

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 11/17/2015

Department: Airports

Bulk Item: Yes

Staff Contact Person/Phone #: Donald DeGraw

Phone #: 809-5200

AGENDA ITEM WORDING: Approval of Jacobs Project Management Co.'s Task Order #12/14-43 for the Services Authorized: Emergency Alert System PSO #43 in the amount of \$83,404 to be funded by FDOT-AQE35 Supplemental# 4 grant ^{pending} and local match from Airport Operating funds (Planning Studies).
executed 10-29-15

ITEM BACKGROUND: This services is to develop a design for the deployment of an integrated , automated emergency alert system, including an opinion of probable costs associated with each major element of the work for budgetary purposes, as outlined in Exhibit A Scope of Services..

PREVIOUS RELEVANT BOCC ACTION: Approval of Master Agreement for Professional Services with Jacobs dated November 16, 2011, as amended September 16, 2015.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Approval.

TOTAL COST: \$83,404 **INDIRECT COST:** NA **BUDGETED:** FDOT Grant Pending

DIFFERENTIAL OF LOCAL PREFERENCE: NA

COST TO COUNTY:None **SOURCE OF FUNDS:** FDOT-Grant pending/KWIA Operating

COST TO AIRPORT: Match 50%

COST TO PFC: _____

REVENUE PRODUCING: N/A

AMOUNT PER YEAR: N/A

APPROVED BY: County Attorney *[Signature]*

OMB/Purchasing *CB*

Risk Management *MJ*

DOCUMENTATION: Included X

Not Required _____

DISPOSITION: _____

AGENDA ITEM # _____

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: Jacobs Project Management Co.

Contract #
 Effective Date: Execution
 Expiration Date: 365 Days

Contract Purpose/Description: Task Order #12/14-43 for the Services Authorized: Emergency Alert System PSO#43.

Contract Manager: Donald DeGraw # 5200 Airports - Stop # 5
 (name) (Ext.) (Department/ Stop)

for BOCC meeting on: 11/17/2015

Agenda Deadline: 11/3/2015

CONTRACT COSTS



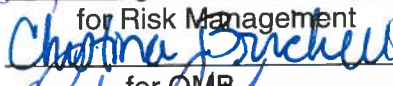
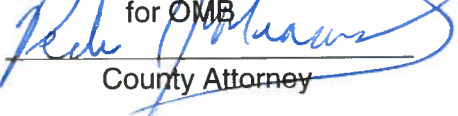
Total Dollar Value of Contract: \$83,404 Current Year Portion: 83,404
 Budgeted? FY16 Account Codes: 404-630162-GAKD128
 Grant: FDOT-AQE35 Supplemental#4 grant pending ~~10-29-15~~ *executed*
 Airport: KWIA Operating

ADDITIONAL COSTS

Estimated Ongoing Costs:
 (not included in dollar value above)

For:
 (eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed		Reviewer	Date Out
		Yes	No		
Airports Director	<u>11/2/15</u>	()	(X)	 Donald DeGraw	<u>11/2/15</u>
Risk Management	<u>10/28/15</u>	()	(X)	 for Risk Management	<u>10/28/15</u>
O.M.B./Purchasing	<u>10/28/15</u>	()	(V)	 for OMB	<u>10/28/15</u>
County Attorney	<u>10/26/15</u>	()	(X)	 County Attorney	<u>10/27/15</u>

Comments: _____

MASTER AGREEMENT FOR PROFESSIONAL SERVICES

TASK ORDER FORM

Effective Date _____ Task Order No. 12/14-43

Client Project No. _____ Engineer Project No. E9Y16743

This Task Order is entered into on the effective date noted above pursuant to the "Master Agreement for Professional Services" between Monroe County, Florida ("Client") and JACOBS PROJECT MANAGEMENT CO. ("Consultant"), dated November 16, 2011 ("Agreement"). The Agreement is incorporated herein and forms an integral part of this Task Order.

Services Authorized: Emergency Alert System – PSO #43

Client authorizes Consultant to perform the Services described in Exhibit A attached hereto and incorporated herein, which Exhibit A is marked with the above noted Task Order No. and consists of 4 page(s).

Pricing

N/A Time and Expense per Agreement and Appendix B to the Agreement.

