

TASK ORDER APPROVAL FORM

CONTRACT #: C20-2959-AP

TASK ORDER #: 68

Project name: Okaloosa County Airports Security Maintenance, Repair and Support Services RFP

TASK ORDER AMOUNT: \$ \$49,874.00


CONTRACT: C20-2959-AP
RS&H, INC.
GENERAL AVIATION ENG. SVS FOR
OKALOOSA COUNTY AIRPORTS
EXPIRES: 08/17/2023 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

RS&H Inc.
FIRM'S NAME

Dale Stubbs

REPRESENTATIVE'S PRINTED NAME


68074/CPS/CARRA/EE

SIGNATURE
Vice President

5/5/2023

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.

DeRita Mason Digitally signed by DeRita Mason
Date: 2023.05.18 07:07:07 -05'00'
PURCHASING MANAGER

Airports Director
TITLE

DATE

5-17-23
DATE

Faye Douglas Digitally signed by Faye Douglas
Date: 2023.05.18 18:07:58 -05'00'
OMB Director/DATE

DATE

COUNTY ADMINISTRATOR John Hofstad
(if applicable)

CHAIRMAN-
(if applicable)

DATE

DATE

RS&H Project No. 1048-1915-010
Client Project No. _____
Short Title: Okaloosa County Security Maint RFP Support

WORK ORDER

Work Order No. 10
Date: 05-04-2023

RS&H, INC., a Florida corporation ("CONSULTANT") agrees to perform and complete the following work (hereinafter "Work") for **OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS** (the "COUNTY"), in accordance with the terms and conditions of the Professional Architectural, Engineering and Aviation Planning Services agreement dated August 18, 2020, all of which terms and conditions are incorporated herein by reference:

Project Location: Destin Fort Walton Beach Airport (VPS), Eglin AFB, Florida

Project Description/Scope of Services: The purpose of this project is for the CONSULTANT to provide professional services associated with the construction administration of new covered walkways at VPS. The scope of services are described more fully in the attached Scope of Work.

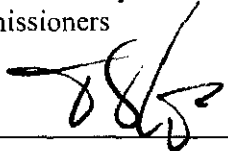
Fee: The COUNTY shall compensate the CONSULTANT for the performance of the scoped services on a basis of percentage complete. The Lump Sum fee shall be \$49,874.00.

Schedule: Consultant will start work immediately upon receiving Notice-to-Proceed (NTP). Final RFP to be delivered within 110 calendar days, as described more fully in the attached Scope of Work

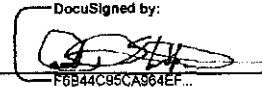
Deliverables: Described more fully in attached Scope of Work

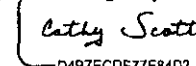
Other Considerations: None.

CLIENT:
Okaloosa County Board of County Commissioners

By: 
Print Name: Tracy Stage
Title: Airports Director
Date: 5.17.23

RS&H:
RS&H, Inc.

By: 
Print Name: Dale Stubbs
Title: Vice-President - Aviation
Date: 5/5/2023

ATTEST:
By: 
Assistant Corporate Secretary



***Okaloosa County Airports
Security Maintenance, Repair
and Support Services RFP
Scope of Work***

Version 2.0
April 28, 2023
Okaloosa County Airports
Okaloosa County, FL

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

RS&H

I PROJECT DESCRIPTION

Okaloosa County Airports (Owner or Client) has an existing security maintenance agreement for Destin-Fort Walton Beach Airport (VPS), Destin Executive Airport (DTS), and Bob Sikes Airport (CEW) scheduled to expire later this calendar year. The Owner has requested that RS&H, Inc. (RS&H) provide a scope of services and fee to develop a request for proposals (RFP) for the next security maintenance, repair, and support services agreement that the Client can use to solicit proposals from firms technically qualified to supply the services. The RFP will include all equipment, hardware, and software related to physical security systems at all three airports. In addition, RS&H will assist the bid and award process by attending the Pre-Bid Conference virtually, answering questions from potential bidders regarding the RFP, produce required addenda, and evaluate bids.

