

TASK ORDER APPROVAL FORM

CONTRACT #: C20-2959-AP

TASK ORDER #: 9

Project name: DTS South Apron Pavement Rehab and Optimization Study

TASK ORDER AMOUNT: \$ \$36,000.00

OFFERED BY CONSULTANT:

RS&H Inc.

FIRM'S NAME

Dale Stubbs, P.E.

REPRESENTATIVE'S PRINTED NAME

DocuSigned by:



SIGNATURE

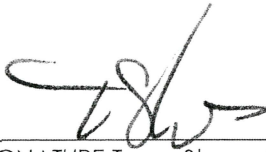
Vice President

TITLE

5/3/2023

DATE

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



SIGNATURE Tracy Stage A.A.E

Airports Director

TITLE

5-17-23

DATE

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual)

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

DeRita Mason Digitally signed by DeRita Mason
Date: 2023.05.18 14:28:39 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas Digitally signed by Faye Douglas
Date: 2023.05.23 12:01:01 -05'00'

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR John Hofstad
(if applicable)

DATE

CHAIRMAN-
(if applicable)

DATE

RS&H Project No. 1048-1915-007

Client Project No. _____

Short Title: Destin Executive Airport (DTS) South Apron Optimization Study

WORK ORDER

Work Order No. 7

Date: 04-24-2023

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

Project Location: Destin Executive Airport (DTS), Destin, Florida

Project Description/Scope of Services: The purpose of this project is for the CONSULTANT to provide professional services associated with a study of possible pavement and operational improvements to the south aircraft parking apron. The scope of services are described more fully in the attached Scope of Work.

Fee: The COUNTY shall compensate the CONSULTANT for the performance of the scoped services on a Lump-Sum basis. The Lump-Sum fee shall be \$36,000. CONSULTANT shall be compensated based on a percentage complete basis.

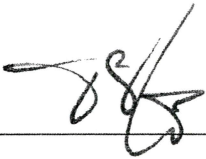
Schedule: Final Recommendations Report within 10 weeks following the Notice-to-Proceed issued by the COUNTY.

Deliverables: Described more fully in attached Scope of Work

Other Considerations: None.

CLIENT:

Okaloosa County Board of County Commissioners

By:  _____

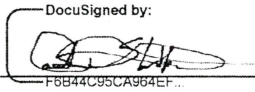
Print Name: Tracy Stage

Title: Airports Director

Date: 5-17-23

RS&H:

RS&H, Inc.

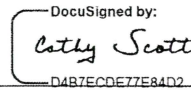
By:  _____
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Print Name: Dale Stubbs

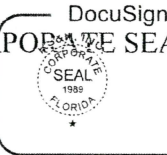
Title: Vice-President - Aviation

Date: 5/3/2023

ATTEST:

By:  _____
D4B7ECDE77E84D2

Assistant Corporate Secretary

DocuSigned by:
[CORPORATE SEAL]


***DTS South Apron Pavement
Rehab and Optimization Study
Scope of Work***

Version 4.0
April 24, 2023
Okaloosa County Airports
Destin, FL

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

RS&H

I PROJECT DESCRIPTION

Okaloosa County Airports (Owner or Client) has requested that RS&H, Inc. (Consultant or RS&H) analyze the surface conditions of the existing pavement on the south aircraft parking apron, geotechnical data, and geometrics from the Taxiway A Rehabilitation project at Destin Executive Airport (DTS) to develop a plan to rehabilitate the apron pavement and optimize long-term aircraft parking and operations on the apron. The scope of this project is to perform a pavement investigation and planning study to develop a sequence of pavement improvement projects for the south apron at DTS that aligns with anticipated available project funding and the long-term performance of this airport asset. The overall project study limits are shown in Figure 1 below.

