

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 02/15/2022

Contract/Lease Control #: C19-2792-AP

Procurement#: RFQ 13-19

Contract/Lease Type: CONTRACT

Award To/Lessee: AVCON

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 03/26/2022

Expiration Date: 03/26/2024

Description of: GENERAL AVIATION ENGINEERING SERVICES

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

Monitor's FAX # or E-mail: I~~ST~~AGE@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 9

TASK ORDER AMOUNT: \$ Lump Sum fee of \$75,895.00

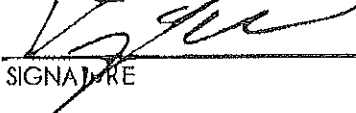
OFFERED BY CONSULTANT:

AVCON INC.

FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice-President

TITLE

March 30, 2022

DATE

RECOMMENDED FOR APPROVAL
(Department Director)

Tracy A. Stage, A.A.E.

Digitally signed by Tracy A. Stage, A.A.E.
Date: 2022.04.18 08:15:17 -05'00'

SIGNATURE Tracy Stage A.A.E.

Airports Director

TITLE

4/18/22

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.

Jeffrey A Hyde

Digitally signed by Jeffrey A Hyde
Date: 2022.04.19 14:50:15 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2022.04.20 08:17:59 -05'00'

OMB Director/DATE

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2022.04.20 16:53:53 -05'00'

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

Revised November 3, 2017

CONTRACT #: C19-2792-AP
AVCON, INC.
GENERAL ENGINEERING SERVICES
EXPIRES: 03/26/2024

TASK ORDER

Phase 1: Planning and Project Definition
Replace Passenger Boarding Bridges Project
Destin-Fort Walton Beach Airport (VPS)
March 2022

Task Order No. 9
AVCON Project No. 2022.050.01

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for Okaloosa County Board of County Commissioners (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated March 28, 2019, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Destin-Fort Walton Beach Airport—Okaloosa County, Florida
2. **Task Name:** Phase 1: Replace Passenger Boarding Bridges
3. **Task Description/Scope of Services:** CONSULTANT shall perform professional planning phase services identified as Sections B and C of Exhibit "A" and attached hereto.
4. **Compensation:** All work performed under Section B and C as described in Item 3 above shall be compensated for on a Lump Sum basis as derived in Exhibit "B" and attached hereto. The Lump Sum fee shall be *Seventy-Five Thousand, Eight Hundred Ninety-Five and 00/100 dollars (\$75,895.00 LS)* and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.
5. **Schedule:** A schedule of 60 calendar days is anticipated from the date of the project Notice-To-Proceed (NTP) to submit the final summary report identified in Task C11 of Exhibit "A." For any unreasonable delays in obtaining required materials to be provided by others, such as review comments, the anticipated design schedule shall be extended an equivalent number of days.
6. **Deliverables:** Deliverables shall include the following:
 - Agenda for Pre-Design Kickoff Workshop
 - Two (2) copies of draft report with exhibits
 - Two (2) copies of final report with exhibits
 - Electronic files of all final documents
7. **Other Considerations:** Services of the CONSULTANT shall be under the direction of Chad Rogers, P.E. of Okaloosa County Airports.



EXHIBIT "A"
SCOPE OF WORK – PHASE 1: PLANNING AND PROJECT DEFINITION
REPLACE PASSENGER BOARDING BRIDGES PROJECT
DESTIN-FORT WALTON BEACH AIRPORT (VPS)
MARCH 2022

SECTION A: PURPOSE

The purpose of this overall project is to replace three existing passenger boarding bridges (PBB) and supporting equipment and infrastructure serving Gates B-1 through B-3 along with the associated building and civil improvements needed to support the new PBBs at the Destin-Fort Walton Beach Airport (VPS).

The scope of this Phase 1 work is to perform detailed planning of the airport's aircraft operating area to support the future baggage claim expansion and passenger boarding bridges for Gates B1-B3. The discovery phase will assess current markings layout for existing bridges and provide options for temporary and permanent layouts to allow construction phasing during the baggage claim project while continuing aircraft operations from Gate B1. Goals of this portion of the scope are:

1. Create space between the baggage claim area airside and Gate B1 so that operations can continue throughout the baggage claim project and
2. Minimize the number of changes that are required to airfield markings to include lead-in lines, hold bars, surface painted signs, and aircraft safety envelopes.

The final project goals, objectives, and PBB layouts will be established during this Phase 1 effort and the final deliverables will represent a conceptual layout generally consistent with a 30% design benchmark. Based on the original RFQ and the AVCON Team experiences on similar projects, AVCON has prepared the following abbreviated scope of work necessary to accomplish this project. These are outlined below:

SECTION B: PRE-DESIGN ACTIVITIES

- B1.1.** Consultant team will attend a virtual project kick-off meeting with the Owner to review the project goals and objectives with the Owner. The workshop will include discussions with the Owner and their terminal consultant relative to the pending baggage claim expansion and other architectural features of the project site which will pertain to this assignment. Additional discussion items will be identified in a meeting agenda prepared by the AVCON Team for reference at the workshop.
- B1.2.** Baggage claim design and phasing plans as well as other terminal plans and record documents will be provided by the Owner to the consultant to facilitate the study and project coordination.
- B1.3.** Following the workshop, a walking site tour will be provided to enable the design team to obtain a first-hand perspective of the work area and on-going operational parameters of the terminal and ramp area.

**EXHIBIT "A" - SCOPE OF WORK – PHASE 1
REPLACE PASSENGER BOARDING BRIDGES PROJECT - VPS**

SECTION C: PROJECT STUDY AND CONCEPT VALIDATION ACTIVITIES

- C1. Master Base Mapping (Surveys)**
- a. Survey crew will travel to the site to survey all existing apron conditions from the building face out to the edge of the apron with electronic survey equipment. The County will provide an escort for the survey team when operating inside the Security Identification Display Area (SIDA).
 - b. Document for reference the existing PBB and fixed GSE equipment information.
 - c. Collect the above surveyed information onsite to build and deliver a precision airside AutoCAD model (version 2020) (Architect working in Revit with CAD exports to coordinate with Civil) that will facilitate the future design effort.
 - d. Reconcile survey model to State Plane Coordinate system - West Florida Zone. CADD base files shall be coordinated with Owner.
 - e. Prepare CADD base file for modeling work to include convert survey CADD file to AVCON CADD standards, import existing airport base files for reference, prepare titleblock, confirm survey scale and coordinate system is correct, and reconcile all survey points.
- C2.** Perform detailed planning of the Airport's aircraft operating area to support the future baggage claim expansion and passenger boarding bridge operation for Gate B1. Provide detailed planning to achieve efficiencies during the design and construction and to minimize or delete airport operational impacts through two anticipated overlapping projects in the same area.
- C3.** Based on the above, provide detailed geometric layout of the preferred aircraft parking configuration along with the physical limitations of the existing bridges for Gates B1-B4 during the project transitions, as well as the performance characteristics of the permanent future bridge options.
- C4.** From this aircraft layout planning phase, assess current markings layout for existing bridges and provide options for temporary and permanent layouts to allow construction phasing during the baggage claim project while continuing aircraft operations from Gate B1. Provide a review of options for the current B1-B4 parking area.
- C5.** Provide detailed planning to achieve efficiencies during the design and construction and to minimize or delete airport operational impacts through two anticipated overlapping projects (Baggage Claim Expansion and PBB Replacements) in the same area.
- C6.** Further to the above, and in conjunction with the above preferred parking configuration, verify architectural needs regarding (relocating) the PBB access doors, hardware, security interface, PA system, weather stripping, flashing, PBB signage, and exterior building improvements. Changes to PBB foundations will also be considered here.
- C7.** Consultant shall prepare a draft abbreviated summary of the design decisions for the work identified during the project definition to include final aircraft parking layout for Owner review and approval. This report will serve as the basis of design for the design work.

EXHIBIT "A" - SCOPE OF WORK – PHASE 1
REPLACE PASSENGER BOARDING BRIDGES PROJECT - VPS

- C8.** Based on the input from Owner, Consultant shall prepare a final abbreviated summary of the design decisions for the work identified during the project definition to include final aircraft parking layout, PBB, PCA and 400 Hz configuration and operating parameters, and replacement options for Owner review and approval.
- C9.** Deliverables: Agenda for Pre-Design Kickoff Workshop
Two (2) copies of draft report with exhibits and all graphics
Two (2) copies of final report with exhibits and all graphics
Electronic Files of all Final Documents

END OF SCOPE – PHASE 1

**PHASE 1; PLANNING AND PROJECT DEFINITION
PASSENGER BOARDING BRIDGE REPLACEMENT PROJECT
DESTIN-FORT WALTON BEACH AIRPORT**

AVCON, INC.

Task Description	Hours	Fee	Total
Phase 1: Planning and Project Description Fee			
AVCON INC.	264	\$ 40,770	
		Sub Total	\$ 40,770

Phase 1: Subconsultant Fees			
JSM & Associates		\$ -	
AERO Systems Engineering		\$ 27,935	
MLM Martin		\$ 6,190	

Subconsultant Expenses - See reimbursables table		\$ 1,000	
		Sub Total	\$ 38,126

Phase 1 - Grand Total		\$ 75,896	
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Phase 2: Design, Bld, and Construction Phase Services			
Task 2: Design Phase Services			TBD
Task 3: Foundation and Tie Down Design Services			TBD
Task 4: Bld Phase Services			TBD
Task 5: Construction Administration Phase Services			TBD
Task 6: Resident Project Representative Services			TBD

PHASE 2 - GRAND TOTAL		TBD	
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AVCON INC.

EXHIBIT B - FEE DERIVATION

PASSENGER BOARDING BRIDGE REPLACEMENT
DESTIN-FORT WALTON BEACH AIRPORT

Posssion:	SENIOR PROJECT MANAGER		PROFESSIONAL ENGINEER		PROJECT ENGINEER		CADD TECHNICIAN		CLERICAL		TOTAL	
	\$195		\$170		\$150		\$105		\$60		Hours	Cost
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
B1.1	Attend virtual project kickstart workshop with the Owner to review the project goals and objectives with the Owner's team. The workshop will include discussions with the Owner and their technical consultants relative to the pending baggage claim expansion and other architectural features of the project site which will pertain to this alignment. Additional discussion items will be identified in a meeting agenda prepared by the AVCON Team for reference at the workshop.											
	0	\$1,600	4	\$680	0	\$0	0	\$0	0	\$0	12	\$2,240
G1	Conduct Master Base Mapping (Survey)											
	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
	a. Survey crew will travel to the site to survey all existing ground conditions from the building face out to the taxi truck line with electronic survey equipment. Consultant will provide an escort when technicians are working inside the Security Identification Display Area (SIDA).											
	4	\$760	0	\$0	0	\$0	0	\$0	0	\$0	4	\$760
	b. Document for reference the Existing PAB and fixed GSE equipment information											
	0	\$0	0	\$0	0	\$0	0	\$0	10	\$0	0	\$0
	c. Collect the above surveyed information on site to build and deliver a precision inside AutoCAD model (version 2010) that will facilitate the future design effort.											
	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
	f. Reconcile survey model to State Plane Coordinate system - West Florida Zone. CADD base files shall be coordinated with OWNER											
	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
	g. Prepare CADD base file for modeling work to include convert survey CADD file to AVCON CADD standards, import existing airport base files for reference, prepare tablelock, confirm survey scale and coordinate system is correct, and reconcile all survey points.											
	0	\$0	0	\$0	0	\$0	0	\$810	0	\$0	0	\$810
G2	Perform detailed planning of the Airport's aircraft operating area to support the future baggage claim expansion and passenger boarding bridge operation for Gate B1.											
	6	\$1,170	16	\$2,720	14	\$2,100	0	\$0	0	\$0	36	\$5,990
C3	Provide detailed geometric layout of the preferred aircraft parking configuration along with the physical limitations of the existing bridges for Gates B1-B3 during the project transitions, as well as the performance characteristics of the permanent future bridge options.											
	6	\$1,170	24	\$4,080	24	\$3,600	0	\$0	0	\$0	54	\$8,850
	From this aircraft layout planning phase, assess current markings layout for existing bridges and provide options for temporary and permanent layouts to allow construction phasing during the baggage claim project while continuing aircraft operations from Gate B1.											
C4	Provide review options for the current B1 parking area.											
	6	\$1,170	16	\$2,720	14	\$2,100	0	\$0	0	\$0	36	\$5,990
C6	Provide detailed planning to achieve efficiencies during the design and construction and to minimize or delete airport operational impacts through two anticipated overlapping projects in the same area.											
	6	\$1,170	16	\$2,720	14	\$2,100	0	\$0	0	\$0	36	\$5,990
G7	Consultant shall compile a draft abbreviated summary of the design decisions for the work identified during the project definition to include final aircraft parking layout for Owner review and approval.											
	6	\$1,170	10	\$1,700	10	\$1,500	0	\$0	4	\$480	36	\$5,240
	Based on the input from Owner reviews and additional discussion at the workshop, Consultant shall prepare the summary of the design decisions for the work identified during the project definition to include final aircraft parking layout, PAB, PCA and ADO-111 configuration and operating parameters, and replacement options for Owner review and approval.											
	6	\$1,170	10	\$1,700	10	\$1,500	0	\$0	0	\$480	36	\$4,850
AVCON Sub-Total Task 1:												
	60	\$9,760	86	\$14,520	38	\$5,600	0	\$810	14	\$840	264	\$40,770

AVCON INC.

AERO Systems Inc.

EXHIBIT B - FEE DERIVATION

PASSENGER BOARDING BRIDGE REPLACEMENT
DESTIN-FORT WALTON BEACH AIRPORT

Position:	Rate (\$/hour)	SENIOR PROJECT MANAGER		PROFESSIONAL ENGINEER		PROJECT ENGINEER		CADD TECHNICIAN		CLERICAL		TOTAL	
		\$216		\$186		\$166		\$116		\$60		Hours	Cost
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
B1.1	Attend a virtual project initiation workshop with the Owner to review the project goals and objectives with the Owner's team. The workshop will include discussions with the Owner and their terminal consultant relative to the pending baggage claim expansion and other architectural features of the project site which will pertain to this assignment. Additional discussion items will be identified in a meeting agenda prepared by the AVCON Team for reference at the workshop.	2	\$432	2	\$372	2	\$332	0	\$0	0	\$0	6	\$1,136
C1.	Conduct Master Base Mapping (Survey)	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
	a. Survey crew will travel to the site to survey all existing apron conditions from the building face out to the tall limit line with electronic survey equipment. Consultant will provide an escort when subcontractors are working inside the Security Identification Display Area (SIDA).	20	\$4,300	12	\$2,220	13	\$2,145	0	\$0	0	\$0	45	\$8,665
	b. Document for reference the Existing PBB and fixed GSE equipment information	3	\$645	1	\$185	6	\$825	6	\$676	0	\$0	16	\$2,231
	c. Collect the above surveyed information on site to build and deliver a precision slide AutoCAD model (version 2020) that will facilitate the future design effort.	3	\$645	1	\$185	6	\$825	6	\$676	0	\$0	16	\$2,231
	d. Reconcile survey model to State Plane Coordinate system - West Florida Zone. CADD base files shall be coordinated with OWNER.	2	\$432	0	\$0	2	\$332	8	\$920	0	\$0	12	\$1,684
C2-C6.	Provide detailed peer review of geometric layout of the preferred aircraft parking configuration along with the physical limitations of the existing bridges for Gates B1-B3 during the project transitions, as well as the performance characteristics of the permanent future bridge options.	12	\$2,600	4	\$740	12	\$1,980	0	\$0	0	\$0	28	\$5,320
C7.	Consultant shall prepare applicable sections of draft summary of the design decisions for the work identified during the project definition to include final aircraft parking layout, PBB, PCA and AOD its configuration and operating parameters, and replacement options for Owner review and approval.	6	\$1,290	4	\$740	6	\$1,020	0	\$0	0	\$0	16	\$3,050
C10.	Based on the input from Owner reviews and additional discussion at the workshop, Consultant shall prepare appropriate sections of a summary of the design decisions for the work identified during the project definition to include final aircraft parking layout, PBB, PCA and AOD its configuration and operating parameters, and replacement options for Owner review and approval.	6	\$1,290	4	\$740	6	\$1,020	0	\$0	0	\$0	16	\$3,050
AERO Sub-Total Task 1:		84	\$17,610	28	\$5,180	55	\$9,075	18	\$2,070	0	\$0	165	\$27,035

MLM, INC.

EXHIBIT B - FEE DERIVATION

PHASE 1 - PASSENGER BOARDING BRIDGE REPLACEMENT
DESTIN-FORT WALTON BEACH AIRPORT

Position:	SENIOR PROJECT MANAGER		PROJECT ARCHITECT		PROJECT DESIGNER		CADD TECHNICIAN		CLERICAL		TOTAL		
	\$226		\$190		\$165		\$105		\$85		Hours	Cost	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
B1.1	Consultant will attend an on-site workshop/bk-off meeting with the Owner to review PBB options and identify the preferred buildout specifications. Consultant will also confirm any desired changes or upgrades in PBB length or operating parameters (i.e., regional jet or wide-body sill height). This meeting will also present the results of an exploration of quality of passenger experience vs. unit costs to identify the desired bridge parameters, which will then drive support infrastructure and other detailed design tasks below. This task will also identify the types of add-ons available and desired with respect to the base bridge design to ensure a complete and all-inclusive procurement process.												
	2	\$450	0	\$0	0	\$0	0	\$0	0	\$0	2	\$450	
C6	Further to the above, and in conjunction with the above preferred parking configuration, verify architectural needs regarding (relocating) the PBB access doors, hardware, security interface, PA system, weather stripping, flashing, PBB signage, and exterior building improvements. Changes to PBB foundations will also be considered here.												
	8	\$1,800	12	\$2,280	8	\$1,240	4	\$420	0	\$0	32	\$5,740	
C7	Based on the input from Owner reviews and additional discussion at the workshop, Consultant shall prepare appropriate sections of a summary of the design decisions for the work identified during the project definition to include final aircraft parking layout, PBB, PCA and 400 Hz configuration and operating parameters, and replacement options for Owner review and approval.												
	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	
	MLM Sub-Total Task 1:											40	\$2,250
												12	\$2,280
												8	\$1,240
												4	\$420
												0	\$0
												34	\$6,190

MLM, INC.

AVCON, INC.

EXHIBIT B - FEE DERIVATION
PHASE 1 - PASSENGER BOARDING BRIDGE REPLACEMENT
DESTIN-FORT WALTON BEACH AIRPORT

Out-of-Pocket Expenses - AVCON	Printing of Draft Summary	2 Copies @ 0.00		\$	-		
	Printing of Final Summary	2 Copies @ 0.00		\$	-		
				\$	-	Use	\$ -
Out-of-Pocket Expenses - SUBS	Travel Expenses - JSM	Per Trip @ \$1,050	0	\$	-		
	Travel Expenses - Aero	Per Trip @ \$1000	1	\$	1,000		
	Travel Expenses - MIA	Per Trip @ \$1000	0	\$	-		\$ 1,000

AVCON, INC.

Organizational Chart



**DESTIN-FT. WALTON BEACH AIRPORT
(VPS)**

PRINCIPAL-IN-CHARGE
Lee Lewis, PE
(Senior Project Manager)

PROJECT MANAGER
John Collins, PE
(Senior Project Manager)

QA/QC MANAGER
James Kriss, PE
(Senior Project Manager)

CIVIL ENGINEERING

Brandon Hiers, PE
(Professional Engineer)
AVCON, INC.

Ben Holman, PE
(Project Engineer)
AVCON, INC.

Michael Billi
(CADD Technician)
AVCON, INC.

Sue Finney
(Clerical)
AVCON, INC.

PASSENGER BOARDING BRIDGES

Jeff Chenoff PE
(Senior Project Manager)
AERO Systems Engineering

Lily Hoang
(Project Engineer)
AERO Systems Engineering

ELECTRICAL ENGINEERING
Chris Britton, PE, PMP, ENV SP
(Professional Engineer)
AERO Systems Engineering

MECHANICAL ENGINEERING
Brian Murphy, PE
(Professional Engineer)
AERO Systems Engineering

MASTER BASE MAPS/SURVEYS
Richard Greenfield
(CADD Technician)
AERO Systems Engineering

ARCHITECTURE

Miguel A. Martin, AIA
(Senior Project Manager)
MLM-Martin Architects (DBE/MBE)

Miguel L. Martin, AIA
(Project Architect)
MLM-Martin Architects (DBE/MBE)

GEOTECHNICAL & SUE*

William Lawrence, PE
Forrest "Ryan" Bunch
NOVA Engineering & Environmental, Inc.

RPR & COMMISSIONING *

Clanch Adge
Russ Niday
JSM & Associates

* Phase 2 Work





CONTRACT/LEASE RENEWAL FORM

Date: February 15, 2022
Company: AVCON, Inc
Attn: Virgil C. "Lee" Lewis, Vice President
Address: 320 Bayshore Drive Suite A
City, St, Zip: Niceville, FL 32578
RE: Contract Renewal

Dear Mr. Lewis,

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C19-2792-AP for an additional term. The contract renewal period will be 3/26/2022 to 3/26/2024. The annual budgeted amount for this contract is \$ per task order. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

Dept. Director Tracy A. Stage, A.A.E.
Signature: Stage, A.A.E.
Digitally signed by Tracy A. Stage, A.A.E.
Date: 2022.01.13 10:58:18 -06'00'

Date: _____
Approved By: John Hofstad
(as prescribed below on item 1)
Digitally signed by John Hofstad
Date: 2022.01.13 10:00:47 -06'00'

Date: _____
Approved By: Mel Ponder
Mel Ponder, Chairman
Board of County Commissioners
Date: February 15, 2022

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: [Signature]
Printed Name: Virgil C. "Lee" Lewis, P.E.
Title: Vice President, AVCON, INC.
Date: January 11, 2022



County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (if applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Contracts and Lease Coordinator at Purchasing Department.
If you have any questions please contact the Purchasing Manager at 850-689-5960. Fax: 850-689-5970

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 3/28/2019

Contract/Lease Control #: C19-2792-AP

Procurement#: RFQ 13-19

Contract/Lease Type: CONTRACT

Award To/Lessee: AVCON

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: TSTAGE@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/27/2021

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 Hylant - Orlando 250 International Pkwy, Ste 330 Lake Mary FL 32746	CONTACT NAME: Veronica Roldan
	PHONE (A/C No. Ext): 407-740-5550 FAX (A/C No.): 407-740-5522 E-MAIL ADDRESS: orlandocommerclat@hylant.com
INSURED AVCON, INC. 5555 East Michigan Street Suite 200 Orlando FL 32822	INSURER(S) AFFORDING COVERAGE
License#: 23894 AVCOINC-01	INSURER A: Admiral Insurance Company NAIC # 24856 INSURER B: Travelers Indemnity Co of Amer 25666 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 694596287 **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		680-007S607425	10/6/2021	10/6/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 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 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		7S607609-BA	10/6/2021	10/6/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		CUP007S607855	10/6/2021	10/6/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	<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/A	UB-007S607763	10/6/2021	10/6/2022	<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
A	Professional Liability		EO00004746804	10/6/2021	10/6/2022	Each Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be Okaloosa County is named as an additional insured as respects the general liability and subrogation in favor of the additional insured applies to all policies listed above as required cancellation except 10 days for non payment of premium applies to all policies. The pri

CONTRACT# C19-2792-AP
AVCON, INC
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/ ONE 2YR RENEWAL

CERTIFICATE HOLDER **CANCELLATION**

Okaloosa County Board of County Commissioners; Destin-Fort Walton Beach Airport Admin, 1701 State Road 85 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 <i>Judy K. Wilson</i>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/27/2021

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 Hylant - Orlando 250 International Pkwy, Ste 330 Lake Mary FL 32746 License#: 23894 AVCOINC-01	CONTACT NAME: Veronica Roldan PHONE (A/C No. Ext): 407-740-5550 FAX (A/C No.): 407-740-5522 E-MAIL ADDRESS: orlandocommercial@hylant.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Admiral Insurance Company</td> <td>24856</td> </tr> <tr> <td>INSURER B: Travelers Indemnity Co of Amer</td> <td>25666</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Admiral Insurance Company	24856	INSURER B: Travelers Indemnity Co of Amer	25666	INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														

COVERAGES **CERTIFICATE NUMBER:** 1462972088 **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	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			680-007S607425	10/6/2021	10/8/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7S607609-BA	10/6/2021	10/6/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			CUP007S607855	10/6/2021	10/6/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB-007S607763	10/6/2021	10/6/2022	<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
A	Professional Liability			EO00004716804	10/6/2021	10/6/2022	Each Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: AP 65-19; Aviation Engineering Design through Construction Phase Services to Expand Parking Lot B at the Destin-Fort Walton Beach Airport (VPS) Okaloosa County is named as an additional insured as respects the general liability and automobile liability as required by written contract. Waiver of subrogation in favor of the additional insured applies to all policies listed above as required by written contract. Thirty (30) days prior written notice of cancellation except 10 days for non payment of premium applies to all policies. The professional liability deductible is \$10,000.

CERTIFICATE HOLDER	CANCELLATION
Okaloosa County Board of County Commissioners, Destin-Fort Myers, 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 <i>Judy K. Wilson</i>

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App 3/11/21

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 8

TASK ORDER AMOUNT: \$ 14,905.00 (LS)

CONTRACT#: C19-2792-AP
AVCON, INC.
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

OFFERED BY CONSULTANT:

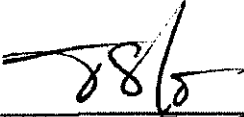
AVCON, INC.
FIRM'S NAME

VIRGIL C. "LEE" LEWIS, P.E.
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

REGIONAL MANAGER 3/11/2021
TITLE DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**


SIGNATURE Tracy Stage A.A.E.

Airports Director
TITLE

3/1/21
DATE

COUNTY ADMINISTRATOR (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.

Jeffrey A Hyde Digitally signed by Jeffrey A Hyde
Date: 2021.03.12 10:02:56 -06'00'
PURCHASING MANAGER

DATE

OMB Director/DATE

DATE

CHAIRMAN (if applicable)

DATE

TASK ORDER NO. 8
Professional Services

Airport Disadvantaged Business Enterprise Support - C
Okaloosa County Airports
March 2021

Task Order No. 8
AVCON Project No. 2021.050.02

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for Okaloosa County Board of County Commissioners (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

- 1. Task Location:** Okaloosa County Airports, Florida
- 2. Task Name:** Airport Disadvantage Business Enterprise Support - C
- 3. Task Description/Scope of Services:** CONSULTANT shall perform the scope of services as specified in the Taffy Pippin Consulting, LLC proposal letter dated January 21, 2021 and attached hereto as Exhibit A (2 pages).
- 4. Compensation:** All administrative services to facilitate the work specified in Section 3 above shall be compensated for on a Lump Sum basis as derived in Exhibit B and attached hereto. The Lump Sum fee shall be Two Thousand, Nine Hundred Five and 00/100 dollars (\$2,905.00 LS) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the project management and administrative work required. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.

