

TASK ORDER APPROVAL FORM

CONTRACT #: C20-2959-AP

TASK ORDER #: 12

Project name: VPS Wayfinding and Signage

TASK ORDER AMOUNT: \$ \$29,610.00

CONTRACT: C20-2959-AP
REYNOLDS, SMITH & HILL
GENERAL AVIATION ENGINEERING SERVICES FOR OC APS
EXPIRES: 3 YRS W 2 (1) ONE YR RENEWALS

OFFERED BY CONSULTANT:

RS&H Inc.

FIRM'S NAME

Craig Sucich

REPRESENTATIVE'S PRINTED NAME

Craig Sucich

SIGNATURE

Vice President

TITLE

DATE

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

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual)

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

Tracy Stage

SIGNATURE Tracy Stage A.A.E.

Airports Director

TITLE

2-6-24

DATE

DeRita Mason Digitally signed by DeRita Mason
Date: 2024.02.06 15:28:19 -06'00'

PURCHASING MANAGER

DATE

Faye Douglas Digitally signed by Faye Douglas
Date: 2024.02.07 08:41:48 -06'00'

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR John Hofstad
(if applicable)

CHAIRMAN-
(if applicable)

DATE

DATE

VPS Wayfinding and Signage Scope of Work

February 2, 2024
Destin-Fort Walton Beach Airport
Okaloosa County, Florida

Prepared by RS&H at the direction
of Okaloosa County Airports



I PROJECT DESCRIPTION

The Client has requested a proposal from RS&H, Inc. (RS&H or Consultant) to provide design and construction administration services for new curb front wayfinding and signage at Destin Fort Walton Beach Airport (VPS).

The following professional disciplines/services/specialties are expected to play a significant role in the development of the Project:

- » Project Management
- » Architectural Design
- » Wayfinding/Signage

The intent of this project is to create a wayfinding/signage package associated with ongoing landside improvements to the VPS terminal building. The new signage is to emulate the existing in terms of size, verbiage, color schemes, and likeness. The project will assume the typical deliverables and review periods at 100% Drawings. This document defines the scope and the fees for professional services by RS&H (the Architect/Engineer or A/E).

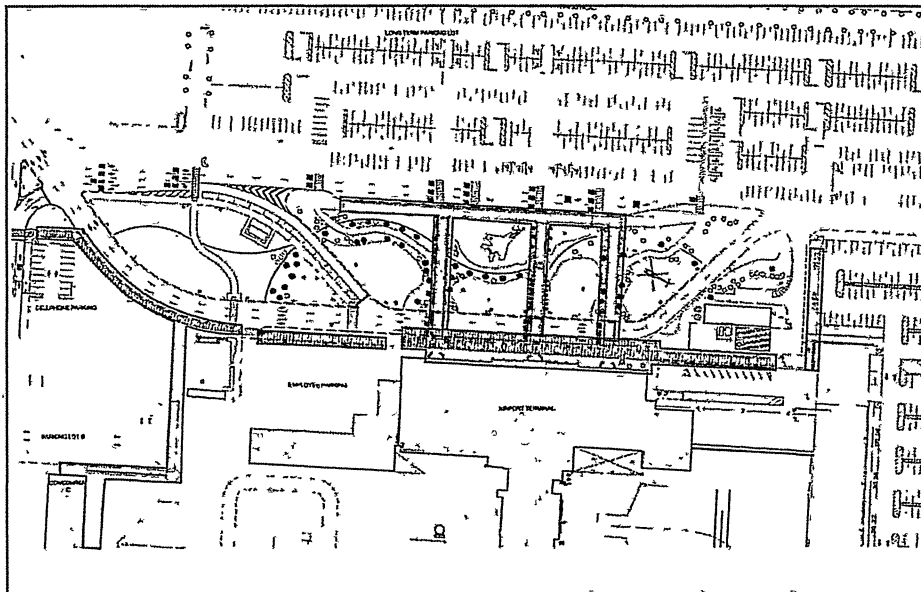


FIGURE 1 - PROJECT SITE

II PROJECT TASKS

TASK 1 100% CONSTRUCTION DOCUMENTS

Task 1.1 Architectural Schematic Design

The Construction Document Phase will be based on the approved Concept Design developed in the conceptual design phase, coordinated previously with airport staff to shape the purpose and intent of the wayfinding task scope. Performance of this Task will define the general design parameters of scope, scale, and relationship of components of the Project. Documentation will include plans, sections, elevations, and/or written descriptions.

Task 1.2 Design Coordination Meetings

The Consultant shall attend coordination meetings with the Airport/Stakeholders during this stage of document preparation. Two (2) meetings are expected and used as the basis of scope and fee preparation. Attendees at those meetings will include the Consultant team members, Stakeholders, and Airport Staff. The intent of the meeting will be to resolve any issues impeding the furthering of the construction documents. It is anticipated that this meeting will be held virtually, via teleconference.

Task 1.3 100% Design Submittal

The Consultant will prepare and submit the following electronic files to the Airport:

- » Drawings (.pdf)
- » Specifications as required (.pdf)

Internal quality control review procedures will be followed during the development of this submittal.

Task 1.4 100% CONSTRUCTION DOCUMENT REVIEW

The Consultant shall coordinate and attend one (1) meeting with the Airport to review the 100% Construction Document submittal. Within two weeks of the meeting, the Airport will provide any additional written comments to the Consultant that may affect the direction of the project. It is anticipated that this meeting will be held virtually, via teleconference.

Task 1.5 Project Management

Consultant will oversee scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the team's efforts including assembly and coordination of all documentation.

III MEETINGS AND PRESENTATIONS

RS&H will prepare for and attend the following meetings:

- » 100% Design Coordination Meetings (Virtual)
- » 100% Construction Documents Review Meeting (Virtual)

IV DELIVERABLES

RS&H will provide the following deliverables:

- » 100% Design Submittal

All deliverables will be provided in electronic format.

V PROJECT SCHEDULE

RS&H will provide the above referenced services within the following schedule (or as mutually agreed upon by the Client and Consultant).

	Date
NTP	02/05/2024
100% Design Submittal	03/12/2024
100% Design Review Meeting	03/15/2024

VI ASSUMPTIONS AND EXCLUSIONS

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

- » All provided information is accurately depicting the existing conditions, colors, and schemes of signage and site information
- » Project is being developed straight to 100% Design level with no interim submittal. It assumed that direction from the Owner given as the basis of design will not vary significantly during design development and that extensive additional coordination will not be required.
- » The selected GC will be responsible for soliciting bids for the signage package

The following items are excluded from this Scope of Work unless otherwise noted:

- » Design theme alternatives beyond the number indicated above
- » Interim design submittals
- » Concept alternatives beyond the number indicated above
- » Fees associated with permitting
- » Bid Services
- » Permit & Application Fees

SCOPE OF WORK

- » Design alterations that deviate from the original plans due to inaccuracies from Owner or GC provided information
- » Cost estimating
- » Construction administration

VII PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for a Cost-Plus, Not-to-Exceed fee of \$29,610.00.

Should scope items/activities/efforts/durations be modified at the request of the Airport or need to be adjusted based on design/construction scheduling, the Consultant Team may need to modify the fee to accommodate the changes. Such changes will be compensated through an amendment (through Additional Services requested by the Consultant) to the Task Order or similar vehicle. Effort, fee, and schedule adjustments resulting from a change in scope will be assessed and approved by the Airport prior to the execution of the change.