award.

The County will award the contract to the most qualified respondent, and the County reserves the right to award the contract to the respondent submitting the most responsive submittal with a resulting negotiated agreement which is most advantageous and in the best interest of the County, and to reject any and all qualifications or to waive any irregularity or technicality in qualifications received. Okaloosa County shall be the sole judge of the qualifications and the resulting negotiated agreement that is in its best interest and its decision shall be final.

Okaloosa County reserves the right to waive any informalities or reject any and all qualifications, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this RFQ and to accept the submittal that in its judgment will best serve the interest of the County.

Okaloosa County specifically reserves the right to reject any conditional qualifications and bids which make it impossible to determine the true quality of services to be provided by respondent.

- 12. PAYMENTS** – The respondent shall be paid upon submission of invoices and approval of acceptance by Okaloosa County Board of County Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview FL 32536, for the prices stipulated herein for articles delivered and accepted. Invoices must show Contract #.
- 13. DISCRIMINATION** - An entity or affiliate who has been placed on the discriminatory vendor list may not submit qualifications for a contract to provide goods or services to a public entity, may not submit qualifications on a contract with a public entity for the construction or repair of a public building or public work, may not submit qualifications on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
- 14. PUBLIC ENTITY CRIME INFORMATION** - Pursuant to Florida Statute 287.133, a respondent may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
- 15. CONFLICT OF INTEREST** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their qualifications the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies. Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.
- Note: For respondent's convenience, this certification form is enclosed and is made a part of this qualifications package.**
- 16. REORGANIZATION OR BANKRUPTCY PROCEEDINGS** – Qualifications will not be considered from respondents who are currently involved in official financial reorganization or bankruptcy proceedings.
- 17. INVESTIGATION OF RESPONDENT** – The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish any additional information and financial data for this purpose as the County may request.
- 18. CONE OF SILENCE CLAUSE** - The Okaloosa County Board of County Commissioners has established a solicitation silence policy (**Cone of Silence Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences from the date of advertisement until award of contract.

All communications shall be directed to the Purchasing Department.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.

19. REVIEW OF PROCUREMENT DOCUMENTS - Per Florida Statute 119.071 (2) 2 sealed bids, proposals, or replies received by an the County pursuant to a competitive solicitation are exempt from public disclosure until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

20. COMPLIANCE WITH FLORIDA STATUTE 119.0701 - The Respondent shall comply with all the provisions of section 119.0701, Florida Statutes relating to the public records which requires, among other things, that the Respondent: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon termination of the contract.

21. PROTECTION OF RESIDENT WORKERS – The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The respondent shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.

Respondents doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security's website and use the E-Verify Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.

22. SUSPENSION OR TERMINATION FOR CONVENIENCE - The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the Contract price and Contract time may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.

23. FAILURE OF PERFORMANCE/DELIVERY - In case of default by the respondent, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default shall result in cancellation of the contract and removal of the respondent from the vendor list for duration of one (1) year, at the option of County.

- 24. AUDIT** - If requested, respondent shall permit the County or an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under this contract from the date of the contract through three (3) years after the expiration of contract.
- 25. EQUAL EMPLOYMENT OPPORTUNITY; NON DISCRIMINATION** – Respondent will not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.
- 26. NON-COLLUSION** – Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents. See Florida Statute 838.22.
- 27. UNAUTHORIZED ALIENS/PATRIOT’S ACT** – The knowing employment by respondent or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a default of the contract. In the event that the respondent is notified or becomes aware of such default, the respondent shall take steps as are necessary to terminate said employment with 24 hours of notification or actual knowledge that an alien is being employed. Respondent’s failure to take such steps as are necessary to terminate the employment of any said alien within 24 hours of notification or actual knowledge that an alien is being employed shall be grounds for immediate termination of the contract. Respondent shall take all commercially reasonable precautions to ensure that it and its subcontractors do not employ persons who are not authorized to work by the immigration laws.

28. TITLE VI SOLICITATION NOTICE:

The **Okaloosa County Board of County Commissioners**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

29. The following documents are to be submitted with the qualifications packet. Failure to submit all required forms might result in your submittal being deemed non-responsive:

- A. Drug-Free Workplace Certification Form
- B. Conflict of Interest
- C. Federal E-Verify
- D. Cone of Silence
- E. Indemnification and Hold Harmless
- F. Addendum Acknowledgement
- G. Company Data
- H. List of References
- I. Certification Regarding Lobbying
- J. Sworn Statement – Public Entity Crimes
- K. Exhibit “C” General Grant Funding Special Conditions

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED PROPOSER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: 12/10/2018
COMPANY: Infrastructure Consulting & Engineering, PLLC
ADDRESS: Corporate: 1021 Briargate Circle
Columbia, SC 29210
Florida : 1008 Airport Road
Unit B, Suite E
Destin, FL 32541
PHONE NO.: 813-330-2701

SIGNATURE: 
NAME: Mitchell Metts, PE
(Typed or Printed)
TITLE: Vice President of Special Projects
E-MAIL: mitchell.metts@ice-eng.com

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected official(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO X _____

NAME(S)

POSITION(S)

FIRM NAME: Infrastructure Consulting & Engineering, PLLC

BY (PRINTED): Mitchell Metts, PE

BY (SIGNATURE): 

TITLE: Vice President of Special Projects

ADDRESS: Corporate: 1021 Briargate Circle, Columbia, SC 29210

Florida: 1008 Airport Road, Unit B, Suite E, Destin, FL 32541

PHONE NO. 813-330-2701

E-MAIL mitchell.metts@ice-eng.com

FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Proposer hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the contractor during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation of such verification to the COUNTY upon request.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: 12/10/2018 SIGNATURE: 
COMPANY: Infrastructure Consulting & Engineering, PLLC NAME: Mitchell Metts, PE
(Typed or Printed)
ADDRESS: Corporate: 1021 Briargate Circle TITLE: Vice President of Special Projects
Columbia, SC 29210
Florida : 1008 Airport Road, Unit B, Suite E
Destin, FL 32541 E-MAIL: mitchell.metts@ice-eng.com
PHONE NO.: 813-330-2701

INDEMNIFICATION AND HOLD HARMLESS

CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Infrastructure Consulting & Engineering, PLLC

Proposer's Company Name

Corporate: 1021 Briargate Circle, Columbia, SC 29210

Florida: 1008 Airport Road, Unit B, Suite E, Destin, FL 32541

Physical Address

1008 Airport Road, Unit B, Suite E

Destin, FL 32541

Mailing Address

813-330-2701

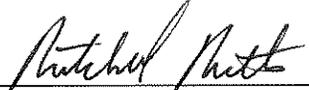
Phone Number

850-510-5525 (Doug Hambrecht, PE - Project Manager)

Cellular Number

12/10/2018

DATE



Authorized Signature – Manual

Mitchell Metts, PE

Authorized Signature – Typed

Vice President of Special Projects

Title

803-822-0034

FAX Number

850-510-5525 (Doug Hambrecht, PE - Project Manager)

After-Hours Number(s)

COMPANY DATA

Respondent's Company Name: Infrastructure Consulting & Engineering, PLLC

Physical Address & Phone #: **Corporate:** 1021 Briargate Circle, Columbia, SC 29210
Phone: 803-822-0333

Florida: 1008 Airport Road, Unit B, Suite E, Destin, FL 32541
Phone: 813-330-2701

Contact Person (Typed-Printed): Doug Hambrecht, PE - Project Manager

Phone #: 813-330-2701

Cell #: 850-510-5525 (Doug Hambrecht, PE - Project Manager)

Email: doug.hambrecht@ice-eng.com (Project Manager)

Federal ID or SS #: 45-3175330

DUNNS/SAM #: 058232290

Respondent's License #: CA30862 - ICE COA

Fax #: 803-822-0034

Emergency #'s After Hours,
Weekends & Holidays: 850-510-5525 (Doug Hambrecht, PE - Project Manager)

SYSTEM FOR AWARD MANAGEMENT (OCT 2016)

(a) Definitions. As used in this provision.

“Electronic Funds Transfer (EFT) indicator” means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see subpart 32.11) for the same entity.

“Registered in the System for Award Management (SAM) database” means that.

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see subpart 4.14) into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

“Unique entity identifier” means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity Identifier” followed by the unique entity identifier that identifies the Offeror’s name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM database.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

- (1) Company legal business name.
- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company Physical Street Address, City, State, and Zip Code.
- (4) Company Mailing Address, City, State and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov>.

Offerors SAM information:

Entity Name: Infrastructure Consulting & Engineering, PLLC

Entity Address: 1021 Briargate Circle, Columbia, SC 29210

Duns Number: 058232290

CAGE Code: 7NJY8

LIST OF REFERENCES

1. Owner's Name & Address: Volusia County

700 Catalina Drive, Suite 300

Daytona Beach, FL 32114

Contact Person: Karen Feaster (Deputy Airport Director)

Telephone: (386) 248-8030 Ext. 18304 Email: kfeaster@volusia.org

2. Owner's Name & Address: City of Sebastian

1225 Main Street

Sebastian, FL 32958

Contact Person: Scott Baker (Airport Manager)

Telephone: (772) 633-8987 Email: rbaker@cityofsebastian.org

3. Owner's Name & Address: City of Ocala

750 SW 60th Avenue

Ocala, FL 34474

Contact Person: Matt Grow (Airport Director)

Telephone: (352) 629-8377 Email: MGrow@Ocalafl.org

LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20

APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

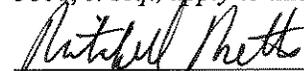
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*.)]