II PROJECT TASKS

TASK 1 PROJECT KICK-OFF, DOCUMENTATION REVIEW AND SITE VISITS

RS&H will initiate the project with a virtual kick-off meeting, followed by requesting and reviewing all pertinent documentation and conducting onsite visits to VPS, DTS, and CEW (collectively the Airports).

Task 1.1 Project Kick-Off

RS&H will organize and facilitate a virtual project kick-off meeting with the Client to confirm the project goals and direction, and to determine preferred proposal submittal requirements and the evaluation process. RS&H will complete the necessary project initiation and documentation setup to appropriately manage the Project.

Task 1.2 Record Documentation Review

RS&H will request from the Client and review any relevant record documents (equipment lists, product data, diagrams, as-built drawings, etc.) of the existing facilities in order to establish a baseline of existing security-related equipment, hardware, and software currently installed at the Airports.

Task 1.3 Site Visits

RS&H will conduct site visits at the Airports to collect data and meet with staff to document existing security-related equipment, hardware, and software manufacturers, models, versions, and installation dates. Site visits are anticipated to be conducted during one continuous work week. Assistance from Airport staff will be required to confirm data and provide escort services.

Task 1.4 Project Management

RS&H will manage the Project in a professional manner, assign and manage qualified individuals to the Project, and complete the efforts within the proposed time frame. This task will include scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the Team's efforts including assembly and coordination of all documentation. RS&H will complete meeting preparation activities, prepare and distribute meeting minutes, and assign appropriate follow-up activities. RS&H will make monthly progress reports to the Client during the entire duration of the project. Project management also includes monthly project and budget reporting to senior leadership to provide regular updates and to confirm RS&H Standard Operating Procedures (SOPs) are incorporated.

TASK 2 INVENTORY REPORT

In order to complete the RFP, RS&H will develop an Inventory Report describing all security system-related equipment, hardware, and software for Client review and approval. Pertinent information from the Inventory report will be included in the RFP for bidding purposes. The Inventory Report will not include a conditional assessment of any equipment or hardware.

Task 2.1 Draft Inventory Report

RS&H will use documentation received from the Client and data collected from the site visits to prepare a Draft Inventory Report in order to establish existing security system information. The report will be a combination of spreadsheet format and plans. The Draft Inventory Report will be submitted to the Client for review and comment prior to producing the Final Inventory Report. The Inventory Report shall include the following:

1. Breakout of each airport separately.
2. Security system equipment and hardware manufacturer, model, age, and County asset number (if applicable).
3. Security system software versions, latest updates, and maintenance agreement status.
4. Plans depicting locations of equipment and hardware.

Task 2.2 Final Inventory Report

RS&H will incorporate Client comments into the Final Inventory Report and submit electronically to the Client for their records. The information from the Final Inventory Report will be incorporated into the RFP document.

Task 2.3 Project Management

RS&H will manage the Project in a professional manner, assign and manage qualified individuals to the Project, and complete the efforts within the proposed time frame. This task will include scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of

the Team's efforts including assembly and coordination of all documentation. RS&H will complete meeting preparation activities, prepare and distribute meeting minutes, and assign appropriate follow-up activities. RS&H will make monthly progress reports to the Client during the entire duration of the project. Project management also includes monthly project and budget reporting to senior leadership to provide regular updates and to confirm RS&H Standard Operating Procedures (SOPs) are incorporated.

TASK 3 RFP SUPPORT

RS&H will assist the Client in developing the RFP that will be used to solicit interested bidders. The Client shall publish the RFP in accordance with the Client's procurement rules and policies.