In addition to the project management and administrative services, the CONSULTANT shall be compensated for all Disadvantaged Business Enterprise program support services on a lump sum basis in accordance with the fees specified in Exhibit A. Disadvantaged Business Enterprise program support services shall be performed by a qualified SUBCONSULTANT, Taffy Pippin Consulting, LLC.

Direct expenses necessary to perform the services, including related printing/plotting and mail charges, are incidental to the fees specified in Exhibit A and shall not be billed separately. Compensation for all work performed by SUBCONSULTANT shall not exceed a collective amount of Twelve Thousand and 00/100 dollars (\$12,000.00 LS).

The total project fee is \$14,905.00 (LS). Progress payments shall be made monthly.

- 5. Schedule:** The project schedule shall be as coordinated mutually between CLIENT and CONSULTANT.

6. Deliverables: Deliverables for the work shall be dependent upon the services authorized by the Okaloosa County Airports.

7. Other Considerations: Services of the CONSULTANT shall be under the direction of Ms. Allyson Oury, CPA, of Okaloosa County Airports.

Taffy Pippin Consulting, LLC shall serve as an authorized SUBCONSULTANT for work performed under this task order. As a service to Okaloosa County Airports, AVCON shall administer this task order. AVCON shall provide no other services under this task order; the services will be exclusively provided by the SUBCONSULTANT.

All County and other applicable fees shall be paid for directly by the CLIENT.

Accepted by:

CLIENT:

CONSULTANT:

**Okaloosa County Board of
County Commissioners**

AVCON, INC.

By: 

By: 

Printed Name: Tracy Stage A.A.E.

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Airports Director

Title: Regional Manager

Date: 3.11.21

Date: 3/11/2021



January 21, 2020

Tracy Stage, A.A.E.
Airports Director
c/o Allyson Oury, CPA
Airports Chief Financial Officer
Okaloosa County Airports System
1701 State Road 85 North
Eglin Air Force Base, FL 32542

RE: DBE PLAN 49 CFR, PART 26 FY 2022-FY 2024
Okaloosa County Airports
Okaloosa County, Florida
LETTER OF AGREEMENT

Dear Mr. Stage:

It is my understanding, that the Okaloosa County Airport System desires to engage a consultant to develop a Disadvantaged Business Enterprise Plan Update for the Okaloosa County Airports, in accordance with 49 CFR, Part 26, associated with Federal Aviation Administration projects for FY 2022 - FY 2024. Taffy Pippin Consulting, LLC is pleased to offer the following proposal to accomplish the above cited services.

Taffy Pippin Consulting, LLC, will provide the County with a Disadvantaged Business Enterprise Plan in accordance with the provisions of 49 CFR Part 26, "Participation by Disadvantaged Business Enterprise in DOT Programs". Our services will include the following:

1. Provide a proposed legal advertisement for public input into proposed DBE goals within ten working days of the issuance of a "Notice to Proceed";
2. Develop Interim goals for DBE participation in FAA projects with its associated methodology for coordination with FAA within ten working days following the issuance of a "Notice to Proceed";
3. Within ten working days, following final input from the public pertaining to proposed DBE goals, establish final goals and methodology for submission to the FAA;
4. Develop a DBE Plan Update in accordance with 49 CFR, Part 26 suitable for coordination with the Southern Region of the FAA, Atlanta, Georgia;
5. Provide two copies of the final plan update for

EXHIBIT A

- coordination with the FAA;
6. Provide Stakeholder consultation teleconference; and
 7. Submit FY 2022- FY 2024 Uniform Reports if requested.
 8. Submit all documents through civil-rights-connect.

The County's engineering firm will provide Taffy Pippin Consulting, LLC with data on which to base the proposed and final DBE goals for this Project.

Taffy Pippin Consulting, LLC will be paid Three Thousand Dollars (\$3,000.00) for each year requiring a DBE Goal and Methodology. This three year goal period requires goal setting for FY 2022 (goal required), FY 2023 (goal required) and FY 2024 (goal required) resulting in the lump sum amount of Nine Thousand Dollars (\$9,000.00). The above cited services will include all out of pocket expenses.

Total Fees DBE Goals (3 Years) and Plan Update: \$9,000.00

In addition if requested, Taffy Pippin Consulting LLC, will complete and submit the required Uniform Reports via the FAA civil-rights-connect system for FY 2022, FY 2023 and FY 2024. The fee each year for this service is \$1,000.00 per airport for each FY requiring a Uniform Report. Reports will be based on information provided by the County or their engineer.

If the above conditions and services are acceptable to you would you please indicate your acceptance below. Your acceptance will also act as our "Notice to Proceed" on this important project.

Following your acceptance, if you would retain one copy of this document for your file and forward the second copy to Taffy Pippin Consulting, LLC, it would be greatly appreciated.

Thank you for the privilege of offering these services and should you have any questions please don't hesitate to call.

Sincerely,

Taffy V. Pippin

Taffy Valdez Pippin
Consultant

Accepted: _____

**Airport Deadvantaged Business Enterprise Support - C
Okaloosa County Airports**

Position:	Engineering GABC Manager \$180		PROJECT MANAGER \$168		CLERICAL \$90		TOTAL	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Task 1: Project Administration (Lump Sum)								
1. Coordinate initial project understanding with County and Subconsultant	0	\$0	2	\$336	0	\$0	2	\$336
2. Prepare Task Order	1	\$180	5	\$840	0	\$0	4	\$720
3. Create Invoices and back-up per County requirements (up to eight invoices)	1	\$180	8	\$1,260	8	\$720	17	\$2,160
Sub-Total Project Administration	2	\$360	13	\$2,148	8	\$720	23	\$2,908

Total AVCON Labor-Hour Costs ==> \$2,908

Task 2: DBE Support (Tally Pippin Consulting, LLC) (NTE): \$12,000

Medium Project Budget ==> \$14,905

1/29/21

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 7

TASK ORDER AMOUNT: \$ Lump Sum Fee of \$13,000.00

CONTRACT#: C19-2792-AP

AVCON, INC.

GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

OFFERED BY CONSULTANT:

AVCON INC.

FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.

REPRESENTATIVE'S PRINTED NAME

SIGNATURE


Regional Manager

TITLE

January 29, 2021

DATE

RECOMMENDED FOR APPROVAL (Department Director)


SIGNATURE Tracy Stage A.A.E.

Airports Director

TITLE

2.5.21
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.


PURCHASING MANAGER

02/09/2021
DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

TASK ORDER
Professional Design Phase Services

VPS Baldwin Building Parking Lot
Destin-Fort Walton Beach Airport
January 2021

Task Order No. 7
AVCON Project No. 2019.050.05

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for Okaloosa County Board of County Commissioners (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Destin-Fort Walton Beach Airport—Okaloosa County, Florida
2. **Task Name:** VPS Baldwin Building Parking Lot
3. **Task Description/Scope of Services:** CONSULTANT shall provide the professional services identified as Section B of **Exhibit A** and attached hereto.
4. **Compensation:** All professional services work performed under this task order shall be compensated for on a Lump Sum basis as derived in **Exhibit B** and attached hereto. The Lump Sum fee shall be Thirteen Thousand and 00/100 dollars (\$13,000.00) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.
5. **Schedule:** A schedule of 30 days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare the Release for Construction drawings.
6. **Deliverables:** Deliverables shall include the following:
 - Signed/Sealed Topographic Survey
 - Release for Construction drawings, digital copy
 - Change Order
7. **Other Considerations:** Services of the CONSULTANT shall be under the direction of Chad Rogers, P.E. of Okaloosa County Airports.

Accepted by:

CLIENT:

**Okaloosa County Board of
County Commissioners**

By:  _____

Printed Name: Tracy Stage A.A.E.

Title: Airports Director

Date: 2.5.21

CONSULTANT:

AVCON, INC.

By:  _____

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Regional Manager

Date: January 29, 2021

**EXHIBIT "A": SCOPE OF SERVICES - AVCON, INC.
Professional Design Phase Services**

**VPS Baldwin Building Parking Lot
Destin-Fort Walton Beach Airport
January 2021**

SECTION A: PURPOSE

The purpose of this Scope of Work is to provide design phase services for the proposed Baldwin Parking Lot Improvements project at Destin-Fort Walton Beach Airport. This project generally consists of an 11-space asphalt parking lot, Type F concrete curb, one new stormwater inlet, pavement markings, sodding, and relocation of existing vegetation. The project limits shall comprise an approximately 5,000 sf area north of the Baldwin Building as shown in Exhibit "C." It is assumed these improvements will be added as a change order to the VPS Parking Lot B Expansion project; therefore, no bid phase or construction phase services are provided in this Scope of Services.

SECTION B: DESCRIPTION OF TASKS

The following elements describe the individual services to be provided as part of this work effort. Labor-hour estimates for the work described below are detailed in Exhibit "B."

Task B-1: Design Services (Lump Sum)

1. **Coordinate with Okaloosa County Airports Department:** AVCON shall coordinate with Okaloosa County Airport staff to define the scope of work, ensure the design methodology is in accordance with airport standards and objectives, and coordinate overall project schedule.
2. **Coordinate Topographic Survey and Ground Penetrating Radar Study:** AVCON shall coordinate a site topographic survey with a qualified sub-consultant within the limits identified in Exhibit C. The topographic survey shall include topographic information, utilities, and other associated information. Additionally, AVCON shall coordinate a ground penetrating radar (GPR) study within the limits identified in Exhibit C to identify the location of unknown site utilities that may be impacted by the proposed construction.
3. **Develop Conceptual Layouts and Coordinate with Airport:** AVCON shall develop up to two conceptual layouts to review with the Airport. Layouts shall be provided in digital format.
4. **Prepare Construction Access and Phasing Plan:** AVCON shall develop a construction access plan to encourage public safety in and around the construction area and incorporate this plan into the construction drawings.
5. **Prepare Release for Construction Drawings:** AVCON shall develop the following Release for Construction drawings:
 - a. Demolition Plan
 - b. Geometry Plan
 - c. Grading and Drainage Plan
 - d. Pavement Marking Plan
 - e. Sod and Landscaping Plan
 - f. Miscellaneous Details

**Exhibit "A": Scope of Services - AVCON, INC.
VPS Baldwin Building Parking Lot
January 2021**

- 6. Provide Review by Transportation Engineer:** A transportation engineer, experienced in parking lot and access road design, shall review the draft Release for Construction drawings and provide comments.
- 7. Evaluate Sight Distance Triangle and Obstructions:** AVCON shall design and depict a Site Distance Triangle in accordance with Green Book requirements at the intersection of the adjacent access road and airport loop road to determine if the proposed parking lot will create an obstruction to drivers turning onto the airport loop road. This evaluation shall also consider limits to installation of new vegetation around the new parking lot.
- 8. Coordinate New Pricing with Contractor:** AVCON shall coordinate the proposed new work with the contractor currently under contract to construct the VPS Parking Lot B Expansion project to confirm their understanding and obtain pricing for new work items.
- 9. Prepare Change Order:** AVCON shall prepare and coordinate a change order to add this work to the VPS Parking Lot B Expansion project. This change order shall include a cover page, cost estimate, proposed contractor pricing, and Release for Construction drawings.

SECTION C: SUBCONSULTANT SERVICES

AVCON shall employ the services of a qualified firm to conduct professional surveying services as specified in the Scope of Services.

SECTION D: ASSUMPTIONS AND EXCLUSIONS

- 1.** Based on Florida Statutes, Section 163.3180 (4b), a traffic concurrency report is not required.
- 2.** No stormwater permitting is required since the additional imperious area is under the FDEP threshold of 4,000 sf.
- 3.** No landscape design services shall be provided in this scope as Okaloosa County landscaping requirements do not apply to airport developments.
- 4.** No new area lighting is required.
- 5.** Design to relocate utilities identified by the Ground Penetrating Radar, such as power or data, are not included in this Scope of Services.

END OF SCOPE

EXHIBIT "B" - FEE DERIVATION

VPS BALDWIN PARKING LOT
DESTIN-FORT WALTON BEACH AIRPORT

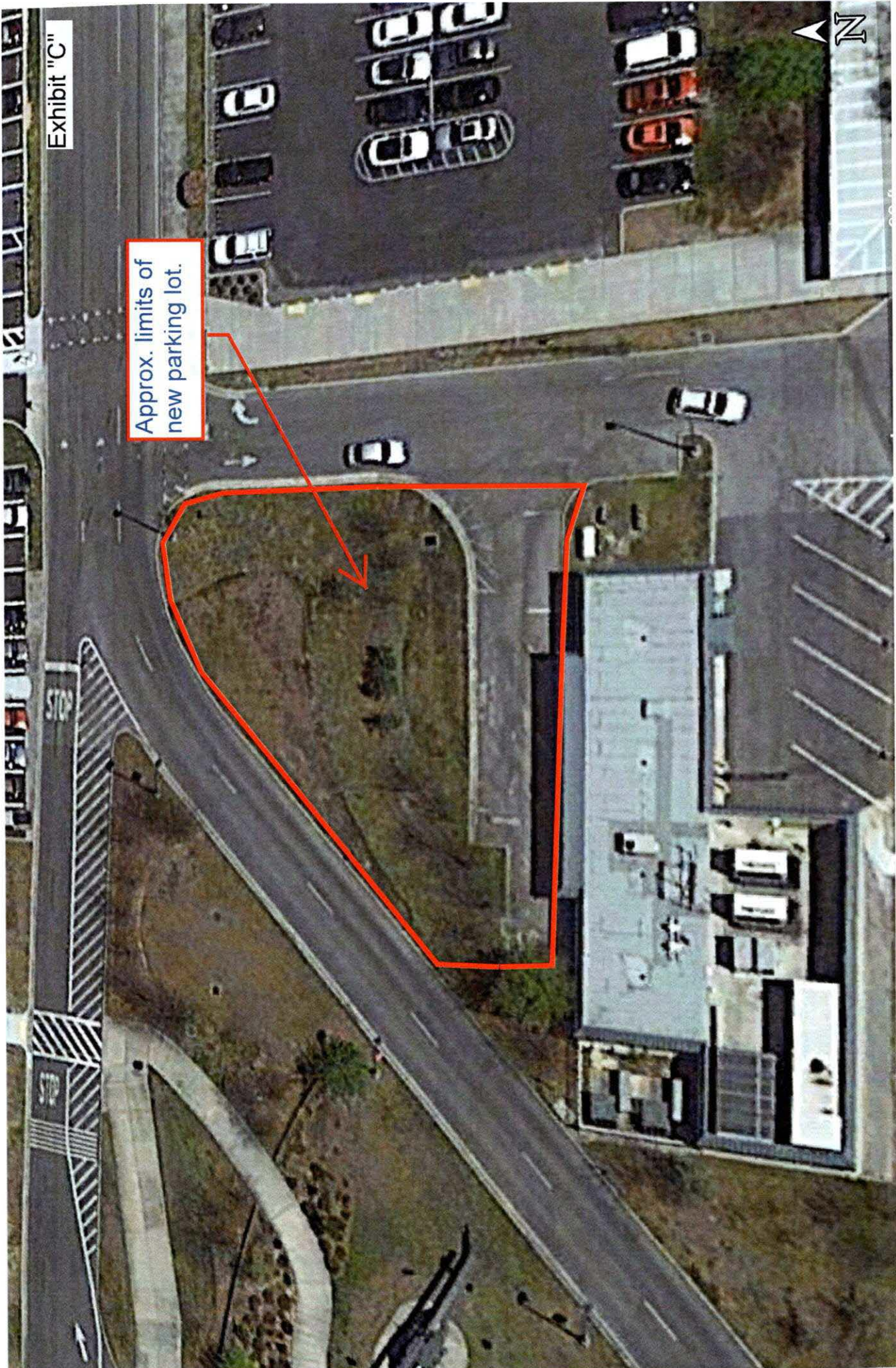
Position:	PROJECT MANAGER		PROJECT ENGINEER		TOTAL	
	\$165		\$120		Hours	Cost
Rate (\$/Hour):	Hours	Cost	Hours	Cost		
Task I: Design Services (LS)						
1. Coordinate Scope with Airport	4	\$660	0	\$0	4	\$660
2. Coordinate Topo Survey and GPR Survey with Subs	4	\$660	0	\$0	4	\$660
3. Develop Conceptual Layouts and Coordinate with Airport	6	\$990	8	\$960	14	\$1,950
4. Prepare Construction Access and Phasing Plan	2	\$330	4	\$480	6	\$810
5. Prepare Release for Construction Drawings						
a. Demolition Plan	2	\$330	4	\$480	6	\$810
b. Geometry Plan	3	\$495	8	\$960	11	\$1,455
c. Grading Plan	2	\$330	6	\$720	8	\$1,050
d. Marking Plan	0	\$0	2	\$240	2	\$240
e. Sod and Landscaping Plan	2	\$330	4	\$480	6	\$810
f. Details	0	\$0	2	\$240	2	\$240
6. Provide Review by Transportation Engineer	0	\$0	2	\$240	2	\$240
7. Evaluate Site Distance Triangle and Obstructions	2	\$330	4	\$480	6	\$810
8. Coordinate New Pricing with Contractor	2	\$330	0	\$0	2	\$330
9. Prepare Change Order	3	\$495	2	\$240	5	\$735
Task I Subtotal:	32	\$5,280	46	\$5,520	78	\$10,800

<u>Subconsultants</u>	
Topographic Survey (SAM):	\$ 2,200.00
GPR Study (NOVA):	\$ -
	\$ 2,200.00

Grand Total: \$ 13,000.00

Exhibit "C"

Approx. limits of new parking lot.



Client#: 1050199

AVCONINC

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/02/2020

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.

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.

PRODUCER: USI Insurance Services, LLC. CONTACT NAME, PHONE: 813 321-7500, FAX, E-MAIL, ADDRESS. INSURER(S) AFFORDING COVERAGE: INSURER A: Phoenix Insurance Company, INSURER B: Travelers Property Cas. Co. of America, INSURER C: Admiral Insurance Company, INSURER D: Travelers Indemnity Co of America, INSURER E, INSURER F.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WYD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability coverage is written on a claims-made basis. Re: Fence Repairs Destin-Ft. Walton Airport. The Certificate Holder is listed as an Additional Insured as respects the policy where required by a written contract prior to a loss per policy terr

CONTRACT#: C19-2792-AP AVCON, INC. GENERAL AVIATION ENGINEERING SERVICES EXPIRES: 09/30/2022 W/1 2 YR RENEWAL

CERTIFICATE HOLDER: Okaloosa County Board of County Commissioners, Destin-Fort Walton Beach. 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: [Signature]

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TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 6

TASK ORDER AMOUNT: \$ Lump Sum Fee of \$3,525.00

OFFERED BY CONSULTANT:

CONTRACT#: C19-2792-AP
AVCON, INC.
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

AVCON INC.
FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Vice President
TITLE

March 9, 2020
DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

**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

3-11-20
DATE


PURCHASING MANAGER

03/13/2020
DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

TASK ORDER
Professional Services

VPS Spill Prevention, Control, and Countermeasure Plan Update
Destin-Fort Walton Beach Airport
March 9, 2020

Task Order No. 6
AVCON Project No. 2020.050.04

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Board of County Commissioners** (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

- 1. Task Location:** Destin-Fort Walton Beach Airport—Okaloosa County, Florida
- 2. Task Name:** VPS Spill Prevention, Control, and Countermeasure Plan Update
- 3. Task Description/Scope of Services:** CONSULTANT shall provide the professional services identified as Section B of **Exhibit A** and attached hereto.
- 4. Compensation:** All professional services work performed under this task order shall be compensated for on a Lump Sum basis as derived in **Exhibit B** and attached hereto. The Lump Sum fee shall be Three Thousand, Five Hundred Twenty-Five and 00/100 dollars (\$3,525.00) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.
- 5. Schedule:** A schedule of 7 days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare the Draft CPSS Plan. An additional 7 days is anticipated following receipt of the Draft SPCC Plan review comments from the County to submit the Final SPCC Plan.
- 6. Deliverables:** Deliverables shall include the following:
 - Digital copy of Draft SPCC Plan
 - Digital copy of Final SPCC Plan
- 7. Other Considerations:** Services of the CONSULTANT shall be under the direction of Chad Rogers, P.E. of Okaloosa County Airports.

Accepted by:

CLIENT:

**Okaloosa County Board of
County Commissioners**

By: 

Printed Name: Tracy Stage, A.A.E.

Title: Airports Director

Date: 3-11-20

CONSULTANT:

AVCON, INC.

By: 

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Regional Manager

Date: 3/9/2020

EXHIBIT "A"
SCOPE OF SERVICES - AVCON, INC.
Professional Services

VPS Spill Prevention, Control, and Countermeasure Plan Update
Destin-Fort Walton Beach Airport
March 9, 2020

SECTION A: PURPOSE

The purpose of this project is to provide Revision No. 4 to the Spill Prevention, Control, and Countermeasure (SPCC) Plan for the Destin-Fort Walton Beach Airport. This scope consists of updating the narrative SPCC Plan and exhibits based on information provided by the County. Update No. 3 will be made available by the County in .doc format; however, the CAD files for the three site layout exhibits are not available and will need to be re-created.

SECTION B: DESCRIPTION OF TASKS

The following elements describe the individual services to be provided as part of this work effort. Man-hour estimates for the work described below are detailed in **Exhibit "B."**

Task I: Design Phase Services (Lump Sum)

- 1. Update Narrative Report:** Consultant shall update the narrative SPCC Plan based on feedback provided by the County. Consultant shall research items as needed to provide a comprehensive update to the SPCC Plan.
- 2. Create Site Layout and Drainage Plan Exhibits:** Consultant shall create three site layout and drainage plan exhibits depicting the overall airport layout and drainage patterns.
- 3. Prepare and Submit Draft Report:** Consultant shall finalize the draft SPCC Plan and submit a digital copy to the County for review.
- 4. Prepare and Submit Final Report:** Consultant shall prepare a final SPCC Plan based on comments provided by the County.

SECTION C: SCHEDULE

A schedule of 7 days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare and submit the Draft SPCC Plan for County review. The Final SPCC Plan will be submitted within 7 days of receiving County review comments from the Draft SPCC Plan.

SECTION D: OUT-OF-POCKET EXPENSES

All job-related reprographic costs and supplies associated with this Scope of Services shall be included in the lump sum fees of which they are a part.

SECTION E: ADDITIONAL SERVICES

Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service

SCOPE OF SERVICES - AVCON, INC.
VPS Spill Prevention, Control, and Countermeasure Plan Update

tasks without the written authorization of Okaloosa County.

SECTION F: ASSUMPTIONS AND EXCLUSIONS

1. The narrative SPCC Plan will be made available by the County in .doc format.
2. The CAD files for the three site layout and drainage plan exhibits are not available and will need to be re-created as part of this Scope of Services.

END OF SCOPE

EXHIBIT B - FEE DERIVATION

VPS SPCC PLAN UPDATE
 DESTIN-FORT WALTON BEACH AIRPORT

Position:	PROJECT MANAGER		PROJECT ENGINEER		TOTAL	
	Rate (\$/Hour):	\$165	\$120		Hours	Cost
	Hours	Cost	Hours	Cost	Hours	Cost
Task 1: Professional Services (LS)						
1. Update Narrative Report	0	\$0	12	\$1,440	12	\$1,440
2. Create Site Layout and Drainage Plan Exhibits	0	\$0	13	\$1,560	13	\$1,560
3. Prepare and Submit Draft Report	0	\$0	0	\$0	0	\$0
4. Prepare and Submit Final Report	1	\$165	3	\$360	4	\$525
Task 1 Subtotal:	1	\$165	28	\$3,360	29	\$3,525

AKA 3-9-2020

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 5


TASK ORDER AMOUNT: \$ Lump Sum/Not-To-Exceed Maximum Budget of \$43,535.00

OFFERED BY CONSULTANT:

AVCON INC.
FIRM'S NAME

CONTRACT#: C19-2792-AP
AVCON, INC.
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

Virgil C. "Lee" Lewis, P.E.
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Vice President
TITLE

March 9, 2020
DATE

RECOMMENDED FOR APPROVAL (Department Director)


SIGNATURE Tracy Stage, A.A.E.

Airports Director
TITLE

3-11-20
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.


PURCHASING MANAGER

03/13/2020
DATE


OMB Director/DATE

3.13.20
DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

TASK ORDER
Professional Design, Bid, and Construction Administration Phase Services

VPS Security Inspection Facility
Destin-Fort Walton Beach Airport
March 9, 2020

Task Order No. 5
AVCON Project No. 2020.050.02

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Board of County Commissioners** (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

- 1. Task Location:** Destin-Fort Walton Beach Airport—Okaloosa County, Florida
- 2. Task Name:** VPS Security Inspection Facility
- 3. Task Description/Scope of Services:** CONSULTANT shall perform professional design, bid, and construction administration phase services identified as Section B of **Exhibit A** and attached hereto.
- 4. Compensation:** All professional services work performed under Task B-I and B-II shall be compensated for on a Lump Sum basis as derived in **Exhibit B** and attached hereto. The Lump Sum fee shall be Twenty-Six Thousand, Thirty-Five and 00/100 dollars (\$26,035.00) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.

All professional services work performed under Task B-III shall be compensated for on a Not-To-Exceed (time and materials) basis. Direct expenses necessary to perform the work, including related printing/plotting and mail charges, shall be reimbursed at actual cost. Subconsultant fees performed under this Task B-II shall be compensated for on a Not-To-Exceed basis. The Not-To-Exceed limit for all Task B-III services shall be Seventeen Thousand, Five Hundred and 00/100 dollars (\$17,500.00). CONSULTANT shall be compensated based on actual expenses incurred. Progress payments shall be made monthly.

The maximum project budget is \$43,535.00.

- 5. Schedule:** A schedule of 60 days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare a set of Draft 100% Release for Bid Documents for Airport review. It is assumed that the County will require five business-days to provide a review of the 95% design drawings and provide comments and five business-days to provide a review of the draft 100% Release for Bid Documents.

For any unreasonable delays in obtaining required materials to be provided by others, such as County design review comments, the anticipated design schedule shall be extended an equivalent number of days.

6. Deliverables: Deliverables shall include the following:

- Three hard copies - 95% Design Documents (11x17)
- Three hard copies - Draft 100% Release for Bid Documents (11x17)
- Three hard copies - Final Release for Bid Documents (11x17)
- One digital copy – Record Drawings
- One hard copy – Record Drawings

7. Other Considerations: Services of the CONSULTANT shall be under the direction of Chad Rogers, P.E. of Okaloosa County Airports.

Accepted by:

CLIENT:

**Okaloosa County Board of
County Commissioners**

By: 

Printed Name: Tracy Stage, A.A.E.

Title: Airports Director

Date: 3.11.20

CONSULTANT:

AVCON, INC.

