

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2792-AP

TASK ORDER #: 10

TASK ORDER AMOUNT: \$ 10,195.00 (LS)

**CONTRACT #: C19-2792-AP
AVCON
GENERAL AVIATION ENGINEERING SVS
EXPIRES: 03/26/2024**

OFFERED BY CONSULTANT:

AVCON, INC.
FIRM'S NAME

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


SIGNATURE

REGIONAL MANAGER
TITLE 9/1/22
DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**



TRACY Stage, AAE
SIGNATURE
Airports Director
TITLE

9-7-22
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.

Digitally signed by Jeffrey A Hyde
Hyde
Date: 2022.09.07 15:42:33 -05'00'
Jeffrey A Hyde
PURCHASING MANAGER

DATE

OMB Director/DATE

DATE

CHAIRMAN (if applicable)

DATE

TASK ORDER NO. 10
Professional Services

Airport Disadvantaged Business Enterprise Support - D
Okaloosa County Airports
September 1, 2022

Task Order No. 10
AVCON Project No. 2022.050.02

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 - D
- 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 25, 2022 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, One Hundred Ninety-Five and 00/100 dollars (\$2,195.00 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 Eight Thousand and 00/100 dollars (\$8,000.00 LS).

The total project fee is \$10,195.00 (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.

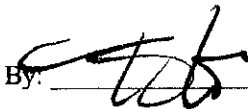
Taffy Pippin Consulting, LLC shall serve as an authorized SUBCONSULTANT for work performed under this task order. As a service to Okaloosa County Airports, AVCON shall administer this task order. AVCON shall provide no other services under this task order; the services will be exclusively provided by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

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

Accepted by:

CLIENT:

**Okaloosa County Board of
County Commissioners**

By:  _____


Printed Name: Tracy Stage, AAE

Title: Airports Director

Date: 9.7.22

CONSULTANT:

AVCON, INC.

By:  _____

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

Title: Regional Manager

Date: 9/1/22

EXHIBIT A

**TAFFY PIPPIN
CONSULTING, LLC**



August 25, 2022

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: ACDBE PLAN 49 CFR, PART 23 FY 2023-FY 2025
EGLIN AFB/DESTIN-FORT WALTON BEACH AIRPORT
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 an Airport Concessionaire Disadvantaged Business Enterprise Plan Update for the Eglin AFB/Destin-Fort Walton Beach Airport, in accordance with 49 CFR, Part 23, associated with Federal Aviation Administration projects for FY 2023 - FY 2025. 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 ACDBE Plan in accordance with the provisions of 49 CFR Part 23.

1. Develop an ACDBE Goal and Methodology and Plan for FY 2023-2025 in accordance with 49 CFR, Part 23 suitable for final coordination with the FAA by W/E 9/23/22;
2. Provide an electronic copy and two hard copies of the final plan and goal by W/E 9/23/22;
3. Provide community outreach notice, teleconference or "Zoom" meeting with concessionaires, and public consultation notice and plan by W/E-9/16/22;
4. Provide supporting documents for methodology calculations by W/E 9/23/22;

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

EXHIBIT A

Taffy Pippin Consulting, LLC will be paid Five Thousand Dollars (\$5,000.00) for the above services.

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 2023, FY 2024, and FY 2025. The fee each year for this service is \$1,000.00 for each FY requiring a Uniform Report. Reports will be based on information provided by the County.

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.

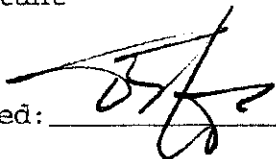
Thank you for the privilege of offering these services and should you have any questions please don't hesitate to call.

Sincerely,

Taffy V. Pippin

Taffy Valdez Pippin
Consultant

Accepted: _____

A handwritten signature in black ink, appearing to be 'TVP', is written over a horizontal line that serves as a signature line.

AVCON, INC.

EXHIBIT B - FEE DERIVATION

EXHIBIT B

Airport Disadvantaged Business Enterprise Support - D
Okaloosa County Airports

Position:	Engineering QA/QC Manager		PROJECT MANAGER		CLERICAL		TOTAL	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Rate (\$/Hour):	\$180		\$155		\$50			
1. Prepare Task Order	1	\$180	2	\$310	0	\$0	3	\$310
2. Create invoices and back-up per County requirements (up to seven invoices)	1	\$180	7	\$1,185	7	\$350	15	\$1,685
Sub-Total Project Administration	2	\$360	9	\$1,465	7	\$350	18	\$2,185

Total AVCON Labor-Hour Costs ==> \$2,185

Task 2: DBE Support (Tally Poppin Consulting, LLC) (LS):	\$9,000
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Maximum Project Budget ==> \$10,185

AVCON, INC.