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, Infrastructure Consulting & Engineering, PLLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

 Signature of Contractor's Authorized Official

Mitchell Metts, PE - Vice
President of Special Projects Name and Title of Contractor's Authorized Official

12/10/2018 Date

**SWORN STATEMENT UNDER SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for Okaloosa County

2. This sworn statement is submitted by Infrastructure Consulting & Engineering, PLLC

Whose business address is: **Corporate:** 1021 Briargate Circle, Columbia, SC 29210 | Florida: 1008 Airport Road,

Unit B, Suite E, Destin, FL 32541
and (if applicable) its Federal Employer Identification Number (FEIN) is .

(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: 45-3175330

3. My name is Mitchell Metts, PE and my relationship to the entity named above is Vice President of Special Projects

4. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

X Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: 12/10/2018 Signature: *Mitchell Smith*

STATE OF: South Carolina

COUNTY OF: Richland

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this 10th day of December, in the year 2018.

My commission expires:
October 16, 2023

Lynda Monroe
Notary Public

Lynda Monroe
Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

Personally Known to Me
Type of ID

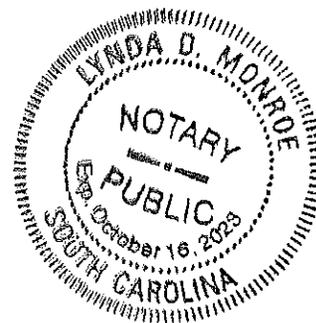


EXHIBIT C
GENERAL GRANT FUNDING SPECIAL CONDITIONS

Either this solicitation is fully or partially Grant funded. Respondents shall comply with the clauses as enumerated below.

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub L 100-690, Title V, Subtitle D) All contractors entering into Federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
2. **Contractor Compliance:** The contractor shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.
3. **Conflict of Interest:** The contractor must disclose in writing any potential conflict of interest to the County or pass-through entity in accordance with applicable Federal policy.
4. **Mandatory Disclosures:** The contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
5. **Utilization of Minority and Women Firms (M/WBE):** The contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime contractor will require compliance by all sub-contractors. Prior to contract award, the contractor shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)
Florida Department of Transportation
Minority Business Development Center in most large cities and
Local Government M/DBE programs in many large counties and cities

6. **Equal Employment Opportunity:** (As per Executive Order 11246) The contractor may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.
7. **Davis-Bacon Act:** If applicable to this contract, the contractor agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the County will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

8. **Copeland Anti Kick Back Act:** If applicable to this contract, contractors shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this contract. Contractors are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.
9. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701–3708): Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. **Clean Air Act (42 U.S.C. 7401–7671q.)** and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387): as amended—The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
11. **Debarment and Suspension** (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The contractor shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.
12. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352): Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall certify compliance.
13. **Rights to Inventions Made Under a Contract or Agreement:** If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

14. **Procurement of Recovered Materials:** Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
15. **Access to Records and Reports:**
Contractor will make available to the County's granting agency, the granting agency's Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, Okaloosa County, Okaloosa County Clerk of Court's Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the contractor that are pertinent to the County's grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the contractor's personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.
16. **Record Retention:**
Contractor will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.
17. **Federal Changes:** Contractor shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.
18. **Termination for Default (Breach or Cause):**
Contracts in excess of \$10,000 – If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the County may terminate the contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.
19. **Safeguarding Personal Identifiable Information**
Contractor will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.
20. **Prohibition on utilization of cost plus a percentage of cost contracts:** The County will not award contracts containing Federal funding on a cost plus percentage of cost basis.
21. **Prohibition on utilization of time and material type contracts:** The County will not award contracts based on a time and material basis if the contract contains Federal funding.
22. **Disputes:** Any dispute arising under this Agreement which is not settled by Agreement of the parties may be settled by mediation, arbitration, or other appropriate legal proceedings. Pending any decision, appeal or judgment in such proceedings or the settlement of any dispute arising under this Agreement, shall proceed diligently with the performance of this Agreement in accordance with the decision of the County. This

Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Okaloosa County.

23. **Energy Policy and Conservation Act (43 U.S.C. §6201)**

All contracts except micro-purchases (\$3000 or less, except for construction contracts over \$2000). Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE 12/10/2018

SIGNATURE: 

Infrastructure Consulting &
COMPANY: Engineering, PLLC

NAME: Mitchell Metts, PE

Corporate: 1021 Briargate Circle
ADDRESS: Columbia, SC 29210

TITLE: Vice President of Special Projects

Florida: 1008 Airport Road
Unit B, Suite E
Destin, FL 32541

E-MAIL: mitchell.metts@ice-eng.com

PHONE NO.: 813-330-2701

INFRASTRUCTURE CONSULTING AND ENGINEERING, PLLC

RESOLUTION OF AUTHORITY TO SIGN

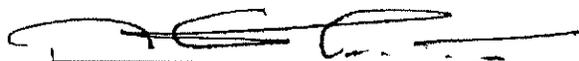
WHEREAS, the Company desires to grant signing and authority to certain person described hereunder.

RESOLVED, that the Board of Directors is hereby authorized and approved to grant signing and authority to submit qualifications and proposals to the following person:

Mitchell Metts, Member and Vice President of Special Projects

The foregoing signing and authority granted shall include, and be limited to, the submission of qualifications, bid proposals and project contracts. The undersigned hereby certifies that he/she is the duly elected and qualified Chairman of Infrastructure Consulting and Engineering, PLLC, a Limited Liability Company duly formed pursuant to the laws of the state of South Carolina and that the foregoing is a true record of a resolution duly adopted at a meeting of the and that said meeting was held in accordance with state law and the Bylaws of the above-named Limited Liability Company on March 5, 2018, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Chairman and have hereunto affixed the corporate seal of the above-named Limited Liability Company this 5th day of March, 2018.



R. Glen Lott
Chairman



Mitchel Metts, PE
Member and Vice President of Special
Projects



State of Formation: South Carolina
Official Address: Corporate Headquarters
1021 Briargate Circle
Columbia, SC 29210

State of Florida

Department of State

I certify from the records of this office that INFRASTRUCTURE CONSULTING & ENGINEERING, PLLC, LLC is a South Carolina limited liability company authorized to transact business in the State of Florida, qualified on December 2, 2015.

The document number of this limited liability company is M15000009625.

I further certify that said limited liability company has paid all fees due this office through December 31, 2018, that its most recent annual report was filed on March 29, 2018, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixteenth day of April, 2018*



Ken Ditzner
Secretary of State

Tracking Number: CU8571798737

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



1. LETTER OF INTEREST

December 19, 2018

Mr. Jeffrey Hyde
Purchasing Director
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, Florida 32536

RE: Response to RFQ AP 13-19 | General Aviation Engineering Services for Okaloosa County Airports

Dear Mr. Hyde and Selection Committee:

Infrastructure Consulting & Engineering, PLLC (ICE) is pleased to submit our Statement of Qualifications to the Okaloosa County Board of County Commissioners to provide General Aviation Engineering services at Destin-Fort Walton Beach Airport (VPS), Destin Executive Airport (DTS), and Bob Sikes Airport (CEW). The ICE Team is extremely excited to once again serve the County and has put together an unmatched team of professionals. Our Team possesses the necessary technical expertise and experience to provide the County with a full range of service and exceed your expectations.

ICE takes pride in assembling the most qualified staff and the “right team” to provide expert services to the County. For this contract, we are pleased to propose Doug Hambrecht, PE as our Project Manager because of his aviation experience, his keen understanding and in-depth knowledge specific to this contract, his dedication and reputation for providing excellent client service, and his 15-year history providing aviation engineering services to Okaloosa County Airports. Doug’s extensive experience will prove beneficial to the County when it comes to implementing future projects. Some of his project experience includes:

- West Apron Expansion (VPS)
- Terminal Apron Layout & A-Gate Boarding Bridges (VPS)
- Site Work for Terminal Expansion (VPS)
- East Side Additions, Fuel Farm Canopies, and Security Improvements (VPS)
- PAPI Installation (DTS)
- Apron Lighting and Vault Replacement (DTS)
- Cargo Facility (VPS)
- Rental Car Development Project (VPS)
- General Aviation Terminal Building (DTS)
- Taxiway “H” (CEW)

Our Team has an established working relationship with the Airport staff at all three airports. We understand the County’s expectations and are dedicated to assisting the County achieve their vision and goals. We are familiar with the County’s permitting, bidding, forms, contract administration, and project closeout processes. We have institutional knowledge of all three airports and have copies of all the projects completed there over the last 15 years, including as-builts, cad files, airport geometry, floor plans, installed products, and other important data. This will help with not only major projects, but smaller projects as well, such as replacing the vacuums at the rental car center. Our Team is prepared to successfully deliver any project, large or small, and we are committed to serve as a true partner to the airport staff. Selecting the ICE Team for this contract will alleviate any learning curve and will ensure successful contract completion.

