

TASK ORDER APPROVAL FORM

CONTRACT #: C20-2959-AP

TASK ORDER #: 5

Project name: SWPPP Updates at Okaloosa County Airports

TASK ORDER AMOUNT: \$ \$52,645.00

**CONTRACT #: C20-2959-AP
REYNOLDS, SMITH AND HILLS, INC. (RS&H)
GENERAL A & E SERVICES FOR OKALOOSA
COUNTY AIRPORTS
EXPIRES: 3 YRS W/ 2 (1) ONE YEAR RENEWALS**

OFFERED BY CONSULTANT:

RS&H Inc.

FIRM'S NAME

Dale R. Stubbs

REPRESENTATIVE'S PRINTED NAME

Digitally signed by



RS&H Inc. A&E

SIGNATURE

Vise President, Aviation

7/8/2022

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 A.

Digitally signed by Tracy
A. Stage, A.A.E.
Date: 2022.07.25
12:39:23 -05'00'

Stage, A.A.E.

SIGNATURE Tracy Stage A.A.E

Jeffrey A

Digitally signed by Jeffrey
A Hyde
Date: 2022.07.26
07:43:21 -05'00'

Hyde

PURCHASING MANAGER

Airports Director

TITLE

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2022.07.26 08:19:36 -05'00'

OMB Director/DATE

DATE

John Hofstad

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Hofstad
Date: 2022.07.26
09:59:39 -05'00'

COUNTY ADMINISTRATOR John Hofstad
(if applicable)

CHAIRMAN-
(if applicable)

DATE

DATE

RS&H Project No. 1048-1915-005
Client Project No. _____
Short Title: Okaloosa County Airports SWPPP

WORK ORDER

Work Order No. 5
Date: 07-06-2022

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 Fort Walton Beach Airport (VPS), Eglin AFB, Florida
Destin Executive Airport (DTS), Destin, Florida
Bob Sikes Airport (CEW), Crestview, Florida

Project Description/Scope of Services: The purpose of this project is for the CONSULTANT to provide professional services associated with the preparation of SWPPP’s meeting the requirements of the State of Florida MSGP authorized by FDEP at VPS, DTS and CEW. 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 \$52,645.00. CONSULTANT shall be compensated based on a percentage complete basis.

Schedule: Final Airport SWPPP’s within 15 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: Tracy A. Stage, A.A.E. Digitally signed by Tracy A. Stage, A.A.E. Date: 2022.07.25 12:39:37 -05'00'

Print Name: Tracy Stage

Title: Airports Director

Date: 7/25/22

RS&H:

RS&H, Inc.

By: [Signature] DocuSigned by: 44C956A964EF...

Print Name: Dale Stubbs

Title: Vice-President - Aviation

Date: 7/6/2022

ATTEST:

By: [Signature] DocuSigned by: 12007420008... Assistant Corporate Secretary

[CORPORATE SEAL]

***SWPPP Updates at
Okaloosa County Airports
Scope of Work***

Version 1.0

June 10, 2022

Okaloosa County Airports

Okaloosa County, FL

RS&H Project No.: 248-1915-005

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

I PROJECT DESCRIPTION

The Okaloosa County Airports (Owner or Client) owns and operates Destin Fort Walton Beach Airport (VPS), Destin Executive Airport (DTS) and Bob Sikes Airport (CEW). The Owner has selected RS&H, Inc. (Consultant) to provide professional services preparation of individual stormwater pollution prevention plans (SWPPPs) for VPS, DTS, and CEW Airports meeting the requirements of the State of Florida Multi-Sector Generic Permit for Stormwater Discharge Associated with Industrial Activity (MSGP) authorized by the Florida Department of Environmental Protection (FDEP). Okaloosa County operates the three facilities and is the MSGP permit holder with FDEP. Based on the industrial activities occurring at the site, VPS (FDEP Facility ID No. FLR05A966-004), DTS (FDEP Facility ID No. FLR05A818), and CEW (FDEP Facility ID No. FLR05A819) are covered under Sector S -Air Transportation Facilities. Permit coverage under the MSGP expires on the following dates:

- July 15, 2022 for VPS
- November 5, 2022 for DTS
- December 11, 2021 for CEW

The project will prepare the required documentation to submit the Notice of Intent (NOI) for renewal under the MSGP.

