

TASK ORDER APPROVAL FORM

CONTRACT #: C20-2959-AP

TASK ORDER #: 7

Project name: VPS Covered Walkways Construction Administration (CA) Services

TASK ORDER AMOUNT: \$ \$44,590.00

OFFERED BY CONSULTANT:

RS&H Inc.

FIRM'S NAME

Dale Stubbs

REPRESENTATIVE'S PRINTED NAME

DocuSigned by:



FRM/AC96CA964EF...
SIGNATURE

Vice President

TITLE

5/5/2023

DATE

RECOMMENDED FOR APPROVAL

Tracy Stage, A.A.E.



SIGNATURE Tracy Stage A.A.E.

Airports Director

TITLE

5.8.23

DATE

APPROVED BY OKALOOSA COUNTY

(Per Purchasing Manual)

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

DeRita Mason

Digitally signed by DeRita Mason
Date: 2023.05.08 15:01:55 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2023.05.08 15:17:57 -05'00'

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR John Hofstad
(if applicable)

DATE

CHAIRMAN-
(if applicable)

DATE

RS&H Project No. 1048-1915-009
Client Project No. _____
Short Title: Okaloosa County VPS Covered Walkways CA Services

WORK ORDER

Work Order No. 09
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 Cost-Plus, Not-to-Exceed basis. The Cost-Plus fee shall be \$44,590.

Schedule: Consultant will start work immediately upon receiving Notice-to-Proceed (NTP). Schedule of work will coincide with the selected contractor’s construction schedule.

Deliverables: Described more fully in attached Scope of Work

Other Considerations: None.

CLIENT:
Okaloosa County Board of County
Commissioners

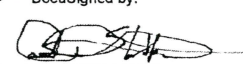
By:  _____

Print Name: Tracy Stage

Title: Airports Director

Date: 5-8-23

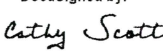
RS&H:
RS&H, Inc.

DocuSigned by:
By:  _____
F6D44C95CA964EF...

Print Name: Dale Stubbs

Title: Vice-President - Aviation

Date: 5/5/2023

ATTEST
DocuSigned by:
By:  _____
D4B7ECDE77E84D2

Assistant Corporate Secretary
DocuSigned by:

[CORPORATE SEAL]


***VPS Covered Walkways
Construction Administration
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 secured a general contractor to construct covered walkways and lighting improvements in the landside areas at Destin-Fort Walton Beach Airport (VPS). The Owner has retained RS&H, Inc. (RS&H) to provide construction administration services associated with the construction of these covered walkways at VPS.