ICE’s aviation personnel have decades of experience related to providing commercial service and general aviation engineering services, which has enabled our Team to develop a comprehensive understanding of airfield operations, safety and security needs, permitting requirements, specifications, grant management, and Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) regulations.

ICE is teaming with the following subconsultants to enhance our local presence and provide the best technical experts to meet the required services:

- Terracon Consultants, Inc. – Material Testing / Geotechnical Services
- Vanasse Hangen Brustlin, Inc. – Planning / Development Studies
- SAM Surveying and Mapping, LLC – Surveying Services
- Burns Engineering, Inc. – Mechanical / Plumbing / Structural Design Services
- The Ohmega Group, LLC (DBE) – Electrical / Security
- MLM-Martin Architects, Inc. (DBE) – Architectural Design



The ICE Team offers the following distinct advantages:

- **Project Understanding & Challenges:** After reviewing the County's CIP for FY 2019-2021, our Team is confident that our years of aviation experience and qualifications will ensure successful delivery of the potential projects at the County's Airports including: a terminal gate expansion, Foy Shaw Access Road (construction phase), intermodal access connector at CEW, main taxiway rehabilitation at VPS, and eastside security fence replacement at VPS. Our Team understands the importance of ensuring minimal disruption to the Airport's daily operations and we are accustomed to working with Airport's funding requirements, meeting schedules, and customizing an approach around peak seasons.
- **Resources:** ICE is licensed to perform aviation and transportation engineering services throughout the Southeast. We currently have 255 employees including 73 licensed professionals who provide engineering services from our 13 southeastern locations. Over recent years, ICE has experienced tremendous growth in our aviation division, due to our technical capabilities and qualified staff. Our repeat business is a direct result of the client service we provide. ICE has the ability, resources, and manpower to meet every milestone and deliverable and successfully complete any project the County may have during this contract.
- **Local Office:** ICE maintains an office in Destin, directly across the street from the Destin Executive Airport (address 1008 Airport Road). This will provide a fast response time and not cost the County any money for travel.
- **A Willingness to Serve:** The ICE Team will adhere to all requirements set forth by the County, listen to your needs and implement a design program that meets the project objectives financially, operationally, and functionally.

We hope you find the information contained in this proposal useful in your evaluation. If you have any questions during your review, please feel free to contact me or Doug at (850) 510-5525 or Doug.Hambrecht@ice-eng.com.

Respectfully submitted,
Infrastructure Consulting and Engineering, PLLC

R. Glen Lott | Chairman
glen.lott@ice-eng.com

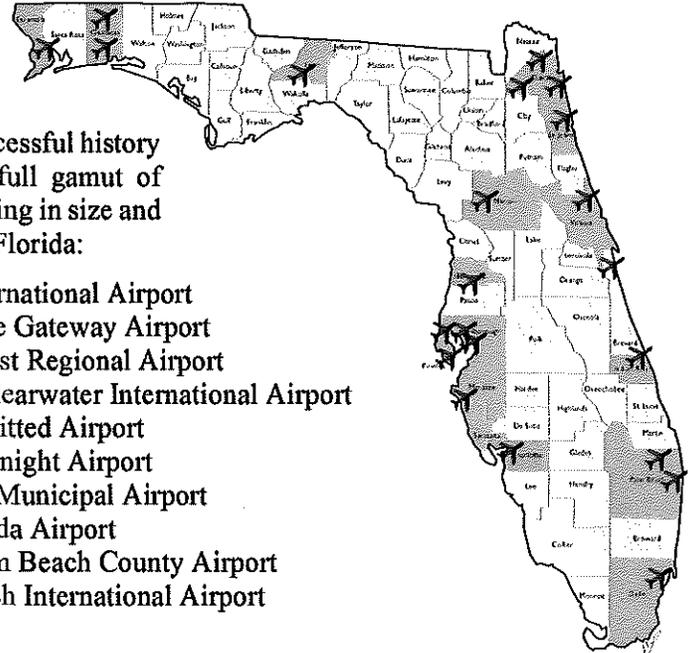


2. BUSINESS CREDENTIALIALS

Infrastructure Consulting & Engineering, PLLC (ICE), is a full-service aviation and transportation consulting engineering firm. ICE has been providing various consulting services, including aviation engineering, planning, design, and construction services similar to those anticipated at the Okaloosa County Airports with this proposed contract. If selected, ICE will be your primary consultant and contracting entity and will lead the Team's efforts to accomplish the County's airport engineering and planning goals from early development phases to final documentation and closeout. We have the ability and the experience to assist you with obtaining FAA and FDOT grants and will plan and design projects that meet the County's goals. We will manage and oversee the construction as required by the FAA and FDOT and as requested by the County.

ICE is committed to serving the Florida aviation community and Okaloosa County Airports.

Our Aviation Division includes professionals with a long and successful history of aviation experience. Our professionals have worked on a full gamut of projects at commercial service and general aviation airports, ranging in size and complexity throughout the Southeast including the following in Florida:



- Destin-Fort Walton Beach Airport
- Bob Sikes Airport
- Pensacola International Airport
- Tallahassee International Airport
- Jacksonville International Airport
- Cecil Airport
- Jacksonville Executive at Craig Airport
- Northeast Florida Regional Airport
- Daytona Beach International Airport
- Brooksville-Tampa Bay Regional Airport
- Treasure Coast International Airport
- Ocala International Airport
- Kissimmee Gateway Airport
- Space Coast Regional Airport
- St. Pete-Clearwater International Airport
- Albert Whitted Airport
- Peter O. Knight Airport
- Sebastian Municipal Airport
- Punta Gorda Airport
- North Palm Beach County Airport
- Palm Beach International Airport



ICE provides a broad range of professional engineering services for airside and landside projects. The ICE Team includes expert aviation engineers who will provide sound and innovative solutions for all of your aviation design, planning, and construction challenges. Our professionals strive to provide timely solutions and advice. We are committed and determined to fully assist Okaloosa County by becoming a seamless extension to your staff.

For this contract ICE will provide the following services:

- Program Management
- Landside Design
- Pavement Design
- Access Road Design
- Perimeter Fencing
- Grant Services
- Stormwater Design
- Environmental
- Permitting
- Taxiway Design
- Construction Inspection
- Intermodal Access Connector

Our subconsultants will provide the following services:

- Electrical/Security
- Surveying
- Architectural Design
- Planning/Development Studies
- Mechanical/Plumbing/Structural Design
- Materials Testing/Geotechnical Services
- Terminal Gate Design

The ICE Team includes two certified DBE firms, The Ohmega Group, LLC and MLM-Martin Architects, Inc.



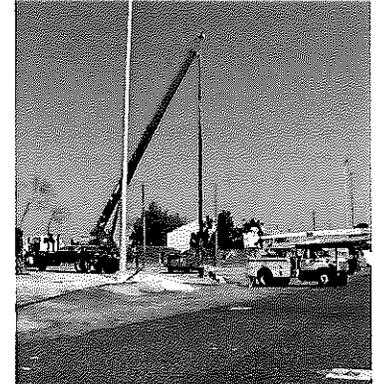
Past Record of Professional Accomplishments

Our Project Manager, Doug Hambrecht, PE, has performed numerous projects for Okaloosa County. Many of the projects identified in the RFQ and the projects listed in the Capital Improvement Plan (CIP) have a direct correlation to past projects he and the Team have successfully undertaken. In 2010, he was the Construction Project Manager for site work associated with the terminal concourse expansion (Phase 2) and new airline gates at the Destin-Fort Walton Beach Airport (VPS), which included 20,000 square feet of concrete apron reconstruction. In 2015, he was the designer for the two new boarding bridges at Gates A-1 and A-2. This project also included the bag lift elevators for the B gates. His experience gained through these terminal projects will enable him to assist the County in the anticipated terminal gate expansion identified in the County's CIP for FY2020.



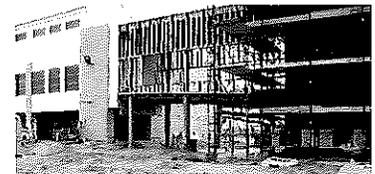
Bob Sikes Airport

At Destin Executive, Doug designed the site work and managed the construction for the GA Terminal Building (at the time operated by Miracle Strip Aviation). There were many other improvements at the airport he was directly responsible for including a replacement of the PAPI's, a new electrical vault building, airfield electrical, new vault regulators, and new high mast apron lights, to name a few.



Destin Executive Airport

In 2006, Doug oversaw the design and construction of a new 1,600-foot Taxiway "H" at the Bob Sikes Airport, which was completed under a grant from Enterprise Florida. Since then, Doug has managed dozens of taxiway rehabilitation and reconstruction projects including Taxiway "N" Reconstruction at Daytona Beach International Airport, Taxiway "C", "D", and "E" at Sebastian Municipal Airport, Pavement Reconstruction for Taxiway T" and "H" at Jacksonville International Airport, and Reconstruction of Exit Taxiways "C4" and "D" at Palm Beach International Airport. Doug's taxiway expertise will ensure the rehabilitation project anticipated for FY2019 will run smoothly and will meet FAA Advisory Circulars (ACs) requirements.