Task 3.1 Draft RFP

RS&H will receive electronic files of boiler plate template technical RFP documents and assemble into a Draft RFP for Client review and comment. RS&H will prepare technical portions of the Draft RFP (Bid Form, technical specifications, and plans). The Client shall provide current templates for General Proposal Requirements and regulatory forms and documents. The RFP shall include the following content:

1. Notice to Respondents
2. Procurement and Contracting Requirements (insurance requirements, regulatory forms, draft contract, etc.).
3. Proposal Response Requirements (submittal and evaluation process, written proposal, bid forms, etc.).
4. Technical Requirements (Division 1 and 28 technical specifications, plans)

RS&H will conduct an internal quality control check prior to submission to ensure that the Draft RFP meets the intent of the scope of work.

Task 3.2 Draft RFP Review Meeting

RS&H will conduct a virtual meeting to review Client comments on the Draft RFP. RS&H will produce meeting minutes to document revisions to be incorporated into the Final RFP.

Task 3.3 Final RFP

RS&H will incorporate Client review comments into the Final RFP and submit electronically for Client's use. RS&H will conduct an internal quality control check prior to submission to ensure that the Final RFP meets the intent of the scope of work.

Task 3.4 Project Management

RS&H will manage the Project in a professional manner, assign and manage qualified individuals to the Project, and complete the efforts within the proposed time frame. This task will include

scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the Team's efforts including assembly and coordination of all documentation. RS&H will complete meeting preparation activities, prepare and distribute meeting minutes, and assign appropriate follow-up activities. RS&H will make monthly progress reports to the Client during the entire duration of the project. Project management also includes monthly project and budget reporting to senior leadership to provide regular updates and to confirm RS&H Standard Operating Procedures (SOPs) are incorporated.

TASK 4 BID AND AWARD SUPPORT SERVICES

RS&H will support the Client during bidding and awarding by virtually attending the Pre-Bid Conference, responding to bidder questions and producing any required addenda, and assisting in evaluating the received bids.

Task 4.1 Pre-Bid Conference

RS&H will virtually attend the Pre-Bid Conference. RS&H will describe specific elements of the project as requested by the Client. Potential bidders will be asked to submit any questions in writing for responses to be included in an Addendum.

Task 4.2 Addenda

RS&H will assist in the preparation of up to one (1) addendum to revise plans and other contract documents prepared by the RS&H to (1) provide clarifications, (2) correct discrepancies, or (3) correct errors and/or omissions. RS&H will review questions submitted by potential proposers and offer responses to project-related components of the RFP via MSWord format for the Client to distribute to plan holders. The Client shall respond to questions related to compliance with RFP elements that are governed by the Client's procurements rules and policies.

Task 4.3 Bid Review and Award Recommendation

RS&H will receive qualified proposals from the Client. RS&H will review the proposals, evaluate for responsiveness, and notify the Client of any concerns about the respondents.

Task 4.4 Project Management

RS&H will manage the Project in a professional manner, assign and manage qualified individuals to the Project, and complete the efforts within the proposed time frame. This task will include scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the Team's efforts including assembly and coordination of all documentation. RS&H will complete meeting preparation activities, prepare and distribute meeting minutes, and assign appropriate follow-up activities. RS&H will make monthly progress reports to the Client during the entire duration of the project. Project management also includes monthly project and

budget reporting to senior leadership to provide regular updates and to confirm RS&H Standard Operating Procedures (SOPs) are incorporated.

III MEETINGS AND PRESENTATIONS

Meetings that are associated with each Project Task are identified in the descriptions of the respective task. A summary of the number of meetings associated with each task is:

- » Task 1.1 – One (1) virtual kick-off meeting.
- » Task 1.3 – One (1) site visit of the Airports during three consecutive days.
- » Task 3.2 – One (1) virtual Draft RFP review meeting.
- » Task 4.1 – One (1) virtual Pre-Bid Conference.

IV DELIVERABLES

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

- » Task 2.1 – Draft Inventory Report.
- » Task 2.2 – Final Inventory Report.
- » Task 3.1 – Draft RFP.
- » Task 3.3 – Final RFP.
- » Task 4.2 – Up to one (1) Addendum.