Sector S of the MSGP requires: "Each SWPPP must be kept current and should be developed in accordance with Part IV." The major items that must be included in the SWPPP are below:

- Pollution Prevention Team
- Description of Potential Pollutant Sources
- Site Drainage Map
- Inventory of Exposed Materials
- List of significant spills and leaks
- Sampling Data
- Summary of Potential Pollutant Sources
- Description of stormwater management controls
- Spill Prevention and Response Procedures
- Sampling/Monitoring Plan
- Recordkeeping and Reporting Procedures

The following tasks represent the scope of services required to deliver the updated SWPPP. This scope of services assumes the current MSGP (originally issued by FDEP in 1995) will continue to

be effective during the duration of the services. If FDEP issues a new permit, additional services may be required and will be coordinated with the Owner at that time.

II PROJECT TASKS

TASK 1 PROJECT MANAGEMENT

Task 1.1 Project Management

The Consultant will provide project management which will consist of the development of a Project Work Plan and maintenance and monitoring of the plan for the duration of the assignment. The Consultant will monitor the scope, schedule and budget and coordinate with the client (through telephone conversations, e-mail correspondence and meetings). The Consultant will track project expenditures such that invoicing will meet Okaloosa County accounting standards. RS&H will provide regular progress updates to the Airport staff.

TASK 2 AIRPORT SWPPP DATA COLLECTION AND VERIFICATION

Task 2.1 Data Collection

The Consultant will collect and/or request data from appropriate Okaloosa County Airport staff for VPS, DTS, and CEW. The Owner will provide RS&H with available information and electronic data pertinent to completing the three SWPPPs including, but not limited to:

- Locations and contents of bulk oil storage tanks, treatment systems and storage units including but not limited to oil/water separators, connecting piping and other oil storage structures.
- Surface grading and drainage features including topography, pipes, channels, and pond configurations.
- Existing secondary containment measures and/or diversionary structures (i.e., concrete containment structures, berms, ditches, and/or ponds).
- List and location of all tenants and facilities.
- List of spills for the last three years, if any.

The Consultant will prepare a tenant questionnaire to be distributed to all co-participating tenants by the Owner. The questionnaire will require information from the tenant such as a point of contact, standard industrial classification (SIC) code, description of industrial activities performed, an inventory of potential contaminants used and stored at the facility, Best Management Practices (BMPs) being used, and current spill procedures.

Task 2.2 Site Investigation and Kickoff Meeting

The Consultant will attend a kick-off meeting with the Owner and conduct a two-day site investigation, visiting VPS, DTS, and CEW during this time, to field verify industrial activity areas identified in the data collection and tenant questionnaires. Field verification will include documentation of conditions at each infrastructure location at the time of the site inspection through photographs, field measurements, visual inspection, and field notes. The Consultant will observe and document the disposition of the storm water controls, collection devices, and outfalls on each airport. In addition, the Consultant will observe and document the current and/or planned locations of regulated substances and their proximity to storm water drainage. The use of structural and non-structural storm water Best Management Practices (BMPs), as they correspond to the use and processing of regulated materials, will be observed and documented. The Consultant will coordinate the site investigation schedule in advance of the site visit with the appropriate airport staff.

During the site investigation, the Consultant will identify and photograph existing storm water observation and sampling locations, as applicable to the MSGP requirements. The Owner will provide contact information for anyone currently conducting water quality sampling to facilitate evaluation of potential pollutant discharges into the storm water. These locations will be incorporated into each airport SWPPP.

The Owner will provide access to the buildings, landside and airside areas, structures, drainage areas, potential pollutant source areas, and industrial activity areas. The Owner will also provide access to the appropriate representatives for collection and confirmation of the data, physical structures, practices, and photos necessary for the preparation of the airport SWPPP. The Owner will notify tenants as necessary that inspections will be taking place at their facility.

During the site visit, the Consultant will collect information for the Annual Comprehensive Site Inspection form, which is an annual permit requirement to be maintained in the SWPPP. Additionally, the Consultant will prepare a brief (1-2 page) report documenting findings of the inspection and summary of non-compliance issues.

TASK 3 AIRPORT SWPPP DEVELOPMENT**Task 3.1 Draft Airport SWPPP**

The Consultant will use the information obtained and created in Task 2 above to prepare the draft SWPPP for VPS, DTS, and CEW following requirements outlined in the MSGP including:

- Title Page containing the following information:
 - Name of the site
 - Name of the site operator or owner.