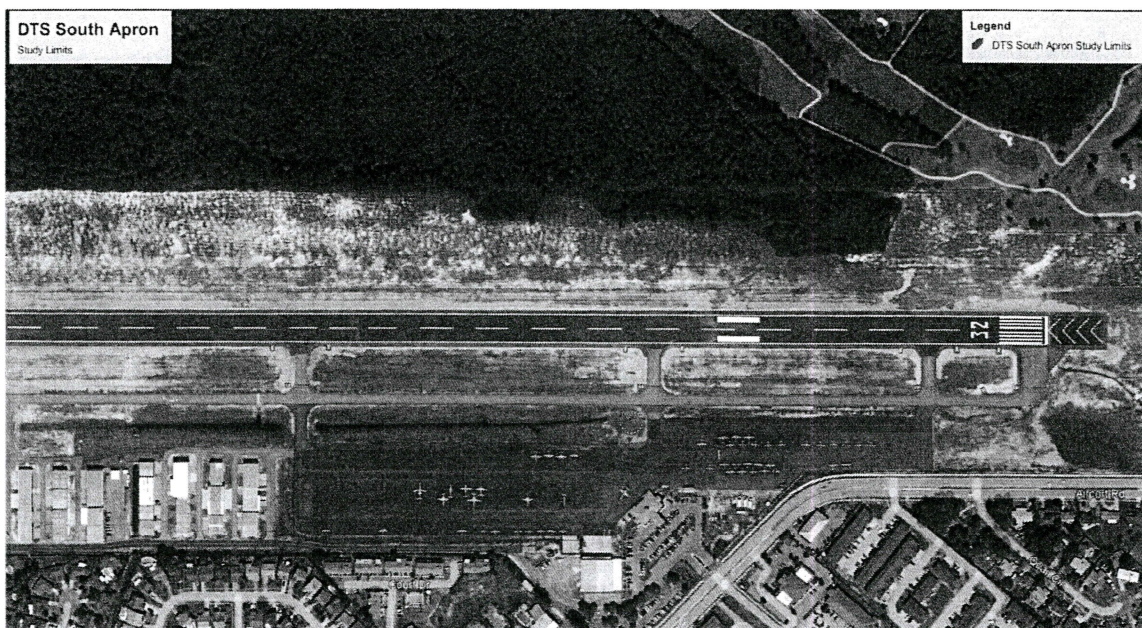


Figure 1 – Project Limits (DTS South Apron Study)

II PROJECT TASKS

TASK 1 KICKOFF MEETING

RS&H project manager will meet with Airport staff and representatives for the DTS fixed-base operator (FBO) at the Okaloosa County Airports administration offices to discuss the scope of the project, aircraft fleet mix, Airport operations and maintenance staff concerns, and schedule. The purpose of the meeting is to discuss the project purpose and validate client expectations for the outcome of the project.

Following the meeting, RS&H project manager will perform a thorough site walk of the apron pavement to inspect and document existing conditions.

RS&H will prepare and distribute a meeting agenda to attendees prior to the meeting date. RS&H will produce meeting notes to summarize the discussion and any action items following the meeting.

TASK 2 REVIEW EXISTING DOCUMENTATION

RS&H will review and analyze existing DTS apron pavement investigations, planning documents, and any available as-built documentation.

The existing documents anticipated for this review include, but are not limited to:

- » Current pavement condition index (PCI) data, provided by Owner
- » Recent Airport Layout Plan (ALP), prepared by RS&H under separate contract

TASK 3 DEVELOP SOUTH APRON OPTIMIZATION PLAN

Based on the analysis of the site visit, existing survey and as-built documentation, and input from the Owner, RS&H will develop a two-dimensional, planning-level layout of the south apron at DTS in an ultimate configuration that will optimize the available area for apron aircraft parking. The parameters governing the layout of this ultimate aircraft parking apron layout will be based on the current DTS ALP and on input from the Owner. It is assumed that there will be up-to three iterations of this apron parking and movement layout in the performance of this task, and that at least two (2) teleconference meetings will be necessary to discuss these iterations and to refine the preferred ultimate aircraft parking apron layout.

TASK 4 DEVELOP PAVEMENT REHABILITATION RECOMMENDATIONS

Based on observations made at site visit, input from Airport staff, and the most recent PCI study, RS&H will identify and recommend different pavement rehabilitation, maintenance and repair solutions for the existing south apron pavement. RS&H will provide generic details for these recommended repairs and an estimate of the scale of repair work necessary. RS&H will make conservative assumptions regarding pavement section for rehabilitation and new pavement, based on existing pavement sections at DTS. This is intended for planning-level cost estimating and RS&H cannot warrant that the actual pavement section for rehabilitation and/or new construction, based on FAA pavement design standards, will not vary from these assumptions.

