

TASK ORDER APPROVAL

CONTRACT #: C19-2792-AP

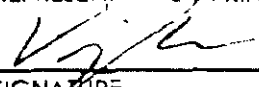
TASK ORDER #: 1

TASK ORDER AMOUNT: \$ Maximum fee of \$199,715.00

OFFERED BY CONSULTANT:

AVCON INC.
FIRM'S NAME

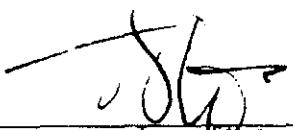
Virgil C. "Lee" Lewis, P.E.
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Vice President
TITLE

January 19, 2023
DATE

RECOMMENDED FOR APPROVAL
(Department Director)


SIGNATURE Tracy Stage A.A.E

Airports Director
TITLE

1.24.23
DATE

John Hofstad Digitally signed by John Hofstad
Date: 2023.01.26 10:25:17 -0600
COUNTY ADMINISTRATOR (if applicable)

01.26.2023
DATE

Revised November 3, 2017

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: 2023.01.24 13:47:26 -0600

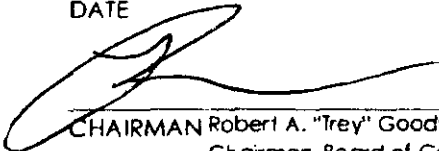
PURCHASING MANAGER

01.24.2023
DATE

Faye Douglas Digitally signed by Faye Douglas
Date: 2023.01.25 14:33:25 -0600

OMB Director/DATE

01.25.2023
DATE


CHAIRMAN Robert A. "Trey" Goodwin III
Chairman, Board of County Commissioners

March 14, 2023
DATE



TASK ORDER
Professional Bid and Construction Phase Services

CEW South Apron Rehabilitation CPS
Bob Sikes Airport
January 2023

Task Order No. 11
AVCON Project No. 2023.050.01

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:** Bob Sikes Airport—Okaloosa County, Florida
- 2. Task Name:** CEW South Apron Rehabilitation CPS
- 3. Task Description/Scope of Services:** CONSULTANT shall perform professional bid and construction phase services identified as Sections B and C of Exhibit A and attached hereto.
- 4. Compensation:** All work performed under Section B (Task 1) 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 *Twelve Thousand, Five Hundred Ninety and 00/100 dollars (\$12,590.00 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.

All construction administration and limited construction observation services performed under Section B (Tasks 2 and 3) and any subconsultant services performed under Section C shall be compensated on a Not-To-Exceed (time and materials) basis. The Not-To-Exceed limit for Section B (Tasks 2 and 3) and Section C services collectively shall be *One-Hundred Eighty-Seven Thousand, One Hundred Twenty-Five and 00/100 dollars (\$187,125.00 NTE)*. Progress payments shall be made monthly and shall be based on actual hours expended or performed by a subconsultant.

The total maximum budget for all fees under this task order is \$199,715.00.

- 5. Schedule:** A schedule of 30 calendar days is anticipated from the date of the project Notice-To-Proceed (NTP) to prepare a set of bidding documents for agency review. For any unreasonable delays in obtaining required materials to be provided by others, the anticipated design schedule shall be extended an equivalent number of days.

Construction phase services shall be performed in accordance with the construction schedules established by the County.

6. Deliverables: Deliverables shall include the following:

- Updated Bid Documents (digital copy)
- Pre-Bid Conference meeting minutes
- Recommendation of Award
- Conformed Construction Documents (digital copy)
- Record Drawings (digital copy)
- Close-out Documents (digital copy)

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: Robert A. "Trey" Goodwin III

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

Title: Chairman

Title: Vice President

Date: March 14, 2023

Date: 1/19/2023



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

CEW South Apron Rehabilitation CPS
Bob Sikes Airport
January 2023

SECTION A: PURPOSE

The purpose of this project is to provide bid and construction phase services for the rehabilitation of the south apron and southwest hangar taxiways at Bob Sikes Airport in accordance with the project limits identified in **Exhibit C**. The south apron is exhibiting signs of wear resulting in high FOD potential due to the time since the previous pavement rehabilitation. In 2013, the FDOT estimated the Pavement Condition Index (PCI) for this apron to range from 30 to 38 which is classified as "very poor." The estimated construction budget for the work associated with this Scope of Services is approximately \$3.5 Million.