By: 

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Regional Manager

Date: 3/9/2020

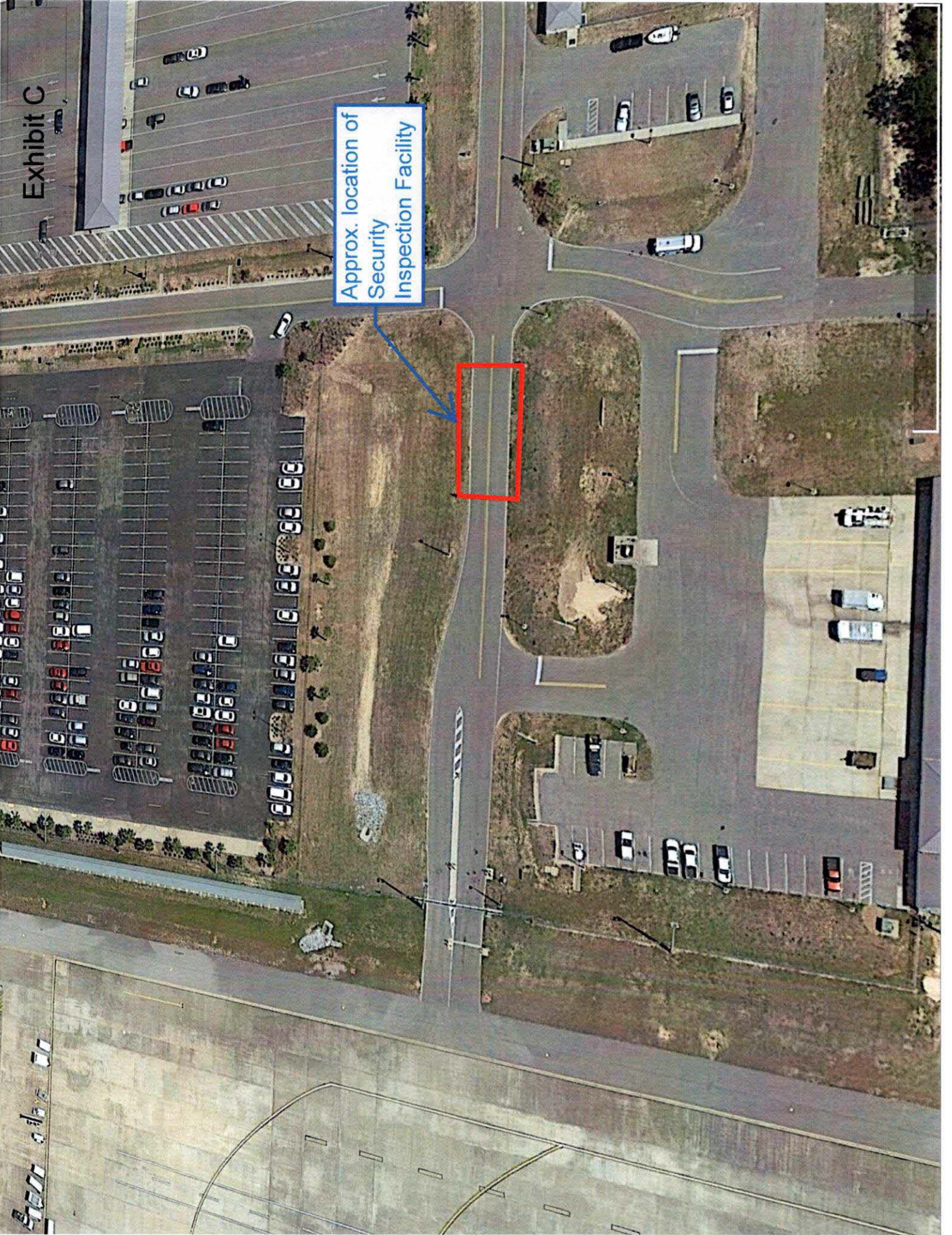


Exhibit C

Approx. location of Security Inspection Facility

EXHIBIT B - FEE DERIVATION

VPS SECURITY INSPECTION FACILITY
DESTIN-FORT WALTON BEACH AIRPORT

Position:	PROJECT MANAGER		PROFESSIONAL ENGINEER		CADD TECHNICIAN		TOTAL	
	Rate (\$/Hour): \$165		\$150		\$95		Hours	Cost
	Hours	Cost	Hours	Cost	Hours	Cost		
Task I: Design Phase Services (LS)								
1. Coordinate Project Scope, Budget, Schedule, Design Considerations	2	\$330	1	\$150	0	\$0	3	\$480
2. Participate in Kick-Off meeting with County	2	\$330	0	\$0	0	\$0	2	\$330
3. Investigate Existing Utilities	2	\$330	1	\$150	0	\$0	3	\$480
4. Prepare 95% Design Drawings	16	\$2,640	44	\$6,600	55	\$5,225	115	\$14,465
5. Prepare 95% Technical Specifications	1	\$165	6	\$900	0	\$0	7	\$1,065
6. Prepare 95% Estimate of Probable Construction Cost	1	\$165	2	\$300	0	\$0	3	\$465
7. Perform QA/QC Review of 95% Design Drawings and Update	2	\$330	0	\$0	0	\$0	2	\$330
8. Conduct 95% Design Review Meeting with County	4	\$660	0	\$0	0	\$0	4	\$660
9. Prepare and Submit FAA Airspace Study, 7460-1	4	\$660	0	\$0	2	\$190	6	\$850
10. Prepare Draft 100% Release for Bid Documents	8	\$1,320	0	\$0	0	\$0	8	\$1,320
11. Coordinate Draft 100% Release for Bid Documents with Purchasing	2	\$330	0	\$0	0	\$0	2	\$330
12. Finalize Release for Bid Documents	2	\$330	0	\$0	4	\$380	6	\$710
13. Coordinate Design Documents with Okaloosa County Building Department	4	\$660	2	\$300	0	\$0	6	\$960
Task I Subtotal:	46	\$7,590	54	\$8,100	61	\$5,795	167	\$22,445

Task II: Bid Phase Services (LS)								
1. Prepare for and Attend Pre-Bid Conference	2	\$330	2	\$300	0	\$0	4	\$630
2. Prepare Addenda and Responses to Questions	4	\$660	2	\$300	1	\$95	7	\$1,055
3. Review Bid Proposals	2	\$330	0	\$0	0	\$0	2	\$330
4. Prepare Bid Tabulation and Recommendation of Award	4	\$660	0	\$0	0	\$0	4	\$660
5. Prepare Conformed Construction Documents	2	\$330	2	\$300	3	\$285	7	\$915
Task II Subtotal:	14	\$2,310	6	\$900	4	\$380	24	\$3,590

Task III: Construction Administration Services (NTE)								
1. Coordinate with Airport and Contractor During Construction	10	\$1,650	0	\$0	0	\$0	10	\$1,650
2. Participate in Pre-Construction Conference; Prepare Minutes	6	\$990	0	\$0	0	\$0	6	\$990
3. Participate in On-Site Visits to Review Work	8	\$1,320	0	\$0	0	\$0	8	\$1,320
4. Review Contractor Shop Drawings	4	\$660	16	\$2,400	0	\$0	20	\$3,060
5. Review and Approve Contractor Pay Applications	8	\$1,320	0	\$0	0	\$0	8	\$1,320
6. Coordinate RFIs with Contractor	4	\$660	8	\$1,200	0	\$0	12	\$1,860
7. Participate in Substantial Completion Inspection	4	\$660	0	\$0	0	\$0	4	\$660
8. Administer Punch-List	2	\$330	0	\$0	0	\$0	2	\$330
9. Participate in Final Completion Walk-Thru	2	\$330	0	\$0	0	\$0	2	\$330
10. Prepare and Provide Record Drawings/Close-Out Documents	8	\$1,320	4	\$600	8	\$760	20	\$2,680
Task III Subtotal:	56	\$9,240	28	\$4,200	8	\$760	92	\$14,200

Professional Service Fees (AVCON)	
B-I Design Phase Services (LS)	\$ 22,445 LS
B-II Bid Phase Services (LS)	\$ 3,590 LS
B-III Construction Phase Services (NTE)	\$ 14,200 NTE
B-III Material Acceptance Testing (NTE)	\$ 3,000 NTE
B-III Printing/Plotting	\$ 300 NTE
Sub-Total Professional Services (AVCON):	\$ 43,535 Maximum Budget

EXHIBIT "A"
SCOPE OF SERVICES - AVCON, INC.
Professional Design, Bid, and Construction Administration Phase Services

VPS Security Inspection Facility
Destin-Fort Walton Beach Airport
March 9, 2020

SECTION A: PURPOSE

The purpose of this project is to perform design, bid, and construction administration phase services for a Security Inspection Facility adjacent to the east commercial gate at Destin-Fort Walton Beach Airport. This facility is anticipated to consist of the following:

- Pre-Engineered Metal Building structure wide enough to cover two lanes of traffic and long enough to accommodate the full length of a commercial truck,
- Roof and walls extending down to approx. 7 ft above the ground,
- Interior lighting,
- Two fans,
- Power for two cameras (data infrastructure and cameras to be provided by others), and
- Four power receptables

The approx. location of the Security Inspection Facility as depicted in **Exhibit "C."**

SECTION B: DESCRIPTION OF TASKS

The following elements describe the individual services to be provided as part of this work effort. Man-hour estimates for the work described below are detailed in **Exhibit "B."**

Task I: Design Phase Services (Lump Sum)

- 1. Coordinate Project Scope, Budget, Schedule, and Design Considerations with Airport:** Consultant shall coordinate with the County to ensure that the project scope, budget, and schedule are consistent with County objectives. Consultant shall coordinate additional design and phasing considerations with the County during the design phase.
- 2. Participate in Kick-Off Meeting with County:** Consultant shall participate in a kick-off meeting with the County to review the project approach and details of the project. AVCON shall review the site to observe existing conditions and document observed features impacting the improvements.
- 3. Investigate Existing Utilities:** Consultant shall review record drawings provided by the County to identify existing utilities that could impact construction and would need to be relocated as part of this project.
- 4. Prepare 95% Design Drawings:** Consultant shall prepare 95% design drawings in accordance with Florida Building Code, OSHA, FDOT, and Okaloosa County standards. Drawings shall be developed in AutoCAD format.
- 5. Prepare 95% Technical Specifications:** Consultant shall prepare 95% project technical specifications for the proposed improvements.

SCOPE OF SERVICES - AVCON, INC.
VPS Security Inspection Facility

6. **Prepare 95% Estimate of Probable Construction Cost:** Consultant shall prepare an opinion of probable construction cost based on the 95% design drawings. Task shall include updating the opinion following preparation of the final bidding documents.
7. **Perform QA/QC Review of 95% Design Documents and Update:** Consultant shall perform an internal review of the technical elements and bidding format of the 95% design documents. The design documents shall be updated in accordance with the review results prior to submittal to the County.
8. **Conduct 95% Design Review Meeting with County:** Consultant shall conduct a design review meeting with County staff to discuss the features of the 95% design documents. Review comments received from the County shall be documented.
9. **Prepare and Submit FAA Airspace Study, 7460-1:** Consultant shall prepare and submit to the FAA an On-Airport Form 7460-1 Airspace Study, Notice of Proposed Construction or Alteration, for the proposed development. AVCON shall assist the owner in requesting a FAA Determination of No Hazard Approval.
10. **Prepare Draft 100% Release for Bid Documents:** Consultant shall prepare 100% Release for Bid documents in accordance with Okaloosa County standards. These documents shall consist of bid advertisement, front end documents, bid forms, draft contract forms, general conditions, general provisions, and special provisions, and technical specifications.
11. **Coordinate Draft 100% Release for Bid Documents with Purchasing Department:** Consultant shall submit the draft Bid Documents to the Okaloosa County Purchasing Department for County internal review. Consultant shall incorporate comments provided by the County into the Bid Documents and submit a final set of Bid Documents for County review and approval prior to advertising the project for bid.
12. **Finalize Release for Bid Documents:** Consultant shall incorporate comments received from the Airport and Purchasing Department and submit final Release for Bid Documents for upload to the County Purchasing Department website.
13. **Coordinate Design Documents with the Okaloosa County Building Department:** Consultant shall prepare sign/sealed design documents, complete a building plan review application, and submit these documents to the Okaloosa County Building Department for review. Consultant shall respond to review comments and provide revised design drawings as needed.

Task II: Bid Phase Services (Lump Sum)

1. **Prepare for and Attend Pre-Bid Conference:** Consultant shall participate in a Pre-Bid Conference to present and discuss specific project issues, specific construction features, operational phasing, and other applicable requirements. Consultant shall provide and distribute meeting minutes for the Pre-Bid Conference to participants and funding agencies.
2. **Prepare Addenda and Responses to Questions:** Consultant shall prepare formal responses to questions by potential bidders as provided during the Pre-Bid Conference and during the specified period prior to the project bid opening. Consultant shall prepare and distribute addenda to bidding documents as required to address any revisions resulting from bidder's questions or from design modifications for items designed by Consultant.

SCOPE OF SERVICES - AVCON, INC.
VPS Security Inspection Facility

3. **Review Bid Proposals:** Consultant shall review bid proposals to evaluate if each proposal is complete and responsive.
4. **Prepare Bid Tabulation and Recommendation of Award:** Consultant shall prepare tabulation of the bids provide a formal recommendation of the award to the County.
5. **Prepare Conformed Construction Documents:** Consultant shall prepare and submit conformed plans and specifications that incorporate addendums to serve as the "Release for Construction" set. A total of five sets of conformed documents shall be provided to the County.

Task III: Construction Administration Services (Not-To-Exceed): This task shall include construction administration services for the work included in the Release for Construction documents. This task assumes a construction duration from construction Notice-To-Proceed to final completion of 3 months.

1. **Coordinate with Airport and Contractor During Construction:** Consultant shall provide routine updates and coordination with Owner and Contractor throughout construction. Consultant shall coordinate the construction activities with the airport as construction will likely impact movement and access through the east commercial gate.
2. **Participate in Pre-Construction Conference; Prepare Minutes:** Consultant shall coordinate and participate in a Pre-Construction Conference to present and discuss specific project issues, specific construction features, operational phasing, special construction limitations, and other applicable requirements.
3. **Participate in On-Site Visits to Review Work:** Consultant shall participate in up to three (3) site visits during construction to observe progress of work. Visits shall be intended to enable observations of the progress to ensure that construction is generally consistent with the design objectives and with applicable safety and security requirements and to coordinate questions in the field.
4. **Review Contractor Shop Drawings:** Consultant shall review shop drawings as submitted by the Contractor and shall evaluate compliance with respect to contract requirements. An owner-specified review period (approximately two weeks) shall be specified in the project documents for shop drawing review and response from receipt of the respective shop drawing.
5. **Review and Approve Contractor Pay Applications:** Consultant shall review pay requests as submitted by the Contractor on a monthly basis to review and evaluate the requested values versus the actual work completed and accepted for the payment period. The task shall include review and certification by the Project Manager that the pay application reflects the work performed and stored materials accepted.
6. **Coordinate RFIs with Contractor:** Consultant shall respond to Contractor Requests for Information (RFIs) as required to provide clear interpretation of the contract requirements. The work shall include preparation of Work Directives or other instruction during the construction phase as appropriate to ensure proper completion in accordance with the contract documents.
7. **Participate in Substantial Completion Inspection:** Consultant shall attend a punch-list walk-through of the construction upon substantial completion to verify completeness of work. The work shall include an evaluation to determine whether the work items satisfy substantial completion requirements. The task shall include a review of project close-out requirements for the Contractor.

SCOPE OF SERVICES - AVCON, INC.
VPS Security Inspection Facility

- 8. Administer Punch-List:** Consultant shall prepare and monitor a project punch-list to verify final completion in accordance with contract documents as part of this task. The task shall include a review of the list with the Contractor to clarify remaining contract requirements.
- 9. Participate in Final Completion Walk-Thru:** Consultant shall attend a final inspection walk-through of the construction upon completion of the identified punch-list items in order to verify completeness of work and to determine acceptance of the constructed work. The work shall include an evaluation to determine whether the work items satisfy final completion requirements and certification of the completion.
- 10. Prepare and Provide Record Drawings/Close-Out Documents:** Prepare and provide one (1) set of record drawings and one (1) set of electronic files (in ACAD format) reflecting the installation of features as constructed on site. AVCON shall assist Okaloosa County with the preparation of the close-out documentation and shall prepare a close-out package documenting the project. The close out documentation shall include field visit summaries, testing results, approval and clearance letters, and general project information to address FDOT close-out requirements.

SECTION C: SCHEDULE

A schedule of 60 days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare a set of Draft 100% Release for Bid Documents for Airport review. It is assumed that the County will require five business-days to provide a review of the 95% design drawings and provide comments and five business-days to provide a review of the draft 100% Release for Bid Documents. For any unreasonable delays in obtaining required materials to be provided by others, such as County design review comments, the anticipated design schedule shall be extended an equivalent number of days.

SECTION D: OUT-OF-POCKET EXPENSES

All job-related reprographic costs and supplies associated with Tasks B-I and B-II of the Scope of Work shall be included in the lump sum fees of which they are a part. All job-related reprographic costs and supplies associated with Task B-III of the Scope of Work shall be billed to the Not-To-Exceed budget specified in Exhibit "B."

SECTION E: ADDITIONAL SERVICES

Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service tasks without the written authorization of Okaloosa County.

SECTION F: ASSUMPTIONS AND EXCLUSIONS

- 1.** No survey is being proposed as part of this task order as no grading work is anticipated. All existing conditions will be depicted utilizing the existing airport base file provided by the airport.
- 2.** Based on the size and type of structure, no geotechnical evaluation is proposal as the minimum bearing capacity for the foundations is only 2,000 psf and the typical soils in this area will provide that.

END OF SCOPE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/31/2019

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services, LLC, 2502 N Rocky Point Drive, Suite 400, Tampa, FL 33607. CONTACT NAME: [Blank], PHONE (A/C, No, Ext): 813 321-7500, FAX (A/C, No): [Blank], E-MAIL ADDRESS: [Blank]. INSURER(S) AFFORDING COVERAGE: INSURER A: Phoenix Insurance Company (NAIC # 25623), INSURER B: Travelers Property Cas. Co. of America (25674), INSURER C: Travelers Indemnity Company of CT (25682), INSURER D: Admiral Insurance Company (24856), INSURER E: Travelers Indemnity Co of America (25666), INSURER F: [Blank]. INSURED: AVCON, INC., 5555 E. Michigan Street; Suite # 200, Orlando, FL 32822-2779.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR INSR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: A COMMERCIAL GENERAL LIABILITY (LIMITS: \$1,000,000), E AUTOMOBILE LIABILITY (LIMITS: \$1,000,000), B UMBRELLA LIAB (LIMITS: \$5,000,000), C WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (LIMITS: \$1,000,000), D Professional Liability (LIMITS: \$1,000,000 per claim).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Professional Liability coverage is written on a claims-made basis. Okaloosa County is named as an additional insured as respects the general liability and automobile liability as required by written contract. Waiver of subrogation in favor of the additional insured applies to all policies listed above as required by written contract. Thirty (30) days prior written notice of cancellation except 10 days for non payment of premium applies to all policies. The professional liability deductible is \$10,000. Received by: [Signature]

CERTIFICATE HOLDER: Okaloosa County, 5749 A Old Bethel Road, Crestview, FL 32536. CONTRACT# C19-2792-AP, AVCON, INC, GENERAL AVIATION ENGINEERING SERVICES FOR VPS, EXPIRES: 03/26/22 W/ ONE 2YR RENEWAL. AUTHORIZED REPRESENTATIVE: [Signature]

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 4

TASK ORDER AMOUNT: \$ 17,525.00 (NTE)

CONTRACT: C19-2792-AP
AVCON, INC.
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26 W/1 2 YR RENEWAL

OFFERED BY CONSULTANT:

AVCON, INC.
FIRM'S NAME

VIRGIL C. "LEE" LEWIS, P.E.
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

REGIONAL MANAGER
TITLE

7/9/19
DATE

RECOMMENDED FOR APPROVAL (Department Director)



SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE

8.9.19

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.


PURCHASING MANAGER

09/10/2019

DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

TASK ORDER NO. 4
Professional Services

Airport Disadvantaged Business Enterprise Support - B
Okaloosa County Airports
September 2019

Task Order No. 4
AVCON Project No. 2019.050.04

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Board of County Commissioners** (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Okaloosa County Airports, Florida
2. **Task Name:** Airport Disadvantage Business Enterprise Support - B
3. **Task Description/Scope of Services:** CONSULTANT shall perform the scope of services as specified in the Taffy Pippin Consulting, LLC proposal letter dated August 28, 2019 and attached hereto as **Exhibit A** (4 pages).
4. **Compensation:** All administrative services to facilitate the work specified in Section 3 above shall be compensated for on a Lump Sum basis as derived in **Exhibit B** and attached hereto. The Lump Sum fee shall be Two Thousand, Five Hundred Twenty-Five and 00/100 dollars (\$2,525.00 LS) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the project management and administrative work required. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.

In addition to the project management and administrative services, the CONSULTANT shall be compensated for all Disadvantaged Business Enterprise program support services authorized by Okaloosa County Airports at an hourly billing rate of \$104.00/labor-hour. Disadvantaged Business Enterprise program support services may include one or more of the services identified on Page 2 of **Exhibit A** provided the collective SUBCONSULTANT fees do not exceed the fee limit specified below; however, Okaloosa County Airports has no obligation to authorize any combination of the services listed on Page 2 of **Exhibit A**. Disadvantaged Business Enterprise program support services authorized by Okaloosa County Airports shall be performed by a qualified SUBCONSULTANT, Taffy Pippin Consulting, LLC.

Direct expenses necessary to perform the services, including related printing/plotting and mail charges, shall be reimbursed at actual cost. Compensation for all labor-hours performed by SUBCONSULTANT and direct expenses incurred by SUBCONSULTANT shall not exceed a collective amount of Fifteen Thousand and 00/100 dollars (\$15,000.00 NTE).

The maximum project budget is \$17,525.00. Progress payments shall be made monthly.

- 5. Schedule:** The project schedule shall be as coordinated mutually between CLIENT and CONSULTANT.
- 6. Deliverables:** Deliverables for the work shall be dependent upon the services authorized by the Okaloosa County Airports.
- 7. Other Considerations:** Services of the CONSULTANT shall be under the direction of Ms. Allyson Oury, CPA, of Okaloosa County Airports.

Taffy Pippin Consulting, LLC shall serve as an authorized SUBCONSULTANT for work performed under this task order. As a service to Okaloosa County Airports , AVCON shall administer this task order. AVCON shall provide no other services under this task order; the services will be exclusively provided by the SUBCONSULTANT . The SUBCONSULTANT shall be solely accountable and liable to Okaloosa County Airports for satisfactory quality and performance of the work specified in the scope of services.

All County and other applicable fees shall be paid for directly by the CLIENT.

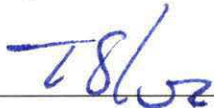
Accepted by:

CLIENT:

CONSULTANT:

**Okaloosa County Board of
County Commissioners**

AVCON, INC.

By: 

By: 

Printed Name: Tracy Stage, AAE.

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Airports Director

Title: Regional Manager

Date: 9.9.19

Date: 9/9/19

PROPOSAL
OKALOOSA COUNTY AIRPORTS (VPS, DTS, CEW)
EXECUTIVE SUMMARY

Taffy Pippin Consulting, LLC was established in February, 2012 by Ms. Taffy Pippin, owner. Since inception Taffy Pippin Consulting, LLC has prepared well over two hundred DBE/ACDBE Plans/Updates for airports throughout Alabama, Mississippi, Georgia, Kentucky, Louisiana, South Carolina, Pennsylvania, Florida and Texas. Previously Ms. Pippin was employed by FAC, Inc. specializing in the development of DBE/ACDBE plans, accruing over 20 years of experience.

Taffy Pippin is currently serving on the Advisory Council for the Aviation Council of Alabama and was a guest speaker at the 2012 ACA ALABAMA AIRPORTS CONFERENCE as well as the Aviation Council of Alabama Airports Workshop in 2019 highlighting DBE/ACDBE Plans/Goals/, FAA Compliance, and recent guidance. Taffy Pippin Consulting, LLC is a certified DBE in the states of Alabama, Mississippi, Georgia, Louisiana, Texas, Florida, South Carolina and North Carolina.

The fee schedule is provided on page 2. The ongoing needs hourly fee rate is \$104.00. Simple questions regarding regulations, submission of documents through civil-rights-connect, preparation of public notices for goals and stakeholder consultations are included in the DBE/ACDBE goals and methodology. After execution of the contract, turnaround time for DBE/ACDBE goals and plans is normally twenty one (21) working days after provision of necessary information by the Airport/Engineer.

With over twenty years of experience, Taffy Pippin Consulting, LLC is well respected in the field of aviation and appreciates the opportunity to develop DBE/ACDBE and Title VI plan (if required) for the Okaloosa County Airports to ensure compliance in all areas. An excellent relationship with the Southern Region EEO Compliance Specialist FAA Office of Civil Rights DBE/ACDBE Programs, as well as the Federal Aviation Administration National Team Lead-DBE/ACDBE Compliance Program has been cultivated and is enjoyed.

COMPENSATION

<u>SERVICE</u>	<u>FEE</u>
DBE PLAN UPDATE	\$1,000
DBE Goal & Methodology (each airport) To include Public Notice, Stakeholder consultation, Submittal of all documents to the FAA	\$3,000 per FY goal
DBE annual Uniform Report per year	\$1,000
ACDBE Goals and Plan Update FY 2020-2022	\$5,000
ACDBE Uniform Reports per year	\$1,000

ONGOING

Hourly rate: \$104.00

*Stakeholder consultations as they relate to DBE goals and 49 CFR Part 26 are included in this fee and will be performed by teleconference.

EXPERIENCE and CAPABILITIES

Taffy Pippin Consulting, LLC was established in February, 2012 by Ms. Taffy Pippin, owner. Since inception Taffy Pippin Consulting, LLC has prepared well over two hundred DBE/ACDBE Plans/Updates for airports throughout Alabama, Mississippi, Georgia, Kentucky, Louisiana, South Carolina, Pennsylvania, and Texas. Previously Ms. Pippin was employed by FAC, Inc. specializing in the development of DBE/ACDBE plans accruing over 20 years of experience.

Taffy Pippin Consulting, LLC is a member of the Mississippi Airport Association, Georgia Airports Association, Aviation Council of Alabama, Inc., and Florida Airports Council. She currently serves on the Advisory Council for the Aviation Council of Alabama. Ms. Pippin was a guest speaker at the 2012 ACA Alabama Airports Conference, as well as the Aviation Council of Alabama Airports Workshop in 2019 highlighting DBE/ACDBE and FAA compliance, plans and goals, recent guidance, directives, and the FAA Reauthorization Act of 2018 (Public Law No: 115-254). Taffy Pippin Consulting, LLC is a certified DBE in the states of Alabama, Mississippi, Georgia, Louisiana, Texas, Florida, South Carolina and North Carolina.