Destin - Fort Walton Beach Airport

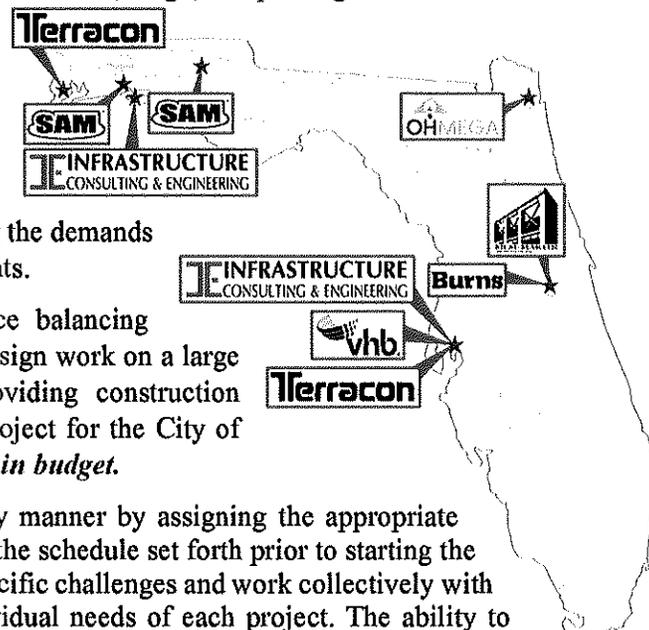
For seven years, Doug served as the Project Manager for Tallahassee International Airport's General Consulting Contract. During this time, Doug was responsible for the planning, cost estimating, FAA and FDOT coordination, production of plans, specifications, reports, and construction management and construction inspection for numerous airfield projects. These projects include the rehabilitation of the majority of the airport's taxiways, three new taxiways, the addition of paved shoulders and edge light replacement to Runway 18-36, a general aviation central apron (six acres of new pavement), cargo apron (20 acres of new pavement), a passenger boarding bridge rehabilitation (two new and six rehabilitated), airfield perimeter fence and gate improvements, and eight miles of perimeter road modifications. Doug also had a significant involvement in terminal work and several airfield, cargo, and parking studies.

Resources and Ability to be Responsive

As a firm, ICE prides itself on its ability to accomplish projects within the contract timeframe and strives to always go above and beyond from responsiveness to a quality product. This is especially true when it comes to scheduling and delivering a project in a timely manner. The ICE Team has a proven track record of meeting the demands of aggressive project schedules while juggling numerous assignments.

The ICE Aviation Division in Florida has extensive experience balancing multiple and overlapping projects. Currently, ICE is performing design work on a large apron expansion project at VPS while at the same time providing construction administration services on a new taxiway project and a hangar project for the City of Sebastian. *All of these projects are currently on schedule and within budget.*

ICE is able to accomplish these simultaneous projects in a timely manner by assigning the appropriate number of experienced personnel to each project and by following the schedule set forth prior to starting the project. The ICE Team has the experience to identify the project specific challenges and work collectively with the County to develop a specific approach which meets the individual needs of each project. The ability to





identify and understand the challenges and effectively manage risks allows our Team to reduce the potential for schedule delays and minimize impacts affecting overall project costs. ICE utilizes effective management techniques to get ahead on long lead items, stay close with the production staff, and provide solutions and guidance when needed.

Doug will be responsible for setting and monitoring the project schedule of the project Team. He is highly skilled in his ability to organize staff, evaluate progress, and oversee technical development. It is necessary to constantly evaluate the level of staffing in order to meet project deadlines. Doug has been given authority by his superiors to allocate resources throughout the state of Florida to best accommodate Okaloosa County.

3. REGISTRATION

The following list includes our personnel that may potentially assist in task orders assigned by the County.

Personnel	License #	Location
Doug Hambrecht, PE	FL #57145	Destin, FL
Elham Farzam, PE	FL #37487	Charleston, SC
Hamed Jafarian, PE	FL #76516	Tampa, FL
Jim Goodwin, PE	FL #40995	Tampa, FL
Lauren Warmuth, PE	FL #68106	Columbia, SC
Nizar Jetha, PE	FL #40613	Tampa, FL

Personnel	License #	Location
Mark Morley, PE	FL #59813	Jacksonville, FL
Miguel Martin, RA, AIA	FL #AR98279	Maitland, FL
John Ball, PE, LEED AP	FL #66893	Orlando, FL
Eric Stuart, PSM	FL #LS6707	Niceville, FL
David Griswold, PSM	FL #LS5382	Chipley, FL
Steve Knauss, PE	FL #28202	Tampa, FL

4. SPECIFIC ACCOMPLISHMENTS

ICE has made a commitment to serving the Florida aviation community and our clients by investing in professionals with a long and successful history of aviation experience and a great reputation in the State of Florida. The profiles featured on the following pages represent a sampling of our Team’s experience on projects that are similar to the work proposed here. Most importantly, the knowledge and experience gained while providing professional services on these projects is relevant in our capacity in project management, cost estimating, schedule adherence, familiarity with the Authority’s preferences and procedure, quickly obtain permits, knowledge of FAA and FDOT requirements, and a focus on client satisfaction.

APRON DESIGN - PUNTA GORDA AIRPORT, PUNTA GORDA, FL

Design: June 2017 | Construction: March 2018

Project Description: This \$2.5M project consists of providing professional engineering services to expand the aircraft parking aprons north of the existing apron due to the rapid growth of the airport. It required three additional aircraft parking spaces for the Airbus A319/A320/A321 and 737-800 aircraft. Originally designed with a blast fence for power in- power out operations, only two positions were originally obtainable so the airport directed ICE to revise for straight in operation with tug push back. The apron consists of a combination of asphalt and concrete in varying thicknesses for taxiway (4” asphalt/ 14” limerock), aircraft parking (15” concrete 6” recycled conc. base), and ground service equipment (concrete 6” recycled conc. base). Drainage was accomplished by the use of trench drains outfalling to a pipe network and then to a retention pond.

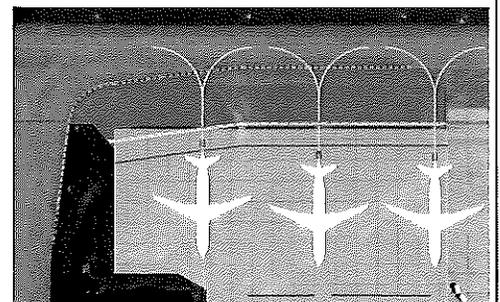


ICE engineers are very familiar with the performance of Allegiant Aircraft as it relates to airfield geometries- including safety outlines, lead in markings, tug usage & wingtip traces and also the weights of the aircraft for asphalt or concrete pavement design. This project at PGD accommodated both pavement section types.

Services Provided: Services included field surveys, geotechnical investigation, geometric layouts, pavement design, storm water management design and permitting, high mast light standards and electrical modifications, relocation of a pump station, blast fence design and relocate security fence, signage, pavement markings, bidding, and construction services.

Key Personnel: Doug Hambrecht (PM) | Jim Goodwin (Senior Aviation Engineer) | Hamed Jafarian (Engineer) | Amr Mansour (Designer) | Mike Allen (Designer)

This project was completed on schedule and within budget requirements.





TAXIWAY “C,” “D,” AND “E” - SEBASTIAN MUNICIPAL AIRPORT, SEBASTIAN, FL

Design: June 2017 | Construction: Phase 1 – June 2018 & Phase 2 – May 2019 (Est.)

Project Description: ICE provided engineering services for the design and construction of a new parallel taxiway on the north side of Runway 5-23. This taxiway was designated as “C.” Currently, aircraft entering or exiting the Runway 5 threshold must cross active runways three times when taxiing from the busy tenant area near the airport’s administration building. One of these crossings involves the intersection of both Runways. The existing taxiway connector that crosses both runways at the intersection will be removed as a part of this project. Adding taxiways in addition to “C” further assisted in facilitating traffic movement. These include Taxiway “D” to the south of Runway 5-23 and Taxiway “E” to the south of Runway 10-28. These taxiways were designed to move aircraft safely from the runway intersection crossing point to a crossing at the runway thresholds. All taxiways were designed to ADG II standards (35' width). It was the intent of the airport and the FAA to construct the project in multiple phases to match available funding.



Services Provided:

- Geometric Design
- Aircraft Run-Up Aprons
- Removal of Taxiway Pavement
- Airfield Marking
- Stormwater Ponds and Relocation of Existing Infield Drainage
- Environmental Resource Permit from SJRWMD
- Airfield Guide Signs (entire airport)
- Drawings, Specifications, and Permit Documents

Key Personnel: Doug Hambrecht (PM) | Jim Goodwin (Senior Aviation Engineer) | Hamed Jafarian (Engineer) | Amr Mansour (Designer) | Mike Allen (Designer)

This project was completed on schedule and within budget requirements.

