







LETTER OF TRANSMITTAL

DATE: December 29, 2011 PROJ. NO: \_\_\_\_\_

ATTENTION: Peter Horton

RE: PSO #4 EYW Arrivals Bldg Modifications

To: Monroe County Airports
Key West International Airport
3491 South Roosevelt Blvd
Key West, Florida 33040
809-5200

We are sending you [X] Attached [ ] Under separate cover / via UPS the following items:

- [ ] Shop Drawings [ ] Prints [ ] Plans/Originals [ ] Specifications
[ ] Copy of letter [ ] Change Order [ ] Samples [ ] Diskette/CD/Tape
[ ] Report [ ] Proposal/DCP [ ] Other:

Table with 4 columns: COPIES, DATE, No., DESCRIPTION. Row 1: 1, Dec. 29, 2011, PSO #4 Arrival Bldg Mods, Task Order, Scope and Fee

THESE ARE TRANSMITTED as checked below:

- [ ] For approval [ ] Approved as submitted [ ] Resubmit \_\_\_ copies for approval [ ] Other
[X] For your use [ ] Approved as noted [ ] Submit \_\_\_ copies for distribution
[ ] As requested [ ] Returned for corrections [ ] Return \_\_\_ corrected prints
[ ] For review and comment [ ] For bids due: \_\_\_\_\_ [ ] Borrowed prints returned

REMARKS: Peter. Here is the signed hardcopy.

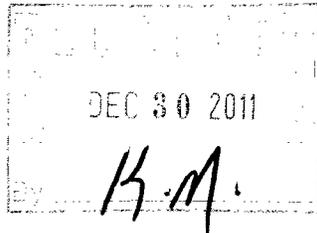
If you have any questions, please feel free to contact me at 904.636.5432. Thanks!

cc: file

SIGNED:

[Handwritten signature]

245 Riverside Avenue
Suite 300
Jacksonville, Florida 32202
Voice 904.636.5432
Fax 904.636.5433
www.jacobs.com



If enclosures are not as noted, kindly notify us immediately.

**MASTER AGREEMENT FOR PROFESSIONAL SERVICES**

**TASK ORDER FORM**

Effective Date \_\_\_\_\_ Task Order No. 12/14-04

Client Project No. \_\_\_\_\_ Engineer Project No. \_\_\_\_\_

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**

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 13 page(s).

**Pricing**

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

X Firm Fixed Price of \$ 127,350.00.

N/A Other (Describe):

**Schedule**

Services may commence on Execution.

Services will cease by 365 days.

**Other**

(SEAL)  
ATTEST: DANNY L. KOLHAGE, CLERK

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA

By \_\_\_\_\_  
Mayor/Chairman

**CONSULTANT:  
JACOBS PROJECT MANAGEMENT CO**

By 

Title PROJECT MANAGER

Witness \_\_\_\_\_

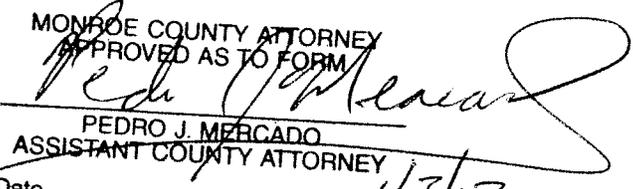
CONSULTANT:  
JACOBS PROJECT MANAGEMENT CO

By 

Title PROJECT MANAGER

Witness \_\_\_\_\_

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM



PEDRO J. MERCADO  
ASSISTANT COUNTY ATTORNEY

Date 4/3/12

## **Exhibit A – Scope of Work**

### **Monroe County**

### **Key West International Airport (EYW)**

### **Baggage Claim Modifications**

#### **SCOPE OF WORK**

Jacobs will provide architectural interiors, structural and MEP engineering contract documents for the renovation of the existing baggage claim / arrival facility at Key West International Airport. The scope will include the following per the proposed baggage claim modifications schematic design drawings provided by the client.