Comparable airports that Taffy Pippin Consulting, LLC has provided with DBE/ACDBE goals and plans and submission of Uniform reports include: Northwest Florida Beaches International Airport in Panama City, Florida; Golden Triangle Regional Airport in Columbus, Mississippi; Wilkes-Barre/Scranton International Airport in Avoca, Pennsylvania; Easterwood Field Airport, College Station, Texas; Montgomery Regional Airport, Montgomery, Alabama; and Rick Husband International Airport, Amarillo, Texas.

Taffy Pippin Consulting, LLC annually attends the FAA DBE conference in Washington and has workshops focused on Title VI requirements and guidance. In addition in March, 2019, contact was made with the FAA Equal Opportunity Compliance Specialist, National External Operations regarding requirements and development of Title VI plans ensuring accurate and complete development of Title VI Plans.

ORGANIZATIONAL CHART/KEY PERSONNEL

Taffy Pippin – With over twenty years of experience, Taffy Pippin is an expert in the development of DBE/ACDBE Goals, Plans and Uniform Reporting. Learning the business from her father Bob Valdez at FAC, Inc. Taffy started Taffy Pippin Consulting, LLC after the passing of her father. Taffy will oversee and participate in the development of market areas, setting of goals, stakeholder consultations, DBE/ACDBE and Title VI plan development, (if required), communication with the FAA, consultation in all areas as it relates to 49 CFR Part 26, Part 23 and Title VI, and all necessary communication with the airport and FAA to ensure compliance. Taffy has established an excellent relationship with the Southern Region EEO Compliance Specialist FAA Office of Civil Rights DBE/ACDBE Programs, as well as the Federal Aviation Administration National Team Lead- DBE/ACDBE Compliance Program.

Clayton Pippin – Clayton boasts seven years of experience with Taffy Pippin Consulting. Clayton has attended five FAA DBE conference with the company. He assists in the development of DBE/ACDBE goals and Plan/Update and oversees all Uniform Reporting in December and March of each year.

EXHIBIT B - FEE DERIVATION

Airport Disadvantaged Business Enterprise Support - B
Okaloosa County Airports

Position:	Engineering QA/QC Manager		PROJECT MANAGER		CLERICAL		TOTAL	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Rate (\$/Hour):	\$180		\$165		\$50			
Task 1: Project Administration (Lump Sum)								
1. Coordinate initial project understanding with County and Subconsultant	0	\$0	2	\$330	0	\$0	2	\$330
2. Prepare Task Order	1	\$180	2	\$330	0	\$0	3	\$510
3. Create invoices and back-up per County requirements (up to seven invoices)	1	\$180	7	\$1,155	7	\$350	15	\$1,685
Sub-Total Project Administration	2	\$360	11	\$1,815	7	\$350	20	\$2,525

Total AVCON Labor-Hour Costs ==> \$2,525

Task 2: DBE Support (Taffy Pippin Consulting, LLC) (NTE):	\$15,000
---	----------

Maximum Project Budget ==> \$17,525

ACK 8-21-19
Aug 8-21-19

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

CONTRACT: C19-2792-AP
AVCON, INC.
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

TASK ORDER #: 3

TASK ORDER AMOUNT: \$ Maximum budget of \$48,540.00

OFFERED BY CONSULTANT:

AVCON INC.
FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.
REPRESENTATIVE'S PRINTED NAME

John Collins for Virgil C. "Lee" Lewis, P.E.
SIGNATURE

Vice President August 19, 2019
TITLE DATE

RECOMMENDED FOR APPROVAL (Department Director)

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]
SIGNATURE Tracy Stage, A.P.E.

[Signature]
PURCHASING MANAGER

Airports Director
TITLE

08/22/2019
DATE

8.21.19
DATE

[Signature]
OMB Director/DATE

08.23.2019
DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

TASK ORDER
Professional Consulting Services
VPS HVAC Maintenance and Repair
Destin-Fort Walton Beach Airport
August 19, 2019

Task Order No. 3
AVCON Project No. 2019.050.02

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Board of County Commissioners** (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

- 1. Task Location:** Destin-Fort Walton Beach Airport—Okaloosa County, Florida
- 2. Task Name:** VPS HVAC Maintenance and Repair
- 3. Task Description/Scope of Services:** CONSULTANT shall perform professional consulting services identified in Section B of **Exhibit A** and attached hereto.
- 4. Compensation:** All professional services work performed under Task B-I shall be compensated for on a Lump Sum basis as derived in **Exhibit B** and attached hereto. The Lump Sum fee shall be Sixteen Thousand, Seven Hundred Forty and 00/100 dollars (\$16,740.00) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.

All On-Call HVAC Support Services performed under Task B-II shall be compensated for on a Not-To-Exceed (time and materials) basis. Direct expenses necessary to perform the inspection work, including related printing/plotting and mail charges, shall be reimbursed at actual cost. Subconsultant fees performed under this Task B-II shall be compensated for on a Not-To-Exceed basis. The Not-To-Exceed limit for all Task B-II services shall be Thirty-One Thousand, Eight Hundred and 00/100 dollars (\$31,800.00). CONSULTANT shall be compensated based on actual expenses incurred. Progress payments shall be made monthly.

The maximum project budget is \$48,540.00.

- 5. Schedule:** A schedule of 60 days is anticipated from the date of the project Notice-To-Proceed (NTP) to meeting with the Airport and Siemens in Task B-I: 5. The remaining schedule will be based on Siemen's schedule to address the action items. For any unreasonable delays in obtaining required materials to be provided by others, such as County design review comments, the anticipated design schedule shall be extended an equivalent number of days.

The On-Call HVAC Support Services identified in Task B-II will be performed over a two-year period.

6. Deliverables: Deliverables shall include the following:

- Digital copy – Summarized list of action items (Task B-I: 3)
- Digital copy – Preventative Maintenance Plan (Task B-I: 9)
- Digital copy – Scope for HVAC Improvements Project (Task B-I: 10)

7. Other Considerations: Services of the CONSULTANT shall be under the direction of Chad Rogers, P.E. of Okaloosa County Airports.

Accepted by:

CLIENT:

CONSULTANT:

**Okaloosa County Board of
County Commissioners**

AVCON, INC.

By:  _____

By:  _____

Printed Name: Tracy Stage, A.A.E.

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Airports Director

Title: Regional Manager

Date: 8.21.19

Date: August 19, 2019

EXHIBIT "A"
SCOPE OF SERVICES - AVCON, INC.
Professional Services

VPS HVAC Maintenance and Repair
Destin-Fort Walton Beach Airport
August 13, 2019

SECTION A: PURPOSE

The purpose of this project is to provide professional assistance to the County to coordinate the maintenance of the existing HVAC system that services the Destin-Fort Walton Beach Terminal. In June 2019, Peterson Engineering prepared a Certified HVAC Commissioning Report which included results from a detailed test and evaluation of the existing HVAC system. This HVAC Commissioning Report identified several pieces of equipment that did not appear to be functioning properly and need maintenance. As part of this task order, the Consultant will review the current HVAC maintenance contract with Siemens, evaluate what maintenance and repair items can be addressed as part of the current HVAC maintenance contract, coordinate these maintenance items with the County's HVAC maintenance consultant and coordinate the repair, maintenance, and configuration of these items, and spot-check the repairs.

SECTION B: DESCRIPTION OF TASKS

The following elements describe the individual services to be provided as part of this work effort. Man-hour estimates for the work described below are detailed in **Exhibit "B."**

Task I: Professional Services (Lump Sum)

1. **Coordinate Project Scope, Budget, and Schedule:** Consultant shall coordinate with the County to ensure that the project scope, budget, and schedule are consistent with County objectives. Consultant shall also coordinate with Peterson Engineering to develop the scope and identify other considerations.
2. **Review Existing HVAC Maintenance Contracts:** Consultant shall review the existing HVAC maintenance contract between the County and Siemens to itemize Siemen's maintenance responsibilities regarding the HVAC system. Consultant shall participate in one (1) meeting with the maintenance supervisor and foreman to review the existing contract language. Consultant shall prepare a recommendation to revise future HVAC maintenance contract language to enhance maintenance service to the airport.
3. **Summarize the Action Items in the HVAC Commissioning Report:** Consultant shall prepare a list of action items from the HVAC Commissioning Report for coordination with Siemens, the airport maintenance supervisor, and maintenance foreman. This summary will be utilized as a checklist for Siemens and the airport when evaluating project completion.
4. **Review HVAC Commissioning Report with Siemens:** The Consultant shall provide the HVAC Commissioning Report and summary of action items (developed in Task 3) to Siemens, the airport maintenance supervisor, and maintenance foreman and participate in a conference call to review the report and discuss the findings. The Consultant will request a written plan from Siemens to address the maintenance items following this conference call. Meeting minutes shall be prepared and provided to the County following this meeting.

**SCOPE OF SERVICES - AVCON, INC.
VPS HVAC Maintenance Assistance**

- 5. Meet with Siemens to Review the Plan to Address the Maintenance Items:** Consultant shall coordinate and participate in a meeting with representatives from Siemens at the Destin-Fort Walton Beach Airport to review Siemens's plan to address the maintenance items. Consultant shall make recommendations as needed to finalize an appropriate maintenance plan (prepared by Siemens) and schedule.
- 6. Coordinate Questions and Direction with Siemens During Maintenance Activities:** Consultant shall be available via phone to address any questions or concerns the airport or Siemens might have when addressing the maintenance issues onsite. This task does not include site visits.
- 7. Meet with Siemens Following Completion of HVAC Maintenance Work:** Consultant shall meet with Siemens, the airport maintenance supervisor, and maintenance foreman at the Destin-Fort Walton Beach Airport to review each action item and discuss how each item was addressed.
- 8. Spot-Check HVAC Maintenance Items:** Consultant shall randomly spot-check fifteen (15) action items to confirm they were addressed properly. The random spot-check shall provide a reasonable assurance that the remaining action items not inspected were addressed similarly. A one-day (assuming 10 hrs including travel) inspection is assumed for this task. If an inspected action item does not appear to be addressed properly, additional action items may be inspected to confirm they were addressed properly. This second set of inspections shall be considered additional services and not included in this task order.
- 9. Develop a Preventative Maintenance Plan:** Consultant shall develop a written preventative maintenance plan for the HVAC system for the County's and Siemens's use for continued maintenance of the HVAC system. Consultant shall meet with the airport to review the preventative maintenance plan, answer questions, and update the maintenance plan based on feedback provided by the airport.
- 10. Develop Scope for HVAC Improvements Project:** Consultant shall develop a scope of work to address HVAC maintenance needs that are not included in the current HVAC maintenance contract between the County and Siemens. This scope of work will include a list of tasks, estimated construction costs, and estimated schedule.

Task II: On-Call HVAC Support Services (Lump Sum): This task shall include on-call HVAC support services to assist the County in providing future spot-checks of HVAC equipment and providing technical support when requested from the County. This task begins upon completion of Task 7 and assumes one monthly site visit for the first year (assume 8 hrs per visit totaling 86 hours) by a Peterson Engineering representative, a bi-monthly site visit for the second year (assume 8 hrs per visit totaling 48 hours) by a Peterson Engineering representative, and one hour per month for on-call technical support for two years (totaling 24 hours). All site visits will be coordinated in advance with the airport maintenance supervisor. The Peterson Engineering representative will be billed at \$150/hour and the AVCON representatives will be billed at the hourly rates contained in Okaloosa County Contract C19-2792-AP.

SECTION C: SCHEDULE

A schedule of 60 days is anticipated from the date of the project Notice-To-Proceed (NTP) to meeting with the Airport and Siemens in Task 5. The remaining schedule will be based on Siemens's schedule to address the action items.

The work contained in Task II will be performed over a two-year period.

**SCOPE OF SERVICES - AVCON, INC.
VPS HVAC Maintenance Assistance**

SECTION D: OUT-OF-POCKET EXPENSES

All job-related travel, job-related reprographic costs and supplies, interim review document printing, fax and long distance charges, mail and express mail services, and printing and plotting costs associated with the Scope of Work shall be included in the lump sum fees of which they are a part.

SECTION E: ADDITIONAL SERVICES

Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service tasks without the written authorization of Okaloosa County.

SECTION F: ASSUMPTIONS AND EXCLUSIONS

1. No design is included in this task order.
2. If a second inspection is required as identified in Task 8 due to identification of improperly addressed action items, the second inspection will be considered additional services and are not part of this task order.

END OF SCOPE

EXHIBIT B - FEE DERIVATION

VPS HVAC MAINTENANCE AND REPAIR
DESTIN-FORT WALTON BEACH AIRPORT

Position:		PROJECT MANAGER	
Rate (\$/Hour):		\$165	
		Hours	Cost
Task I: Professional Services			
1.	Coordinate Project Scope, Budget, and Schedule	3	\$ 495
2.	Review Existing HVAC Maintenance Contracts	5	\$ 825
3.	Summarize the Action Items in the HVAC Commissioning Report	5	\$ 825
4.	Review HVAC Commissioning Report with Siemens	3	\$ 495
5.	Meet with Siemens to Review the Plan to Address the Maintenance Items	4	\$ 660
6.	Coordinate Questions and Direction with Siemens During Maintenance Activities	2	\$ 330
7.	Meet with Siemens Following Completion of HVAC Maintenance Work	4	\$ 660
8.	Spot-Check HVAC Maintenance Items	2	\$ 330
9.	Develop a Preventative Maintenance Plan	5	\$ 825
10.	Develop Scope for HVAC Improvements Project	3	\$ 495
Sub-Total:		36	\$ 5,940

Professional Service Fees (Subconsultant) - Lump Sum (LS)
 Mechanical Engineering Support (Peterson Engineering) \$ 10,800 LS

Total Lump Sum Fees: \$ 16,740 LS

Task II: On-Call HVAC Support Services - Not-To-Exceed (NTE)

Year 1 - 1 site visit/month at 8 hrs/site visit at \$150/hour (Peterson Engineering)	\$ 14,400
Year 2 - 1 site visit/every other month at 8 hrs/site visit at \$150/hour (Peterson Engineering)	\$ 7,200
1 hour per month for two years for HVAC technical support at \$150/hour (Peterson Engineering)	\$ 3,600
AVCON on-call support (40 hours at \$165/hour)	\$ 6,600
Maximum Not-To-Exceed Fees:	\$ 31,800

Maximum Project Budget: \$ 48,540

ACR 7-27-17
Ayo 7/31/19

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 2


TASK ORDER AMOUNT: \$ Not-To-Exceed fee of \$10,000.00

OFFERED BY CONSULTANT:

CONTRACT#: C19-2792-AP
AVCON, INC.
GENERAL AVIATION ENGINEERING SERVICES
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

AVCON INC.
FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Vice President July 26, 2019
TITLE DATE

RECOMMENDED FOR APPROVAL
(Department Director)

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

8.1.19
DATE


PURCHASING MANAGER
08/05/2019

DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

TASK ORDER

**Professional On-Call Airport Consulting Services - G
Okaloosa County Airports
July 26, 2019**

Task Order No. 2
AVCON Project No. 2019.050.03

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Board of County Commissioners** (hereinafter "COUNTY"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

- 1. Task Location:** Okaloosa County Airports—Okaloosa County, Florida
- 2. Task Name:** Professional On-Call Airport Consulting Services - G
- 3. Task Description/Scope of Services:** This task provides for a budgeted allocation of **Ten Thousand and 00/100 Dollars (\$10,000.00)** for authorized general "on-call" airport consulting services, meetings, coordination with governmental agencies, and other general work as may be required by the COUNTY from time to time under the terms and conditions of the above-referenced base agreement dated January 18, 2019. No tasks shall be performed under this Task Order without prior authorization from the COUNTY. All costs for professional services, meetings and expenses specifically covered by a separate agreement shall not be included under this Task Order.
- 4. Compensation:** The COUNTY shall compensate the CONSULTANT for the performance of authorized services on a Not-To-Exceed (time-and-materials) basis. The Not-To-Exceed limit shall be **Ten Thousand and 00/100 Dollars (\$10,000.00 NTE)**. CONSULTANT shall be compensated based on actual time (hours) expended and actual expenses incurred.

The COUNTY shall compensate the CONSULTANT for authorized services performed by the CONSULTANT and reimbursable expenses required to perform the work at the hourly rates and standard rates included in the above-referenced base agreement, dated January 18, 2019. Reimbursable expenses shall also include actual out-of pocket expenses incurred by the CONSULTANT (reimbursed at actual costs). Each expenditure under this Task Order shall be accompanied by a statement of the purpose, time involved and overall expense charged to this Task Order.

5. Schedule: Services authorized by the COUNTY under this Task Order shall be performed with reasonable diligence and expediency consistent with sound professional practices. When applicable, specific task schedules shall be coordinated prior to task authorization.

This Task Order shall remain in effect until the Not-To-Exceed budget is expended or until the base agreement referenced above expires, whichever occurs first, unless sooner terminated in writing.

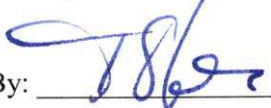
6. Deliverables: Project deliverables shall be coordinated prior to task authorization.

7. Other Considerations: Services of the CONSULTANT shall be under the direction of Mr. Chad Rogers, P.E. of Okaloosa County Airports.

Accepted by:

CLIENT:

**Okaloosa County Board of
County Commissioners**

By: 

Printed Name: Tracy Stage, A.A.E.

Title: Airports Director

Date: 8.1.18

CONSULTANT:

AVCON, INC.

By: 

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Regional Manager

AKA - 6/10/2019
Ayo 6/14/19

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 1


TASK ORDER AMOUNT: \$ Lump Sum Fee of \$14,440.00

CONTRACT#: **C19-2792-AP**
AVCON, INC.
GENERAL AVIATION ENGINEERING SERVICES
EXPIRES: 03/26/2022 W/1 2 YR RENEWAL

OFFERED BY CONSULTANT:

AVCON INC.
FIRM'S NAME

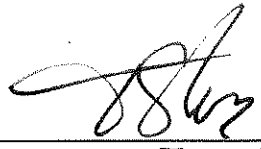
Virgil C. "Lee" Lewis, P.E.
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Vice President
TITLE

June 10, 2019
DATE


RECOMMENDED FOR APPROVAL
(Department Director)


SIGNATURE Tracy Stage, A.A.E.
Airports Director
TITLE

6.14.19
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.


PURCHASING MANAGER
06/17/2019
DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

06-10-19 12:01 PM

TASK ORDER
Professional Design and Bid Phase Services

VPS Fuel Farm Fall Protection
Destin-Fort Walton Beach Airport
June 4, 2019

Task Order No. 1
AVCON Project No. 2019.050.01

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Board of County Commissioners** (hereinafter "CLIENT"), in accordance with the terms and conditions of the Agreement for Professional Architectural, Engineering, and Aviation Planning Services (Contract No.: C19-2792-AP), dated January 18, 2019, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Destin-Fort Walton Beach Airport—Okaloosa County, Florida
2. **Task Name:** VPS Fuel Farm Fall Protection
3. **Task Description/Scope of Services:** CONSULTANT shall perform professional design and bid phase services identified as Section B of **Exhibit A** and attached hereto.
4. **Compensation:** All work performed under Section B as described in Item 3 above shall be compensated for on a Lump Sum basis as derived in **Exhibit B** and attached hereto. The Lump Sum fee shall be Fourteen Thousand, Four Hundred Forty and 00/100 dollars (\$14,440.00 LS) and shall include all job-related travel costs, reprographic costs, printing/plotting costs, telephone/facsimile charges, and mail charges required to perform the work specified. Progress payments shall be made monthly and shall be by an estimate of the percent complete in accordance with the project progress.
5. **Schedule:** A schedule of 60 days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare a set of Draft 100% Release for Bid Documents for Airport review. It is assumed that the County will require five business-days to provide a review of the 95% design drawings and provide comments and five business-days to provide a review of the draft 100% Release for Bid Documents. For any unreasonable delays in obtaining required materials to be provided by others, such as County design review comments, the anticipated design schedule shall be extended an equivalent number of days.
6. **Deliverables:** Deliverables shall include the following:
 - Three copies - 95% Design Documents (11x17)
 - Three copies - Draft 100% Release for Bid Documents (11x17)
 - Three copies - Final Release for Bid Documents (11x17)

7. **Other Considerations:** Services of the CONSULTANT shall be under the direction of Chad Rogers, P.E. of Okaloosa County Airports.

Accepted by:

CLIENT:

CONSULTANT:

**Okaloosa County Board of
County Commissioners**

AVCON, INC.

By: 

By: John Callis For

Printed Name: Tracy Stuge, AAE

Printed Name: Virgil C. "Lee" Lewis, P.E.

Title: Airports Director

Title: Regional Manager

Date: 6.14.19

Date: June 5, 2019

EXHIBIT "A"
SCOPE OF SERVICES - AVCON, INC.
Professional Design and Bid Phase Services

VPS Fuel Farm Fall Protection
Destin-Fort Walton Beach Airport
June 4, 2019

SECTION A: PURPOSE

The purpose of this project is to perform design and bid phase services to provide catwalk-type fall protection improvements for eight existing fuel tanks at the Destin-Fort Walton Beach Airport fuel farm. Six of the fuel tanks are located inside the concrete fuel containment system and two are located immediately south of the containment system. The fall protection is anticipated to consist of catwalk systems over all eight of the fuel tanks.

SECTION B: DESCRIPTION OF TASKS

The following elements describe the individual services to be provided as part of this work effort. Man-hour estimates for the work described below are detailed in **Exhibit "B."**

Task I: Design Phase Services (Lump Sum)

- 1. Coordinate Project Scope, Budget, Schedule, and Design Considerations with Airport:** Consultant shall coordinate with the County to ensure that the project scope, budget, and schedule are consistent with County objectives. Consultant shall coordinate additional design and phasing considerations with the County during the design phase. Consultant shall participate in one (1) conference call with the airport to review design options along with benefits and drawbacks for each option.
- 2. Conduct Preliminary Design Meeting with Design Team:** Consultant shall meet with design team to review project design methodology, schedule, and expectations.
- 3. Coordinate with County and Fuel Farm Operator During Design Phase:** In conjunction with the County, Consultant shall participate in one (1) conference call or meeting at Destin-Fort Walton Beach Airport with the fuel farm operator to discuss the design approach and coordinate feedback before preparing the design drawings. Any airline coordination will be the responsibility of the County or fuel farm operator.
- 4. Prepare 95% Design Drawings:** Consultant shall prepare, through a qualified subconsultant, 95% design drawings in accordance with Florida Building Code, OSHA, and Okaloosa County standards. Drawings shall be developed in AutoCAD format. Anticipated drawings include:
 - Cover Sheet
 - General, Safety & Security Notes
 - Structural General Notes
 - Structural Framing Plan
 - Structural Sections
 - Structural Details

**SCOPE OF SERVICES - AVCON, INC.
VPS Fuel Farm Fall Protection**

5. **Perform QA/QC Review of 95% Design Documents and Update:** Consultant shall perform an internal review of the technical elements and bidding format of the 95% design documents. The design documents shall be updated in accordance with the review results prior to submittal to the County.
6. **Conduct 95% Design Review Meeting with County:** Consultant shall conduct a design review meeting with County staff to discuss the features of the 95% design documents. Review comments received from the County shall be documented.
7. **Prepare Draft 100% Release for Bid Documents:** Consultant shall prepare 100% Release for Bid documents in accordance with Okaloosa County standards. These documents shall consist of bid advertisement, front end documents, bid forms, draft contract forms, general conditions, general provisions, and special provisions. No separate technical specifications will be prepared. All technical specifications and requirements shall be incorporated into the Design and Bid Drawings.
8. **Coordinate Draft 100% Release for Bid Documents with Airport and Purchasing Department:** Consultant shall submit the draft Bid Documents to the Okaloosa County Purchasing Department for County internal review. Consultant shall incorporate comments provided by the County into the Bid Documents and submit a final set of Bid Documents for County review and approval prior to advertising the project for bid.
9. **Finalize Release for Bid Documents:** Consultant shall incorporate comments received from the County Airport and Purchasing Department and submit final Release for Bid Documents for upload to the County Purchasing Department website.

Task II: Bid Phase Services (Lump Sum)

1. **Attend Pre-Bid Conference and Prepare Minutes:** Consultant shall participate in a Pre-Bid Conference to present and discuss specific project issues, specific construction features, operational phasing, and other applicable requirements. Consultant shall provide and distribute meeting minutes for the Pre-Bid Conference to participants and funding agencies.
2. **Prepare and Distribute Addenda and Responses to Questions:** Consultant shall prepare formal responses to questions by potential bidders as provided during the Pre-Bid Conference and during the specified period prior to the project bid opening. Consultant shall prepare and distribute addenda to bidding documents as required to address any revisions resulting from bidder's questions or from design modifications for items designed by Consultant.
3. **Prepare Bid Tabulation and Recommendation of Award:** Consultant shall review all bids received and shall prepare tabulation of the bids. Based on the review, Consultant shall provide a formal recommendation of the award to the County.
4. **Prepare Conformed Construction Documents:** Consultant shall prepare and submit conformed plans and specifications that incorporate addendums to serve as the "Release for Construction" set. A total of five sets of conformed documents shall be provided to the County.

SECTION C: SCHEDULE

A schedule of 60 days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare a set of Draft 100% Release for Bid Documents for Airport review. It is assumed that the County will require five business-days to provide a review of the 95% design drawings and provide comments and five business-days

SCOPE OF SERVICES - AVCON, INC.
VPS Fuel Farm Fall Protection

to provide a review of the draft 100% Release for Bid Documents. For any unreasonable delays in obtaining required materials to be provided by others, such as County design review comments, the anticipated design schedule shall be extended an equivalent number of days.

SECTION D: OUT-OF-POCKET EXPENSES

All job-related travel, job-related reprographic costs and supplies, interim review document printing, fax and long distance charges, mail and express mail services, and printing and plotting costs associated with the Scope of Work shall be included in the lump sum fees of which they are a part.

SECTION E: ADDITIONAL SERVICES

Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service tasks without the written authorization of Okaloosa County.

SECTION F: ASSUMPTIONS AND EXCLUSIONS

1. No construction phase services are provided as part of this Scope of Services. Any construction phase services requested by the County shall be billed under a different task order.
2. No permit coordination with Okaloosa County Building Department is provided in this Scope of Services.