The recommendations developed as part of this task will be based on surface distresses noticed in the initial site visit, PCI report recommendations, and considerations for the size and type of aircraft frequently operating at DTS. This scope does not include any geotechnical investigation

or non-destructive testing to determine subsurface pavement conditions. This scope does not include pavement distress mapping, an update to the DTS apron PCI, an assessment of the Pavement Condition Number (PCN) or any of those other services generally associated with a pavement management plan update. This scope does not include any pavement design or structural analysis to determine the pavement's strength to handle certain aircraft.

TASK 5 APRON DEVELOPMENT CAPITAL PLANNING

RS&H will assess the results of the apron optimization plan and pavement rehabilitation recommendations from Task 3 and 4 and prepare a list of projects that will provide a phased implementation of the proposed ultimate build-out of the south aircraft parking apron. These projects will be broken up by anticipated cost, priority, and position on the critical path based on recommendations by RS&H engineering and planning staff as well as input from the Owner. The intent of this task is to deliver the Owner a manageable list of feasible projects, with associated costs, that they can incorporate into their capital improvements plan.

It is anticipated that Owner input will be critical for the development of these projects, and that there will be up-to two (2) teleconference meetings to review suggested projects and gain Owner input on costs and priority.

TASK 6 PREPARE ESTIMATE OF PROBABLE COSTS (EOPC)

RS&H will prepare an estimate of costs for the aircraft parking apron improvements projects identified in Task 5, based on relevant, local historical bid results. The EOPC is an estimate representing the judgment of the estimators who have no control over the cost of labor, materials or equipment, over the Contractor's methods of determining prices, or over competitive bidding, market or negotiating conditions. Accordingly, RS&H cannot and does not warrant or represent that bids or negotiated prices will not vary from the EOPC, funding, or from any evaluation by RS&H.

It is assumed that this task will be performed concurrently with Task 5 to better inform the capital planning decisions made in that task.

TASK 7 DRAFT RECOMMENDATIONS REVIEW MEETING

RS&H will coordinate, attend, and provide minutes for a meeting to review preliminary recommendations for the improvements to the south aircraft parking apron. This meeting is intended to be a "workshop" meeting to review existing conditions and discuss design alternatives and costs. Attendees at the meeting may consist of the Okaloosa County Airports Staff, FAA and Air Traffic Control personnel, applicable tenants, and the Design Team. This meeting is anticipated to be held in-person at Okaloosa County Airports administration offices with an option for attendees to attend virtually via teleconference.

TASK 8 SUBMIT FINAL RECOMMENDATIONS REPORT

RS&H will prepare and submit a final recommendations report to provide the Owner a detailed, but concise description of the existing conditions, recommended improvement projects (including phasing and timing of projects), estimate of costs, and supporting exhibits. The final report will incorporate Owner input from the draft recommendations review meeting.

TASK 9 PROJECT MANAGEMENT

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

III MEETINGS AND PRESENTATIONS

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

- » Task 1 – Kickoff Meeting, in person at Okaloosa County Airport admin offices
- » Task 3 – Two (2) teleconferences to review iterations of apron optimization plan
- » Task 5 – Two (2) teleconferences to review phasing, scope, and costs of possible apron projects
- » Task 7 – Draft Recommendations Review Meeting, in person at Okaloosa County Airport admin offices

IV DELIVERABLES

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

- » Task 8 – Final Recommendations Report
 - Two (2) hard copies
 - Electronic Copy (pdf)

V PROJECT SCHEDULE

The project schedule is as follows:

| | Date |
|-------------------------------|------------|
| Anticipated NTP | 05/08/2023 |
| Kickoff Meeting | 05/15/2023 |
| Draft Recommendations Meeting | 06/14/2023 |
| Final Recommendations Report | 07/26/2023 |