X Firm Fixed Price of \$ 83,404.00

N/A Other (Describe):

Schedule

Services may commence on Execution

Services will cease by 365 days

Other

(SEAL)

ATTEST: AMY HEAVILIN, CLERK

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Mayor/Chairman

CONSULTANT:
JACOBS PROJECT MANAGEMENT CO

By [Signature]
Title Director VP

Witness [Signature]

File: *MSTR.APS – Monroe County*

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM
[Signature]
PEDRO J. MERCADO
ASSISTANT COUNTY ATTORNEY
Date 12/27/15

**Exhibit A – (12/14-43)
Scope of Services
Monroe County Airports
Key West International Airport**

Emergency Alert System – PSO# 43

Scope:

The purpose of the work is to develop a design for the deployment of an integrated, automated emergency alert system, including an opinion of probable costs associated with each major element of the Work for budgetary purposes. Existing subsystems to be addressed include:

1. Air Traffic Control Tower (ATCT) Crash Phone
2. Emergency Radio
3. Code Red
4. Related Fire Alarm interfaces
5. Security Access Control & Alarm Monitoring
6. Security Badging
7. Video Surveillance & Recording
8. Associated Communications Networks

Article A – Data Collection

The work shall include review of existing documentation, meetings with the County, survey of the site, interviews with users/operators, design, and bid/award services. The scope of work includes the following tasks:

1. Kick-off Conference Call: Speak with the County to discuss scope, intent of the project and project approach.
2. Documentation Review: Gather all necessary documents in usable format as needed for the systems listed above. Required documents (electronic versions) include site plans, floor plans, as-built drawings, network topology, diagrams, schedules, product literature, equipment lists, etc.
3. Site Visit and Assessment: Perform a walk-through of the site to observe existing systems listed above. Meet with the County and Users during the site visit as necessary to establish desired functionality and safety/security concerns within the scope of the project. Discuss existing system interfaces and operational procedures.

Article B – Design

The design of the Emergency Alert System will be completed as outlined below:

1. Schematic Design (30%): Produce 30% design drawings and Engineer's Report to reflect desired integration of new and existing systems for County approval. Drawing package shall include reference sheets, site plans, floor plans, and block diagrams. Engineer's Report shall briefly include executive summary, background information, existing conditions, and design elements included in the 30% Package.
2. 30% Review Meeting: Hold a conference call with the County to discuss review comments of the 30% Package and respond one time in writing.
3. Design Development (60%): Produce 60% design drawings, draft technical specifications, and Engineer's Report for County approval. Drawing package shall include updated 30% drawings, interconnect diagrams, risers, schedules, and details. Engineer's Report shall be updated to include design elements included in the 60% Package and an engineer's opinion of probable construction costs.
4. 60% Review Meeting: Hold a conference call with the County to discuss review comments of the 60% Package and respond one time in writing.
5. Construction Documents (90%): Produce 90% design drawings, technical specifications, and Engineer's Report for County approval. Drawing package shall include updated 60% drawings based on approved comments from the 60% Package. Engineer's Report shall be updated to include design elements included in the 90% Package and an updated engineer's opinion of probable construction costs.
6. 90% Review Meeting: Meet with the County to discuss final review comments of the 90% Package to be incorporated into the Final Package.
7. Final Construction Documents (100%): Produce Bid Documents, including 100% design drawings, specifications, and engineer's opinion of probable construction costs.

Article C – Bid Phase Services

Upon completion of the construction documents and at the request of the Airport, Jacobs will prepare the project documents for bidding. Jacobs will perform bidding support services, the following terms will apply:

- A. The County appoints Jacobs as its Agent, and Jacobs accepts such appointment to perform bid/procurement services on the County's behalf in connection with the project.
- B. Such services shall be performed under the County's direction and in accordance to such forms, terms and conditions, or modifications or revisions to same as the County may in its sole discretion at any time

instruct Jacobs to use. All services shall be carried out in accordance with the procedures mutually agreed upon by the County and Jacobs.