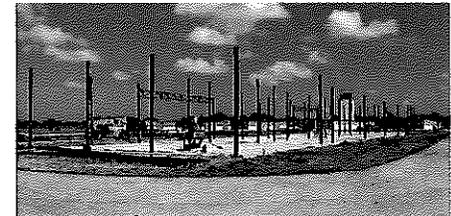
T-HANGAR REPLACEMENT – SARASOTA BRADENTON INTERNATIONAL AIRPORT, SARASOTA, FL

Design: July 2017 | Construction: December 2018

Project Description: The north side of the airport encompassed several rows of T-Hangars. Buildings J-4 and J-5 were “portable” Port-a-Port hangars and were in severe disrepair. The airport authority desired to remove these buildings and replace them with new, pre-engineered metal building construction matching the other permanent buildings on either side. The clear door width for the set of buildings was 41.5' x 12'. Each building is a standard (stacked) configuration consisting of 14 units (28 total). Taxilane widths and clearance between buildings were designed for the maximum wingspan that the hangar units can accommodate with a factor of safety to allow for a manufacturer with a wider building than the existing structures.



Also included in this project were two larger hangar buildings to the south of Taxiway “F.” These hangars were designated as J-7 and J-8. Taxilane and drainage infrastructure were already in place through a past project designed by ICE staff. The clear door width for these buildings will be wider than J-4 and J-5 at 47.5' x 14'. Special, larger end units were designed on each of the two buildings with a clear door width of 51' x 16'. At this width, J-7 can accommodate 12 units and J-8 can accommodate 15, both with a nested configuration. The offset from the centerline of the taxilane will accommodate all ADG I aircraft.



Site work consisted of the removal of the asphalt pads under the Port-a-Port buildings and removal and relocation of the taxilanes to line up with the new doors. Taxilane J-5 between the two north units was removed and replaced to provide for adequate drainage and to ease efforts in pushing the aircraft back into the hangar. Here, the site drainage and pipes were reconfigured to accommodate the new layout and grades. An extension of the water line was required for the addition of two fire hydrants. No gutters were included. Instead, a larger concrete foundation pad was constructed outside the perimeter of the building to limit erosion. On the buildings, manufactured by Erect-a-Tube, ridge vents were provided for air circulation, exterior building mounted LED lights were provided for taxilane illumination, and door types were bifold type.

Services Provided: ICE is responsible for the design, construction plans, and construction phase services for the replacement of several T-Hangar buildings.

Key Personnel: Doug Hambrecht (PM) | Jim Goodwin (Lead Engineer) | Hamed Jafarian (Engineer) | Amr Mansour (Designer) | Mike Allen (Designer) | Terracon Consultants, Inc. (Subconsultant)

This project was completed on schedule and within budget requirements.



WEST APRON EXPANSION – DESTIN-FORT WALTON BEACH AIRPORT, OKALOOSA COUNTY, FL

Design: April 2019 (Est.) | Construction: 2019

Project Description: ICE is serving as the prime consultant for the design of a large development at the Destin-Fort Walton Beach Airport (VPS). This project will enlarge the Terminal Apron in order to create additional aircraft spaces for ground loading and Remote Overnight (RON) spaces in preparation for a concourse C expansion. The apron will be 16" of concrete with a lighter duty section for ground service equipment. The existing asphalt taxiway will be rehabilitated. To account for the increase in vehicle traffic due to the expansion of airline service, the airport also employed ICE to expand the existing credit card parking lot.



Services Provided: ICE is responsible for project management, airfield design, pavement rehab and design, QA/QC, site design, utility relocations and design, stormwater and drainage, production design (CADD), and environmental services.

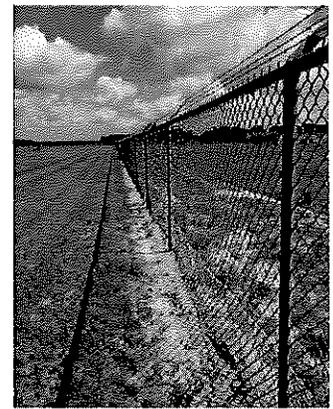
Key Personnel: Doug Hambrecht (PM) | Jim Goodwin (EOR) | Hamed Jafarian (Lead Engineer) | Amr Mansour (Designer) | Mike Allen (Designer) | Mark Morley (The Ohmega Group – Electrical Engineer)

This project is on schedule and within budget requirements.

AIRFIELD PERIMETER FENCE – OCALA INTERNATIONAL AIRPORT, MARION COUNTY, FL

Design: July 2017 | Construction: May 2018

Project Description: This project was part of the CIP for the City of Ocala and the Ocala International Airport. The purpose of this project was to eliminate digging under the existing fence by coyotes, gopher tortoises, and other wildlife by constructing a wildlife skirt. A 5-foot fence skirt was buried a minimum of 36" into the ground under the existing fence fabric and followed the 33,000' (roughly six miles) of existing fence. All swing gates were replaced with sliding gates, and a 6-inch concrete apron was poured under the gate to limit gaps.



Services Provided: ICE provided the design, bidding, and construction phase services.

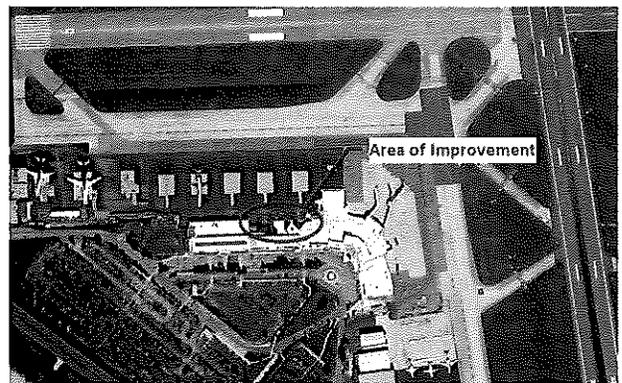
Key Personnel: Doug Hambrecht (PM) | Hamed Jafarian (Engineer) | Amr Mansour (Designer) | Mike Allen (Designer)

This project was completed on schedule and within budget requirements.

TERMINAL APRON REHABILITATION, GATES 7-10 – ST. PETE CLEARWATER INTERNATIONAL AIRPORT, PINELLAS COUNTY, FL

Design: 2014 | Construction: Completed 2015

Project Description: This project consisted of the design of a rehabilitation of 24,000 square feet of terminal apron associated with the terminal building expansion of gates 7-10. The design included utilities relocation, stormwater, and concrete pavement. Extensive phasing was required for public safety and access to temporary aircraft parking positions. Additional services included were the evaluation of the existing storm drainage under the apron by means of remote video and evaluating the results for pipe settlement, cracking, leaking and damaged joints.



Key Personnel: Doug Hambrecht (Lead Engineer) | Hamed Jafarian (Designer)

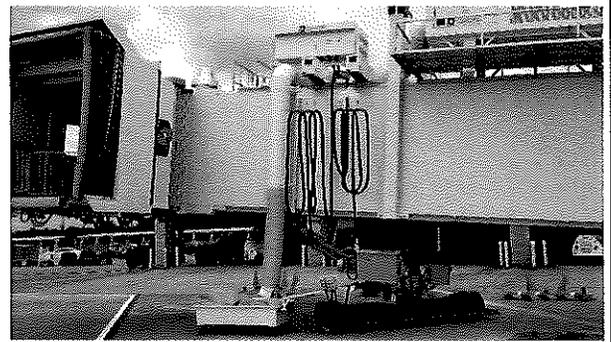
This project was completed on schedule and met budget requirements. The design was performed while staff members listed above were with another firm.



BOARDING BRIDGES FOR A GATES – DESTIN-FORT WALTON BEACH AIRPORT, OKALOOSA, FL

Design: 2014 | Construction: Completed 2015

Project Description: This \$1.8M project consisted of two new Apron Drive Passenger Boarding Bridges (PBB's) with the replacement of the 400hz/48VDC ground power units and the pre-conditioned air units. Bag lift elevators were included to move late bags from the apron to the terminal floor. The bridge structure consisted of a ramped fixed tunnel (terminal doors at ground level designed), a rotating rotunda, telescoping bridge tunnel section, a cab with full controls for moving the bridge into position, vertical and horizontal drive system, and baggage lift system. In conjunction with the new bridges, ICE designers evaluated the terminal apron for the new parking positions and lead in lines associated with revised fleet mix and docking procedures. The airport is now able to dock to larger narrow body aircraft than what was previously designated as ground boarding only. Also included the remarking of the east side of the terminal apron for the removal of the apron access road and the new lead positions.



Key Personnel: Doug Hambrecht, Project Manager | Jim Goodwin, Lead Engineer

This project was completed on schedule and met budget requirements. The design was performed while staff members listed above were with another firm.

This project illustrates our ability to effectively get aircraft into position and park safely and at the same time, maximize apron capacity.

5. AREA OF EXPERTISE

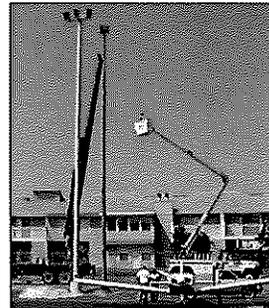
ICE provides a broad range of professional engineering services for airside and landside projects at general aviation and commercial service airports located throughout the Southeast. The ICE Team includes dedicated, specialized aviation professionals who focus on client service. They provide sound solutions for project planning, design, and construction challenges. Our professionals provide more than timely and technically sound solutions. They are committed and determined to fully assist Okaloosa County by becoming an extension to your staff. Our leaders have long-standing, valuable relationships with the FAA, DOT's, and various state agencies and have been instrumental in assisting our clients to obtain a combined amount of over \$1 Billion in federal and state funding.