The project tasks identified for this contract generally include the following elements:

- Revise Marking Plan based on comments provided by Emerald Coast Aviation,
- Develop Bid Documents within schedules associated with grant funding,
- Assist the County with bid phase services,
- Provide construction administration services,
- Provide construction observation services.

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 1 - Bid Phase Services (Lump Sum)

- 1. Validate Bid Drawings and Bid Manual:** Consultant shall review the Bid Documents prepared in 2018 and update as needed to meet current Okaloosa County procurement requirements.
- 2. Revise Marking Plan based on Comments provided by Emerald Coast Aviation:** Consultant shall update the Marking Plan to include numerals throughout the apron in accordance with an exhibit provided by Emerald Coast Aviation on January 15, 2023. No changes to the locations of tie-downs are included in this scope of Services.
- 3. Prepare and Coordinate Advertisement:** Consultant shall prepare an advertisement summarizing project elements and bid proposal requirements for County use in providing public notification of the project.
- 4. 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, special airfield construction limitations, and other applicable requirements. Consultant shall provide and distribute meeting minutes for the Pre-Bid Conference to participants and funding agencies.

**SCOPE OF SERVICES - AVCON, INC.
CEW South Apron Rehabilitation CPS**

5. **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. AVCON shall prepare and distribute addenda to bidding documents as required to address any revisions resulting from bidder's concerns or from design modifications for items designed by Consultant.
6. **Review Bid Proposals:** Consultant shall review bid proposals to evaluate if each proposal is complete and responsive.
7. **Prepare Bid Tabulation and Recommendation of Award:** Consultant shall prepare tabulation of the bids and provide a formal Recommendation of Award to the County.
8. **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 digital copy of the Conformed Construction Documents will be provided to the County.

Task 2: Construction Administration Services (Not to Exceed)

1. **Coordinate with Owner and Contractor During Construction:** Consultant shall provide routine updates and coordination with Owner and Contractor throughout construction. Task assumes approximately six (6) hours of general coordination per week for 25 weeks.
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 airfield construction limitations, and other applicable requirements. The work shall include responding to questions related to Consultant design features and distributing meeting minutes from the meeting.
3. **Participate in Monthly (5) Tenant Coordination Meetings:** Consultant shall participate in up to five (5) tenant coordination meetings at Bob Sikes Airport during construction to review pavement closures, project schedules and other aspects of the construction. Meetings shall assume five (5) half-day visits by Sr. Project Manager and two (2) three-hour visits by the Project Engineer. Consultant shall prepare appropriate exhibits to provide a clear depiction of phasing and limits of work for coordination with tenants.
4. **Participate in Bi-Weekly (12) On-Site Visits to Review Work:** Consultant shall participate in up to twelve (12) site visits during construction to observe progress of work. Site visit shall assume twelve (12) five-hour visits by Sr. Project Manager. 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.
5. **Participate in Weekly (21) Update Meetings:** Consultant shall participate in up to twenty-one (21) weekly update meetings conducted by the contractor at Bob Sikes Airport during construction to coordinate day-to-day issues, address project concerns, and to review scheduled work. Task shall include preparation of meeting notes from each meeting and shall assume five hours per week by Senior Project Manager for 21 weeks and five, four-hour trips by the Project Engineer.
6. **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.

SCOPE OF SERVICES - AVCON, INC.
CEW South Apron Rehabilitation CPS

7. **Review 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 of the work completed in conjunction with the Construction Inspector and certification by the Inspector and the Senior Project Manager that the pay application reflects the work performed and stored materials accepted.
8. **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.
9. **Participate in Substantial Completion Inspection:** Consultant shall attend a punch-list walk-through of the construction upon 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.
10. **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.
11. **Participate in Final Completion Walk-Through:** 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 substantial completion requirements and certification of the completion.
12. **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. Consultant 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 FAA and FDOT close-out requirements.