END OF SCOPE

VPS FUEL FARM FALL PROTECTION
DESTIN-FORT WALTON BEACH AIRPORT

Position:	PROJECT MANAGER		CADD TECHNICIAN		TOTAL	
	Rate (\$/Hour): \$165		\$95		Hours	Cost
	Hours	Cost	Hours	Cost		
Task I: Design Phase Services						
1. Coordinate Project Scope, Budget, Schedule, Design Considerations	6	\$990	0	\$0	6	\$990
2. Conduct Preliminary Design Meeting with Design Team	1	\$165	1	\$95	2	\$260
3. Coordinate with County and Fuel Farm Operator During Design Phase	2	\$330	0	\$0	2	\$330
4. Prepare 95% Design Drawings	4	\$660	3	\$285	7	\$945
5. Perform QA/QC Review of 95% Design Drawings and Update	2	\$330	1	\$95	3	\$425
6. Conduct 95% Design Review Meeting with County	3	\$495	0	\$0	3	\$495
7. Prepare Draft 100% Release for Bid Documents	8	\$1,320	2	\$190	10	\$1,510
8. Coordinate Draft 100% Release for Bid Documents with Purchasing	2	\$330	1	\$95	3	\$425
9. Finalize Release for Bid Documents	2	\$330	0	\$0	2	\$330
Task I Subtotal:	30	\$4,950	8	\$760	38	\$5,710
Task II: Bid Phase Services						
1. Prepare Pre-Bid Conference Agenda and Attend Via Conference Call	2	\$330	0	\$0	2	\$330
2. Prepare Addenda and Responses to Questions	4	\$660	1	\$95	5	\$755
3. Prepare Bid Tabulation and Recommendation of Award	4	\$660	0	\$0	4	\$660
4. Prepare Conformed Construction Documents	4	\$660	3	\$285	7	\$945
Task II Subtotal:	14	\$2,310	4	\$380	18	\$2,690

Professional Service Fees (AVCON) - Lump Sum (LS)
 Design Phase Services \$ 5,710 LS
 Bid Phase Services \$ 2,690 LS
 Sub-Total Professional Services (AVCON): \$ 8,400 LS

Project Manager: John Collins, P.E.
 CADD Technician: Nicole Underwood

Professional Service Fees (Subconsultant) - Lump Sum (LS)
 Structural Design (McCarthy Engineering) \$ 6,040 LS
 Sub-Total Professional Services (Subconsultant) \$ 6,040 LS

Total: \$ 14,440

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 3/28/2019

Contract/Lease Control #: C19-2792-AP

Procurement#: RFQ 13-19

Contract/Lease Type: CONTRACT

Award To/Lessee: AVCON

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: TSTAGE@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

TASK ORDER AGREEMENT FOR CONTRACTOR SERVICES

(Master Services Agreement)

Between Okaloosa County, Florida
And AVCON, Inc. CONTRACT #: C19-2792-AP
AVCON
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 AVCON, Inc. [CONTRACTOR], a Florida Profit Corporation authorized to conduct business in the State of Florida, having its principal office located at 302 Bayshore Drive, Suite A, Niceville, FL 32578.

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: Virgil C. "Lee" Lewis
Title: Vice President
Company: AVCON, Inc.

Address: 320 Bayshore Dr., Suite A
Niceville, FL 32578
Telephone: 850-678-0050
Fax: 407-599-1133
Email: vclewis@avconinc.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.

14.1.2. 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.

AVCON, INC.

Sandeep Singh, President
Printed Name/Title

Sandeep Singh
Signature

2/24/19
Date:

OKALOOSA COUNTY, FLORIDA

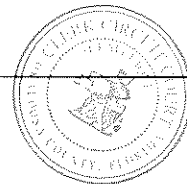
Charles K. Windes, Jr.
Charles K. Windes, Jr., Chairman

Date: MAR 26, 2019



ATTEST:

Jary J. Steford
J.D. Peacock 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

AVCON, INC.
Engineers & Planners

320 Bayshore Drive, Suite A
Niceville, Florida 32578
Phone: (850) 678-0050
www.avconinc.com

February 20, 2019

**RE: AVCON Rates
Okaloosa County AP 13-19**

During the coordination of a new task order under AP 13-19, AVCON will prepare a detailed fee derivation identifying the project tasks with a breakout of the estimated effort for each position for review with the County. AVCON hourly billing rates for the initial three-year period of service are provided below:

Position Description	Hourly Billing Rate
Engineering QA/QC Manager	\$195.00
Project Manager	\$165.00
Professional Engineer	\$150.00
Project Engineer	\$120.00
Construction Manager	\$110.00
Construction Inspector	\$ 90.00
CADD Technician	\$ 95.00
Clerical	\$ 50.00

For any contract renewals or extensions, the Hourly Billing Rates may be subject to negotiation.

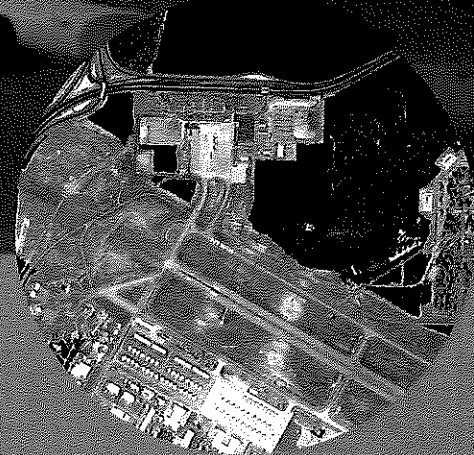
OKALOOSA COUNTY



AVCON, INC. STATEMENT OF QUALIFICATIONS

General Aviation
Engineering Services
RFQ #AP 13-19

Exhibit C



AVCON

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December 19, 2018

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



Reference: **AVCON, INC. Statement of Qualifications for
General Aviation Engineering Services for Okaloosa County Airports (RFQ AP 13-19)**

Dear Mr. Hyde:

It is with great pleasure that **AVCON, INC.** herewith submits for the Okaloosa County Board of County Commissioners review and consideration one original and one digital copy of our Statement of Qualifications for General Aviation Engineering Services for Okaloosa County Airports (RFQ AP 13-19).

AVCON has valued the privilege of serving Okaloosa County in various engineering and planning roles for the Okaloosa County Airports System for more than 20 years from our local office in Niceville. As your prime aviation consultant under this contract for the past ten years, we are extremely proud of our successful record and look forward to the privilege of continuing our service from local office. Our full-service staff continues to deliver leading expertise in pavement design, stormwater management, utility system design, and permitting.

Mr. John R. Collins, P.E. will serve as your Project Manager from our local office in Niceville. Mr. Collins is in his 13th year with AVCON and has successfully served in or managed every AVCON airport planning and design project for Okaloosa County under our previous continuing contract. He is supported by our professional staff that offers a range of civil engineering resources to the County, including experts in infrastructure, permitting, grant procurement, bidding, site development, utilities, and related areas. **Mr. Virgil C. "Lee" Lewis, P.E.** was responsible for establishing our Okaloosa County office in 1998 and will serve as your Principal-In-Charge. Mr. Lewis and has been performing professional design services for the County for more than two decades and recognizes the economic importance of all three airports to our community.

For this contract, AVCON will be supported by our team of reliable subconsultant resources specifically compiled for this assignment. **SAM Surveying and Mapping, LLC (SAM)** has recently completed many successful airport survey assignments for AVCON from their Okaloosa County office. Similarly, **Bullock Tice Associates, Inc. (BTA)** will continue to provide the excellent architectural services reflected in their recent work for Okaloosa County Airports, including planning for the six-acre community development at the Destin-Fort Walton Beach Airport. AVCON and BTA will be supported by **McCarthy Engineering, Inc. (McCarthy)** for structural engineering and **Bagwell Engineering, Inc. (Bagwell)** for non-airfield electrical and communication engineering, both firms recently demonstrating their abilities to meet tight deadlines in the important Security Checkpoint Improvements project at Destin-Fort Walton Beach Airport.

We have also re-enlisted **NOVA Engineering and Environmental, LLC (NOVA)** to support with geotechnical investigations as well as material acceptance testing. **ESA SCHEDA (ESA)** is a leading aviation environmental consulting firm with successful results in delivering airport solutions throughout Florida and across the nation. **Energy and Environment, LLC (Energy)** will supplement our team's capabilities with their outstanding resources in environmental remediation and is experienced in working on Eglin AFB. We are extremely proud of this AVCON Team and the wide range of capabilities offered to the County.

AVCON genuinely recognizes that the Okaloosa County Airports System is a vital asset to our local economy and our quality of life. We commend Mr. Tracey Stage, A.A.E. in his leadership during unprecedented growth experienced at the Destin-Fort Walton Beach and have considered it a privilege to work under his direction. On behalf of our project team, we thank you for your trust in AVCON and we look forward to serving Okaloosa County.

Sincerely,

AVCON, INC.

Virgil C. "Lee" Lewis, PE
Vice President

John Collins, PE
Project Manager

Business Credentials

Celebrating its 30th Anniversary, AVCON, INC. (AVCON) serves the aviation, facilities, transportation, and development industries with expertise in all aspects of aviation planning and design; civil engineering, electrical engineering, mechanical engineering, plumbing engineering, fire protection design, utilities coordination and design, and structural engineering; traffic planning and highway design; and a full array of design and construction support services. AVCON has built its reputation on delivering innovative and practical engineering solutions to clients throughout the Southeast. These solutions blend both economic and technological elements to provide an effective approach to all of the firm's projects. Whether working on an airfield, roadway, or facility, AVCON offers high-level technical expertise based on more than three decades of hands-on experience—ensuring the job is done right the first time.

AVCON also provides related civil engineering design services for elements more commonly associated with the landside (non-aviation) portion of airports; land development such as utilities, roads, and parking facilities; structural, mechanical, electrical, plumbing, and fire protection engineering for hangars

and other building infrastructure; electrical design for primary power distribution and airfield lighting improvements. AVCON has served as prime consultant for several multi-year airport general and "on-call" consulting contracts. Entities AVCON has served include both air-carrier and general aviation airports (as highlighted in the General Consultant Services (GCS) Experience Matrix).

As evidence of our long-term commitment to quality and service, AVCON continues to provide engineering, planning, and construction phase services to many of our earliest clients. With the competitive nature of our industry, we take great pride in these relationships, and we look forward to continuing a long-lasting partnership with Okaloosa County.

As a former DBE firm, and currently a Minority-Owned Business Enterprise (MBE), AVCON is an active proponent of advancing opportunities for M/WBE and DBE firms in its work efforts, not only because of our own history, but also because adherence to these principals is a cornerstone of our way of life, as well as just making good business sense. AVCON is particularly dedicated toward efforts to advance minorities and women in the engineering field. We have carefully enlisted a group of support firms who are most importantly well suited for the work assignments at hand, but who also represent an excellent cross-section of DBE and M/WBE firms.

GENERAL CONSULTANT SERVICES (GCS) EXPERIENCE MATRIX

Authority/Entity	Years Exp.	Airside	Landside
Destin-Fort Walton Beach, Bob Sikes, & Destin Executive Airports, Okaloosa County, FL (Okaloosa County Airports)	13	→	→
Naples Municipal Airport, Naples, FL	12	→	→
Wauchula Municipal Airport, Wauchula, FL	24	→	→
Orlando Int'l and Orlando Exec. Airports, Orlando, FL	30	→	→
Apalachicola Regional Airport, Franklin County, FL	10	→	→
Calhoun County Airport, Calhoun County, FL	4	→	→
DeFuniak Springs Airport, City of DeFuniak Springs, FL	3	→	→
Marianna Municipal Airport, City of Marianna, FL	2	→	→
Perry Foley Airport, Taylor County, FL	11	→	→
Tri-County Airport, Tri-County Airport Authority, FL	2	→	→
Ashe County Airport, Ashe County, NC	14	→	→
Smith Reynolds Airport, Winston-Salem, NC	11	→	→
NC Global TransPark, Kinston, NC	10	→	→
Asheville Regional Airport, Asheville, NC	10	→	
Charlotte-Douglas Int'l Airport, Charlotte, NC	5	→	→
Avery County Airport, Spruce Pine, NC	3	→	
Montgomery County Airport, Troy, NC	1	→	→
Glynn Co. Airport Commission, Brunswick, GA	6	→	→
Greenville-Spartanburg International Airport, Greer, SC	5	→	→

State of Florida

Minority Business Certification

AVCON, INC.

Is certified under the provisions of 287 and 288.187, Florida Statutes, for a period from

02/23/2017 to 02/23/2019



Florida Department of Economic Opportunity

Office of Supplier Development

Office of Supplier Diversity • 100 International Way, Suite 100 • Tallahassee, FL 32310 • 904-437-5253 • www.floridadevelopment.com

Registration

Florida Business Office Registration

**State of Florida
Department of State**


I certify from the records of this office that AVCON, INC. is a corporation organized under the laws of the State of Florida, filed on May 5, 1988.

The document number of this corporation is K22990.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 16, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

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



Ken Dietzen
Secretary of State


Tracking Number: CC8064741134

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/Filing/CertificateOfStatus/CertificateAuthentication>

Florida Professional Engineering Licenses

**State of Florida
Board of Professional Engineers**

Attests that
Virgil Conley Lewis, P.E.




FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201925131 R
P.E. Lic. No: 50619

**State of Florida
Board of Professional Engineers**

Attests that
John Robert Collins, P.E.




FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201921363 R
P.E. Lic. No: 75419

**State of Florida
Board of Professional Engineers**


Attests that
Avcon, Inc.



FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

Is authorized under the provisions of Chapter 471, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.
Expiration: 2/28/2019
Audit No: 228201904463 R
CA Lic. No: 5057

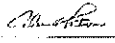
Florida Professional Surveyor License


 Florida Department of Agriculture and Consumer Services
 Division of Consumer Services
 Board of Professional Surveyors and Mappers
 1095 Apalachee Pkwy, Tallahassee, Florida 32399-6200

License No.: LB7908
Expiration Date: February 28, 2019

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

SAM SURVEYING AND MAPPING, LLC
4301 SOUTHWEST PARKWAY, PARKWAY TWO, SUITE 400
ATLANTA, TN 37635


ADAM H. PUTNAM
 COMMISSIONER OF AGRICULTURE

This is a truly state professional license and is not subject to reciprocity by Chapter 472, Florida Statutes.


Florida Professional Architect License

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY


**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN**

LICENSE NUMBER
KAC002174

The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 F.S.
Expiration date: FEB 28, 2019



BULLOCK TICE ASSOCIATES, INC.
909 E CERVANTES ST STE B
PENSACOLA FL 3250913289



ISSUED: 12/07/2016 DISPLAY AS REQUIRED BY LAW SEQ # 1161720021040

Specific Accomplishments

AVCON offers Okaloosa County the same reliable resources that have successfully served the County in many aviation development projects since being selected as a continuing airport consultant in 2008. Further, we have managed major infrastructure projects at all three County-owned airports and offer a distinctive understanding of the unique characteristics associated with each airport. To ensure confidence in a long-lasting, well-constructed project that best utilizes public funds, the County should also consider the proven resources involved in some of its most successful aviation development projects in recent years.

AVCON will lead the design, bidding, and construction management of the projects with the same personnel as we have in many similar projects for the County. Our innovative staff continues to develop new standards in airport lighting, pavements, and sustainability of airports we serve.

The table below provides a representative summary of notable general aviation and commercial service development projects AVCON has successfully managed over the past five years with Okaloosa County Airports. This table of recent project experience illustrates AVCON's capability to perform all aspects of a project, including planning, design, and construction phase services, and the trust and partnership developed and nurtured with our clients.

The credentials of AVCON as related to working with the State of Florida and FAA makes us ideally suited to provide a smooth project delivery system from conception to completion on every project! **Our philosophy - always provide more value than expected.**

Project Name and Location	Description of Services	Date of Professional Services
Chiller Replacement Destin-Fort Walton Beach Airport (VPS)	Design, bid, and construction phase services to replace two air-cooled chillers and associated constant volume pumps and control valves which serve the approx. 110,000 sf Destin-Fort Walton Beach Airport.	Sept 2017 to current
Security Checkpoint Improvements Destin-Fort Walton Beach Airport (VPS)	Planning, design, bid, and construction phase services to add a third security checklane to increase TSA passenger processing capacity.	March 2018 to Aug 2018
South Apron Rehabilitation Design Bob Sikes Airport (CEW)	Design services to rehabilitate the approx. 37,500 sy south apron and taxilanes to include selective asphalt reconstruction, erosion control improvements, edge lighting, and pavement markings.	Aug 2017 to Aug 2018
High Mast Light Replacement Bob Sikes Airport (CEW)	Design, bid, and construction phase services to install seven high mast light poles, fixtures, and cable for the South Apron at Bob Sikes Airport.	Aug 2017 to Dec 2018
Fuel Farm Expansion Destin-Fort Walton Beach Airport (VPS)	Design, bid, and construction phase services to install two 25,000-gallon Jet-A fuel tanks, associated piping, and fuel pump improvements.	Feb 2017 to current
Eglin ARFF Station Development Destin-Fort Walton Beach Airport (VPS)	Planning, design, bid, and construction phase services to construct a 8,600 sf fire station on Eglin AFB to serve the Destin-Fort Walton Beach Airport. This station accommodates three fire trucks, crew quarters, and associated support facilities.	Nov 2012 to Aug 2016
Cell Phone Parking Lot Destin-Fort Walton Beach Airport (VPS)	Planning, design, and construction phase services to modify a portion of the Express Parking Lot to construct an approx. 33 space cell phone waiting area.	Feb 2014 to June 2014
West Hangar Area Parking Facilities Bob Sikes Airport (CEW)	Design, bid, and construction phase services to construct a 68-space parking lot, utility extensions, and security improvements.	March 2011 to Aug 2014
McCallum Sweeney Site Certification Bob Sikes Airport (CEW)	Planning services to prepare site package to certify the Okaloosa Industrial Air Park under the Gulf Power Site Evaluation and Certification Program. This work included utility planning, preparation of layouts, cost estimates, and artistic renderings of sites.	March 2014 to Nov 2014

Area of Expertise

With more than 30 years of airport consulting experience, AVCON's staff of over 90 professionals has completed essentially every type of airport project, ranging from airport master plans to designs for airfield and vehicular pavements, hangars, lighting, navigational aids, security and access controls, terminal improvements, utility systems and stormwater improvements.

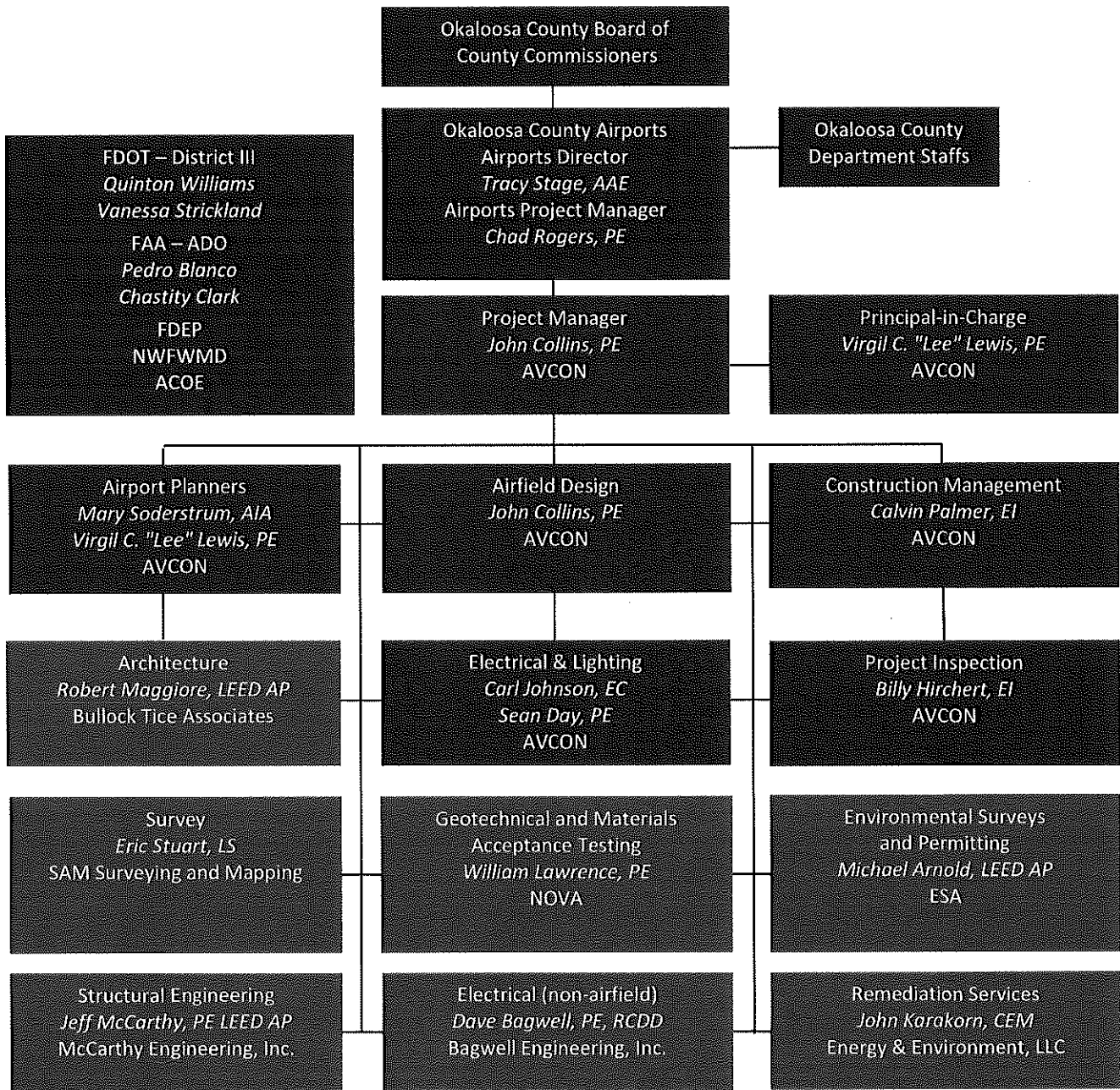
AVCON's airport professionals have been instrumental in the design and permitting of more than **550 projects** at more than **125 airports** throughout the southeast U.S. and nationally.

Airport Experience Matrix	Funding/Program Management	ALP/Master Planning	Airfield Pavements and Markings	Airfield Lighting	NAVAIDS	Terminal/Hangar/Landside	Construction Admin/Inspection	Cost Estimating	Industrial/Commerce Park	FAA/FDOT Coordination	Noise/Environmental Studies
General Aviation Airports											
Albert Whitted Airport, St. Petersburg, FL	→	→	→	→	→	→	→	→		→	
Apalachicola Regional Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Arthur Dunn Airpark, FL	→	→	→	→		→	→	→		→	→
Ashe County Airport, NC	→	→	→	→		→	→	→		→	→
Bob Sikes Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Cecil Airport, FL	→	→	→	→	→	→	→	→	→	→	→
DeFuniak Springs Airport, FL	→	→	→			→		→	→	→	→
Destin Executive Airport, Destin, FL	→	→		→		→	→	→		→	
Flagler County Airport, FL	→		→	→	→		→	→	→	→	
Foothills Regional Airport, NC	→	→	→	→		→	→	→	→	→	
Franklin County Airport, NC					→			→			
Gwinnett County Airport (Briscoe Field), GA	→		→	→			→	→		→	
Herlong Recreational Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Jacksonville Executive at Craig Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Kissimmee Gateway Airport, FL	→	→	→	→	→	→	→	→		→	
Lakeland-Linder Regional Airport, FL			→	→	→		→	→		→	
Merritt Island Airport, FL	→	→						→		→	→
North Carolina Global TransPark, NC	→		→	→		→	→	→		→	
Okeechobee County Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Orlando Executive Airport, FL	→	→	→	→	→	→	→	→		→	
Ormond Beach Municipal Airport, FL	→		→	→	→		→	→		→	→
Page Field, FL				→	→	→	→	→			
Perry-Foley Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Sebring Regional Airport, FL	→		→			→		→			
Smith Reynolds Airport, NC	→	→	→	→	→	→	→	→		→	→
Space Coast Regional Airport, FL	→	→	→	→	→	→		→	→	→	→
Wauchula Municipal Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Zephyrhills Municipal Airport, FL	→	→	→	→	→	→	→	→	→	→	→

Airport Experience Matrix	Funding/Program Management	ALP/Master Planning	Airfield Pavements and Markings	Airfield Lighting	NAVAIDS	Terminal/Hangar/Landside	Construction Admin / Inspection	Cost Estimating	Industrial/Commerce Park	FAA/FDOT Coordination	Noise/Environmental Studies
Air Carrier Airports											
Akron-Canton Regional Airport, OH	→		→	→	→		→	→		→	
Asheville Regional Airport, NC	→		→	→	→	→	→	→		→	→
Atlanta-Jackson Hartsfield Int'l Airport, GA					→						
Blue Grass Airport, KY	→		→	→	→		→	→		→	
Charlotte Douglas International Airport, NC			→	→		→		→			
Dallas-Fort Worth International Airport, TX				→			→	→			
Daytona Beach International Airport, FL	→		→	→				→		→	
Destin-Ft. Walton Beach Airport, FL	→	→	→	→		→	→	→		→	
Ft. Lauderdale – Hollywood International Airport, FL			→								
Gainesville Regional Airport, FL	→			→	→		→	→		→	
Greenville-Spartanburg International Airport, SC			→			→		→		→	
Jacksonville International Airport, FL	→	→	→	→	→	→	→	→		→	
Las Vegas-McCarran International Airport, NV				→	→		→	→		→	
Melbourne International Airport, FL			→			→				→	
Naples Municipal Airport, FL			→				→			→	→
Nashville International Airport, TN			→				→	→			
North Carolina Global TransPark, NC	→		→	→		→	→	→		→	
Northwest Florida Beaches International Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Orlando International Airport, FL	→	→	→	→	→	→	→	→		→	→
Orlando Sanford International Airport, FL	→		→	→	→	→	→	→		→	
Palm Beach International Airport, FL						→					
Panama City-Bay County International Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Pensacola Regional Airport, FL	→	→		→	→		→	→		→	→
Smith Reynolds Airport, NC	→	→	→	→	→	→	→	→		→	→
St. Pete-Clearwater International Airport, FL	→	→	→	→		→	→	→		→	→
Southwest Florida International Airport, FL			→	→				→		→	
Tallahassee Regional Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Tampa International Airport, FL	→		→	→			→	→		→	

Project Management Organization

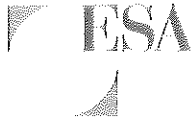
AVCON has assembled an exceptional team of seasoned airport professionals who have gained valuable experience working together on dozens of airfield projects at airports throughout Florida and the Southeastern United States. These capable individuals will form the basis of a successful project team for this General Aviation Engineering Services for Okaloosa County Airports contract. The AVCON Team of airfield planners, engineers, and construction management professionals have significant depth and capacity to ensure project delivery on schedule and with superb attention to detail. Resumes for key team members are included at the end of this section.



Subconsultant Team Members



NOVA Engineering and Environmental (NOVA), was originally founded to provide Environmental Consulting, Geotechnical Engineering, and Construction Materials Testing and Inspection services to the design and construction community. Currently, NOVA employs 350+ personnel in 15 offices serving clients throughout the southeastern United States and beyond. NOVA's professional staff consists of registered engineers, geologists, scientists, certified industrial hygienists, ICC inspectors, building officials, laboratory specialists, NICET-certified technicians, AWS-certified welding inspectors, and specialty consultants.