- C. Jacobs shall not have authority to accept or bind the County in any way to changes, modifications, revisions, alterations, amendments, or supplemental, additional, or different terms and conditions (hereinafter referred to as "deviations") which may be submitted or requested by a vendor or contractor. Jacobs shall immediately submit any deviations from the County's standard terms and conditions to the County for review by the County's Purchasing Manager or their representative and such deviations shall not be accepted by Jacobs unless Jacobs receives express written approval thereof from the County's Project and/or Purchasing Manager or their representative.
- D. All documents issued by Jacobs hereunder shall be signed by Jacobs for the County if so directed. The ownership and title of all items purchased hereunder shall pass directly from the selling party to the County, and Jacobs shall at no time be a party to such transaction other than as agent of the County. The County shall have the unilateral right to have the commitment authority of Jacobs, its employee or this limited agency authorization in its entirety revoked and cancelled at any time, with or without cause. The County shall be obligated directly to the selling party for all payments for materials, equipment, supplies and services procured hereunder.
- E. The County shall hold Jacobs and its employees harmless from any claims, suits or liabilities arising out of any breach or other failure of performance by any contractor, vendor or supplier under any contract or purchase order issued by Jacobs hereunder.

The following task will be performed as part of the bid phase services:

- Coordinate with the County Purchasing Department and the Airport to advertise for bids.
- Coordinate with the County to provide electronic copies of the bid documents to prospective bidders
- Prepare for and attend a project pre-bid conference
- Prepare responses to address requests for information from prospective bidders
- Prepare and coordinate the issuing one (1) addendum with the County purchasing department.
- Revise bid documents as necessary for the addendum
- Review bids for responsiveness
- Prepare a bid tabulation
- Make a recommendation for award based on review of the bid information submitted.

System Integration:

The following represents Jacobs' understanding of the automated emergency alert system integration requirements for this project:

1. Integrate ATCT Crash Phone system with automatic group calls and land mobile radio (LMR) communications. Group calls include ARFF, Airport Operations, County Sheriff's Office, Security, etc. May include replacement of analog crash phone with voice over IP (VoIP) and use of radio over IP (RoIP) via gateways connected to the existing airport network.
2. Integrate the Lenel ACS with the Avigilon CCTV for automatic camera cue-up upon and alarm or event. Include software upgrades to systems as necessary and possible redundancy of headend servers.
3. Incorporate Lenel "Mobile Monitoring" for real-time monitoring of alarms on mobile devices.

Assumptions:

It is assumed that the following will be provided by the County:

1. All documentation referenced for all of the systems listed will be provided to Jacobs prior to the site visit.
2. Staff familiar with all of the operations, systems and interfaces listed herein shall be available during the site visit in order to sufficiently gather information.

Exclusions:

The Scope of Work does not include the following:

1. Paging Systems, Voice Evacuation Systems, or Fire Alarm Systems (only applicable interfaces are included).
2. Power Distribution Systems.
3. Any significant changes to the systems integration requirements after the 90% design approval, including re-packaging of the bid documents.

Monroe County
Key West International Airport
Emergency Alert System - PSO #43 (12/14-43)

FEE SUMMARY

BASIC SERVICES

	Hours	Fee	DBE AMOUNT
Article A: Data Collection	70	\$ 16,673	
Article B: Design	214	\$ 47,424	
Article C: Bid Phase Services	96	\$ 19,307	
Total Basic Services Lump Sum Fee	380	\$ 83,404	\$ -

TOTAL LUMP SUM PROJECT FEE	380	\$ 83,404	\$ -
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DBE Percentage 0.00%

Monroe County

Airport:

Key West International Airport

Project:

Emergency Alert System - PSO #43 (12/14-43)

Article A: Data Collection

	WORK ITEM	Subject Matter Expert	Sr. Proj. Manager	Sr. Project Engineer	Project Engineer	Engineer	Designer	Sr. CADD Tech	Clerical	TOTAL
1	Project Management	2	1							3
2	Coordination with Monroe County Airport Staff	4	1							5
3	Review and Prepare Documentation for Site Verification Visit	12		8						20
4	Attend 1 Site Visit (2 Days)	24	18							42
	TOTAL HOURS	42	20	8	0	0	0	0	0	70
	RATE	\$ 220.00	\$ 195.00	\$ 140.00	\$ 123.00	\$ 90.00	\$ 85.00	\$ 90.00	\$ 58.00	-----
	PAYROLL ESTIMATE	\$ 9,240	\$ 3,900	\$ 1,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,260

TOTAL PAYROLL FEE \$ 14,260

Subconsultants \$ -
 \$ -
 \$ -
 \$ -

Subconsultants \$ -
 Expenses \$ 2,413
 Cost Plus Fee Total \$ 16,673

Task	Expenses:	
Rental Car (1 visit @ \$96/day)		\$ 192
Gas for Car Rental On-Site		\$ 15
Lodging/Meals Per Diem (1 visit @ \$275/day, 2 days for 2 attendees)		\$ 1,100
Airfare (1 visit @ \$500/visit, 2 attendee)		\$ 1,000
Airport Parking (1 visit @ \$25/day, 1 attendee)		\$ 50
Personal Miles (1 attendee, 1 visit @ \$46/visit)		\$ 46
Misc. (Shipping/Printing)		\$ 10
Total Expenses		\$ 2,413