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

VI ASSUMPTIONS AND EXCLUSIONS

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

- » Okaloosa County Airports will provide any available reports and as-built documentation that could be used for the development of pavement improvements
- » Scope of this study is limited to south parking apron and associated connectors to Taxiway A at DTS. No other airfield pavement will be studied.
- » Drainage improvement recommendations are excluded from the scope of the study. Stormwater modeling and sizing of drainage pipes and/or ponds is excluded. Cost estimates will include moderate assumptions for drainage improvements associated with future projects.
- » Pavement improvement recommendations will be made based on surface observations from the site visit. Pavement design, structural analysis of the pavement, completed distress mapping, PCI update, and PCN determination are excluded from the scope.
- » Scope does not include any permitting coordination with any agencies.
- » Analysis of existing airfield lighting systems is excluded from the scope.
- » Analysis of structural capacity and/or integrity of existing structures (electrical, drainage, etc.) is excluded from the scope.
- » Topographic survey, geotechnical investigation, and non-destructive testing services are not included in the scope.
- » Design and bidding services of any projects identified in this study are excluded from the scope.
- » Environmental services (including NEPA documentation) are excluded from the scope

VII PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for a fixed lump sum fee of \$36,000. See Attachment A for a breakdown of costs.



DESTIN EXECUTIVE AIRPORT (DTS)
Okaloosa County Airports General Consultant Contract
DTS South Apron Pavement Rehab and Optimization Study
Work Breakdown Structure

| SCOPE / TASK TITLE | PROJECT OFFICER | PROJECT MGR | SENIOR ENGI/PLNR | JUNIOR ENGI/PLNR | ADMIN | TOTAL |
|--|-----------------|-------------|------------------|------------------|---------|-----------------|
| BASIC SERVICES - LUMP SUM FEE AMOUNT ESTIMATE BREAKDOWN | | | | | | |
| Task 1 - Kick Off Meeting and Site Visit | | 16 | 2 | 2 | | 20 |
| Task 2 - Review Existing Documentation | | 2 | 12 | 2 | | 16 |
| Task 3 - Develop South Apron Optimization Plan | | 6 | 30 | 4 | | 40 |
| Task 4 - Develop Pavement Rehab Recommendations | | 6 | 10 | | | 16 |
| Task 5 - Apron Development Capital Planning | | 12 | 22 | | | 34 |
| Task 6 - Prepare Estimate of Costs | | 8 | 6 | 4 | | 18 |
| Task 7 - Draft Recommendation Review Meeting | | 8 | 2 | | | 10 |
| Task 8 - Submittal Final Recommendations Report | | 8 | 8 | 8 | | 24 |
| Task 9 - Project Management | | 10 | | | 6 | 16 |
| TOTAL HOURS | 0 | 76 | 92 | 20 | 6 | 194 |
| BURDENED RATE | \$200.00 | \$185.00 | \$200.00 | \$130.00 | \$65.00 | \$182.73 |
| TOTAL DIRECT LABOR \$ | \$0 | \$14,060 | \$18,400 | \$2,600 | \$390 | \$35,450 |
| OTHER DIRECT NON-SALARY COSTS | | | | | | |
| REPRODUCTION | # DWGS @ | #PAGES @ | | #SETS | | |
| | \$9.00 | \$0.25 | | | | \$0 |
| Documentation | | 150 | | 2 | | \$75 |
| TOTAL REPRODUCTION | | | | | | \$75 |
| POSTAGE/DELIVERY | # PCKGS @ | | | | | |
| | \$50.00 | | | | | |
| Reports/Specifications | | 1 | | | | \$50 |
| TOTAL POSTAGE/DELIVERY | | | | | | \$50 |
| TRAVEL | #People | #Days | Per Diem | Lodging @ | Miles @ | |
| | | | \$25 | \$150 | \$0.625 | |
| Kick-Off Meeting / Site Visit | 1 | 1 | \$25 | | 300 | \$213 |
| Draft Recommendations Meeting | 1 | 1 | \$25 | | 300 | \$213 |
| Total Travel | | | | | | \$425 |
| TOTAL ODC's | | | | | | \$550 |
| Total Proposed Lump Sum Fee | | | | | | \$36,000 |