- Site or file number as indicated on the permit.
 - Contact person's name and telephone number.
 - Physical address, including county, and mailing address if different.
- Site Description containing the following information:
 - A description of the industrial activities conducted at the site. Include a description of the significant materials that are stored, used, treated or disposed of in a manner that allows exposure to storm water. Also describe the methods of storage, usage, treatment or disposal.
 - A general location map showing the location of the site in relation to surrounding properties, transportation routes, surface waters and other relevant features.
- A Site Map including the following:
 - drainage patterns;
 - drainage and discharge structures (piping, ditches, etc.);
 - outline of the drainage area for each storm water outfall;
 - paved areas and buildings within each drainage area;
 - areas used for outdoor manufacturing, treatment, storage, or disposal of significant materials;
 - existing structural control measures for reducing pollutants in storm water runoff;
 - material loading and access areas;
 - hazardous waste treatment, storage and disposal facilities;
 - location of wells including waste injection wells, seepage pits, drywells, etc., and
 - location of springs, wetlands and other surface water bodies both on site and adjacent to the site.
- Estimates of the amount of impervious surface area (including paved areas and building roofs) relative to the total area drained by each storm water outfall.
- For each area of the site where a reasonable potential exists for contributing pollutants to storm water runoff, identify the potential pollutants that could be present in storm water discharges.
- The name(s) of the receiving water(s) for storm water drainage. If drainage is to a municipal storm sewer system, the name(s) of the ultimate receiving waters and the name of the municipality.
- Identification of the discharge outfall(s) and the point(s) where storm water monitoring will occur as required by the MSGP. If storm water monitoring is required, RS&H will establish a storm water sampling plan for the identified points.
- Site Controls that are appropriate for the site.
- Incorporation by reference of any existing signed Airport Spill Prevention, Control and Countermeasure (SPCC) Plan
- Preventative Maintenance
- Employee Education

- Record Keeping and Internal Reporting Procedures

The Consultant will prepare a tenant questionnaire to be distributed to all co-participating tenants by the Owner. The questionnaire will require information from the tenant such as a point of contact, standard industrial classification (SIC) code, description of industrial activities performed, an inventory of potential contaminants used and stored at the facility, Best Management Practices (BMPs) being used, and current spill procedures.

The format for each airport SWPPP will be similar to the previously utilized format, modified as necessary to address changes at each airport.

Task 3.2 Draft Airport SWPPP Internal Quality Control Review

The Consultant will conduct an internal quality control review of each Draft Airport SWPPP in advance of the formal submittal to the Owner. The review will be conducted by an RS&H Professional Engineer (PE) who will review the documents for completeness.

Task 3.3 Draft Airport SWPPP Review Meeting

The Consultant will attend and participate in one virtual review meeting to review the Draft Airport SWPPPs with the Owner. The Consultant will be prepared to fully discuss the documents in an effort to make the necessary decisions to advance and progress with the next phase of the project. The Consultant will provide minutes of the meeting and distribute to all attendees.

Task 3.4 Final Airport SWPPP

The Consultant will incorporate comments from the Owner to generate Final Airport SWPPPs for VPS, DTS, and CEW.

Task 3.5 Final Airport SWPPP Internal Quality Control Review

The Consultant will conduct an internal quality control review of each Final Airport SWPPP:

Task 3.6 FDEP NPDES MSGP Notice of Intent

The Consultant will prepare and submit a Notice of Intent (NOI) to the FDEP with all required information for the MSGP Permit renewal for the Owner. This task will include one response to comments and/or questions from the FDEP.

Note: It is assumed that the Owner will directly pay any permitting fees (estimated \$500 per NOI).

TASK 4 TRAINING

Task 4.1 Training Presentation Development

The Consultant will develop a PowerPoint presentation which will be utilized to convey all relevant Airport SWPPP information to Okaloosa County Airports staff and tenants. The PowerPoint presentation will be presented to Okaloosa County Airports staff and tenants during training sessions conducted by RS&H as part of Task 4.2. A copy for the PowerPoint presentation will be provided to the Airport for use during future training sessions if desired.

Task 4.2 Training

The Consultant will conduct one (1) 1-hour live, online training event (i.e. Zoom or Teams) to convey relevant information included in the Airports SWPPPs to Okaloosa County Airports staff and tenants. The session will be taught by RS&H and will utilize the PowerPoint presentation developed as part of Task 4.1. The Owner will invite tenants and staff to attend the online training.