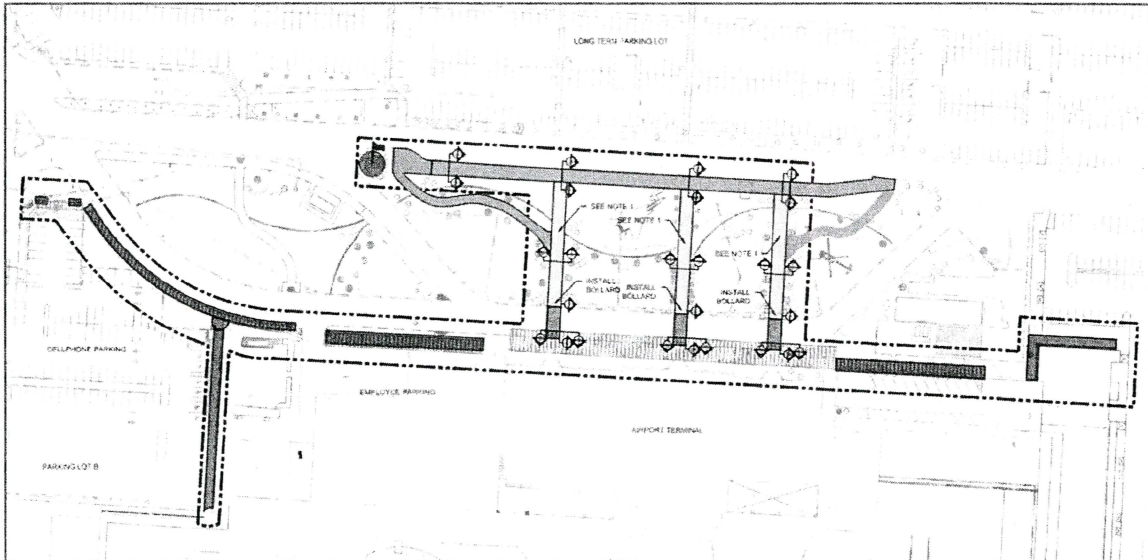


Figure 1 – Proposed Project Site Plan

II PROJECT TASKS

TASK 1 PRE-CONSTRUCTION CONFERENCE

RS&H will attend one pre-construction conference (remotely via teleconference) to review applicable project requirements with the Contractor, the Owner, and any other relevant stakeholders.

TASK 2 CONSTRUCTION PROGRESS MEETINGS

RS&H will attend construction progress meetings during the construction period. The scope of these meetings is anticipated to include: project schedule status, contract days expended, outstanding submittals, outstanding RFI's, submittals needed based on lead times, safety and security, project progress since the last meeting, and a two week look-ahead for upcoming work.

It is assumed that there will be up-to twelve (12) construction progress meetings and that they will be conducted virtually via teleconference. The Senior Engineer will attend project progress meetings, when requested by the Owner.

TASK 3 PERIODIC SITE VISITS

RS&H will make up to five (5) periodic construction site visits for the duration of the project construction. On these site visits, the Senior Engineer will observe and familiarize themselves generally with the progress and quality of the work and to determine if the work is generally proceeding in accordance with the contract documents and the contractor's construction schedule. The Senior Engineer will prepare written reports of their observations made during these site visits. The Senior Engineer will provide immediate verbal notification to the Owner's authorized representative(s) if any deviation from the contract documents or the contractor's construction schedule is observed by or brought to the attention of the Senior Engineer.

RS&H will not have control or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the contractor, subcontractors, any of their agents or subcontractor's employees, or any other person performing any of the work or for the failure of such persons to carry out the work in accordance with the contract documents.

TASK 4 SUBMITTAL REVIEW

RS&H will review and approve or take other appropriate action upon the shop drawings, samples, and other submissions furnished by the contractor and submitted to the Owner. RS&H will maintain a log of contractor submittals which will include the submittal date, the action taken, and the date returned. It is anticipated that there will be approximately 8 submittals reviewed and responded to by RS&H during the execution of the project. The estimated effort assumes that resubmittals will be limited and that the Contractor will be capable of submitting material shop drawings that meet the requirements of the contract documents. Significant material submittal re-reviews due to Contractor negligence may require additional services.

TASK 5 CHANGE ORDER REVIEW

RS&H will prepare routine change orders, as required; act as interpreter of the terms and conditions of the contract documents and judge of the performance thereunder by the parties thereto and make decisions on claims of the Owner and Contractor relating to the execution and progress of the work and other matters and questions related thereto. It is anticipated that there could be up-to two change orders issued during the construction of this project.

TASK 6 RFI REVIEW AND RESPONSE

RS&H will review and approve or take other appropriate action upon Request for Information (RFI's) and maintain a log of RFI's and their responses. It is assumed that RS&H will log, review and respond to approximately 4 RFI's during the execution of the project.

TASK 7 CONTRACTOR PAY REQUEST

RS&H will review contractor applications for payment and supporting data, review the amount owed to the contractor and recommend approval in writing of all contractor payment applications. It is assumed that RS&H will review and assist in the preparation of up-to three (3) contractor pay applications during the execution of the project.