At a Glance...Experience working for Okaloosa County

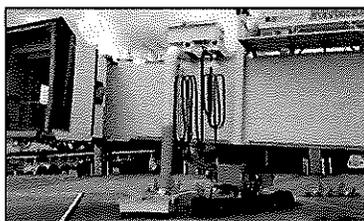
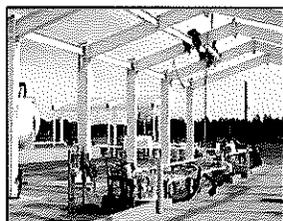
- Rental Car Development (VPS)
- New PAPI's and Vault Replacement (DTS)
- RON Apron Construction (VPS)
- Fuel Farm Construction (VPS)
- Apron Lighting (DTS)
- Cargo Building Construction (VPS)
- West Side Apron (VPS)
- New GA Terminal (DTS)
- Taxiway "H" Design and Construction (CEW)
- Terminal Apron Markings (VPS)
- Boarding Bridge Rehabilitation (VPS)



Projects at VPS by ICE staff: New Fuel Farm and Rental Car Facility



Projects at VPS by ICE staff: PAPI Installation and Apron Lighting and Vault Replacement



Projects at VPS by ICE staff: Fuel Farm Canopy and Boarding Bridge Replacement





At a Glance...Projects Representative of ICE Expertise

ICE's aviation staff have decades of aviation experience, which signifies an understanding of airfield operations, safety and security needs, permitting, specifications, and FAA inspection requirements. Our staff has worked on many projects at various Florida Airports including:

- General Consulting Contract/Multiple projects (TLH)
- Air Cargo, Perimeter Road and Fence, Taxiway (TLH)
- Taxiway "N" Reconstruction (DAB)
- Entrance Road and Parking Lots Reconfiguration (PIE)
- Airport Landside & Parking Lot Improvements (PIE)
- S. Perimeter Road Relocation (PIE)
- GA Terminal Parking Lot (OCF)
- Quantem FBO Simulator and Hangar Improvements (ISM)
- Rental Car Development (PNS)
- Runway 18-36 and 9R-27L Rehab (VQQ)
- Pavement Reconstruction Taxiway "T" and "H" (JAX)
- Rehab and New Taxiways (SRQ)
- Runway 7L-25R Rehabilitation (DAB)
- T-Hangars (SRQ) (TPF) (PCM)
- Taxiway "A-1" and South Apron (SPG)
- Southeast T-Hangar Installation (BKV)
- Runway 3-21 & 9-27 (BKV)
- Northeast Corporate Center (BKV)
- East Aircraft Storage Hangar (TIX)
- Rental Car Development (PNS)

The following matrix illustrates our Team's capabilities and areas of expertise.

TEAM CAPABILITIES							
Access Control				✓			
Airport Planning, Development Studies			✓				
Apron Design	✓						
Bag Claim/ Carousel Design					✓		
Boarding Bridges	✓						
Buildings, Facility Improvements					✓		
Construction Inspection	✓	✓					
Electrical/ Nav aids				✓			
Environmental, Regulatory Compliance	✓		✓				
FAA Airfield Geometry	✓						
Fencing	✓						
Fuel and Mechanical Systems							✓
Grant Management & Assistance	✓						
Mechanical, Electrical, Plumbing							✓
Noise Studies			✓				
Obstruction Analysis	✓		✓				
Parking Lots, Covered Parking	✓				✓		
Pavement Design	✓						
Security/ TSA Security Checkpoints	✓			✓	✓		
Site Lighting				✓			
Stormwater Design	✓						
Structural					✓		✓
Survey						✓	
Ticketing Expansions					✓		
Utility Design	✓						
Other Services as may be Required	✓	✓	✓	✓	✓	✓	✓

Okaloosa Program Review The proposed projects associated with the CIP and this RFQ identify multiple, varying discipline projects. As shown above, our Team is set up to address all these needs. ICE has assembled a Team that can expertly handle all the type of projects listed on the RFQ and listed in the Airport's CIP. Based on our experience working for the County, we have a good understanding of their project priorities. At VPS, these include parking expansion, parking garage, rehabilitation of chillers, terminal expansion (ticketing, bag claim, and baggage handling, curbside), upgrades to rental car facilities, AOA inspection stations, covered walkways, roadway signage, and east side utility extensions. For DTS and CEW, improvements include a new roadway, fence improvements, ALP updates, new signage, and apron pavement rehabilitation. Over the course of the next 3-5 years and factoring the commercial service growth, there can be numerous capacity improvements not currently identified. In addition, infrastructure and facilities must be maintained.

Our Team is familiar with Okaloosa County's three airports and has the technical capabilities to administer a wide variety of airport needs.



We will administer these projects with a complete understanding on how to set up, manage, and implement the County's goals. When setting up a project, the ICE Team sets important parameters:

1. **Funding / Budget** – It is crucial to design the project within the budget set forth by the County. Also, identifying the source of the money (FAA, FDOT, local, state grant, etc.) is important because of the various grant assurance requirements and contract provisions.
2. **Understanding of the Project Scope** – ICE will work closely with the Airport to draft a comprehensive scope identifying the key elements and details of the work. This is accomplished through facilitating a scoping meeting, assembling available project information / data, preparing the draft scope, including schematic drawings, and coordinating a meeting to review and refine the scope before it is finalized.
3. **Advance FAA / FDOT/ Eglin AFB Coordination** – ICE will discuss any limitations on funding and any potential program concerns and will get state and federal input early to avoid surprises. The County staff must coordinate all projects with the Airforce–ICE will be there to assist with the appropriate staff at Eglin for each task.
4. **Environmental Assessment** – Coordination with agencies (Federal, state, and local) is critical to the success and acceptance of the document. Our Team has seasoned environmental staff with relevant airport experience.
5. **Preparing Detailed Design Schedule / Work Plan** – A design schedule and work plan will be developed and implemented which will outline work tasks and allow the project Team to anticipate issues in advance in order to accommodate changes in the projects as they develop. Our staff members are experts at CPM schedules and maintaining the critical path and prevent unnecessary project delays.

Planning – Planning is a critical precursor to effective design and construction. It includes identifying stakeholders' ultimate visions and goals while providing a plan for continuous evaluation and decision making that is aligned with the shared values of the client. Planning identifies actions that should be made today to address potential opportunities. Our experienced Team of professionals will take into account economic, environmental and social needs, and maximize existing airport assets. ICE will advise the County on how to achieve financial stability, maximize revenue, and identify areas and opportunities for future growth. Our Team is well versed in land-use planning, Part 77 surfaces, ALP updates, and has worked on a variety of master plans and sustainability plans in Florida. Our approach will provide the County and Airport Management with a flexible, financially feasible, and holistic plan tailored to fit the Airports' specific needs.

Environmental – All federally-funded projects must assure compliance with the National Environmental Policy Act (NEPA). It is important to identify early on all federal, state, and local permits required to implement the projects. Early coordination with environmental regulatory agencies is not only more efficient in the long-term regarding the effort expended, but it also expedites the overall project schedule and creates goodwill with these agencies for future projects.

Our Environmental experts have a thorough understanding of the challenges airports face when implementing FAA regulations and guidance in conjunction with environmental agency regulations. By possessing airport management experience, understanding of airport operations, and scientific knowledge of natural resource regulations, ICE provides innovative approaches to address client needs. Our use of industry standard geographic information system (GIS); computer-aided design (CAD); Global Positioning System (GPS); and remote sensing tools such as Trimble and Autodesk AutoCAD support seamless integration of geospatial-based technology with planning, design, and management.

Engineering – Our engineers have become seasoned veterans in the aviation engineering industry by many airports in Florida and by completing dozens of airport projects. The ICE Team brings their experience and lessons learned and will apply their knowledge and skills to ensure successful completion of the County's Airport projects. We are prepared to meet critical, fast track schedules to increase capacity at VPS due to the rapid growth currently being experienced with added flights, larger aircraft, and increased destinations.

From our experience, the preliminary engineering phase of a project offers the best opportunity to address certain critical issues which will impact development of a project. Issues will be resolved, drawing on our previous experience, and will meet all FAA criteria and standards. From there, we implement our years our experience with FAA Advisory Circulars for airfield geometry, pavement design, navigational aids, and other FAA guidance for plans production, CSPP, specifications, and engineer's reports. It is our goal to address all client needs and to produce the highest quality product.

Stormwater – Our Hydraulic Engineers and stormwater expert will examine stormwater and drainage early in the process. We have experience in permitting with the NFWFMD and can design stormwater facilities and ponds that do not encompass large areas of valuable land. Our Team understands the importance of keeping ponds as small as possible and dry. All activities for an engineering project will follow the FAA ACs for pavement design, airfield marking, airfield geometry, NAVAIDs, and construction safety.