TOTAL FEE \$ 16,673

Monroe County

Airport:

Key West International Airport

Project:

Emergency Alert System - PSO #43 (12/14-43)

Article B: Design

	WORK ITEM	Subject Matter Expert	Sr. Proj. Manager	Sr. Project Engineer	Project Engineer	Engineer	Designer	Sr. CADD Tech	Clerical	TOTAL
1	30% Schematic Design	32		8						40
2	30% Review	4								4
3	60% Design Development	64		24						88
4	60% Review	4								4
5	Develop Monroe County Front End Documents		12							
6	90% Construction Documents	40		12						52
7	90% Review Meeting	4								4
8	100% Bid Documents	16		6						22
	TOTAL HOURS	164	12	50	0	0	0	0	0	214
	RATE	\$ 220.00	\$ 195.00	\$ 140.00	\$ 123.00	\$ 90.00	\$ 85.00	\$ 90.00	\$ 58.00	-----
	PAYROLL ESTIMATE	\$ 36,080	\$ 2,340	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,420

TOTAL PAYROLL FEE \$ 45,420

Subconsultants: \$ -
 \$ -
 \$ -
 \$ -

Subconsultants \$ -
 Expenses \$ 2,004
 Cost Plus Fee Total \$ 47,424

Task Expenses:

Rental Car (2 visits @ \$96/day) \$ 192
 Gas for Car Rental On-Site \$ 30
 Lodging Meals Per Diem (2 visits @ \$275 day, 2 days for 1 attendee) \$ 550
 Airfare (2 visits @ \$500 visit, 1 attendee) \$ 1,000
 Airport Parking (2 visits @ \$25 day, 1 attendee) \$ 100
 Personal Miles (1 attendee, 2 visits @ \$46 visit) \$ 92
 Misc. (Shipping Printing) \$ 40
 Total Expenses \$ 2,004

TOTAL FEE \$ 47,424

Monroe County

Airport:

Key West International Airport

Project:

Commercial Apron Pavement Rehabilitation (Design)

Article E: Bid Phase Services

	WORK ITEM	Proj. Director	Sr. Proj. Manager	Sr. Engineer	Project Engineer	Engineer	Designer	Sr. CADD Tech	Clerical	TOTAL
1	Coordinate bid advertisement and posting of bid documents with the County		8							8
2	Prepare for and attend the Pre-Bid Conference	12	8						4	24
3	Prepare responses to RFIs Issue Addenda	8	8	2					4	22
4	Revisions to Bid Drawings		2							2
5	Evaluate & Review Bids for Responsiveness	8	4						4	16
6	Prepare a Bid Tabulation	6	4			6			4	20
7	Make Recommendation for Award		2			2				4
	TOTAL HOURS	34	36	2	0	8	0	0	16	96
	RATE	\$ 220.00	\$ 195.00	\$ 140.00	\$ 123.00	\$ 90.00	\$ 85.00	\$ 90.00	\$ 58.00	-----
	PAYROLL ESTIMATE	\$ 7,480	\$ 7,020	\$ 280	\$ -	\$ 720	\$ -	\$ -	\$ 928	\$ 16,428

TOTAL PAYROLL \$ 16,428

\$ -

Subconsultants \$ -
Expenses \$ 2,879
Cost Plus Fee Total \$ 19,307

Task	Expenses:	
2	Rental Car (2 visits @ \$96/day)	\$ 192
2	Gas for Car Rental On-Site =	\$ 30
	Lodging/Meals Per Diem (2 visits @ \$275/day, 2 days for 1 attendee & 1 day for 1 attendee)	\$ 825
2	Airfare (3 visits @ \$500/visit, 1 attendee)	\$ 1,500
	Airport Parking (2 visits @ \$25/day, 2 attendee)	\$ 200
	Personal Miles (1 attendee, 2 visits @ \$46-visit)	\$ 92
	Misc. (Shipping/Printing)	\$ -40
	Total Expenses	\$ 2,879

TOTAL FEE \$ 19,307