- Demolition of the existing exterior wall to accommodate a new baggage claim carousel.
- Relocate the existing Hertz rental car counter within the existing facility. Relocate the existing vacant rental car counter within the facility to become the new baggage claim desk (to accommodate five airlines).
- Remove partial or all of the existing exterior aluminum canopy at the proposed baggage carousel location.
- Redesign passenger arrival fencing at exterior of facility. Renovate and expand the existing restrooms within column line EB (see attached URS drawings dated March 2011 for column line location).
- Remove the existing baggage service counters and provide to the owner.
- Provide new floor finishes within the interior of the baggage claim area as determined by owner.
- Demolition of the existing janitor closet.
- Demolition of the existing ATM closet.
- Relocate the existing ATM machine.
- Relocate the existing vending machines as determined by owner.
- Relocate or remove the existing food/beverage vendor as determined by owner.
- Demolition of the existing baggage storage room.
- Provide new CMU infill at all exterior windows facing airside.

In addition, Jacobs will provide the following general services for this project:

- Management of the project from data collection to the bid opening and award of the contract
- Coordination with EYW and the FAA/FDOT as required.
- Preparation of minutes of meetings and phone conversations
- Program verification and site investigations
- Preparation of the construction and incorporation of Monroe County's front-end contract documents
- Preparation of an order of magnitude construction cost estimate.
- Bidding and award assistance.

## **WORK PHASES**

Based on the above description of the scope of work we propose to perform the following tasks.

### **ARTICLE A – DATA COLLECTION:**

Visit and inspect the site to determine if existing conditions conform to those portrayed on information provided by the Owner. Take photographs and make written documentation, sketches, notes or reports to confirm and record the general conditions of the existing site. Within this initial phase we will review all applicable code requirements in detail. Review with owner alternative approaches to design and construction of the project; site use and improvements; selection of materials, building systems and equipment; potential construction methods; and, if requested, make a recommendation among such alternatives.

A preliminary project description comprised of a narrative discussion of preliminary material selections, components, assemblies, and systems (including proposed mechanical, and electrical design elements, components and systems) to be used in the project.

Provide mechanical and electrical requirements specific to the project.

Coordinate with the Owner to determine the municipal or other jurisdictional agency coordination is required for the project.

### **ARTICLE B – DESIGN (DRAWINGS AND SPECIFICATIONS)**

Based on the information collected under Article A, the 30%, 90%, and final contract documents design will be developed for all elements identified in this scope of work.

After written authorization to proceed from Owner and based on the approved Schematic Design documents and any adjustments in the scope or quality of the project by the Owner, Jacobs will prepare the Final Contract Documents setting forth in detail the requirements for the construction of the Project. During this work phase, Jacobs will prepare required construction documents for Owner's use to secure permits and for construction. Jacobs will provide all detailing for the completion of the building's interiors. This work effort will include interior architectural, civil, plumbing, HVAC and electrical plans.

Coordinate and incorporate EYW provided contract document/front-end specifications into the final contract bid documents. (i.e. Notice to Bidders, Invitation to Bidders, Instruction to Bidders, Bid Proposal, Contract, Contract Articles, General Specifications)

Develop a construction schedule for use in determining construction phasing and duration.

Prepare for and attend two (2) meeting with EYW to discuss project progress and review the design submittals.

Prepare for and attend one (1) meeting at the Airport to discuss construction phasing with Airport Staff and Tenants.

Develop detailed construction quantities and cost estimate at the 30%, 90% and at final contract document design levels.

Develop the following anticipated plans:

- Title Sheet (1)
- General Plan (1)
- General Notes and Abbreviations (1)
- General Phasing and Safety/Operations Plan (1)
- Fire Protection / Alarm Plans (2)
- Foundation Plan (1)
- Schedules and Structural Details (1)
- Typical Sections (1)
- Plumbing Plans (4)
- Building Sections (1)
- Electrical Plan (2)
- Electrical Details (2)
- Mechanical Plans (1)
- Architectural Plans (5)
- Architectural Elevations (4)
- Architectural Details (2)
- BHS Design Details (2)
- Misc. Details (2)

Total: 34 Sheets

Copies of the contract documents will be provided to the Owner for review. Signed and sealed sets for building permitting agencies will be provided to the contractor for permitting. Once the plans are submitted for permit by the contractor, Jacobs will provide plan revisions required to address plan review comments.

