

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 1/17/07

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton  
Phone: 292-3518

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AGENDA ITEM WORDING: Approval of URS Purchase Service Order to perform a Security Study – Threat and Vulnerability Analysis for the Key West International Airport.

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ITEM BACKGROUND: FDOT will fund 50% of this project under a Joint Participation agreement for Planning Studies.

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PREVIOUS RELEVANT BOCC ACTION: None on this item

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CONTRACT/AGREEMENT CHANGES: New agreement

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STAFF RECOMMENDATION: Approval

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TOTAL COST: \$51,775.00

BUDGETED: Yes

COST TO AIRPORT: \$25,887.50

SOURCE OF FUNDS: FDOT & Airport Operating

COST TO PFC: None

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing X

Risk Management X

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

/bev  
AO  
11/06

**MONROE COUNTY BOARD OF COUNTY COMMISSIONERS**

**CONTRACT SUMMARY**

Contract #

Contract with: URS

Effective Date: Execution  
Expiration Date: 180 days

Contract Purpose/Description: Perform Security Study – Threat & Vulnerability Analysis for the Key West International Airport

Contract Manager: Bevette Moore  
(name)

# 5195  
(Ext.)

Airports - Stop # 5  
(Department/ Stop)

for BOCC meeting on: 1/17/07

Agenda Deadline: 1/2/07

**CONTRACT COSTS**

Total Dollar Value of Contract: 51,775.00

Current Year Portion: 51,775.00

Budgeted? Yes

Account Codes: 404-63061-GAKD50

Grant: Yes, FDOT

County Match: Airport Operating

**ADDITIONAL COSTS**

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

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

**CONTRACT REVIEW**

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>12/28/06</u>	( ) (X)	<u>[Signature]</u> Peter Horton	<u>12/28/06</u>
Risk Management	<u>12/19/06</u>	( ) (X)	<u>[Signature]</u> for Risk Management	<u>12/19/06</u>
O.M.B./Purchasing	<u>12/20/06</u>	( ) (X)	<u>[Signature]</u> for OMB	<u>12/27/06</u>
County Attorney	<u>1/1/07</u>	( ) ( )	<u>[Signature]</u> Pedro Mercado County Attorney	<u>12/18/06</u>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PURCHASE / SERVICE ORDER**  
**FOR**  
**MONROE COUNTY**

To: URS Purchase Service Order No. 06/07-19

Re: PSA Agreement, Dated: 1-1-02 Resolution

Project Name: Key West International – Security Study – Threat and Vulnerability Analysis

Description of Services:

(SEE ATTACHED SCOPE OF SERVICES AND MAN HOUR BACK-UP)

Multiple of Direct Salaries

Lump Sum X Reimbursable Expense

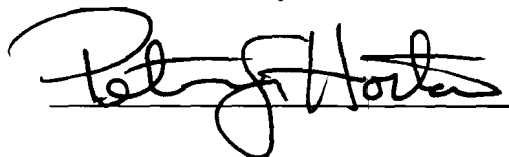
Days to Complete 180 Fee this Service Order \$ 51,775.00

Payment for Services shall be in their entirety as per PSO.

Prepared by:

Recommended by:

  
Milford A. Reisert

  
Peter J. Horta

Date: 12-11-06

Date: 12-13-06

Accepted by:

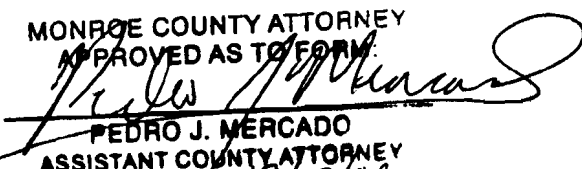
Approved by:

  
Carlos Garcia

Date: 12/14/06

Date:

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM:

  
PEDRO J. MERCADO  
ASSISTANT COUNTY ATTORNEY  
Date 12/18/06

## **Key West International Airport Security Study**

**Scope:** The scope-of-work for the Key West International Airport will involve a threat and vulnerability (T&V) assessment that will include:

- Physical security.
- Electronic security measures.
- Interviews with the Federal Security Director, the Airport Security Director, and the Police Officer in-charge of the Airport Police.
- Review of the Airport Security Program (ASP).
- Review of relevant Transportation Security Administration (TSA) requirements.
- Evaluation of police staffing within the context of the Airport's ASP, and TSA requirements.
- Review of existing security conditions and how security may be changed by the New Terminal configuration.

**Deliverables:** The deliverable for a T&V study is a Threat and Vulnerability report detailing the findings with recommendations for security improvements. Where applicable, this will include changes in police staffing levels or using additional security measures (physical security or electronic security) to augment a smaller police staff.

- Draft report for review and comment by the Key West International Airport.
- Teleconference review with the client of the draft report.
- Final report incorporating the Airport's comments.