Bidding – Our Team has experience assisting airports with the bidding process. We have specific experience working with Okaloosa County purchasing. Our project manager will typically lead the bid process and assist with advertisements for competitive bids and notifying known reputable contractors of project availability. Our Team will distribute bidding documents to all interested bidders, subcontractors, and suppliers, as well as conduct a Pre-Bid Conference to explain and clarify bidding documents. Our Team will receive bids, formulate a tabulation of the bids, and furnish recommendations of award to the Owner.

Construction – Our Project Manager, Doug Hambrecht, will remain involved during the construction phase but will also have assistance from our 45-year veteran and Construction Manager, Henri Burton. The ICE Team can also provide a construction inspector to observe day-to-day construction activities and ensure projects are being built in accordance with the plans and specifications.

Working with Agencies – Over the past 20 years, ICE engineers have worked closely with the FAA and FDOT. For Okaloosa County’s Airports, we would be working with the FDOT office in Chipley with Scott Walters and FAA Orlando Airports District Office Program Manager Chasity Clark; Environmentalist, Peter Green; and Planner, Stephen Wilson. At any time, our managers can pick up the phone to ask questions or obtain critical information for coordination purposes. Our Team has a complete understanding of aviation design criteria and airport construction safety policies and procedures reflected in Advisory Circulars (ACs) and Codes of Federal Regulations (CFRs). ICE has this experience and a long history of administering grants in accordance with the Airport Improvement Program (AIP). The AIP Handbook, found as FAA order 5100.38B, is a good reference for the processes required for grant compliance. For all of our clients, ICE provides assistance with AIP grant pre-applications and final applications after bids are received. This assistance comes in the form of preparing the forms for signature, cost estimates, project descriptions, sketches, project justifications, environmental reviews, and eligibility analysis.



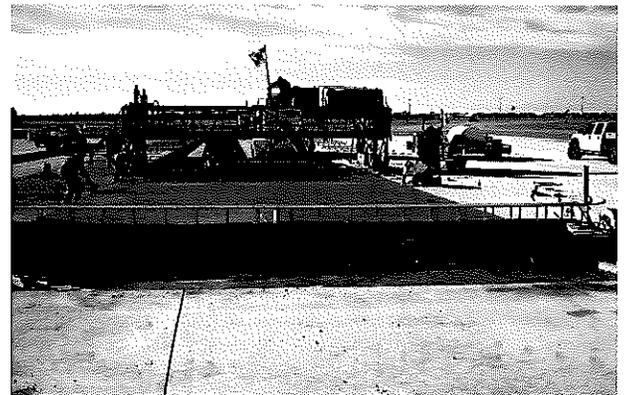
With our recent project experience working on the West Apron Expansion project at Destin-Form Walton Beach Airport, we have gotten to know the new people in charge at Eglin AFB. The fire chief, utilities department, planning department, and base operations are all Eglin specialists we have worked with. From this project and the Rental Car Facility project, we have permitted projects through County Growth Management and understand their process. We have made all the necessary contacts from our current and past experience to facilitate any permit and ensure proper coordination, including working with NFWFMD, the authority for water quality permits.

6. PROJECT MANAGEMENT ORGANIZATION

Project Management

The diverse ICE Team will be led by a seasoned Aviation Project Manager, Doug Hambrecht, PE, who understands the County’s expectations regarding this contract. Doug will be the primary point of contact for the County and will be dedicated to the task orders assigned. All communication from the County and Airport staff will flow through Doug to our discipline leaders and back to provide seamless, timely, and consistent direction. He has a long history working with the subconsultants assigned to this Team and is also very familiar with Okaloosa County and its Airports.

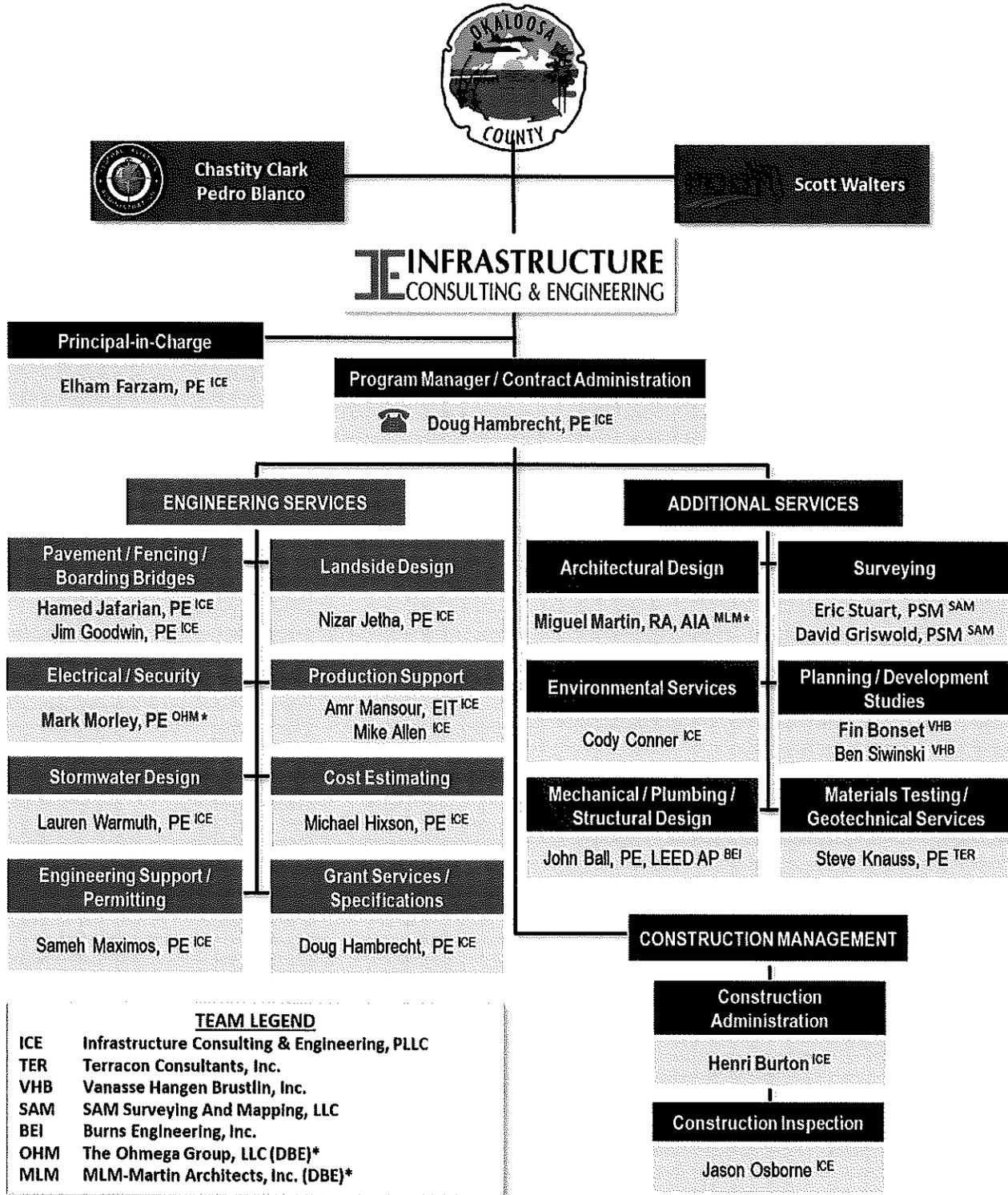
Doug’s overall responsibilities will include adherence to design schedules, managing costs, assigning staff, quality control, and the performance of all subconsultants. Above all, his most important function will be to deliver excellent client service and to ensure the complete satisfaction of all Airport staff with the performance of the Team. Doug splits his time working between ICE’s Tampa office and Destin Office which will allow him to provide continuous support and quick response times. ***Our Destin office located at: 1008 Airport Road, Unit B, Suite E, Destin, FL 32541, will serve as the lead office for the primary point of contact.*** This office is located across the street from DTS and less than an hour from Okaloosa County’s offices.





Organizational Chart

This organizational chart illustrates the breadth of aviation design, planning, and construction management services which can be provided by our Team along with the lines of communication, levels of management, and reporting relationships for the staff proposed to perform services for this contract.



TEAM LEGEND

ICE	Infrastructure Consulting & Engineering, PLLC
TER	Terracon Consultants, Inc.
VHB	Vanasse Hangen Brustlin, Inc.
SAM	SAM Surveying And Mapping, LLC
BEI	Burns Engineering, Inc.
OHM	The Ohmega Group, LLC (DBE)*
MLM	MLM-Martin Architects, Inc. (DBE)*

Primary Point of Contact

Primary Team Members

* = DBE Firm

Key Personnel – The resumes on the following pages describe applicable qualifications, education, experience, and project responsibilities for each Primary Team Member.