Task 3 – Limited Construction Observation Services (Not-To-Exceed)

1. **Construction Observer:** Consultant shall provide one limited part-time Construction Observer (other than the Sr. Project Manager) to monitor and track the progress of construction services performed by others. The following tasks describe the typical construction observation services to be provided by Consultant:
 1. General coordination with Okaloosa County project representatives
 2. Limited coordination with airport tenants and users
 3. Participation in Pre-Construction Conference
 4. Daily on-site monitoring of project progress
 5. Assistance to client as needed
 6. Liaison between Contractor, Engineer, and Client
 7. Coordination and scheduling of material acceptance testing
 8. Inspection of work on-site to verify accordance with contract documents
 9. Notifications of defective work or materials
 10. Review of project schedules
 11. Participation in weekly construction progress meetings

**SCOPE OF SERVICES - AVCON, INC.
CEW South Apron Rehabilitation CPS**

12. Review and inspection of erosion control devices
13. Field verifications of work quantities; validation of pay requests
14. Participation in substantial completion inspection
15. Participation in final completion inspection
16. Maintenance of daily project diary, photo logs, and record drawings.
17. Maintenance of records to be submitted to County, FDOT, and FAA
18. Other related services as requested by the County

Task shall assume participation by the Construction Observer up to, but not more than, 336 labor-hours. All construction observation services performed by AVCON shall be compensated at the contract rate of \$120.00 per actual labor-hour incurred. No separate compensation shall be made for per diem, vehicle, travel, or lodging costs.

SECTION C: SUBCONSULTANT SERVICES (Not-To-Exceed)

The following elements of work shall be performed as part of this scope by an approved subconsultant licensed to perform the work:

1. **Construction Material Acceptance Testing:** Construction Material Acceptance Testing shall be performed to provide assurance that constructed improvements comply with contract requirements.
2. **Perform As-Built Survey:** An as-built survey of the south apron and southwest taxiway area shall be prepared by the approved subconsultant. This work shall extend beyond the project limits to the extent necessary to ensure appropriate grade changes and transitions with existing grades.
3. **Electrical Engineering Support:** Electrical engineering support will be provided to review submittals, respond to contractor questions, and provide inspections for the high mast light replacement work.

SECTION D: ASSUMPTIONS AND EXCLUSIONS

Full-time Resident Project Representative (RPR) services are not included in this Scope of Services.

SECTION E: 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 Task 1 of the Scope of Work shall be included in the lump sum fees of which they are a part. Job-related travel and job-related expenses associated with Tasks 2 and 3 shall be billed under the Not-To-Exceed limit identified in Exhibit B at actual cost.

SECTION F: 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.

END OF SCOPE

CEW SOUTH APRON REHABILITATION CPS
BOB SIKES AIRPORT

Position:	SENIOR PROJECT MANAGER		PROJECT ENGINEER		CADD TECHNICIAN		CLERICAL		TOTAL	
Rate (\$/Hour):	\$165		\$120		\$95		\$50		Hours	Cost
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Task 1 - Bid Phase Services (Lump Sum)										
1. Validate Bid Drawings and Bid Manual	8	\$1,320	8	\$960	2	\$190	2	\$100	20	\$2,570
2. Revise Marking Plan per ECA Comments	8	\$1,320	4	\$480	12	\$1,140	0	\$0	24	\$2,940
3. Prepare and Coordinate Advertisement	4	\$660	0	\$0	0	\$0	0	\$0	4	\$660
4. Attend Pre-Bid Conference and Prepare Minutes	8	\$1,320	0	\$0	0	\$0	0	\$0	8	\$1,320
5. Prepare and Distribute Addenda and Responses to Questions	16	\$2,640	0	\$0	0	\$0	2	\$100	18	\$2,740
6. Review Bid Proposals	2	\$330	0	\$0	0	\$0	0	\$0	2	\$330
7. Prepare Bid Tabulation and Recommendation of Award	8	\$990	0	\$0	0	\$0	0	\$0	8	\$990
8. Prepare Conformed Construction Documents	4	\$660	0	\$0	4	\$380	0	\$0	8	\$1,040
Sub-Total Bid Phase Services:	68	\$9,240	12	\$1,440	18	\$1,710	4	\$200	90	\$12,690
Task 2: Construction Administration Services (Not-To-Exceed)										
1. Coordinate with Owner and Contractor During Construction	150	\$24,750	0	\$0	0	\$0	0	\$0	150	\$24,750
2. Participate in Pre-Construction Conference, prepare minutes	8	\$1,320	4	\$480	0	\$0	0	\$0	12	\$1,800
3. Participate in monthly (5) tenant coordination meetings	20	\$3,300	6	\$720	0	\$0	0	\$0	26	\$4,020
4. Participate in bi-weekly (12) on-site visits to review work	80	\$9,900	0	\$0	0	\$0	0	\$0	80	\$9,900
5. Participate in weekly (21) update meetings	105	\$17,325	20	\$2,400	0	\$0	0	\$0	125	\$19,725
6. Review Contractor Shop Drawings	40	\$6,600	8	\$960	0	\$0	8	\$400	56	\$7,960
7. Review Contractor Pay Applications	40	\$6,600	16	\$1,920	0	\$0	4	\$200	60	\$8,720
8. Coordinate RFIs with Contractor	36	\$5,940	16	\$1,920	16	\$1,520	0	\$0	68	\$9,380
9. Participate in Substantial Completion Inspection	12	\$1,980	6	\$720	0	\$0	0	\$0	18	\$2,700
10. Administer punch-list	6	\$990	4	\$480	0	\$0	0	\$0	10	\$1,470
11. Participate in Final Completion walk-thru	6	\$1,320	4	\$480	0	\$0	0	\$0	12	\$1,800
12. Prepare Record Drawings/Close-Out Documents	60	\$9,900	20	\$2,400	24	\$2,280	20	\$1,000	124	\$15,580
Sub-Total Construction Phase Services:	645	\$89,925	104	\$12,480	40	\$3,800	32	\$1,600	721	\$107,805