**The scope does not include:** An on-site meeting with the client after delivery of the draft report or final report.

Item	Description	QA/QC Engel	Sys Analyst Martin	Proj Engr Swinehart	Designer Green	Proj Ass't Hanson
		\$145.00	\$130.00	\$135.00	\$75.00	\$65.00
I	Site Survey / User Interviews					
A	Preparation / Scheduling / Documentation	-	-	8.0	-	4.0
B	Initial User Interviews	-	16.0	16.0	-	-
C	Operations / Policies / Procedures Review (Future / Present)	-	4.0	4.0	-	-
D	Site Survey / Plan Review (Future / Present)	-	12.0	12.0	-	-
II	Create Draft Airport Security Threat & Vulnerability Assessment					
A	Executive Summary	-	-	2.0	-	-
B	Existing Conditions					
1	Airside (Future / Present)	-	2.0	2.0	-	-
2	Airside Roadways (Future / Present)	-	1.0	1.0	-	-
3	Boundary and Access Points (Future / Present)	-	2.0	2.0	-	-
4	Fuel Farm / Fuelling	-	-	-	-	-
5	Aircraft Maintenance Facilities	-	-	-	-	-
6	Aircraft Overnight Parking	-	-	-	-	-
7	ARFF Facilities	-	1.0	-	-	-
8	Cargo Areas	-	2.0	-	-	-
9	FAA ATCT Offices	-	-	-	-	-
10	General Aviation	-	1.0	-	-	-
11	Ground Service Equipment Areas	-	-	-	-	-
12	In-Flight Catering	-	-	-	-	-
13	Military Facilities	-	-	-	-	-
14	Nav and Comm Equipment	-	2.0	-	-	-
15	State/Govt Aircraft Facilities	-	-	-	-	-
16	Utilities and Related Areas	-	2.0	-	-	-
17	Landside (Future / Present)	-	12.0	6.0	-	-
18	Ground Transportation Staging Areas	-	2.0	1.0	-	-
19	Roads (Future / Present)	-	-	-	-	-
20	Parking - employee, rental, and terminal patron (Future / Present)	-	4.0	-	-	-
21	Intermodal Transportation Area	-	-	-	-	-
22	Rental Car Facilities (Future / Present)	-	-	-	-	-
23	Airport Security Plan Requirements	-	4.0	4.0	-	-
24	Off-Airport Emergency Response	-	-	6.0	-	-
C	Regulatory Standards / Regulations	-	2.0	-	-	-
D	Identification and Evaluation of Alternative Security Measures					
1	ACS and Alarm Monitoring	-	6.0	-	-	-
2	Architecture	-	-	2.0	-	-
3	CCTV	-	-	4.0	-	-
4	Comm & Network Infrastructure	-	-	8.0	-	-
5	Perimeter Control	-	-	4.0	-	-
6	Power Systems Infrastructure	-	-	2.0	-	-
7	Security Systems Integration	-	-	3.0	-	-
8	Personnel & Patrol Requirements	-	8.0	-	-	-
9	Recommendations	-	2.0	8.0	-	-
E	Security Procedures					
1	Review of Security Policies and Procedures	-	8.0	4.0	-	-
2	Review of Training Requirements	-	-	-	-	-
a	Physical Security	-	-	4.0	-	-
b	Access Control	-	4.0	-	-	-
c	Counter-Terrorism	-	-	4.0	-	-
d	Security Policies and Procedures	-	-	4.0	-	-
e	Tenant and Employee Security Awareness	-	-	2.0	-	-
3	Cargo/Tenant Security Plan Review	-	-	2.0	-	-
F	Terminal Building Security					
1	Passenger Screening	-	-	2.0	-	-
2	Checked Baggage Screening	-	-	2.0	-	-
3	Blast Analysis	-	2.0	-	-	-
4	Access Control to SIDA/AOA	-	2.0	-	-	-
6	Ops/Comm Center Options and Improvements	-	2.0	-	-	-
G	Appendices					
1	Cost Tradeoffs / Benefits	-	24.0	-	-	-
2	Threat & Vulnerability Worksheets (20)	-	16.0	-	-	-
3	Airport Plans	-	-	-	-	-
a	Cover / Title Sheet	-	-	-	2.0	-
I	Documentation - Assembly/Creation/Review					
1	URS Internal Review	8.0	2.0	8.0	2.0	-
2	Assembly & Creation	2.0	-	2.0	-	12.0
3	Ship Draft Report to Customer	-	-	-	-	4.0
III.	Review and Revision of Draft Report					
A	Airport Review (10 Days)	-	-	8.0	-	2.0
B	Offsite Review w / Owner	-	4.0	4.0	-	-
C	Review and Incorporation of Airport Comments to Revised Draft Report	-	-	24.0	-	-
D	Creation and Dissemination of the Final Report	4.0	-	8.0	-	16.0
	Hours - Subtotal	14.0	149.0	173.0	4.0	38.0
	Cost - Subtotal	\$2,030.00	\$19,370.00	\$23,355.00	\$300.00	\$2,470.00

Item	Description	Number of Trips	Number of People	Number of Days	Number of Units	Unit Price	Subtotal
1	Site Survey/User Interview						
	Air Travel - ABQ to Key West	1.0	2.0	1.0	2.0	\$ 750.00	\$1,500
	Hotel	1.0	2.0	4.0	8.0	\$ 200.00	\$1,600
	Rental Car	1.0	1.0	5.0	5.0	\$ 70.00	\$350
	M&IE	1.0	2.0	5.0	10.0	\$ 55.00	\$550
	Parking/Mileage	1.0	2.0	5.0	10.0	\$ 25.00	\$250

Total  
 M&IE  
 \$4,250

Key West International Airport  
Threat & Vulnerability Analysis Support  
Created By: KMM  
Date: 10/30/06  
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**Base Effort**

Total URS Labor	\$	47,525
Total Materials and Services	\$	4,250
<b>Total</b>	<b>\$</b>	<b>51,775</b>

# Memo

To: Board of County Commissioners  
From: Peter Horton, Director of Airports  
Date: 1/17/07  
Re: Agenda Item - Security Study - Threat and Vulnerability Analysis

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Request approval of URS PSO 06/07-19, to perform a Security Study - Threat and Vulnerability Analysis for the Key West International Airport.

The Florida Department of Transportation will fund 50% of this project under a Joint Participation Agreement for Planning Studies.

PJH/bev