Environmental Science Associates (ESA) is a full-service, multidisciplinary planning and environmental consulting company with a staff of 500 professionals. Since 1969, ESA has prepared thousands of planning and environmental documents for a wide range of public sector clients and agencies. ESA distinguishes itself from other firms through its dedicated aviation consulting practice of more than 55 staff, supporting airports nationwide. Drawing on their diverse professional experience and focusing on client needs and vision, they bring a strategic perspective and interdisciplinary approach to airport projects. ESA's integration of planning and environmental processes, combined with their integrity and strong client advocacy, results in practical solutions that enable them to help their airport clients successfully implement complex development programs. ESA has provided airport planning and environmental services, as well as led public engagement and stakeholder facilitation, at more than 150 airports worldwide, and has over 25 years of experience working at more than 45 Florida airports. ESA has completed numerous projects with AVCON over the past 10 years.



Bullock Tice Associates (BTA) is a well-established architectural design firm with over 60 years of experience. The practice offers services in architecture, sustainable design, strategic facility planning, programming and budgeting, space planning, interior design and construction administration. The firm's 32-person staff includes 12 licensed architects, 5 architectural associates, three registered interior designers, one intern interior designer, five BIM specialists, and six administrative/support personnel. There is currently a total of 10 LEED-Accredited Professionals (LEED AP) on staff and one Autodesk Revit (one of the leading BIM software platforms) Certified Professional in Revit Architecture 2009-2018 on staff.



SAM Surveying and Mapping (SAM) was founded in Austin, TX in 1994 and does business in 41 states from 30 office locations. SAM has five offices located in Florida, including four in Northern Florida, and consistently provides timely, quality work and professional services that has always been the keynote of SAM's success. As one of the largest full-service surveying and mapping companies in the United States, SAM has the capacity to field more than 200 crews nationwide. SAM's more than 900 professional and support staff consists of licensed surveyors, professional engineers, and technicians, and is supported by millions of dollars of equipment, hardware, and software. SAM is uniquely positioned as a highly capable service provider that is continuously prepared to mobilize quickly, perform reliably, and consistently provide quality deliverables.



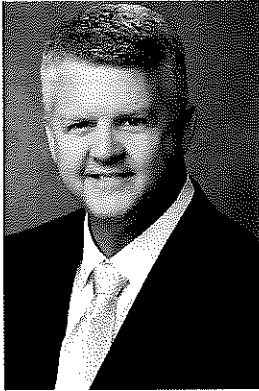
McCarthy Engineering (MEI) is a structural engineering consulting firm dedicated to providing design services for municipal, commercial, industrial, educational, residential, and military projects. MEI's professionals strive to provide quality and efficient structural designs. MEI was founded on the principle of providing excellent client-based services which focus on timeliness and budget of all projects, no matter the size. MEI has multiple structural engineers that provide design and construction administration services.



Bagwell Engineering (BEI) is a consulting engineering firm located in Pensacola, FL. BEI services include providing design engineering solutions for a wide range of projects. BEI's experience includes military facilities, airfields, educational facilities, office buildings, hotels, restaurants, condominiums, government buildings, apartment buildings, medical facilities, banks, churches, restaurants, general commercial, etc. BEI has worked on a vast variety of projects and has the experience to assist in any type of design project. BEI's staff of Engineers provides the expertise and professionalism to execute successful design solutions. BEI has multiple Professional Engineers (PE), LEED AP BD+C, and RCDD on staff. BEI's engineers have these specialties to help create the most energy efficient and technically advanced designs possible.



Energy and Environmental, LLC (Energy) has been selected to evaluate and provide recommended environmental mitigation actions, if required, as part of this contract. Mr. John Karakorn, CEM has more than 23 years of environmental consulting experience primarily in the federal sector on Department of Defense installations. This federal environmental experience will provide the County with valuable real-world lessons learned particularly since the Destin-Fort Walton Beach Airport is located on land leased from Eglin Air Force Base.



Lee Lewis, P.E.
Project Manager

Mr. Lewis joined AVCON in June of 1991 and has remained a key factor in the company's airport success for his entire 27-year career. He has managed the AVCON Northwest Florida office since March 1998 and has been a Principal with the firm since 2003. His vast airport engineering resume includes established airfield pavement expertise along with numerous runway and taxiway improvement projects, landside projects, and hangar designs. He has managed the design and construction of numerous projects throughout the Northwest Florida region, from pavements and stormwater management to vertical and utility work.

Project Experience:

**North Apron Pavement Rehabilitation
Bob Sikes Airport, Crestview, FL**

Principal-In-Charge

This project is the first airport project to implement a new fuel-resistant asphalt specification identified as "P-401-FR," a prototype specification developed by AVCON, INC. The project included rehabilitation of approx. 20,500 sy of apron pavement, including approx. 16,800 sy of asphalt mill-&-overlay with approx. 3,700 sy of new PCC pavement. Using a highly polymer-modified asphalt binder in conjunction with low air voids, the North Apron Rehabilitation project included the installation of a high-stability, low-permeability, non-toxic, hot-mix asphalt that not only provides improved resistance to rutting and shoving, it also provides resistance to aircraft fuels, hydraulic fluids, and petroleum oils. The prototype specification was reviewed by national hot-mix user/producer groups, the FAA, U.S. Army Corps of Engineers, Air Force, Navy, the Asphalt Institute, and other nationally recognized asphalt experts, which led to the FAA publishing asphalt specification P-601 in 2014. This project was awarded the General Aviation Airfield Project of the Year in May 2012 by the American Association of Airport Executives—Southeast Chapter.

**Rehabilitation of Public Parking Facilities
Northwest Florida Regional Airport, Eglin AFB, FL**

Principal-In-Charge

This two-part project included the rehabilitation of the short-term and long-term parking facilities while maintaining public access throughout the project. The rehabilitation project involved an asphalt mill-&-overlay over seven separate phases, including nighttime work, to remain operational. The second part of the project included the installation of new IP cameras in the parking facility and the complete transformation of the airport's video management system from an analog system to an expandable digital system. The security improvements included modifications to the Airport Operations Center and a new monitor/video wall to improve security function.

**Stormwater Master Plan and Taxiway Rehabilitation and Widening
Bob Sikes Airport, Crestview, FL**

Principal-In-Charge

This project consisted of complete design, permitting, construction administration and inspection services to widen the 8,000-foot Taxiway A from 50 to 75 feet and add 18,000 sy of asphalt apron to accommodate new industrial tenants. The pavement work included over 37,000 tons of asphalt. The design entailed a thorough visual inspection of existing pavement to identify various distress types and develop rehabilitation strategies. The purpose of the airport stormwater master plan was to develop a stormwater management plan consistent with FAA policy regarding stormwater management facilities, provide water quality treatment requirements to comply with Okaloosa County and the NFWFMD, and to have sufficient attenuation capacity to meet Okaloosa County attenuation requirements. This project brought the airfield and other improvements, existing and proposed, into compliance with the local and state permitting agency requirements. The approved plan included the construction of ponds in key development areas; therefore, streamlining the permitting process for the airport and future tenants resulting in quicker design/permitting times, significant construction cost savings and shorter construction schedules.

Education:

B.S. Civil Engineering,
University of Florida

**Professional
Registrations:**

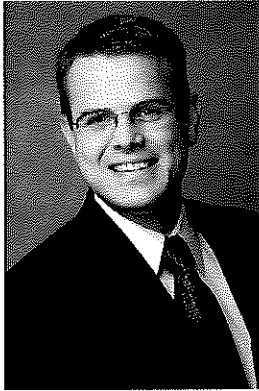
Professional Engineer, FL

Years of Experience:
27

Years with AVCON:
27

Areas of Expertise:

- Airfield Pavements
- Runway and Taxiway Improvements
- Master Plan Updates
- Airport Zoning Ordinances
- Airport Industrial Park Development
- Stormwater Master Plans
- Runway Length Analyses
- Cost-Benefit Analyses
- Landside Projects
- Hangar Designs



John Collins, PE
Project Manager

As an accomplished airport design and planning professional, Mr. Collins has proven to be an effective project manager, engineer, and construction administrator in various airport improvement projects. Mr. Collins has also proven to be effective in all facets of permitting with the Northwest Florida and Suwannee River Water Management District. He maintains regular communication with the FAA and with the FDOT Project Managers. He offers a comprehensive understanding of state and federal eligibility and routinely addresses federal reporting requirements for construction projects receiving AIP funds.

Project Experience:

Runway 18-36 Rehabilitation: Phases I and II
Perry Foley Airport, Perry, FL

Project Manager

The Phase I work included the complete removal of existing runway and shoulder asphalt to allow for re-shaping of the base course material to eliminate existing depressions and areas of ponding. New asphalt was installed on the re-shaped base course in accordance with FAA runway and safety area grading standards. Re-marking of the northern half of the runway was included. Phase II included the reconstruction of the south half of Runway 18-36. The new runway surface and associated Runway Safety Area were re-graded in accordance with FAA standards. AVCON prepared the grant applications and coordinated closely with FAA and FDOT to ensure funding was committed for this \$1.5 M project.

Runway 14-32 Improvements
Apalachicola Regional Airport, Apalachicola, FL

Project Manager

This project involved pavement remarking and replacing directional signage for Runway 14-32. Portions of the existing concrete pavement joint seals were replaced due to deterioration from the existing paint removal process. Construction administration and inspection services were provided to ensure that the contractor met the tight dimensional tolerances required in the FAA pavement marking technical specification P-620.

Airport Marking and Rehabilitation
Perry-Foley Airport, Taylor County, FL

Project Manager

This project developed construction drawings and specifications for remarking Runways 18-36, 12-30, 6-24, and associated taxiways and apron, and construction of taxiway edge lights, runway threshold lights, 20 airfield guidance signs, and two windsocks. Mr. Collins was responsible for designing the airfield marking layout and overseeing design of electrical improvements. Additional responsibilities included coordination of bidding documents, overseeing construction, and coordination with federal and state funding agencies.

Stormwater Master Plan and Taxiway Rehabilitation and Widening
Bob Sikes Airport, Crestview, FL

Project Manager

This \$10.4M project consisted of widening the 8,000-foot Taxiway A from 50 to 75 feet and add 18,000 sy of asphalt apron to accommodate new industrial tenants. The design entailed a thorough visual inspection of existing pavement to identify various distress types and develop rehabilitation strategies. One of the goals of the project was to develop a stormwater management plan consistent with FAA policy regarding stormwater management facilities, provide water quality treatment requirements to comply with Okaloosa County and the NFWMD, and to have sufficient attenuation capacity to meet Okaloosa County attenuation requirements.

Education:

B.S. Civil Engineering,
Florida State University

Professional Registrations:

Professional Engineer, FL

Years of Experience:

12

Years with AVCON:

12

Areas of Expertise:

- Airfield Pavements
- Runway Length Analyses
- Master Plan Updates
- Airport Zoning Ordinances
- Airport Industrial Park Development
- Stormwater Master Plans
- Cost-Benefit Analyses
- Landside Projects
- Hangar Developments

Education:
Bach. of Architecture,
University of Kansas

Professional Registrations:
Professional Architect, FL

Years of Experience:
39

Mary Soderstrum, AIA
Senior Airport Planner

Ms. Soderstrum has over 39 years of experience as an airport planner, a senior aviation executive, facilities programmer, aviation activity forecaster, and architect. She has extensive expertise in airport master planning; facilities forecasting; and planning and design of aviation facilities including passenger terminals, aprons, airside facilities, terminal renovation, and airport expansion programs. Ms. Soderstrum was part of the team that wrote the FAA Advisory Circular 150/5070-6 Airport Master Plans, and she was the principal author of the FDOT Airport Master Plan Guidebook (2010). She recently served as a member of the advisory committee for the re-write of the FDOT Airport Master Plan Guidebook and the concurrent updating of internal FDOT Master Plan procedures.

Education:
A.S. Computer Integrated
Manufacturing, Valencia
Community College

Professional Registration:
Electrical Contractor, FL

Years of Experience:
38

Carl Johnson, EC, ACE
Electrical and Lighting

Mr. Johnson has more than 38 years of experience in the planning, design, construction, and maintenance of electrical distribution systems and airfield lighting systems. For the last 28 years, his primary focus has been the design and construction inspection of airfield lighting and NAVAID systems. Mr. Johnson's background in construction and design experience on a wide variety of general aviation, military, and air carrier facilities gives him unique expertise in the planning and detailed design of airfield lighting facilities. He has extensive knowledge of NFPA, NEC, FAA, and military standards, and he is a Principal Member of the NFPA 780 Technical Committee for Lightning Protection and Underwriters Laboratories Standards Technical Panel 96 which covers activity for UL 96, Standard for Lightning Protection Components, and UL 96A, Standard for Installation Requirements for Lightning Protection Systems. Mr. Johnson was instrumental in the creation and development of the new Chapter 11, Protection for Airfield Lighting Circuits in the NFPA® 780 Standard for the Installation of Lightning Protection Systems.

Education:
B.S. Electrical Engineer,
University of Central
Florida

Professional Registration:
Professional Engineer - FL

Years of Experience:
9

Sean Day, PE
Electrical and Lighting

Mr. Day's areas of expertise include PLC network design, cyber security, construction oversight, access control and CCTV, fiber optic design and radio and cellular communications. He has knowledge of network communications including Ethernet, Profibus, DNP3, and Modbus. He has also worked on radio and fiber optic networks for communication on Local and Wide area networks. He regularly performs field testing to validate conformity to contract design documents and he consults with clients regarding construction changes and costs to ensure a specified product is within compliance.

Education:
B.S. Civil Engineering,
University of Alabama

Professional Affiliations:
Society of American
Military Engineers

Years of Experience:
2

Calvin Palmer, EI
Construction Management

Mr. Palmer graduated in December 2015 from the University of Alabama with a Bachelor's in Civil Engineering and a minor in Structural Engineering. His studies included Reinforced Concrete Design, Structural Steel Design, Structural Design of Wood and Masonry Structures, and Advanced Structural Analysis. His skills include AutoCAD, RISA 2D/3D, and Revit as well as the Microsoft Office Suite and Macintosh iWorks. Since joining AVCON, Mr. Palmer has worked on a variety of projects including drainage improvements, taxiway development, ARFF development, apron rehabilitation, airfield lighting, stormwater improvements, and hangar development.

Education:
B.S. Civil Engineering,
University of Kansas

Years of Experience:
2

Billy Hirschert, EI
Project Inspection

Mr. Hirschert graduated in December 2015 from the University of Kansas with a Bachelor's in Civil Engineering. As an intern to several engineering companies, he designed more than 200 mat and pile foundations; led the design of 86 unique steel structures supporting electrical substation equipment; performed onsite geotechnical inspection of soil for over 70 drilled shaft foundation piles; and generated and back-checked in excess of 150 client drawings. Since joining the AVCON team, Mr. Hirschert has worked on numerous airport projects including the VPS Fuel Farm Expansion design.

Education:
B.S. Civil Engineering,
Michigan State University

**Professional
Certifications:**
USGBC LEED
Accredited Professional

Years of Experience:
27

Michael Arnold, LEED AP
Environmental Surveys and Permitting

Mr. Arnold has more than 27 years of aviation planning, noise, and environmental project experience at more than 120 domestic and international airports. He has prepared long-term master development programs for more than 25 airports and has assisted private operators develop capital programs and revenue enhancement strategies for airport privatization pursuits on four continents. He has prepared numerous forecasts, facility requirements and alternatives analyses, project definition/justification studies, and has participated in airport/aircraft compatibility analyses for more than 60 airports.

Education:
B.S. Civil Engineering,
University of South
Alabama

**Professional
Registration:**
Professional Engineer, FL

Years of Experience:
20

William Lawrence, PE
Geotechnical and Materials Acceptance Testing

Mr. Lawrence is the Branch Manager and resident Senior Project Engineer for NOVA's Pensacola branch office and has over 20 years of experience in geotechnical engineering, subsurface exploration/drilling and construction materials testing services. He has performed geotechnical explorations for single- and multistoried structures. Typical projects have included residential structures, commercial, heavy industrial and aerospace developments along with education and governmental facilities. Mr. Lawrence has served as project geotechnical engineer and project manager on a wide variety of geotechnical engineering and materials testing projects throughout the southeastern United States. He also has extensive background serving as a Threshold Special Inspector Representative on many projects along the Florida Panhandle.

Education:
Bach. of Architecture,
Florida A&M University

**Professional
Registration:**
Professional Engineer, FL
General Contractor, FL
Professional Architect, FL

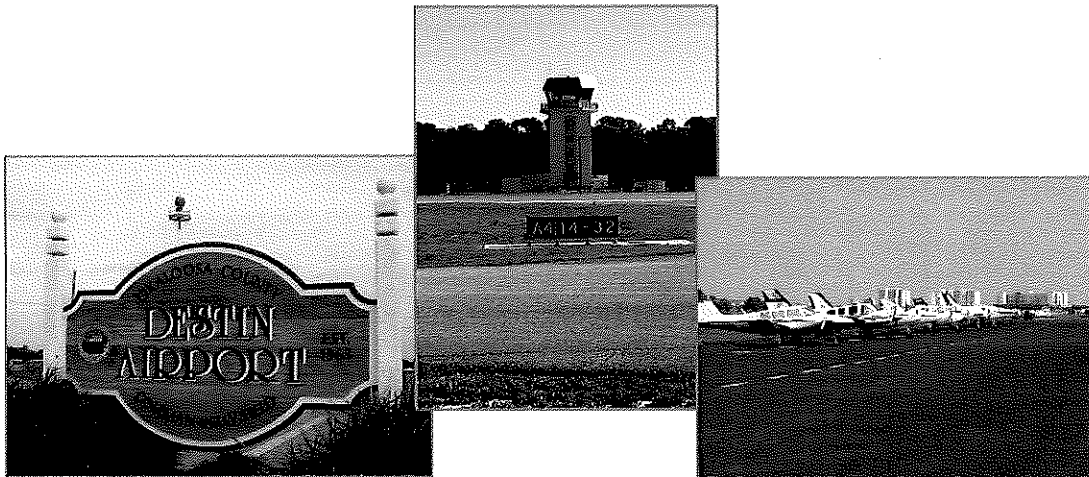
Years of Experience:
30

Robert Maggiore, LEED AP
Architecture

Mr. Maggiore is a licensed Architect and a LEED Accredited Professional with over 30 years' experience and is involved with projects from conception to completion. His programming skills enable him to synthesize the many programmatic needs to meet the budget, user needs and set the foundation for a complete and functional design. Mr. Maggiore performs project management and architect duties to assure the project is produced within budget, meets program requirements, designs are aesthetically sensitive and technically constructible. His past performance has been proven by producing quality designs and construction documents within normal and restrictive time schedules. His technical design ability assures that your project will be successful in all respects.

References

Client and Contact Person	Project Name	Brief Description
<p>Chad Rogers, PE Airports Project Manager Okaloosa County Airports 850.651.7160, ext. 1055 rrogers@myokaloosa.com</p>	<p>General Consulting Agreement for Professional Architectural, Engineering, and Aviation Planning Services</p>	<p>AVCON has served as General Consultant to Okaloosa County Airports since 2008 and has successfully completed a wide range of planning, design, and construction projects. Several include the Eglin ARFF Station Development, Security Checkpoint Improvements at Destin-Fort Walton Beach Airport, and High Mast Light Replacement at Bob Sikes Airport.</p>
<p>John Davis Industrial Development Authority Chairman Calhoun County Airport 850.227.4126 chipolatimber@yahoo.com</p>	<p>General Consulting Agreement for Airport General Consulting Services</p>	<p>AVCON has served as General Consultant to Calhoun County, who owns and operates the Calhoun County Airport, since 2014. We have been actively engaged in airport planning projects, design and construction phase services for a parallel taxiway extension, and stormwater and utility improvements.</p>
<p>Jim Haley, AAE, ACE Aviation System Manager FDOT Aviation and Spaceports Office 850.414.4505 Jim.Halley@dot.state.fl.us</p>	<p>Statewide General Consulting Contract for FDOT Aviation and Spaceports Office</p>	<p>Provide general aviation related planning services including data collection, update to Master Plan Guidebook, update to Aviation Project Handbook, and other planning efforts.</p>
<p>Mark Birkebak, AIA Director of Engineering Greater Orlando Aviation Authority (GOAA) 407.825.2130 Mbirkebak@goaa.org</p>	<p>Continuing Civil Engineering Services, Orlando International Airport and Orlando Executive Airport, Orlando, FL</p>	<p>AVCON has served as a Prime Consultant and Subconsultant to the Greater Orlando Aviation Authority since 1988. Over the past 30 years AVCON has completed over 450 projects for the Authority. Some of the projects completed under this Continuing Civil Engineering Services contract have included Vehicle Checkpoint CCTV Additions, Repair and Paint Enplane Road Steel, Taxiway E and Related Work, Airfield Lighting System, Markings, Signage and Other Airport Equipment Assessment, and GSE Inventory and Management Plan.</p>



Additional Information & Comments

Background Working with the FAA

Working Knowledge of Federal Aviation Administration Staff: For more than a quarter century, AVCON and its key staff members have developed a proven track record of working with the Federal Aviation Administration staff at the Orlando Airports District Office as well as the Regional Office in Atlanta. The firm's open and continuous dialogue with these agencies has allowed AVCON to build hundreds of millions of dollars in airport and airfield infrastructure using the best practices available, including both FAA standards and FAA-approved Modifications to Standards (MOS) where project enhancement was possible with only nominal or no increase in cost. This dialogue has included basically all levels of the FAA organization from grants and planning, to the various ADO program managers to various levels in the Regional and HQ offices. AVCON has enjoyed great success with the FAA regarding planning, grant eligibility, discretionary funding pursuits, design, construction and administrative tasks to support both major and minor airport programs. Identification of the best eligibility mechanism to maximize a project's priority with funding agencies is a key to competing for funding from the various agencies.

AVCON routinely uses the most recent FAA specifications for most all airport projects, including:

- 150/5200-37 – SMS
- 150/5300-13A – Airport Design
- 150/5320-5C – Drainage
- 150/5320-6F – Pavements
- 150/5370-2F – Ops and Safety
- 150/5370-10G – Specifications



Knowledge of Federal Aviation Standards and Specifications: Regarding airfield development projects, AVCON has designed virtually every type of project using FAA design standards, from grading and typical sections, to pavement strengths, to geometrics and separation standards, to FAR PART 77 requirements and regulations, and lighting. As active participating members of the Airport Consultants Council (ACC) and Illuminating Engineering Society, Airfield Lighting Committee (IES), AVCON is regularly called upon to review and comment on DRAFT Advisory Circulars prior to implementation of new design criteria and standards as they are formalized and published. AVCON has an unparalleled understanding of FAA Construction Specifications. Since its formation, AVCON has been instrumental in making comments to the FAA and other agencies to improve specifications

for their projects. These comments have been incorporated into various changes for the FAA specifications, now used on a national basis.

AVCON is also very experienced and capable in the development of project bid documents utilizing a system of Alternate Bid Schedules in order to enable incremental construction to increase or decrease construction costs within a single project bid phase, depending on the overall bid pricing and related market conditions. This process serves to maximize grant funding and eligibility in advance of known funding commitments. It is essential that the engineer and the owner maintain flexibility in order to advance the projects, in whatever increment can be accommodated, to maximize the availability of airport funding.

Experience in Obtaining and Administering FAA and FDOT Grants

AVCON and its project management staff have years of experience and a thorough understanding of airport projects and the need for positioning them to capture maximum funding from grant-making agencies. Ideally, the process is initiated during the development of the CIP during the master plan process. During this process, each project is fully vetted and a source of funding (FAA, DOT, SIS funding, Airport Bonds, O&M Funding, and other funding sources) is identified.

AVCON has achieved an excellent record of maintaining a competitive advantage for its clients in seeking both State and Federal Assistance. To do this, AVCON works with airport management to constantly maintain a proactive outlook for project opportunities, year-end funding, multi-modal opportunities, other non-standard funding, and project advancement options. AVCON commits to continually and proactively support these efforts on all elements of a project as may be requested by the County.

These granting agencies include the FAA AIP Program and FAA Airport Noise Program, as well as FDOT Aviation Grants, FDOT SIS Grants, Florida Economic Development Grants and other programs that have been used or which may be applicable to Okaloosa County Airport projects. AVCON has also supported numerous capital programs using local funding, bond funding, and other funding sources.

Some examples of AVCON's grant funding experience include:

- FAA AIP
- Property Acquisitions
- Economic Development Grants
- USDA Rural Development Grants
- Noise Funding
- FDOT Grants
- REA Grants for Rural Utility Expansions
- EDA and EDC Grants

Meeting Schedules and Budgets

AVCON's record at meeting schedules and budgets is exemplary. AVCON's projects routinely meet or exceed client expectations. Schedule management is an essential element of the overall client communication effort and will continue to be a focus on this project.

However, on occasion, AVCON is also called upon to delay project elements to allow for complete vetting of the project design requirements within the client organization to meet any number of objectives, including legislative reviews, state and federal budget cycles, seasonal applications, special events, and aligning with adjoining, complementary projects.

AVCON has stayed abreast of the latest advances in scheduling, estimating and engineering software, and the training of the firm's professionals which directly relates to AVCON's ability to predict and meet scheduling and budget demands. All of the production capabilities for the team will be fully integrated and interfaced using Office 365 and Skype for Business, such that the work among all disciplines for each project can be performed on a concurrent schedule using real-time updated drawing files and supporting documents. Airport and City staff will be invited to attend coordination meetings or teleconferences scheduled for project related discussions. The project schedule will be updated not less than monthly to ensure compliance with each deliverable.



AVCON's wide-ranging and in-depth experience in project construction also enables the firm to recognize frivolous contractor claims. AVCON's approach to each project includes complete construction administration support of the designers to the construction management and RPR team. There will be no loss of project understanding between design and construction administration staff. Using this approach regularly as part of the firm's history, AVCON has an excellent record of cost, scope and scheduling control in project management throughout the design and construction processes.

"I enthusiastically recommend AVCON for any engineering and professional services that an airport may need. I have worked with the staff at AVCON on a variety of projects over the years and AVCON's staff is always responsive to our concerns and requests. Their staff has demonstrated the ability to develop innovative solutions to various projects, resulting in cost savings in the construction of a project or in its ongoing operation and maintenance. I have great respect for AVCON and would highly recommend the firm's work."

**Kevin Howell, C.M., I.A.P.
Vice President/COO
Greenville-Spartanburg Airport District**





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 AVCON, INC.
MAILING ADDRESS 320 Bayshore Drive
Suite A
CITY, STATE, ZIP Niceville, FL 32578
FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): 59-2890463
TELEPHONE NUMBER: 850.678.0050 EXT: _____ FAX: 407.599.1133
EMAIL: vclewis@AVCONINC.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 Virgil C. "Lee" Lewis
TYPED OR PRINTED NAME
Vice President
TITLE: _____

SIGNATURE: *John Collins*
for Virgil C. "Lee" Lewis, P.E.
12/19/18
DATE: _____

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: December 19, 2018


COMPANY: AVCON, INC.