V PROJECT SCHEDULE

The project schedule is as follows:

- » Kick-off meeting 10 days from Notice to Proceed (NTP)
- » On-Site Walk Through..... within 21 days of Kick-Off Virtual Meeting
- » Draft Inventory Report..... within 14 days of On-Site Walk Through
- » Final Inventory Report within 7 days of Draft Report Review comments
- » Draft RFP within 30 days of receiving boiler plate documents
- » Draft RFP Review Meeting within 10 days of Draft RFP Submittal
- » Final RFP..... within 10 days of Draft RFP Review Meeting
- » Addenda..... within 5 days of Receiving Final Bidder Questions
- » Bid Review Comments..... within 3 days of Bid Opening

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

VI ASSUMPTIONS AND EXCLUSIONS

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

- » Okaloosa County Airports will provide available relevant record documents (equipment lists, product data, diagrams, as-built drawings, etc.) of the existing facilities.
- » The Client will provide data pertaining to existing security-related equipment, hardware, and software manufacturers, models, versions, and installation dates.
- » The Client will provide escort services and assist in gaining access to all required facilities, equipment rooms, cabinet enclosures, etc.
- » Scope does not include equipment or hardware conditional assessment.
- » Scope does not include networks associated with security systems.
- » The Client shall provide current templates for General Proposal Requirements and regulatory forms, documents, and marked up plans while RS&H will only create technical portions of the RFP (Bid Form, technical specifications, and final plans).
- » There will be no major changes to the Draft RFP or changes made after the Final RFP.

VII PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for a lump sum fee of \$49,874. See Attachment A for a breakdown of costs.



OKALOOSA COUNTY SECURITY MAINTENANCE RFP
 Okaloosa County Airports General Consultant Contract
 Airport Security Equipment Maintenance Agreement RFP
 Work Breakdown Structure

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT MGR	SENIOR ENG/PLNR	JUNIOR ENG/PLNR	ADMIN	TOTAL
BASIC SERVICES - LUMP SUM FEE AMOUNT ESTIMATE BREAKDOWN						
TASK 1 - PROJECT KICK-OFF, DOCUMENTATION REVIEW AND SITE VISITS						
1.1 Project Kick-Off		4	8	2	2	16
1.2 Record Documentation Review			12	6		18
1.3 Site Visits			36	6		42
1.4 Project Management		4			2	6
TASK 2 - INVENTORY REPORT						
2.1 Draft Inventory Report			14	10		24
2.2 Final Inventory Report			10	6		16
2.3 Project Management		2				2
TASK 3 - RFP SUPPORT						
3.1 Draft RFP		2	60	12	2	76
3.2 Draft RFP Review Meeting		1	4	2		7
3.3 Final RFP		2	36	6	4	48
3.4 Project Management		2			2	4
TASK 4 - BID AND AWARD SUPPORT SERVICES						
4.1 Pre-Bid Conference			1			1
4.2 Addenda			4	2		6
4.3 Bid Review and Award Recommendation			1			1
4.4 Project Management		2			2	4
TOTAL HOURS	0	19	186	52	14	76
BURDENED RATE	\$200.00	\$185.00	\$200.00	\$130.00	\$65.00	\$636.64
TOTAL DIRECT LABOR \$	\$0	\$3,515	\$37,200	\$6,760	\$910	\$48,385
OTHER DIRECT NON-SALARY COSTS						
REPRODUCTION	# DWGS @ \$9.00	#PAGES @ \$0.25	#SETS			\$0
Documentation						\$0
TOTAL REPRODUCTION						\$0
POSTAGE/DELIVERY	# PCKGS @ \$50.00					\$0
Reports/Specifications						\$0
TOTAL POSTAGE/DELIVERY						\$0
TRAVEL	Airfare @ \$500	Car @ \$65	Lodging @ \$150	Meals @ \$75	Parking and Mileage @ \$0.625	
Task 1.3 Site Visit (1 person)	500	195	450	225	119	\$1,489
Total Travel						\$1,489
TOTAL ODC's						\$1,489
Total Proposed Lump Sum Fee						\$49,874