Coordinate, distribute and print the following copies of the preliminary construction documents (plans, specifications, and construction cost estimate) for review by the EYW, FAA, and FDOT:

Preliminary Submission (30%, 90%, Final Contract Documents)

FAA: 2 half size copies of plans and a CD containing the drawings, specifications, and engineer's estimate for each submission.

FDOT: 2 half size copies of plans; and a CD containing the drawings, specifications, and engineer's estimate for the 90% submission only.

EYW: 2 copies of plans (1 full size; 1 half size); 2 copies of specifications; 2 copies of estimate for each submission.

Conduct an in-house QA/QC prior to each submission. The in-house QA/QC check will involve an experienced independent individual, depending on each discipline, to conduct a comprehensive check on all documents to be submitted (e.g. plans, specifications, estimates). Time will be required for engineers and Cadd technicians/designers to correct items listed under the in-house QA/QC checks.

Address final comments from 30%, 90% design for final contract documents.

#### **ARTICLE C – ADVERTISING AND BIDDING**

Prepare compact discs containing contract plans and specifications for bidding to be provided to interested bidders.

Prepare an “Invitation to Bid”, all forms for advertisement, bid proposals, contract bonds, labor and DBE requirements and other contract documents needed to solicit public bids for the construction of the project. The Owner shall be responsible for the cost and placement of all public advertisements required including all newspapers in which the advertisement is placed.

Prepare for and attend the Pre-Bid Conference (one (1) day) and Bid Opening (one (1) day).

Prepare and Respond to Bidders Questions.

Issue necessary Addenda and Directives to Bidders. One (1) addendum is assumed.

Review the bids received, prepare the final bid tabulation, and make recommendations/rejections of award of the Contract to the Owner.

Prepare conformed contract drawings and specifications.

#### **QUALIFICATIONS / CLARIFICATIONS**

The following Qualifications and Clarifications are a part of our scope of work:

- All design requirements from the relocated rental car facility to be provided upon commencement of the design.
- All design requirements from the airlines regarding the new baggage counter to be provide upon commencement of the design.
- All existing as built drawings to be provided in electronic (AutoCad) format and hard copy (printed) format.
- Design will include interior design & specification of interior materials / finish boards.

- Jacobs will provide electrical coordination of Voice / Data & Communications systems for the facility. (Voice / Data & communications system designs by others.)
- Fire Protection (suppression and fire alarm) design shall be based on performance specifications. Fire Protection Subcontractor shall provide complete fire sprinkler piping layout and calculations, sign and sealed, for permit submittal.
- As-built drawings for the fire suppression and fire alarm systems will be provided by the owner.
- Hydraulic calculations and design analysis of the existing fire suppression system is not required due to the minor nature of the system modifications.
- Project will be designed to meet the new 2010 Florida Building Code requirements.
- Water supply data will be provided by the client. It is assumed the water supply and sanitary lines are adequate to accommodate the new restroom loads.
- Water supply information will be provided by the owner.
- It is assumed that the existing HVAC units are to be utilized and are adequate to accommodate the new heat loads associates with the renovation.
- Owner to provide operation schedules for all vendors/operators of the facility.
- Provide configuration of the proposed new or re-configured pre-engineered canopy structure. Final design by specialty engineer retained by the contractor to be approved by the owner prior to construction.