AVCON Professional Service Fees

Task 1 - Bid Phase Services	\$ 12,590	LS
Task 2 - Construction Administration Services	\$ 107,805	NTE
Task 3 - Limited Construction Observation Services (336 hrs @ \$120/hr)	\$ 40,320	NTE
Sub-Total AVCON Professional Service Fees:	\$ 180,715	NTE

Senior Project Manager: John Collins, P.E.
Project Engineer: Michael Brooker, E.I.
CAD Technician: Michael Billi
Construction Observer: Michael Brooker, E.I.
Clerical: Lisa Cartell

Subconsultant Fees

Section C - Construction Material Testing	\$ 30,000	NTE
Section C - As-Built Survey	\$ 6,000	NTE
Section C - Electrical Engineering Support	\$ 3,000	NTE
Sub-Total Subconsultant Fees:	\$ 39,000	NTE

Total Fee: \$ 189,716 NTE

Stephen Saxer

From: Amber Hammonds
Sent: Thursday, January 26, 2023 11:22 AM
To: Stephen Saxer; Robert Chad Rogers; Allyson Oury
Cc: DeRita Mason; Jeffrey Hyde
Subject: Signed and Ready for BCC - FW: AVCON Task Order 11 CEW South Apron Rehab
Attachments: Task Order 11 CEW South Apron Rehabilitation CPS 1-19-2023.pdf

Importance: High

Good morning Airports –

Task Order #11 for C19-2792-AP (attached) is ready for your department to take to the next board meeting. The task order will be on the Intent to Award (ITA) on 1/26/23 for the amount NTE \$199,715.00.

Avcon Inc.	C19-2792-AP	AP	Professional Architectural, Engineering and Aviation Planning Services for Bob Sikes Airport	NTE \$199,715.00	BCC	1
------------	-------------	----	--	---------------------	-----	---

Please let us know if you have any questions.

Thank you,
Amber Hammonds
Contracts & Lease Coordinator
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, FL 32536
Phone: (850) 689-5960 **ext. 6962** Fax: (850) 689-5970
Email: ahammonds@myokaloosa.com

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.



From: Stephen Saxer <ssaxer@myokaloosa.com>
Sent: Tuesday, January 24, 2023 12:58 PM
To: DeRita Mason <dmason@myokaloosa.com>
Cc: Robert Chad Rogers <rrogers@myokaloosa.com>; Allyson Oury <aoury@myokaloosa.com>
Subject: AVCON Task Order 11 CEW South Apron Rehab

DeRita,

Attached is the latest task order for approval for C19-2792-AP. I believe this one will need to go to the board for final approval.

Let me know if you need anything else from me.

Thank you,

Stephen Saxer
Airports Finance & Project Development Specialist
Okaloosa County Airports
1701 State Road 85 N
Eglin AFB, FL 32542-1498
(850) 651-7160 Ext. 1007
Fax: (850) 651-7164
E-mail: ssaxer@myokaloosa.com

www.FlyVPS.com



Destin Executive Airport (DTS) - Destin-Fort Walton Beach Airport (VPS) - Bob Sikes Airport (CEW)

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.