Project Manager | Doug Hambrecht, PE (ICE) | Availability: 40%

BS, Civil Engineering, State University of New York at Buffalo
Doug has been performing airport design services for more than 23 years. He is extremely familiar with Okaloosa County Airports having served as the Project Manager for 12 years responsible for all projects during that time. Doug's strengths in successfully delivering projects include: rapid responsiveness (right), ability to manage multiple disciplines and concurrent projects, and an intimate knowledge of FAA and FDOT's standards and procedures. He is focused on quality, accuracy, constructability, airside safety, and most importantly, client satisfaction. His project experience including:

ICE Response Time



Owner Design Comments
72 Hours



Emails
Same Day



In Person Meeting Requests
Meet within 48 hours



Phone Calls
Within 4 Hours

Destin-Fort Walton Beach Airport

West Apron Expansion - PM for enlarging the West Apron in order to create additional ground loading apron spaces and overflow rest overnight (RON) space.
Remote Overnight Apron Construction - PM for the construction adjacent to the cargo building.
Terminal Apron Re-Marking - PM/EOR for the analysis and design of a newer, more efficient aircraft layout to accommodate the increase in aircraft and airlines.
Boarding Bridges for A Gates - PM for this project that consisted of new Apron Drive Passenger Boarding Bridges (PBBs) with the replacement of the 400hz/48VDC ground power units and the pre-conditioned air units. Bag lift elevators were also included.
Rental Car Development - PM/EOR for the 43-acre site development and managed the construction project consisting of the rental car buildings (admin building with vehicle maintenance bays, car wash, and fuel island), site work, the fuel farm, and the air cargo facility.
Taxiway "H" - PM responsible for the design of a taxiway under a grant from Enterprise Florida.

Bob Sikes Airport

Strengths

- Project Management, Client Service, Primary Point of Contact for Airport, Attend All Meetings, Responsible for Day-to-Day Team Activities, Oversee Design Activities, Manage Project Budgets, FL PE # 57145, Quality Control, Manage Subconsultants and Disciplines, Arrange for Qualified QC Reviews & Cost Estimates, Monitor Schedule, AIP Grant Compliance

Project Responsibilities

Training/Proficiency

- FDOT Statewide Pavement Management Courses - Airfield Pavement Distress Repair, Airfield Pavement Inspection Training



Principal-in-Charge | Elham Farzam, PE (ICE) | Availability: 25%

MS, Civil Engineering and BS, Civil Engineering, North Carolina State University
Elham has over 36 years of hands-on experience in heavy-civil projects. He has had the honor to have worked on a number of challenging assignments in the surface and air transportation consulting field assisting federal, state and local authorities in the delivery of a wide variety of projects and programs involving planning, designing and construction. His project experience including:

DeKalb Peachtree Airport

Elham was the Project Manager and directed the Firm's involvement with the design and construction of the "Airfield Pavement Improvements" Project at this busy General Aviation Airport consisting of the following work elements:

- Rehabilitation of Runway 2L-20R and 2R-20L; Construction of an unpaved RSA and asphaltic holding area/pad for Runway 20R; Construction of concrete holding area/pad for Runway 20L; and Rehabilitation and reconstruction of Clairmont taxilane/ramp and west ramp.

Elham served as the Client PM associated with design and construction of the following projects:

- Air Cargo Facilities, Emergency Access Road and Various Improvements to Fences/Gates; Runway 23L Safety Overrun, Drainage Improvement, Construction of an Emergency Perimeter Access Road, and Installation of New Airport Security Fencing; Replacement of Airport Guidance Signs; Site Preparation for Runway 5R Extension; Paving and Airfield Lighting for Runway 5R-23L

McGhee Tyson Airport



Pavement / Fencing / Boarding Bridges | Hamed Jafarian, PE (ICE) | Availability 70%

BS, Civil Engineering, Azad University

Hamed has 14 years of experience in the design, project management, and plans preparation for aviation-related projects at numerous airports in Florida and the southeast. He specializes in pavement design, geometric design of airport runways, taxiways, aprons, airport lighting systems, drainage systems, and other airport infrastructure based on FAA ACs and roadway facilities in accordance with FDOT criteria and regulations. Hamed's airport services extend to FAA obstruction evaluation and airport airspace analysis (OE/AAA), airside and landside civil design, engineer's report, and other associated services. He has designed flexible and rigid pavements for airports using the FAA programs and has prepared quantities and engineer's estimates for many projects. He is an expert in horizontal and vertical geometry, grading plans, signing and marking plans, Construction Safety and Phasing Plans (CSPP), quality control, estimates, quantities, and engineer's reports.

Destin-Fort Walton Beach Airport

West Apron Expansion – Lead Design Engineer responsible for the design of the expansion of the aircraft parking aprons west of the existing apron.

St. Pete Clearwater International Airport

Airport Landside and Terminal parking Lot Improvements – Aviation Engineer for the design assistance and phasing plans for the reconfiguration and realignment of the existing entrance road and the reconfiguration and expansion of the existing parking lots.

Punta Gorda Airport

Apron Expansion – Project Engineer for the design of the expansion of the aircraft parking aprons which is experiencing rapid growth with Allegiant Air.

Other Key Personnel

<i>Name</i>	<i>Education</i>	<i>Qualifications /Experience</i>
Mark Morley, PE FL PE #59813	BS, Electrical Engineering, Georgia Institute of Technology	<ul style="list-style-type: none"> → Taxiway A Lighting Replacement at Destin Executive Airport, FL → West Apron Expansion, Destin-Fort Walton Beach Airport, FL → Taxiway A Rehabilitation, Destin Executive Airport, Destin, FL → Taxiway D1 & D2 LED Signs at Destin-Fort Walton Beach Airport, Destin, FL
Miguel Martin, RA, AIA Registered Architect: FL-AR98279	M.Arch., Savannah College of Art and Design Bachelor of Fine Arts, Architecture, Savannah College of Art and Design Graphic Design Technology and Associate of Arts, Architecture, Santa Fe College	<ul style="list-style-type: none"> → Treasure Coast ADG III MRO Hangar, Treasure Coast International Airport, FL → Continuing Architectural Services, Orlando International Airport, FL → Airside 4 Improvements Program, Orlando International Airport, FL → Landside Ticket Lobby Expansion, Orlando International Airport, FL
Fin Bonset	MS, Airport Management and Development, Florida Institute of Technology BS, Aviation Management, Florida Institute of Technology	<ul style="list-style-type: none"> → Terminal Planning for International Operations Feasibility Assessment, Tampa International Airport, FL → Airport Master Plan Updates, Southwest Florida International Airport and Fort Myers Page Field Airport, FL → Master Plan and Airport Layout Plan Updates, Valkaria Airport, FL
Henri Burton	Private Pilot Certificate, 1991 Construction Quality Management Certification, 2010 Certified PADI Scuba Diver, 2006	<ul style="list-style-type: none"> → Airport Master Plan Multi-Phase Expansion, Tampa International Airport, FL → Aircraft Rescue and Firefighting Facility, Space Coast Regional Airport, FL → General Access Road Rehabilitation, Tallahassee International Airport, FL



Subconsultants

ICE intends to utilize the following subconsultants:

Subconsultant		Services to Be Provided:
	Terracon Consultants, Inc.	Materials Testing / Geotechnical Services
	Vanasse Hangen Brustlin, Inc.	Planning / Development Studies
	SAM Surveying and Mapping, LLC	Surveying Services
	Burns Engineering Group, Inc.	Mechanical / Plumbing / Structural Design
	The Ohmega Group, LLC (DBE)	Electrical / Security Systems Design
	MLM-Martin Architects, Inc. (DBE)	Architectural Design

7. REFERENCES

Sebastian Municipal Airport
 Scott Baker, Airport Manager
 202 Airport Drive East
 Sebastian, FL 32958
 Rbaker@cityofsebastian.org
 (772) 228-7013
Projects: Runway Re-Marking,
 Taxiway C, D, and E, and Shade
 Hangars
Reference for ICE & Doug Hambrecht

Daytona Beach International Airport
 Karen Feaster, Deputy Airport Director
 700 Catalina Drive, Suite 300
 Daytona Beach, FL 32114
 kfeaster@volusia.org
 (386) 248-8030 ext. 18304
Projects: Parcel 71 (Access Road Design),
 Taxiways and an Apron, Runway 77-25 R
 Rehabilitation, Taxiway N Rehabilitation
Reference for ICE & Doug Hambrecht

Ocala International Airport
 Matt Grow, Airport Director
 750 SW 60th Avenue
 Ocala, FL 34474
 MGrow@Ocalafl.org
 (352) 629-8377
Projects: Airfield Perimeter Fence and
 GA Terminal Parking Lot
Reference for ICE & Doug Hambrecht

8. ADDITIONAL INFORMATION & COMMENTS

Team's Projected Workload | Our current workload will not affect our ability to provide all of the services needed for this contract. The following table includes recently acquired contracts currently held by the firm.

Current Design / Engineering Services Contracts	
Name of Contract	Estimated Completion Date
Airport Landside and Parking Lot Improvements – St Pete-Clearwater International Airport (PIE)	12/2018
T-Hangar Replacement – Sarasota Bradenton International Airport – Construction (SRQ)	12/2018
Taxiway "N" Reconstruction – Daytona Beach International Airport (DAB)	02/2019
Shade Hangar – Sebastian Municipal Airport (X26)	03/2019
Commercial Apron Expansion – Destin-Fort Walton Beach Airport (VPS)	04/2019
Taxiway C, D, and E – Sebastian Municipal Airport – Construction (X26)	05/2019