

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 9/19/07

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton
Phone: 292-3518

AGENDA ITEM WORDING: Approval of Purchase Service Order with URS for Airport Noise Coordinator for the Key West International Airport.

ITEM BACKGROUND: These services are associated with the ongoing Noise Insulation Program for the Key West Airport. Services will be funded 95% by the Federal Aviation Administration, and 5% Passenger Facility Charge Revenue.

PREVIOUS RELEVANT BOCC ACTION: Acceptance of Federal Aviation Administration Grant, August 8, 2007.

CONTRACT/AGREEMENT CHANGES: New agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$66,095.00

BUDGETED: Yes

COST TO AIRPORT: None
COST TO PFC: \$3,304.75
COST TO COUNTY: None

SOURCE OF FUNDS: FAA, PFC

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

RECEIVED
 AUG 20 2007
 By *KMA-DAY*

CONTRACT SUMMARY
 Contract #

Contract with: URS

Effective Date: 10/1/07
 Expiration Date: 9/30/08

Contract Purpose/Description: Airport Noise Program Coordinator, for the Key West International Airport

Contract Manager: Bevette Moore (name) # 5195 (Ext.) Airports - Stop # 5 (Department/ Stop)

for BOCC meeting on: 9/19/07 Agenda Deadline: 9/4/07

CONTRACT COSTS

Total Dollar Value of Contract: \$66,095.00
 Budgeted? Yes
 Grant: FAA, pending
 County Match: PFC Revenue

Current Year Portion: FY 2008 – 100%
 Account Codes: Pending FAA grant for NIP Ph 6

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		Reviewer	Date Out
		Yes	No		
Airports Director	<u>8/21/07</u>	()	(X)	<u><i>P.H.</i></u> Peter Horton	<u>8/21/07</u>
Risk Management	<u>8/17/07</u>	()	(X)	<u><i>M. Skusek</i></u> for Risk Management	<u>8/17/07</u>
O.M.B./Purchasing	<u>8/17/07</u>	()	(X)	<u><i>R. Mercado</i></u> for OMB	<u>8/17/07</u>
County Attorney	<u>1/1</u>	()	()	<u><i>Pedro Mercado</i></u> County Attorney	<u>8/15/07</u>

Comments: _____

PURCHASE / SERVICE ORDER
FOR
MONROE COUNTY

To: URS Purchase Service Order No. 06/07-35

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

Project Name: Key West International – Noise Coordinator

Description of Services:

(SEE ATTACHED SCOPE OF SERVICES)
Service from 10/1/07 to 9/30/08


Multiple of Direct Salaries

Lump Sum X Reimbursable Expense

Days to Complete 395 Fee this Service Order \$ 66,095.00

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

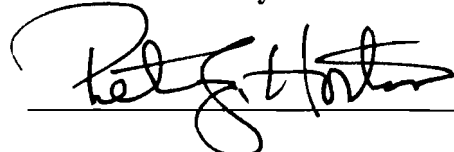
Prepared by:



Milford A. Reisert

Date: 8/3/07

Recommended by:



Date: 8-10-07

Accepted by:



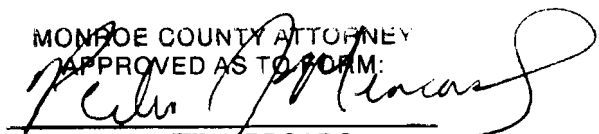
Carlos Garcia

Date: 8/2/07

Approved by:

Date: _____

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:



PEDRO J. MERCADO
ASSISTANT COUNTY ATTORNEY
Date 8/15/07



EXHIBIT A
SCOPE OF SERVICES
EXTENSION OF STAFF: AIRPORT NOISE PROGRAM COORDINATOR
KEY WEST INTERNATIONAL AIRPORT

This Scope of Services will describe tasks necessary for URS to assist the airport with duties previously performed by the Airport Noise Program Coordinator, including certain homeowner liaison tasks as described below.

The PSO associated with this Scope of Services will cover services for Fiscal Year 2008 (October 1, 2007 through September 30, 2008).

URS will provide staff on an as-needed basis to answer inquiries from and provide information to the public, the media, the County, and the NIP Consultant Team, as appropriate. URS will act as the liaison between the Homeowners and the County, and will attend the bi-monthly meeting of the airport's Ad-Hoc Committee on Noise. URS will assist with the preparation of the Agenda Package for the Ad-Hoc Committee meetings, in advance of these meetings. URS will also prepare minutes of these Ad-Hoc Committee meetings.

URS will provide Homeowners with a telephone number, and monitor an answering machine connected to the local phone number. URS will maintain contact with Homeowners in all phases of the NIP to ensure homeowner satisfaction, answer questions, and assist in the resolution of any issues that arise during the NIP.

URS will monitor the NIP Consultant Team during the Phase 6 design period.

URS will attend some of the Measurement Visits, with the NIP Consultant Team and the Contractor. If necessary, URS will verify with the Homeowner the product selection styles, colors and finishes, the window grille configuration (if applicable), and the location of the air condensing unit (if applicable). URS will follow up with Homeowners to assist in collecting this information as needed.

URS will make frequent visits during construction to observe progress, ensure compliance with contract requirements, and monitor Homeowner satisfaction.

URS will verify Homeowner satisfaction and document that the Homeowner has received their warranty manuals. The manuals will list the length of workmanship and product warranties, and the names and telephone numbers of whom to call should warranty service be required.

URS will attend some of the post-modification noise measurements, and review the final report that documents acoustical improvements.

Cost Estimate - Total

Extension of Staff - Airport Noise Program Coordinator
Key West International Airport

Project Manager		Senior Planner		Junior Planner		Administrative Assistant		Total Salary Cost		Direct Non-Salary Expenses	Total Lump Sum Cost
Rate/Hr:	Cost	Rate/Hr:	Cost	Rate/Hr:	Cost	Rate/Hr:	Cost	Hours	Cost		
200	\$29,680	150	\$14,700	145	\$10,150	28	\$1,568	523	\$56,098	\$9,997	\$66,095