#### **ADDITIONAL SERVICES**

Services **not** included in our scope of work include, but are not limited to, the following:

- Geotechnical engineering.
- Preparation of renderings and/or marketing brochures.
- Detailed cost estimating.
- Architect/Engineer construction and /or delegated (special or threshold) engineer inspections.
- Attendance and/or presentation to public hearings and/or other meetings with municipal agencies.
- Permitting.
- Fees for Municipal and permit agencies.
- LEED Design, Registration and Certification fees.
- Environmental Engineering.
- Environmental Graphic (way finding) Design.
- Topographic Survey of the area within the scope of work.
- SUE (subsurface utility engineering).

- Off Site Improvements (Design of Facilities outside of the building area are not included in the Design Fees) Roads –Coordinate any offsite access, required to be constructed. Coordinate any offsite Traffic signalization/ signing and Traffic markings of existing roadways / driveways as required for this project. Utilities –Coordinate any offsite Utilities required to be constructed or relocated.
- Life Cycle Cost Analysis
- Other services not described in our scope of work.
- Construction phase services.

**PROJECT SCHEDULE:**

The tentative complete project schedule (design and construction) is as follows:

Item	Date
Architecture / Engineering Service Purchase Order	02/01/2012
Preliminary Design (30%)	02/24/2012
EYW Review Comments	03/09/2012
Preliminary Design (90%)	03/23/2012
EYW Review Comments	04/06/2012
Final Bid Documents	04/20/2012
Advertisement	05/01/2012
Bid Opening	06/01/2012
Start Construction	07/01/2012
Finish Construction	10/19/2012

**Monroe County**

**Airport:** Key West International Airport

**Project:** Baggage Claim Modifications

**FEE SUMMARY**

**BASIC SERVICES**

	<u>Hours</u>	<u>Fee</u>	<u>DBE AMOUNT</u>
Article A: Data Collection	56	\$ 6,000	
Article B: Design, Specifications and Meetings	1,037	\$ 88,750	\$ -
Article C: Bidding Phase Services	60	\$ 8,000	
Article D: Project Management	56	\$ 12,000	
<b>Total Basic Services Lump Sum Fee</b>	<b>1,209</b>	<b>\$ 114,750</b>	<b>\$ -</b>

**SPECIAL SERVICES**

	<u>Hours</u>	<u>Fee</u>	
Article E: Baggage Handling Systems	82	\$ 12,600	
<b>Total Special Services Lump Sum Fee</b>	<b>82</b>	<b>\$ 12,600</b>	<b>\$ -</b>

<b>TOTAL LUMP SUM PROJECT FEE</b>	<b>1,291</b>	<b>\$ 127,350</b>	<b>\$ -</b>
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*DBE Percentage*                      0.00%

Monroe County

Airport:

Key West International Airport

Project:

Baggage Claim Modifications

Article A: Data Collection

	WORK ITEM	Sr. Project Architect	Project Architect	Sr. Structural Engineer	Sr. Mechanical Engineer	Engineer	Sr. FP / Electrical Engineer	CADD Tech	Clerical	TOTAL
1	Coordinate with EYW	2	2						2	6
2	Research and review record drawings.	2	8						2	12
3	Perform site visit for walk through survey	12	12			12			2	38
	<b>TOTAL HOURS</b>	16	22	0	0	12	0	0	6	56
	<b>RATE</b>	\$ 130.00	\$ 100.00	\$ 113.00	\$ 110.00	\$ 90.00	\$ 130.00	\$ 60.00	\$ 58.00	-----
	<b>PAYROLL ESTIMATE</b>	\$ 2,080	\$ 2,200	\$ -	\$ -	\$ 1,080	\$ -	\$ -	\$ 348	\$ 5,708

Task Subconsultants

	\$ -
	\$ -
	\$ -
	\$ -
<b>Total Subconsultants</b>	<b>\$ -</b>

<b>TOTAL PAYROLL</b>	<b>\$ 5,708</b>
Overhead 0.00%	\$ -
Subtotal	\$ 5,708
Profit 0%	\$ -
Payroll Fee	\$ 5,708
Subconsultants	\$ -
Expenses	\$ 292
<b>Lump Sum Fee Total</b>	<b>\$ 6,000</b>

Task Expenses:

Mileage (120miles round trip @ \$0.555/mi)x2	\$ 133.20
Airfare	\$ -
Meals and Per Diem	\$ 50.00
Reproduction/Misc.	\$ 109.00
<b>Total Expenses</b>	<b>\$ 292.20</b>

<b>TOTAL FEE</b>	<b>\$ 6,000</b>
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Monroe County

Airport:

Key West International Airport

Project:

Baggage Claim Modifications

Article B: Design, Specifications and Meetings

	WORK ITEM	Sr. Project Architect	Project Manager	Sr. Structural Engineer	Sr. Mechanical Engineer	Engineer	Sr. FP / Electrical Engineer	CADD Tech	Clerical	TOTAL
1	Develop Technical Specifications	24	8	6	4		8		2	52
2	Set up CADD drawings/files							8		8
3	Develop construction schedule and phasing	8	4						2	14
4	Prepare for and attend meeting to discuss submittals and project progress	16		8	2		4			30
5	Prepare for and attend one (1) meeting to discuss construction phasing	4								4
6	Structural Analysis and Calculations			10						10
7	Attend (2) Design Coordination meetings	16		4						20
8	Develop the following plans									
a.	Title Sheet (1)	1	2					4		7
b.	General Plan (1)	1	2					8		11
c.	General Notes and Abbreviations (1)	1	2	4				18		25
d.	General Phasing and Safety Ops (1)	2	2					16		20
e.	Fire Protection / Alarm Plans (2)					12	4			16
f.	Foundation Plan (1)			8				10		18
g.	Schedules and Structural Details (1)			14				20		34
h.	Typical Sections (1)	1	2					16		19
i.	Plumbing Plans (4)				11	39		28		78
j.	Building sections (1)	1	2					16		19
k.	Electrical Plans (2)					24	8			32
l.	Electrical Details (2)					16	4			20
m.	Mechanical Plans (1)				2	6				8
n.	Architectural Plans (5)	8	40					160		208
o.	Architectural Elevations (4)	4	40					120		164
p.	Architectural Details (2)	4	8					80		92
q.	BHS Design Details (2)					24				24
9	Coordinate and distribute plans and specifications (30%, 90%, and final)	6	8	3	4	3		6	2	32
10	QA/QC	24		4	5		2			35
11	Address 30% and 90% design comments for final contract docs.	8	8	2	4	5		8	2	37
	<b>TOTAL HOURS</b>	129	128	63	32	129	30	518	8	1037
	<b>RATE</b>	\$ 130.00	\$ 100.00	\$ 113.00	\$ 110.00	\$ 90.00	\$ 130.00	\$ 60.00	\$ 58.00	-----
	<b>PAYROLL ESTIMATE</b>	\$ 16,770.00	\$ 12,800.00	\$ 7,119.00	\$ 3,520.00	\$ 11,610.00	\$ 3,900.00	\$ 31,080.00	\$ 464.00	\$ 87,263.00



Monroe County

Airport:

Key West International Airport

Project:

Baggage Claim Modifications

Article C: Bidding Phase Services

	WORK ITEM	Sr. Project Architect	Project Architect	Sr. Structural Engineer	Sr. Mechanical Engineer	Engineer	Sr. FP / Electrical Engineer	CADD Tech	Clerical	TOTAL
1	Prepare documents for bidding									0
2	Prepare Invitation to Bid									0
3	Prepare and attend pre-bid conference and bid opening	24							2	26
4	Prepare and Respond to Bidders Questions	8							2	10
5	Issue necessary addendum and directives to bidders (Assume 1)	8							2	10
6	Review bids received, prepared bid tabulation and make recommendation of award	2							2	4
7	Prepare conformed contract drawings	8							2	10
	<b>TOTAL HOURS</b>	50	0	0	0	0	0	0	10	60
	<b>RATE</b>	\$ 130.00	\$ 100.00	\$ 113.00	\$ 110.00	\$ 90.00	\$ 130.00	\$ 60.00	\$ 58.00	----
	<b>PAYROLL ESTIMATE</b>	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580	\$ 7,080