TASK 5 ANNUAL COMPLIANCE

Task 5.1 Project Management

The Consultant will provide project management for annual compliance tasks.

Task 5.2 Annual Tenant Questionnaire

The Consultant will coordinate a tenant questionnaire to be distributed to all tenants by the Owner annually. The questionnaire will require information from the tenant such as a point of contact, description of industrial activities performed, an inventory of potential contaminants used and stored at the facility, Best Management Practices (BMPs) being used, and current spill procedures.

Task 5.3 Annual Comprehensive Site Inspection

The Consultant will conduct a two-day Airport site inspection visiting each airport to collect information for the Annual Comprehensive Site Inspection form, which is an annual permit requirement to be maintained in the SWPPP.

Task 5.4 Annual Compliance Report

The Consultant will prepare a report documenting results of annual inspections and questionnaires and summary of non-compliance issues. The Owner will coordinate with staff and tenants as necessary to address non-compliance issues. The report will also include the tenant questionnaires. The Consultant will provide the annual compliance report to the Owner in PDF format to be included as an attachment to the SWPPP.

Task 5.5 Online DMR Reporting

The Consultant will submit annual Discharge Monitoring Reports using the FDEP Business Portal as required by the MSGP.

Task 5.6 Training

The Consultant will email out each year electronic training presentation with annual questionnaires to the Owner and tenants. The electronic training will utilize the PowerPoint presentation developed as part of Task 4.1. The Owner will provide email addresses of tenants and staff to attend the training.

III MEETINGS AND PRESENTATIONS

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

- » Project Kick-Off Meeting, Site Visit, and Facility Inventory at the Airport (first year only)
- » Virtual Draft Airport SWPPP Review Meeting (first year only)
- » Airport SWPPP Training Presentation (live online first year only)

IV DELIVERABLES

RS&H will provide the following deliverables for Tasks 1 – 4:

- » Draft Airport SWPPP for VPS, DTS, and CEW (3 PDFs)
- » Final Airport SWPPP and FDEP NOI for VPS, DTS, and CEW (3 PDFs, 3 MS Word files)
- » Training PowerPoint Presentation (1 PDF, 1 MS PowerPoint file)

RS&H will provide the following deliverables for Tasks 5:

- » Annual Compliance Report (1 PDF each year)

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).

Task	Date
Notice to Proceed (NTP)	TBD
Airport SWPPP Data Collection	3 weeks from NTP
FDEP NOI Submittal	1 week from Data Collection
Airport Site Visit and Kickoff Meeting	2 weeks from Data Collection
Draft Airport SWPPP	8 weeks from Site Visit
Draft Airport SWPPP Review Meeting	2 weeks from Draft SWPPP
Final Airport SWPPP	3 weeks from review meeting
SWPPP Training	As scheduled

VI ASSUMPTIONS AND EXCLUSIONS

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

- » Permitting fees will be paid directly by the Owner


The following items are excluded from this Scope of Work:

- » NEPA documentation
- » Design Phase Services
- » Additional meetings other than those identified in Section III
- » Topographic survey
- » Aerial survey
- » Geotechnical Investigation

- » RS&H will only perform services/work related in any way to PFAS chemicals or substances possibly containing PFAS chemicals (including but not limited to sampling, handling and remediating) to the extent the Okaloosa County Airports specifically directs, in writing, RS&H to perform such services/work, and RS&H shall not be liable for the nonperformance of such services/work.

VII PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for a Fixed Lump Sum Fee of \$64,630 for Tasks 1 – 4 and a Fixed Lump Sum Fee of \$34,180 for Task 5 for a total Fixed Lump Sum Fee of \$98,810. See Attachment A for a breakdown of costs.