TASK 8 SUBSTANTIAL COMPLETION INSPECTION

RS&H will perform, together with the Owner's authorized representative(s), an inspection after the Contractor has substantially completed work on the project, and prior to acceptance of work. RS&H will provide written documentation of any items of work found to be out of compliance with the contract documents or uncompleted from the substantial completion punch-list.

TASK 9 RECORD DRAWINGS

RS&H will prepare reproducible drawings, which will become the property of the Owner, corrected to show significant changes made in the work during the construction of the project. Such corrections will be based upon "as-built" prints, drawings, field sketches and other data furnished to RS&H by the Owner and the Contractor, and upon change orders issued during construction. RS&H will provide two (2) hard copies and an electronic copy of the Record Drawings.

TASK 10 PROJECT MANAGEMENT

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

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 – Pre-Construction Conference via teleconference with Owner and Contractor
- » Task 2 – Construction Progress Meetings via teleconference, when requested by Owner

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 9 - Record Drawings: Two (2) hard copies and an electronic copy

V PROJECT SCHEDULE

The project schedule is as follows:

	Date
Anticipated NTP	May 2023
Substantial Completion	November 2023

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

VI ASSUMPTIONS AND EXCLUSIONS

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

- » Okaloosa County Airports will provide available reports and issued-for-construction documents for the project.
- » Scope of this work order is limited to construction administration and does not include any design or inspection services associated with the project.
- » Scope does not include any permitting services or fees.
- » Scope does not include design or evaluation of any corrective action required, in the event of any errors or omissions in the design documents.
- » RS&H will only perform services/work related in any way to PFAS chemicals or substances possibly containing PFAS chemicals (including but not limited to sampling, handling and remediating) to the extent that Okaloosa County Airports specifically directs, in writing, RS&H to perform such services/work, and RS&H shall not be liable for the nonperformance of such services/work.

VII PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for a cost-plus, not-to-exceed fee of \$44,590. See Attachment A for a breakdown of costs.



DESTIN FORT WALTON BEACH AIRPORT (VPS)
Okaloosa County Airports General Consultant Contract
VPS Covered Walkways Construction Administration (CA) Services
Work Breakdown Structure

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT MGR	SENIOR ENGR/PLNR	JUNIOR ENGR/PLNR	ADMIN	TOTAL
BASIC SERVICES - COST-PLUS, NTE FEE AMOUNT ESTIMATE BREAKDOWN						
Task 1 - Pre-Construction Conference			2	2		4
Task 2 - Construction Progress Meetings			12			12
Task 3 - Periodic Site Visits (5)			55			55
Task 4 - Submittal Review		4	16	24	10	54
Task 5 - Change Order Review		2	6	6	2	16
Task 6 - RFI Review and Response		2	12	12		26
Task 7 - Contractor Pay Request			6			6
Task 8 - Substantial Completion Inspection			12			12
Task 9 - Record Drawings		2	16	24	4	46
Task 10 - Project Management		12			6	18
TOTAL HOURS	0	22	137	68	22	249
BURDENED RATE	\$200.00	\$185.00	\$200.00	\$130.00	\$65.00	\$167.63
TOTAL DIRECT LABOR \$	\$0	\$4,070	\$27,400	\$8,840	\$1,430	\$41,740
OTHER DIRECT NON-SALARY COSTS						
	# DWGS	#PAGES				
REPRODUCTION	@	@				
	\$2.50	\$0.25		#SETS		
Documentation	20			2		\$100
TOTAL REPRODUCTION						\$100
	# PCKGS					
POSTAGE/DELIVERY	@					
Reports/Specifications	\$50.00					
	1					\$50
TOTAL POSTAGE/DELIVERY						\$50
TRAVEL		Rental Car	Hotel	Per Diem		
		\$100	\$150	\$50		
Site Visits (5)		\$1,000	\$750	\$500		\$2,250
Substantial Completion Inspection		\$200	\$150	\$100		\$450
					Total Travel	\$2,700
TOTAL ODC's						\$2,850
Total Proposed Cost-Plus, Not-to-Exceed Fee						\$44,590