ADDRESS: 320 Bayshore Drive

Sulte A

Niceville, FL 32578-2433

PHONE NO.: 850.678.0050, Ext. 202

SIGNATURE: 

NAME: Virgil C. "Lee" Lewis, PE
(Typed or Printed)

TITLE: Vice President

E-MAIL: vclewis@avconinc.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 officials(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 _____

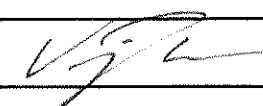
NAME(S)

POSITION(S)

N/A

FIRM NAME: AVCON, INC. _____

BY (PRINTED): Virgil C. "Lee" Lewis, PE _____

BY (SIGNATURE):  _____

TITLE: Vice President _____

ADDRESS: 320 Bayshore Drive, Suite A _____
Niceville, FL 32578-2433 _____

PHONE NO. 850.678.0050, Ext. 202 _____

E-MAIL vclewis@avconInc.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: 12/19/2018

COMPANY: AVCON, INC.

ADDRESS: 320 Bayshore Drive, Suite A

Niceville, FL 32578-2433

PHONE NO.: 850.678.0500, Ext.202

SIGNATURE: 

NAME: Virgil C. "Lee" Lewis, PE
(Typed or Printed)

TITLE: Vice President

E-MAIL: vclewis@avconinc.com

CONE OF SILENCE CLAUSE

The Board of County Commissioners have established a solicitation silence policy (**Cone of Silence**) that prohibits oral and written communication regarding all formal solicitations for goods and services (ITB, RFP, ITQ, ITN, and RFQ) or other competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County's Architect, Engineer or their subconsultants, or anyone designated to provide a recommendation to award a particular contract, other than the Purchasing Department Staff.


The period commences from the time of advertisement until contract award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents and members of the Board of County Commissioners, the County Administrator, county employees or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Director or an appointed representative. It shall be the Purchasing Director decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I  _____ representing AVCON, INC. _____
Signature Company Name

On this 19 day of December 2018 hereby agree to abide by the County's "Cone of Silence Clause" and understand violation of this policy shall result in disqualification of my proposal/submittal.

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.

AVCON, INC.

Proposer's Company Name

320 Bayshore Drive, Suite A, Niceville, FL 32578

Physical Address

Same as above.

Mailing Address

850.678.0500, Ext. 202

Phone Number

850.585.7030

Cellular Number

12/19/18

DATE



Authorized Signature – Manual

Virgil C. "Lee" Lewis, PE

Authorized Signature – Typed

Vice President

Title

407.599.1133

FAX Number

850.585.7030

After-Hours Number(s)

ADDENDUM ACKNOWLEDGEMENT
RFQ AP 13-19

Acknowledgment is hereby made of the following addenda (identified by number) received since issuance of solicitation:

ADDENDUM NO.

DATE

Addendum No. 1

December 5, 2018



NOTE: Prior to submitting the response to this solicitation, it is the responsibility of the respondent to confirm if any addenda have been issued. If such addenda have been issued, acknowledge receipt by noting number(s) and date(s) above.

COMPANY DATA

Respondent's Company Name: AVCON, INC.

Physical Address & Phone #: 320 Bayshore Drive

Sulte A

Niceville, FL 32578-2433

850.678.0500, Ext. 202

Contact Person (Typed-Printed): Virgil C. "Lee" Lewis

Phone #: 850.678.0500, Ext. 202

Cell #: 850.585.7030

Email: vclewis@avconInc.com

Federal ID or SS #: 59-2890463

DUNNS/SAM #: 60-672-0266

Respondent's License #: AVCON - FL #5057; Lewis - FL #50619; Collins - FL #75419

Fax #: 407.599.1133

Emergency #'s After Hours,
Weekends & Holidays: 850.585.7030



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

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Result Page: 1

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

Your search for returned the following results...

Entity	Avcon, Inc.	Status: Active
DUNS: 606720266	CAGE Code: 58CT8	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 12/04/2019	Debt Subject to Offset?: No	
Purpose of Registration: All Awards		

Result Page: 1

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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.

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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 AVCON, INC.

MAILING ADDRESS 320 Bayshore Drive
Suite A

CITY, STATE, ZIP Niceville, FL 32578

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): 59-2890463

TELEPHONE NUMBER: 850.678.0050 EXT: _____ FAX: 407.599.1133

EMAIL: vclewis@AVCONINC.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 Virgil C. "Lee" Lewis
TYPED OR PRINTED NAME

SIGNATURE: *John Collins*
for Virgil C. "Lee" Lewis, P.E.

Vice President

12/19/18

TITLE: _____ DATE: _____

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: December 19, 2018 _____

COMPANY: AVCON, INC. _____

ADDRESS: 320 Bayshore Drive _____

Suite A _____

Niceville, FL 32578-2433 _____

PHONE NO.: 850.678.0050, Ext. 202 _____

SIGNATURE:  _____

NAME: Virgil C. "Lee" Lewis, PE
(Typed or Printed) _____

TITLE: Vice President _____

E-MAIL: vclewis@avconinc.com _____

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 1/2" 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>

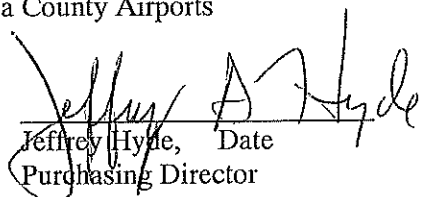
Submittals must be delivered to the Okaloosa County Purchasing Department at the address below no later than **December 19, 2018 @ 3PM** to be considered. **NOTE: Crestview, FL is not a next day guaranteed delivery location by most delivery services.** Proposers using mail or delivery services assume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

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 officials(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)

N/A

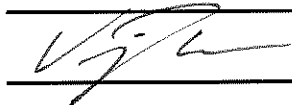
FIRM NAME:

AVCON, INC.

BY (PRINTED):

Virgil C. "Lee" Lewis, PE

BY (SIGNATURE):



TITLE:

Vice President

ADDRESS:

320 Bayshore Drive, Suite A

Niceville, FL 32578-2433

PHONE NO.

850.678.0050, Ext. 202

E-MAIL

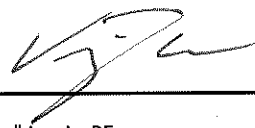
vclewis@avconinc.com

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: 12/19/2018
COMPANY: AVCON, INC.
ADDRESS: 320 Bayshore Drive, Suite A
Niceville, FL 32578-2433
PHONE NO.: 850.678.0500, Ext.202

SIGNATURE: 
NAME: Virgil C. "Lee" Lewis, PE
(Typed or Printed)
TITLE: Vice President
E-MAIL: vclewis@avconinc.com

CONE OF SILENCE CLAUSE

The Board of County Commissioners have established a solicitation silence policy (**Cone of Silence**) that prohibits oral and written communication regarding all formal solicitations for goods and services (ITB, RFP, ITQ, ITN, and RFQ) or other competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County's Architect, Engineer or their subconsultants, or anyone designated to provide a recommendation to award a particular contract, other than the Purchasing Department Staff..

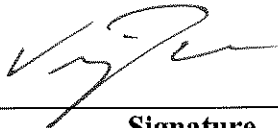
The period commences from the time of advertisement until contract award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents and members of the Board of County Commissioners, the County Administrator, county employees or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Director or an appointed representative. It shall be the Purchasing Director decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I  _____ representing AVCON, INC. _____
Signature Company Name

On this 19 day of December 2018 hereby agree to abide by the County's "Cone of Silence Clause" and understand violation of this policy shall result in disqualification of my proposal/submittal.

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.

AVCON, INC.

Proposer's Company Name

320 Bayshore Drive, Suite A, Niceville, FL 32578

Physical Address

Same as above.

Mailing Address

850.678.0500, Ext. 202

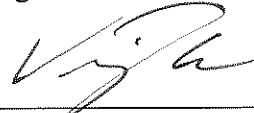
Phone Number

850.585.7030

Cellular Number

12/19/18

DATE



Authorized Signature – Manual

Virgil C. "Lee" Lewis, PE

Authorized Signature – Typed

Vice President

Title

407.599.1133

FAX Number

850.585.7030

After-Hours Number(s)

ADDENDUM ACKNOWLEDGEMENT
RFQ AP 13-19

Acknowledgment is hereby made of the following addenda (identified by number) received since issuance of solicitation:

ADDENDUM NO.

DATE

Addendum No. 1

December 5, 2018



NOTE: Prior to submitting the response to this solicitation, it is the responsibility of the respondent to confirm if any addenda have been issued. If such addenda have been issued, acknowledge receipt by noting number(s) and date(s) above.

COMPANY DATA

Respondent's Company Name: AVCON, INC.

Physical Address & Phone #: 320 Bayshore Drive

Suite A

Niceville, FL 32578-2433

850.678.0500, Ext. 202

Contact Person (Typed-Printed): Virgil C. "Lee" Lewis

Phone #: 850.678.0500, Ext. 202

Cell #: 850.585.7030

Email: vclewis@avconinc.com

Federal ID or SS #: 59-2890463

DUNNS/SAM #: 60-672-0266

Respondent's License #: AVCON - FL #5057; Lewis - FL #50619; Collins - FL #75419

Fax #: 407.599.1133

Emergency #'s After Hours,
Weekends & Holidays: 850.585.7030

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:	AVCON, INC.
Entity Address:	320 Bayshore Drive, Suite A, Niceville, FL
Duns Number:	60-672-0266
CAGE Code:	58CT8

LIST OF REFERENCES

1. Owner's Name & Address: _____

Okaloosa County Airports

1701 State Road 85 N.

Contact Person: Chad Rogers, PE, Airports Project Manager

Telephone: (850) 651.7160

Email: rrogers@myokaloosa.com

2. Owner's Name & Address: _____

Calhoun County Airport

16701 Agripark Road, Altha, FL 32421

Contact Person: John Davis, Industrial Development Authority Chariman

Telephone: (850) 227.4126

Email: chipolatimber@yahoo.com

3. Owner's Name & Address: _____

FDOT Aviation and Spaceports Office

605 Suwannee Street, MS 46, Tallahassee, FL 32399

Contact Person: Jim Haley, AAE, ACE

Telephone: (850) 414.4505

Email: Jim.Halley@dot.state.fl.us

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.

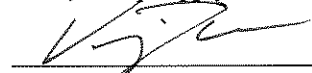
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, 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, AVCON, INC., 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

Virgil C. "Lee" Lewis, PE, Vice President

Name and Title of Contractor's Authorized Official

12/19/18

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 _____

2. This sworn statement is submitted by AVCON, INC.

Whose business address is: 320 Bayshore Drive, Suite A, Niceville, FL 32578-2433

and (if applicable) its Federal Employer Identification Number (FEIN) is . 59-2890463

(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: N/A

3. My name is Virgil C. "Lee" Lewis, PE and my relationship to the entity named above is Vice President and Regional Manager

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: 12/19/18 Signature: *[Handwritten Signature]*

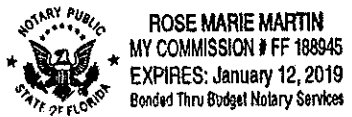
STATE OF: Florida

COUNTY OF: Okaloosa

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 19th day of December, in the year 2018.

My commission expires: *[Handwritten Signature]*
Notary Public

Rose Marie Martin
Print, Type, or Stamp of Notary Public



Personally known to me, or Produced Identification:
Personally known
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 12/19/18

SIGNATURE:  _____

COMPANY: AVCON, INC.

NAME: Virgil C. "Lee" Lewis, PE

ADDRESS: 320 Bayshore Drive
Suite A
Niceville, FL 32578-2433

TITLE: Vice President

E-MAIL: vclewis@avconinc.com

PHONE NO.: 850.678.0050, Ext. 202

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December 19, 2018

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



Reference: AVCON, INC. Statement of Qualifications for
General Aviation Engineering Services for Okaloosa County Airports (RFQ AP 13-19)

Dear Mr. Hyde:

It is with great pleasure that AVCON, INC. herewith submits for the Okaloosa County Board of County Commissioners review and consideration one original and one digital copy of our Statement of Qualifications for General Aviation Engineering Services for Okaloosa County Airports (RFQ AP 13-19).

AVCON has valued the privilege of serving Okaloosa County in various engineering and planning roles for the Okaloosa County Airports System for more than 20 years from our local office in Niceville. As your prime aviation consultant under this contract for the past ten years, we are extremely proud of our successful record and look forward to the privilege of continuing our service from local office. Our full-service staff continues to deliver leading expertise in pavement design, stormwater management, utility system design, and permitting.

Mr. John R. Collins, P.E. will serve as your Project Manager from our local office in Niceville. Mr. Collins is in his 13th year with AVCON and has successfully served in or managed every AVCON airport planning and design project for Okaloosa County under our previous continuing contract. He is supported by our professional staff that offers a range of civil engineering resources to the County, including experts in infrastructure, permitting, grant procurement, bidding, site development, utilities, and related areas. Mr. Virgil C. "Lee" Lewis, P.E. was responsible for establishing our Okaloosa County office in 1998 and will serve as your Principal-In-Charge. Mr. Lewis and has been performing professional design services for the County for more than two decades and recognizes the economic importance of all three airports to our community.

For this contract, AVCON will be supported by our team of reliable subconsultant resources specifically compiled for this assignment. SAM Surveying and Mapping, LLC (SAM) has recently completed many successful airport survey assignments for AVCON from their Okaloosa County office. Similarly, Bullock Tice Associates, Inc. (BTA) will continue to provide the excellent architectural services reflected in their recent work for Okaloosa County Airports, including planning for the six-acre community development at the Destin-Fort Walton Beach Airport. AVCON and BTA will be supported by McCarthy Engineering, Inc. (McCarthy) for structural engineering and Bagwell Engineering, Inc. (Bagwell) for non-airfield electrical and communication engineering, both firms recently demonstrating their abilities to meet tight deadlines in the important Security Checkpoint Improvements project at Destin-Fort Walton Beach Airport.

We have also re-enlisted NOVA Engineering and Environmental, LLC (NOVA) to support with geotechnical investigations as well as material acceptance testing. ESA SCHEDA (ESA) is a leading aviation environmental consulting firm with successful results in delivering airport solutions throughout Florida and across the nation. Energy and Environment, LLC (Energy) will supplement our team's capabilities with their outstanding resources in environmental remediation and is experienced in working on Eglin AFB. We are extremely proud of this AVCON Team and the wide range of capabilities offered to the County.

AVCON genuinely recognizes that the Okaloosa County Airports System is a vital asset to our local economy and our quality of life. We commend Mr. Tracey Stage, A.A.E. in his leadership during unprecedented growth experienced at the Destin-Fort Walton Beach and have considered it a privilege to work under his direction. On behalf of our project team, we thank you for your trust in AVCON and we look forward to serving Okaloosa County.

Sincerely,

AVCON, INC.

Virgil C. "Lee" Lewis, PE
Vice President

John Collins, PE
Project Manager

Business Credentials

Celebrating its 30th Anniversary, AVCON, INC. (AVCON) serves the aviation, facilities, transportation, and development industries with expertise in all aspects of aviation planning and design; civil engineering, electrical engineering, mechanical engineering, plumbing engineering, fire protection design, utilities coordination and design, and structural engineering; traffic planning and highway design; and a full array of design and construction support services. AVCON has built its reputation on delivering innovative and practical engineering solutions to clients throughout the Southeast. These solutions blend both economic and technological elements to provide an effective approach to all of the firm's projects. Whether working on an airfield, roadway, or facility, AVCON offers high-level technical expertise based on more than three decades of hands-on experience—ensuring the job is done right the first time.

AVCON also provides related civil engineering design services for elements more commonly associated with the landside (non-aviation) portion of airports; land development such as utilities, roads, and parking facilities; structural, mechanical, electrical, plumbing, and fire protection engineering for hangars and other building infrastructure; electrical design for primary power distribution and airfield lighting improvements. AVCON has served as prime consultant for several multi-year airport general and "on-call" consulting contracts. Entities AVCON has served include both air-carrier and general aviation airports (as highlighted in the General Consultant Services (GCS) Experience Matrix).

As evidence of our long-term commitment to quality and service, AVCON continues to provide engineering, planning, and construction phase services to many of our earliest clients. With the competitive nature of our industry, we take great pride in these relationships, and we look forward to continuing a long-lasting partnership with Okaloosa County.

As a former DBE firm, and currently a Minority-Owned Business Enterprise (MBE), AVCON is an active proponent of advancing opportunities for M/WBE and DBE firms in its work efforts, not only because of our own history, but also because adherence to these principals is a cornerstone of our way of life, as well as just making good business sense. AVCON is particularly dedicated toward efforts to advance minorities and women in the engineering field. We have carefully enlisted a group of support firms who are most importantly well suited for the work assignments at hand, but who also represent an excellent cross-section of DBE and M/WBE firms.

GENERAL CONSULTANT SERVICES (GCS) EXPERIENCE MATRIX

Authority/Entity	Years Exp.	Airside	Landside
Destin-Fort Walton Beach, Bob Sikes, & Destin Executive Airports, Okaloosa County, FL (Okaloosa County Airports)	13	→	→
Naples Municipal Airport, Naples, FL	12	→	→
Wauchula Municipal Airport, Wauchula, FL	24	→	→
Orlando Int'l and Orlando Exec. Airports, Orlando, FL	30	→	→
Apalachicola Regional Airport, Franklin County, FL	10	→	→
Calhoun County Airport, Calhoun County, FL	4	→	→
DeFuniak Springs Airport, City of DeFuniak Springs, FL	3	→	→
Marianna Municipal Airport, City of Marianna, FL	2	→	→
Perry Foley Airport, Taylor County, FL	11	→	→
Tri-County Airport, Tri-County Airport Authority, FL	2	→	→
Ashe County Airport, Ashe County, NC	14	→	→
Smith Reynolds Airport, Winston-Salem, NC	11	→	→
NC Global TransPark, Kinston, NC	10	→	→
Asheville Regional Airport, Asheville, NC	10	→	
Charlotte-Douglas Int'l Airport, Charlotte, NC	5	→	→
Avery County Airport, Spruce Pine, NC	3	→	
Montgomery County Airport, Troy, NC	1	→	→
Glynn Co. Airport Commission, Brunswick, GA	6	→	→
Greenville-Spartanburg International Airport, Greer, SC	5	→	→



Registration

Florida Business Office Registration

**State of Florida
Department of State**


I certify from the records of this office that AVCON, INC. is a corporation organized under the laws of the State of Florida, filed on May 5, 1988.

The document number of this corporation is K22990.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 16, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

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



Ken Diefen
Secretary of State

Tracking Number: CCB064741134


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

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

Florida Professional Engineering Licenses

**State of Florida
Board of Professional Engineers**

Attests that
Virgil Conley Lewis, P.E.




Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019
Audit No: 228201923431 R
P.E. Lic. No: 50619

**State of Florida
Board of Professional Engineers**

Attests that
John Robert Collins, P.E.




Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019
Audit No: 228201923463 R
P.E. Lic. No: 75419

**State of Florida
Board of Professional Engineers**


Attests that
Avcon, Inc.



Is authorized under the provisions of Section 471.003, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019
Audit No: 228201904483 R
CA Lic. No: 5057

Florida Professional Surveyor License




Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
3005 Apalachee Parkway Tallahassee, FL 904 82399-6500

License No: LB7908
Expiration Date: February 28, 2019

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

SAM SURVEYING AND MAPPING, LLC
4801 SOUTHWEST PARKWAY, PARKWAY TWO, SUITE 100
AUSTIN, TX 78735


ADAM L. Lujan
COMMISSIONER OF AGRICULTURE

This is a public document and may be subject to public release. It is not to be used for purposes not intended by Chapter 112, Florida Statutes.


Florida Professional Architect License

RICK SCOTT, GOVERNOR


KEN LAWSON, SECRETARY


**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN**

LICENSE NUMBER
AAR06316



The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2019





BULLOCK TICE ASSOCIATES, INC
506 E CERVANTES ST STE B
PENSACOLA FL 32503289

ISSUED 1/20/2016

DISPLAY AS REQUIRED BY LAW

SEO # L161237001043

Specific Accomplishments

AVCON offers Okaloosa County the same reliable resources that have successfully served the County in many aviation development projects since being selected as a continuing airport consultant in 2008. Further, we have managed major infrastructure projects at all three County-owned airports and offer a distinctive understanding of the unique characteristics associated with each airport. To ensure confidence in a long-lasting, well-constructed project that best utilizes public funds, the County should also consider the proven resources involved in some of its most successful aviation development projects in recent years.

AVCON will lead the design, bidding, and construction management of the projects with the same personnel as we have in many similar projects for the County. Our innovative staff continues to develop new standards in airport lighting, pavements, and sustainability of airports we serve.

The table below provides a representative summary of notable general aviation and commercial service development projects AVCON has successfully managed over the past five years with Okaloosa County Airports. This table of recent project experience illustrates AVCON's capability to perform all aspects of a project, including planning, design, and construction phase services, and the trust and partnership developed and nurtured with our clients.

The credentials of AVCON as related to working with the State of Florida and FAA makes us ideally suited to provide a smooth project delivery system from conception to completion on every project! **Our philosophy - always provide more value than expected.**

Project Name and Location	Description of Services	Date of Professional Services
Chiller Replacement Destin-Fort Walton Beach Airport (VPS)	Design, bid, and construction phase services to replace two air-cooled chillers and associated constant volume pumps and control valves which serve the approx. 110,000 sf Destin-Fort Walton Beach Airport.	Sept 2017 to current
Security Checkpoint Improvements Destin-Fort Walton Beach Airport (VPS)	Planning, design, bid, and construction phase services to add a third security checklane to increase TSA passenger processing capacity.	March 2018 to Aug 2018
South Apron Rehabilitation Design Bob Sikes Airport (CEW)	Design services to rehabilitate the approx. 37,500 sy south apron and taxilanes to include selective asphalt reconstruction, erosion control improvements, edge lighting, and pavement markings.	Aug 2017 to Aug 2018
High Mast Light Replacement Bob Sikes Airport (CEW)	Design, bid, and construction phase services to install seven high mast light poles, fixtures, and cable for the South Apron at Bob Sikes Airport.	Aug 2017 to Dec 2018
Fuel Farm Expansion Destin-Fort Walton Beach Airport (VPS)	Design, bid, and construction phase services to install two 25,000-gallon Jet-A fuel tanks, associated piping, and fuel pump improvements.	Feb 2017 to current
Eglin ARFF Station Development Destin-Fort Walton Beach Airport (VPS)	Planning, design, bid, and construction phase services to construct a 8,600 sf fire station on Eglin AFB to serve the Destin-Fort Walton Beach Airport. This station accommodates three fire trucks, crew quarters, and associated support facilities.	Nov 2012 to Aug 2016
Cell Phone Parking Lot Destin-Fort Walton Beach Airport (VPS)	Planning, design, and construction phase services to modify a portion of the Express Parking Lot to construct an approx. 33 space cell phone waiting area.	Feb 2014 to June 2014
West Hangar Area Parking Facilities Bob Sikes Airport (CEW)	Design, bid, and construction phase services to construct a 68-space parking lot, utility extensions, and security improvements.	March 2011 to Aug 2014
McCallum Sweeney Site Certification Bob Sikes Airport (CEW)	Planning services to prepare site package to certify the Okaloosa Industrial Air Park under the Gulf Power Site Evaluation and Certification Program. This work included utility planning, preparation of layouts, cost estimates, and artistic renderings of sites.	March 2014 to Nov 2014

Area of Expertise

With more than 30 years of airport consulting experience, AVCON's staff of over 90 professionals has completed essentially every type of airport project, ranging from airport master plans to designs for airfield and vehicular pavements, hangars, lighting, navigational aids, security and access controls, terminal improvements, utility systems and stormwater improvements.

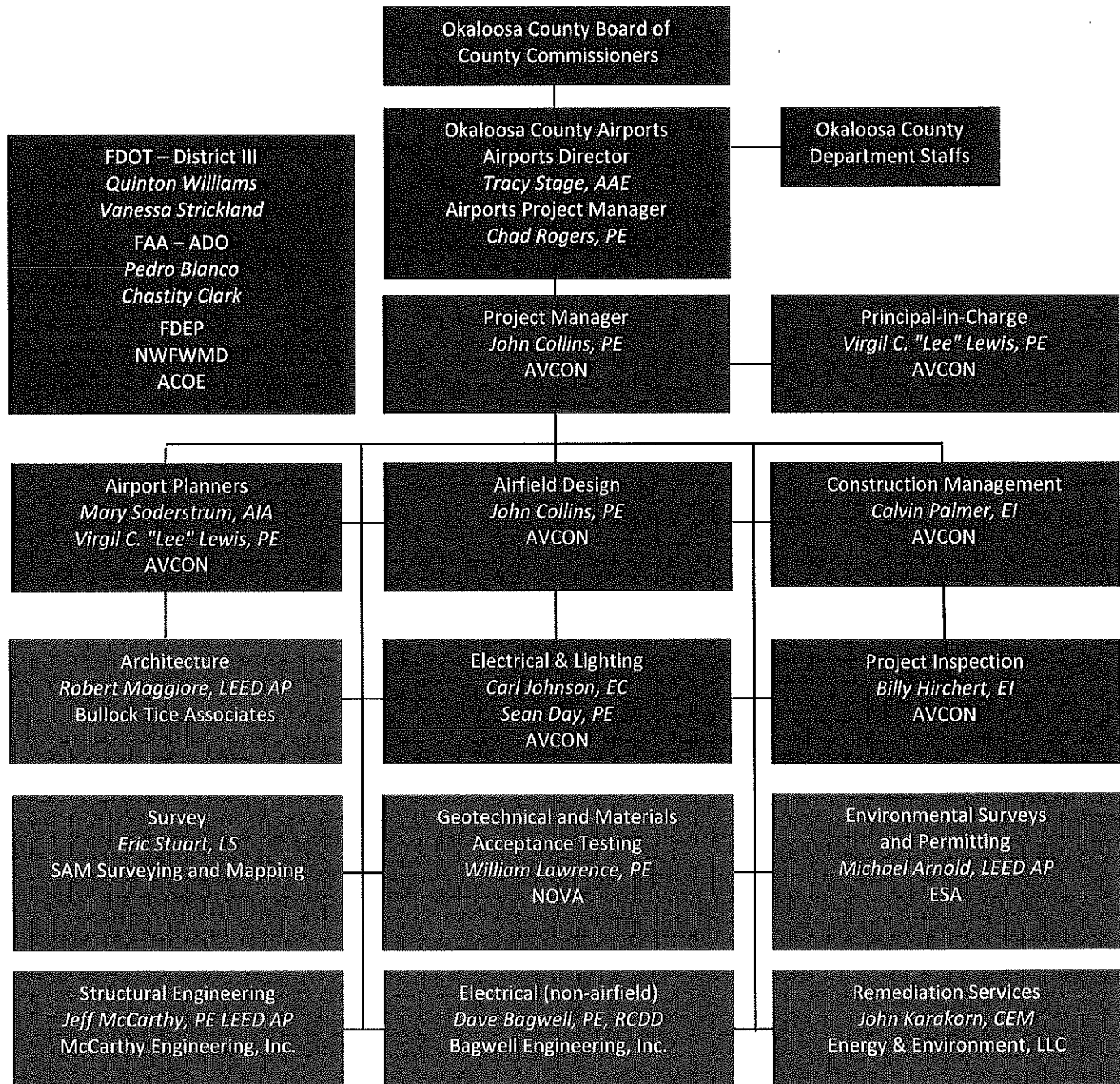
AVCON's airport professionals have been instrumental in the design and permitting of more than **550 projects** at more than **125 airports** throughout the southeast U.S. and nationally.