Task Expenses:

Printing 30% and 90% submission Plans -6 sets @ \$50/set	\$ 600.00
Specifications - 3 sets @ \$50/set	\$ 150.00
Mileage (30 miles round trip @ \$0.555/mi) x 2	\$ -
Reproduction/Misc.	\$ 170.00
<b>Total Expenses:</b>	<b>\$ 920.00</b>

<b>TOTAL PAYROLL</b>	\$ 7,080
Overhead 0.00%	\$ -
Subtotal	\$ 7,080
Profit 0%	\$ -
Payroll Fee	\$ 7,080
Subconsultants	\$ -
Expenses	\$ 920
<b>Lump Sum Fee Total</b>	<b>\$ 8,000</b>

<b>TOTAL FEE</b>	<b>\$ 8,000</b>
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Monroe County

Airport:

Key West International Airport

Project:

Baggage Claim Modifications

Article D: Project Management

	WORK ITEM	Sr. Project Architect	Project Architect	Sr. Structural Engineer	Sr. Mechanical Engineer	Engineer	Sr. FP/ Electrical Engineer	CADD Tech	Clerical	TOTAL
1	Attend Pre-Bid Meeting		8							8
2	Attend Submittal Review Meetings		16							16
3	Project Management		32							32
										0
										0
	<b>TOTAL HOURS</b>	0	56	0	0	0	0	0		56
	<b>RATE</b>	\$ 130.00	\$ 165.00	\$ 113.00	\$ 110.00	\$ 90.00	\$ 130.00	\$ 60.00	\$ 58.00	-----
	<b>PAYROLL ESTIMATE</b>	\$ -	\$ 9,240	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 9,240

<b>TOTAL PAYROLL</b>	\$ 9,240
Overhead 0.00%	\$ -
Subtotal	\$ 9,240
Profit 0%	\$ 1,386
Payroll Fee	\$ 10,626
Subconsultants	\$ -
Expenses	\$ 1,374
<b>Cost Plus Fee Total</b>	\$ 12,000

<b>Task Expenses:</b>	
Rental Car (3 visits @ \$65/visit)	\$ 195
Gas for Car Rental On-Site =	\$ 10
Lodging (3 visits @ \$120/visit)	\$ 360
Airfare (3 visits @ \$250/visit)	\$ 750
Misc	\$ 59
<b>Total Expenses</b>	\$ 1,374

<b>TOTAL FEE</b>	\$ 12,000
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Monroe County

Airport:

Key West International Airport

Project:

Baggage Claim Modifications

Article E: Baggage Handling Systems

	WORK ITEM	Specialty Engineer	Specialty Engineer					CADD Tech	Clerical	TOTAL
1	Specifications	8	8							16
2	Cost Estimate	8	8							16
3	BHS Bid Review	5	5							10
4	Submittal Review	12	12							24
5	Initial Trip to verify existing conditions	16	0							16
	<b>TOTAL HOURS</b>	49	33							82
	<b>RATE</b>	\$ 135.00	\$ 128.00	\$ 113.00	\$ 110.00	\$ 90.00	\$ 130.00	\$ 60.00	\$ 58.00	----
	<b>PAYROLL ESTIMATE</b>	\$ 6,615	\$ 4,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,839

Task Expenses:

Mileage (150mi @ .51/mi x 1)	\$ -
Mileage (150mi @ .51/mi x 1)	\$ -
Mileage (150mi @ .51/mi x 2)	\$ -
Record Drawings	\$ 100
Misc.	\$ 35
 Total Expenses	 \$ 135

<b>TOTAL PAYROLL</b>	<b>\$ 10,839</b>
Overhead 0.00%	\$ -
Subtotal	\$ 10,839
Profit 0%	\$ 1,626
Payroll Fee	\$ 12,465
Subconsultants	\$ -
Expenses	\$ 135
Lump Sum Fee Total	\$ 12,600

**TOTAL FEE \$ 12,600**