Okaloosa County Airports General Consultant Contract		
Destin-Fort Walton Beach (VPS), Destin Executive (DTS), and Crestview Bob Sikes (CEW)		
SWPPP Updates		
Attachment A - Project Costs		
		
SUMMARY		
A. BASIC SERVICES		
Task 1 - Project Management		Fee \$3,740
Task 2 - Airport SWPPP Data Collection and Verification		\$9,050
Task 3 - Airport SWPPP Development		\$38,070
Task 4 - Training		\$785
DIRECT AND REIMBURSABLE EXPENSES		\$1,000
	Subtotal Basic Services	\$52,645
SUMMARY:		
	Total Proposed Fee	\$52,645
<small>*For a breakdown of hours, see attached fee spreadsheets.</small>		



Okaloosa County Airports General Consultant Contract
 Destin-Fort Walton Beach (VPS), Destin Executive (DTS), and Crestview Bob Sikes (CEW)
 SWPPP Updates
 Attachment A - Project Costs

SCOPE / TASK TITLE	CLASSIFICATION / RATE						TOTAL
	PRINCIPAL	PROJECT MANAGER	SENIOR ENGINEER	ENGINEER	ENVIRONMENTAL SPECIALIST	ADMIN	
	\$200.00	\$185.00	\$200.00	\$130.00	\$100.00	\$65.00	
BASIC SERVICES							
Task 1 - Project Management							
1.1 Project Management		16				12	28
	0	16	0	0	0	12	28
TASK 1 - SUBTOTAL HOURS	0	16	0	0	0	12	28
SUBTOTAL DIRECT LABOR \$	\$0	\$2,960	\$0	\$0	\$0	\$780	\$3,740
SUBTOTAL BURDENED LABOR @	1.00						\$3,740
Task 2 - Airport SWPPP Data Collection and Verification							
2.1 Data Collection		2	4	16	16		38
2.2 Site Visit and Kickoff Meeting			13		16		29
	0	2	17	16	32	0	67
TASK 2 - SUBTOTAL HOURS	0	2	17	16	32	0	67
SUBTOTAL DIRECT LABOR \$	\$0	\$370	\$3,400	\$2,080	\$3,200	\$0	\$9,050
SUBTOTAL BURDENED LABOR @	1.00						\$9,050
Task 3 - Airport SWPPP Development							
3.1 Draft Airport SWPPP			48	64	72	0	192
3.2 Draft Airport SWPPP Internal Quality Control Review		6	6	6			18
3.3 Draft Airport SWPPP Review Meeting		2	2				4
3.4 Final Airport SWPPP			5	12	12		30
3.5 Final Airport SWPPP Internal Quality Control Review		6	6	6			18
3.6 FDEP NPDES MSGP Notice of Intent			2	4	6		12
	0	14	70	92	90	8	274
TASK 3 - SUBTOTAL HOURS	0	14	70	92	90	8	274
SUBTOTAL DIRECT LABOR \$	\$0	\$2,580	\$14,000	\$11,980	\$9,000	\$520	\$38,070
SUBTOTAL BURDENED LABOR @	1.00						\$38,070
Task 4 - Training							
4.1 Training Presentation Development					4		4
4.2 Training (live-online)		1	1				2
	0	1	1	0	4	0	6
TASK 4 - SUBTOTAL HOURS	0	1	1	0	4	0	6
SUBTOTAL DIRECT LABOR \$	\$0	\$185	\$200	\$0	\$400	\$0	\$785
SUBTOTAL BURDENED LABOR @	1.00						\$785
TASKS 1 THRU 4 - SUBTOTAL HOURS	0	33	88	108	126	20	375
TOTAL DIRECT LABOR \$	\$0	\$6,105	\$17,600	\$14,040	\$12,600	\$1,300	\$51,645
TOTAL BURDENED LABOR @	1.00						\$51,645
TOTAL BASIC SERVICES (RS&H):							\$51,645
DIRECT AND REIMBURSABLE EXPENSES							
REPRODUCTION (Project Deliverables)		# DWGS @ \$0.17	# DWGS @ \$0.54	# PAGES @ \$0.07	#SETS		
Drawings - 11X17							\$0
Drawings - Color							\$0
Record Drawings							\$0
Reports/Specifications							\$0
TOTAL REPRODUCTION							\$0
TRAVEL		# TRIPS @ \$1,000.00					
Refer to the "Travel" section in scope of services for more information.							
Trip		1					\$1,000
Parking							\$0
TOTAL TRAVEL							\$1,000
PERMIT REVIEW FEES (Not included. To be paid for directly by Okaloosa County)							\$0
TOTAL DIRECT AND REIMBURSABLE EXPENSES (RS&H):							\$1,000
BASIC SERVICES:							
RS&H							\$51,645
Total Labor							\$51,645
DIRECT AND REIMBURSABLE EXPENSES:							
RS&H							\$1,000
Total Expenses							\$1,000
TOTAL PROPOSED FEE:							\$52,645