Airport Experience Matrix	Funding/Program Management	ALP/Master Planning	Airfield Pavements and Markings	Airfield Lighting	NAVAIDs	Terminal/Hangar/Landside	Construction Admin / Inspection	Cost Estimating	Industrial/Commerce Park	FAA/FDOT Coordination	Noise/Environmental Studies
General Aviation Airports											
Albert Whitted Airport, St. Petersburg, FL	→	→	→	→	→	→	→	→		→	
Apalachicola Regional Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Arthur Dunn Airpark, FL	→	→	→	→		→	→	→		→	→
Ashe County Airport, NC	→	→	→	→		→	→	→		→	→
Bob Sikes Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Cecil Airport, FL	→	→	→	→	→	→	→	→	→	→	→
DeFuniak Springs Airport, FL	→	→	→			→		→	→	→	→
Destin Executive Airport, Destin, FL	→	→		→		→	→	→		→	
Flagler County Airport, FL	→		→	→	→		→	→	→	→	
Foothills Regional Airport, NC	→	→	→	→		→	→	→	→	→	
Franklin County Airport, NC					→			→			
Gwinnett County Airport (Briscoe Field), GA	→		→	→			→	→		→	
Herlong Recreational Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Jacksonville Executive at Craig Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Kissimmee Gateway Airport, FL	→	→	→	→	→	→	→	→		→	
Lakeland-Linder Regional Airport, FL			→	→	→		→	→		→	
Merritt Island Airport, FL	→	→						→		→	→
North Carolina Global TransPark, NC	→		→	→		→	→	→		→	
Okeechobee County Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Orlando Executive Airport, FL	→	→	→	→	→	→	→	→		→	
Ormond Beach Municipal Airport, FL	→		→	→	→		→	→		→	→
Page Field, FL				→	→	→	→	→			
Perry-Foley Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Sebring Regional Airport, FL	→		→			→		→			
Smith Reynolds Airport, NC	→	→	→	→	→	→	→	→		→	→
Space Coast Regional Airport, FL	→	→	→	→	→	→		→	→	→	→
Wauchula Municipal Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Zephyrhills Municipal Airport, FL	→	→	→	→	→	→	→	→	→	→	→

Airport Experience Matrix	Funding/Program Management	ALP/Master Planning	Airfield Pavements and Markings	Airfield Lighting	NAVAIDS	Terminal/Hangar/Landside	Construction Admin / Inspection	Cost Estimating	Industrial/Commerce Park	FAA/FDOT Coordination	Noise/Environmental Studies
Air Carrier Airports											
Akron-Canton Regional Airport, OH	→		→	→	→		→	→		→	
Asheville Regional Airport, NC	→		→	→	→	→	→	→		→	→
Atlanta-Jackson Hartsfield Int'l Airport, GA					→						
Blue Grass Airport, KY	→		→	→	→		→	→		→	
Charlotte Douglas International Airport, NC			→	→		→		→			
Dallas-Fort Worth International Airport, TX				→			→	→			
Daytona Beach International Airport, FL	→		→	→				→		→	
Destin-Ft. Walton Beach Airport, FL	→	→	→	→		→	→	→		→	
Ft. Lauderdale – Hollywood International Airport, FL			→								
Gainesville Regional Airport, FL	→			→	→		→	→		→	
Greenville-Spartanburg International Airport, SC			→			→		→		→	
Jacksonville International Airport, FL	→	→	→	→	→	→	→	→		→	
Las Vegas-McCarran International Airport, NV				→	→		→	→		→	
Melbourne International Airport, FL			→			→				→	
Naples Municipal Airport, FL			→				→			→	→
Nashville International Airport, TN			→				→	→			
North Carolina Global TransPark, NC	→		→	→		→	→	→		→	
Northwest Florida Beaches International Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Orlando International Airport, FL	→	→	→	→	→	→	→	→		→	→
Orlando Sanford International Airport, FL	→		→	→	→	→	→	→		→	
Palm Beach International Airport, FL						→					
Panama City-Bay County International Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Pensacola Regional Airport, FL	→	→		→	→		→	→		→	→
Smith Reynolds Airport, NC	→	→	→	→	→	→	→	→		→	→
St. Pete-Clearwater International Airport, FL	→	→	→	→		→	→	→		→	→
Southwest Florida International Airport, FL			→	→				→		→	
Tallahassee Regional Airport, FL	→	→	→	→	→	→	→	→	→	→	→
Tampa International Airport, FL	→		→	→			→	→		→	

Project Management Organization

AVCON has assembled an exceptional team of seasoned airport professionals who have gained valuable experience working together on dozens of airfield projects at airports throughout Florida and the Southeastern United States. These capable individuals will form the basis of a successful project team for this General Aviation Engineering Services for Okaloosa County Airports contract. The AVCON Team of airfield planners, engineers, and construction management professionals have significant depth and capacity to ensure project delivery on schedule and with superb attention to detail. Resumes for key team members are included at the end of this section.



Subconsultant Team Members



NOVA Engineering and Environmental (NOVA), was originally founded to provide Environmental Consulting, Geotechnical Engineering, and Construction Materials Testing and Inspection services to the design and construction community. Currently, NOVA employs 350+ personnel in 15 offices serving clients throughout the southeastern United States and beyond. NOVA's professional staff consists of registered engineers, geologists, scientists, certified industrial hygienists, ICC inspectors, building officials, laboratory specialists, NICET-certified technicians, AWS-certified welding inspectors, and specialty consultants.



Environmental Science Associates (ESA) is a full-service, multidisciplinary planning and environmental consulting company with a staff of 500 professionals. Since 1969, ESA has prepared thousands of planning and environmental documents for a wide range of public sector clients and agencies. ESA distinguishes itself from other firms through its dedicated aviation consulting practice of more than 55 staff, supporting airports nationwide. Drawing on their diverse professional experience and focusing on client needs and vision, they bring a strategic perspective and interdisciplinary approach to airport projects. ESA's integration of planning and environmental processes, combined with their integrity and strong client advocacy, results in practical solutions that enable them to help their airport clients successfully implement complex development programs. ESA has provided airport planning and environmental services, as well as led public engagement and stakeholder facilitation, at more than 150 airports worldwide, and has over 25 years of experience working at more than 45 Florida airports. ESA has completed numerous projects with AVCON over the past 10 years.



Bullock Tice Associates (BTA) is a well-established architectural design firm with over 60 years of experience. The practice offers services in architecture, sustainable design, strategic facility planning, programming and budgeting, space planning, interior design and construction administration. The firm's 32-person staff includes 12 licensed architects, 5 architectural associates, three registered interior designers, one intern interior designer, five BIM specialists, and six administrative/support personnel. There is currently a total of 10 LEED-Accredited Professionals (LEED AP) on staff and one Autodesk Revit (one of the leading BIM software platforms) Certified Professional in Revit Architecture 2009–2018 on staff.



SAM Surveying and Mapping (SAM) was founded in Austin, TX in 1994 and does business in 41 states from 30 office locations. SAM has five offices located in Florida, including four in Northern Florida, and consistently provides timely, quality work and professional services that has always been the keynote of SAM's success. As one of the largest full-service surveying and mapping companies in the United States, SAM has the capacity to field more than 200 crews nationwide. SAM's more than 900 professional and support staff consists of licensed surveyors, professional engineers, and technicians, and is supported by millions of dollars of equipment, hardware, and software. SAM is uniquely positioned as a highly capable service provider that is continuously prepared to mobilize quickly, perform reliably, and consistently provide quality deliverables.



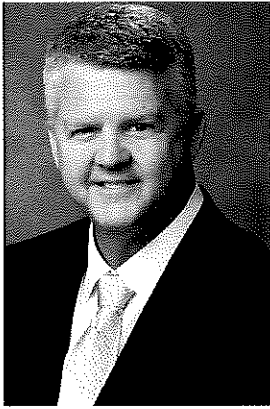
McCarthy Engineering (MEI) is a structural engineering consulting firm dedicated to providing design services for municipal, commercial, industrial, educational, residential, and military projects. MEI's professionals strive to provide quality and efficient structural designs. MEI was founded on the principle of providing excellent client-based services which focus on timeliness and budget of all projects, no matter the size. MEI has multiple structural engineers that provide design and construction administration services.



Bagwell Engineering (BEI) is a consulting engineering firm located in Pensacola, FL. BEI services include providing design engineering solutions for a wide range of projects. BEI's experience includes military facilities, airfields, educational facilities, office buildings, hotels, restaurants, condominiums, government buildings, apartment buildings, medical facilities, banks, churches, restaurants, general commercial, etc. BEI has worked on a vast variety of projects and has the experience to assist in any type of design project. BEI's staff of Engineers provides the expertise and professionalism to execute successful design solutions. BEI has multiple Professional Engineers (PE), LEED AP BD+C, and RCDD on staff. BEI's engineers have these specialties to help create the most energy efficient and technically advanced designs possible.



Energy and Environmental, LLC (Energy) has been selected to evaluate and provide recommended environmental mitigation actions, if required, as part of this contract. Mr. John Karakorn, CEM has more than 23 years of environmental consulting experience primarily in the federal sector on Department of Defense installations. This federal environmental experience will provide the County with valuable real-world lessons learned particularly since the Destin-Fort Walton Beach Airport is located on land leased from Eglin Air Force Base.



Lee Lewis, P.E.
Project Manager

Mr. Lewis joined AVCON in June of 1991 and has remained a key factor in the company's airport success for his entire 27-year career. He has managed the AVCON Northwest Florida office since March 1998 and has been a Principal with the firm since 2003. His vast airport engineering resume includes established airfield pavement expertise along with numerous runway and taxiway improvement projects, landside projects, and hangar designs. He has managed the design and construction of numerous projects throughout the Northwest Florida region, from pavements and stormwater management to vertical and utility work.

Project Experience:

North Apron Pavement Rehabilitation
Bob Sikes Airport, Crestview, FL

Principal-In-Charge

This project is the first airport project to implement a new fuel-resistant asphalt specification identified as "P-401-FR," a prototype specification developed by AVCON, INC. The project included rehabilitation of approx. 20,500 sy of apron pavement, including approx. 16,800 sy of asphalt mill-&-overlay with approx. 3,700 sy of new PCC pavement. Using a highly polymer-modified asphalt binder in conjunction with low air voids, the North Apron Rehabilitation project included the installation of a high-stability, low-permeability, non-toxic, hot-mix asphalt that not only provides improved resistance to rutting and shoving, it also provides resistance to aircraft fuels, hydraulic fluids, and petroleum oils. The prototype specification was reviewed by national hot-mix user/producer groups, the FAA, U.S. Army Corps of Engineers, Air Force, Navy, the Asphalt Institute, and other nationally recognized asphalt experts, which led to the FAA publishing asphalt specification P-601 in 2014. This project was awarded the General Aviation Airfield Project of the Year in May 2012 by the American Association of Airport Executives—Southeast Chapter.

Rehabilitation of Public Parking Facilities
Northwest Florida Regional Airport, Eglin AFB, FL,

Principal-In-Charge

This two-part project included the rehabilitation of the short-term and long-term parking facilities while maintaining public access throughout the project. The rehabilitation project involved an asphalt mill-&-overlay over seven separate phases, including nighttime work, to remain operational. The second part of the project included the installation of new IP cameras in the parking facility and the complete transformation of the airport's video management system from an analog system to an expandable digital system. The security improvements included modifications to the Airport Operations Center and a new monitor/video wall to improve security function.

Stormwater Master Plan and Taxiway Rehabilitation and Widening
Bob Sikes Airport, Crestview, FL

Principal-in-Charge

This project consisted of complete design, permitting, construction administration and inspection services to widen the 8,000-foot Taxiway A from 50 to 75 feet and add 18,000 sy of asphalt apron to accommodate new industrial tenants. The pavement work included over 37,000 tons of asphalt. The design entailed a thorough visual inspection of existing pavement to identify various distress types and develop rehabilitation strategies. The purpose of the airport stormwater master plan was to develop a stormwater management plan consistent with FAA policy regarding stormwater management facilities, provide water quality treatment requirements to comply with Okaloosa County and the NFWFMD, and to have sufficient attenuation capacity to meet Okaloosa County attenuation requirements. This project brought the airfield and other improvements, existing and proposed, into compliance with the local and state permitting agency requirements. The approved plan included the construction of ponds in key development areas; therefore, streamlining the permitting process for the airport and future tenants resulting in quicker design/permitting times, significant construction cost savings and shorter construction schedules.

Education:

B.S. Civil Engineering,
University of Florida

Professional Registrations:

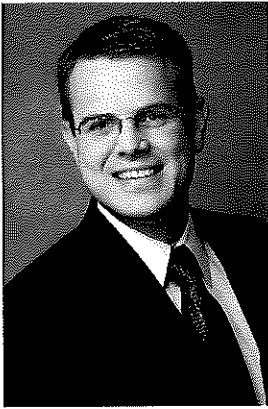
Professional Engineer, FL

Years of Experience:
27

Years with AVCON:
27

Areas of Expertise:

- Airfield Pavements
- Runway and Taxiway Improvements
- Master Plan Updates
- Airport Zoning Ordinances
- Airport Industrial Park Development
- Stormwater Master Plans
- Runway Length Analyses
- Cost-Benefit Analyses
- Landside Projects
- Hangar Designs



John Collins, PE
Project Manager

As an accomplished airport design and planning professional, Mr. Collins has proven to be an effective project manager, engineer, and construction administrator in various airport improvement projects. Mr. Collins has also proven to be effective in all facets of permitting with the Northwest Florida and Suwannee River Water Management District. He maintains regular communication with the FAA and with the FDOT Project Managers. He offers a comprehensive understanding of state and federal eligibility and routinely addresses federal reporting requirements for construction projects receiving AIP funds.

Project Experience:

Runway 18-36 Rehabilitation: Phases I and II
Perry Foley Airport, Perry, FL

Project Manager

The Phase I work included the complete removal of existing runway and shoulder asphalt to allow for re-shaping of the base course material to eliminate existing depressions and areas of ponding. New asphalt was installed on the re-shaped base course in accordance with FAA runway and safety area grading standards. Re-marking of the northern half of the runway was included. Phase II included the reconstruction of the south half of Runway 18-36. The new runway surface and associated Runway Safety Area were re-graded in accordance with FAA standards. AVCON prepared the grant applications and coordinated closely with FAA and FDOT to ensure funding was committed for this \$1.5 M project.

Runway 14-32 Improvements
Apalachicola Regional Airport, Apalachicola, FL

Project Manager

This project involved pavement remarking and replacing directional signage for Runway 14-32. Portions of the existing concrete pavement joint seals were replaced due to deterioration from the existing paint removal process. Construction administration and inspection services were provided to ensure that the contractor met the tight dimensional tolerances required in the FAA pavement marking technical specification P-620.

Airport Marking and Rehabilitation
Perry-Foley Airport, Taylor County, FL

Project Manager

This project developed construction drawings and specifications for remarking Runways 18-36, 12-30, 6-24, and associated taxiways and apron, and construction of taxiway edge lights, runway threshold lights, 20 airfield guidance signs, and two windsocks. Mr. Collins was responsible for designing the airfield marking layout and overseeing design of electrical improvements. Additional responsibilities included coordination of bidding documents, overseeing construction, and coordination with federal and state funding agencies.

Stormwater Master Plan and Taxiway Rehabilitation and Widening
Bob Sikes Airport, Crestview, FL

Project Manager

This \$10.4M project consisted of widening the 8,000-foot Taxiway A from 50 to 75 feet and add 18,000 sy of asphalt apron to accommodate new industrial tenants. The design entailed a thorough visual inspection of existing pavement to identify various distress types and develop rehabilitation strategies. One of the goals of the project was to develop a stormwater management plan consistent with FAA policy regarding stormwater management facilities, provide water quality treatment requirements to comply with Okaloosa County and the NFWFMD, and to have sufficient attenuation capacity to meet Okaloosa County attenuation requirements.

Education:

B.S. Civil Engineering,
Florida State University

Professional Registrations:

Professional Engineer, FL

Years of Experience:
12

Years with AVCON:
12

Areas of Expertise:

- Airfield Pavements
- Runway Length Analyses
- Master Plan Updates
- Airport Zoning Ordinances
- Airport Industrial Park Development
- Stormwater Master Plans
- Cost-Benefit Analyses
- Landside Projects
- Hangar Developments

Education:

B.S. Civil Engineering,
University of Kansas

Years of Experience:

2

Billy Hirschert, EI
Project Inspection

Mr. Hirschert graduated in December 2015 from the University of Kansas with a Bachelor's in Civil Engineering. As an intern to several engineering companies, he designed more than 200 mat and pile foundations; led the design of 86 unique steel structures supporting electrical substation equipment; performed onsite geotechnical inspection of soil for over 70 drilled shaft foundation piles; and generated and back-checked in excess of 150 client drawings. Since joining the AVCON team, Mr. Hirschert has worked on numerous airport projects including the VPS Fuel Farm Expansion design.

Education:

B.S. Civil Engineering,
Michigan State University

**Professional
Certifications:**

USGBC LEED
Accredited Professional

Years of Experience:

27

Michael Arnold, LEED AP
Environmental Surveys and Permitting

Mr. Arnold has more than 27 years of aviation planning, noise, and environmental project experience at more than 120 domestic and international airports. He has prepared long-term master development programs for more than 25 airports and has assisted private operators develop capital programs and revenue enhancement strategies for airport privatization pursuits on four continents. He has prepared numerous forecasts, facility requirements and alternatives analyses, project definition/justification studies, and has participated in airport/aircraft compatibility analyses for more than 60 airports.

Education:

B.S. Civil Engineering,
University of South
Alabama

**Professional
Registration:**

Professional Engineer, FL

Years of Experience:

20

William Lawrence, PE
Geotechnical and Materials Acceptance Testing

Mr. Lawrence is the Branch Manager and resident Senior Project Engineer for NOVA's Pensacola branch office and has over 20 years of experience in geotechnical engineering, subsurface exploration/drilling and construction materials testing services. He has performed geotechnical explorations for single- and multistoried structures. Typical projects have included residential structures, commercial, heavy industrial and aerospace developments along with education and governmental facilities. Mr. Lawrence has served as project geotechnical engineer and project manager on a wide variety of geotechnical engineering and materials testing projects throughout the southeastern United States. He also has extensive background serving as a Threshold Special Inspector Representative on many projects along the Florida Panhandle.

Education:

Bach. of Architecture,
Florida A&M University

**Professional
Registration:**

Professional Engineer, FL
General Contractor, FL
Professional Architect, FL

Years of Experience:

30

Robert Maggiore, LEED AP
Architecture

Mr. Maggiore is a licensed Architect and a LEED Accredited Professional with over 30 years' experience and is involved with projects from conception to completion. His programming skills enable him to synthesize the many programmatic needs to meet the budget, user needs and set the foundation for a complete and functional design. Mr. Maggiore performs project management and architect duties to assure the project is produced within budget, meets program requirements, designs are aesthetically sensitive and technically constructible. His past performance has been proven by producing quality designs and construction documents within normal and restrictive time schedules. His technical design ability assures that your project will be successful in all respects.

References

Client and Contact Person	Project Name	Brief Description
<p>Chad Rogers, PE Airports Project Manager Okaloosa County Airports 850.651.7160, ext. 1055 rrogers@myokaloosa.com</p>	<p>General Consulting Agreement for Professional Architectural, Engineering, and Aviation Planning Services</p>	<p>AVCON has served as General Consultant to Okaloosa County Airports since 2008 and has successfully completed a wide range of planning, design, and construction projects. Several include the Eglin ARFF Station Development, Security Checkpoint Improvements at Destin-Fort Walton Beach Airport, and High Mast Light Replacement at Bob Sikes Airport.</p>
<p>John Davis Industrial Development Authority Chairman Calhoun County Airport 850.227.4126 chipolatimber@yahoo.com</p>	<p>General Consulting Agreement for Airport General Consulting Services</p>	<p>AVCON has served as General Consultant to Calhoun County, who owns and operates the Calhoun County Airport, since 2014. We have been actively engaged in airport planning projects, design and construction phase services for a parallel taxiway extension, and stormwater and utility improvements.</p>
<p>Jim Haley, AAE, ACE Aviation System Manager FDOT Aviation and Spaceports Office 850.414.4505 Jim.Halley@dot.state.fl.us</p>	<p>Statewide General Consulting Contract for FDOT Aviation and Spaceports Office</p>	<p>Provide general aviation related planning services including data collection, update to Master Plan Guidebook, update to Aviation Project Handbook, and other planning efforts.</p>
<p>Mark Birkebak, AIA Director of Engineering Greater Orlando Aviation Authority (GOAA) 407.825.2130 Mbirkebak@goaa.org</p>	<p>Continuing Civil Engineering Services, Orlando International Airport and Orlando Executive Airport, Orlando, FL</p>	<p>AVCON has served as a Prime Consultant and Subconsultant to the Greater Orlando Aviation Authority since 1988. Over the past 30 years AVCON has completed over 450 projects for the Authority. Some of the projects completed under this Continuing Civil Engineering Services contract have included Vehicle Checkpoint CCTV Additions, Repair and Paint Enplane Road Steel, Taxiway E and Related Work, Airfield Lighting System, Markings, Signage and Other Airport Equipment Assessment, and GSE Inventory and Management Plan.</p>



Additional Information & Comments

Background Working with the FAA

Working Knowledge of Federal Aviation Administration Staff: For more than a quarter century, AVCON and its key staff members have developed a proven track record of working with the Federal Aviation Administration staff at the Orlando Airports District Office as well as the Regional Office in Atlanta. The firm's open and continuous dialogue with these agencies has allowed AVCON to build hundreds of millions of dollars in airport and airfield infrastructure using the best practices available, including both FAA standards and FAA-approved Modifications to Standards (MOS) where project enhancement was possible with only nominal or no increase in cost. This dialogue has included basically all levels of the FAA organization from grants and planning, to the various ADO program managers to various levels in the Regional and HQ offices. AVCON has enjoyed great success with the FAA regarding planning, grant eligibility, discretionary funding pursuits, design, construction and administrative tasks to support both major and minor airport programs. Identification of the best eligibility mechanism to maximize a project's priority with funding agencies is a key to competing for funding from the various agencies.

AVCON routinely uses the most recent FAA specifications for most all airport projects, including:

- 150/5200-37 – SMS
- 150/5300-13A – Airport Design
- 150/5320-5C – Drainage
- 150/5320-6F – Pavements
- 150/5370-2F – Ops and Safety
- 150/5370-10G – Specifications



Knowledge of Federal Aviation Standards and Specifications: Regarding airfield development projects, AVCON has designed virtually every type of project using FAA design standards, from grading and typical sections, to pavement strengths, to geometrics and separation standards, to FAR PART 77 requirements and regulations, and lighting. As active participating members of the Airport Consultants Council (ACC) and Illuminating Engineering Society, Airfield Lighting Committee (IES), AVCON is regularly called upon to review and comment on DRAFT Advisory Circulars prior to implementation of new design criteria and standards as they are formalized and published. AVCON has an unparalleled understanding of FAA Construction Specifications. Since its formation, AVCON has been instrumental in making comments to the FAA and other agencies to improve specifications

for their projects. These comments have been incorporated into various changes for the FAA specifications, now used on a national basis.

AVCON is also very experienced and capable in the development of project bid documents utilizing a system of Alternate Bid Schedules in order to enable incremental construction to increase or decrease construction costs within a single project bid phase, depending on the overall bid pricing and related market conditions. This process serves to maximize grant funding and eligibility in advance of known funding commitments. It is essential that the engineer and the owner maintain flexibility in order to advance the projects, in whatever increment can be accommodated, to maximize the availability of airport funding.

Experience in Obtaining and Administering FAA and FDOT Grants

AVCON and its project management staff have years of experience and a thorough understanding of airport projects and the need for positioning them to capture maximum funding from grant-making agencies. Ideally, the process is initiated during the development of the CIP during the master plan process. During this process, each project is fully vetted and a source of funding (FAA, DOT, SIS funding, Airport Bonds, O&M Funding, and other funding sources) is identified.

AVCON has achieved an excellent record of maintaining a competitive advantage for its clients in seeking both State and Federal Assistance. To do this, AVCON works with airport management to constantly maintain a proactive outlook for project opportunities, year-end funding, multi-modal opportunities, other non-standard funding, and project advancement options. AVCON commits to continually and proactively support these efforts on all elements of a project as may be requested by the County.

These granting agencies include the FAA AIP Program and FAA Airport Noise Program, as well as FDOT Aviation Grants, FDOT SIS Grants, Florida Economic Development Grants and other programs that have been used or which may be applicable to Okaloosa County Airport projects. AVCON has also supported numerous capital programs using local funding, bond funding, and other funding sources.

Some examples of AVCON's grant funding experience include:

- FAA AIP
- Property Acquisitions
- Economic Development Grants
- USDA Rural Development Grants
- Noise Funding
- FDOT Grants
- REA Grants for Rural Utility Expansions
- EDA and EDC Grants

Meeting Schedules and Budgets

AVCON's record at meeting schedules and budgets is exemplary. AVCON's projects routinely meet or exceed client expectations. Schedule management is an essential element of the overall client communication effort and will continue to be a focus on this project.

However, on occasion, AVCON is also called upon to delay project elements to allow for complete vetting of the project design requirements within the client organization to meet any number of objectives, including legislative reviews, state and federal budget cycles, seasonal applications, special events, and aligning with adjoining, complementary projects.

AVCON has stayed abreast of the latest advances in scheduling, estimating and engineering software, and the training of the firm's professionals which directly relates to AVCON's ability to predict and meet scheduling and budget demands. All of the production capabilities for the team will be fully integrated and interfaced using Office 365 and Skype for Business, such that the work among all disciplines for each project can be performed on a concurrent schedule using real-time updated drawing files and supporting documents. Airport and City staff will be invited to attend coordination meetings or teleconferences scheduled for project related discussions. The project schedule will be updated not less than monthly to ensure compliance with each deliverable.



AVCON's wide-ranging and in-depth experience in project construction also enables the firm to recognize frivolous contractor claims. AVCON's approach to each project includes complete construction administration support of the designers to the construction management and RPR team. There will be no loss of project understanding between design and construction administration staff. Using this approach regularly as part of the firm's history, AVCON has an excellent record of cost, scope and scheduling control in project management throughout the design and construction processes.

"I enthusiastically recommend AVCON for any engineering and professional services that an airport may need. I have worked with the staff at AVCON on a variety of projects over the years and AVCON's staff is always responsive to our concerns and requests. Their staff has demonstrated the ability to develop innovative solutions to various projects, resulting in cost savings in the construction of a project or in its ongoing operation and maintenance. I have great respect for AVCON and would highly recommend the firm's work."

Kevin Howell, C.M., I.A.P.
Vice President/COO
Greenville-Spartanburg Airport District

