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(Contract Management Use only)
CONTRACT TRACKING NO.
Cm1864

CONTRACT APPROVAL FORM

CONTRACTOR INFORMATION

Name: Federal Engineering

Address: 10600 Arrowhead Drive, Fairfax, VA 22030

Contractor's Administrator Name: Ronald F. Bosco City: _____ State: _____ Zip: _____ Title: President

Tel#: 703-359-8200 Fax: _____ Email: _____

CONTRACT INFORMATION

Contract Name: Project NAS-UPG-IMPS, ASTRO Radio Upgrade implementation (7.4-7.11) Contract Value: Not to exceed \$45,000

Brief Description: Provide Implementation support for Astro 25 System upgrade / New Console and IP Comparator Installation

Contract Dates : From: _____ to _____ Through implementation Status: New Renew Amend# _____ WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other _____

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. [Signature] 5-22-12 01252525-563020MCOM
Department Head Signature Date Funding Source/Acct #
2. Charlotte Young 6-7-12
Contract Management Date
3. [Signature] 6-7-12
County Attorney (approved as to form only) Date
4. [Signature] 5-22-12
Office of Management & Budget Date

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] 6/11/12
Ted Selby Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

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"Unleashing the Power of Technology"

Federal
Engineering®

Federal Engineering, Inc.

10600 Arrowhead Drive
Fairfax, VA 22030
703-359-8200

STATEMENT OF WORK (SOW)

Issued: April 9, 2012

Revised: May 29, 2012

GSA Contract Number: GS-35F-0159Y

Effective 1/23/2012 through 1/22/2017

Nassau County, FL

P.O. Number: _____

Dated: _____

**PROJECT NAS-UPG-IMPS
NASSAU COUNTY, FLORIDA
ASTRO25 RADIO SYSTEM UPGRADE
IMPLEMENTATION SUPPORT**

1.0 INTRODUCTION AND BACKGROUND

Nassau County, Florida is preparing to upgrade its current Motorola, ASTRO25 radio system from version 7.4 to 7.11, including the replacement of existing console, channel bank and comparator equipment. The overall program has been structured into the following two phases, with the first phase nearing completion:

Phase I - Procurement Support

As part of the On-Call Public Safety Communications Technical Support task (NAS-OC-TS), **FE** assisted the County in reviewing vendor proposals and conducting vendor negotiations, resulting in a contract that substantially reduced risks and costs to the County for the system upgrade and related software support services.

Phase II - Implementation Support

This statement of work defines the tasks to be performed in Phase II – Implementation Support. As detailed in the tasks below, **FE** will provide implementation, construction, optimization and system acceptance oversight services and technical support during the installation, construction, testing and cutover phases of Nassau County's communications system upgrade.

2.0 TASKS TO BE PERFORMED

2.1 Implementation Support

1. Coordinate and attend the radio system vendor kickoff meetings, Contract Design Review (CDR) and Detailed Design Review (DDR). Review and provide comments on the vendor's CDR and DDR documentation as required by the County.
3. If required, attend staging and/or factory acceptance testing at the vendor's location.
2. Oversee the radio system vendor's upgrade project implementation tasks to verify timely completion and adherence to schedule.
3. Assist the County in resolving vendor implementation issues, oversee the vendor's punch list development and resolution process, identify any vendor performance issues, and make appropriate recommendations to the County.
4. Coordinate and conduct bi-weekly project status teleconferences, or as required.
5. Coordinate and conduct monthly project status meetings.
6. Perform site installation inspections for general site development, wiring (interior) and upgrade of radio system infrastructure.
7. Develop an installation check list and monitor the vendor's resolution of issues or deficiencies.
8. Verify compliance with the radio system vendor's standards and guidelines for communication sites.
9. Review and provide comments on the radio system vendor's acceptance test plan(s), including operational and final system acceptance.
10. Review and provide comments on the radio system vendor's cutover plan.
12. Attend final system acceptance testing, verify test results, and provide a recommendation to the County regarding final system acceptance.
13. Other implementation related tasks as defined by the County.

The aforementioned activities are typical of this type of project. *FE* will coordinate with the County to determine which of these tasks will be performed by *FE* based upon the radio system vendor's implementation tasks and schedule, and the County's requirements.

3.0 DELIVERABLES / MILESTONES

The results of *FE* activities, reviews, and verifications will be contained in monthly status reports or in separate reports as directed by the County.

Deliverables	Date
Monthly Status Reports	Monthly
Verification Reports	As Directed by the County

This schedule will be adjusted and refined through discussions with the County Project Manager.

FE will provide electronic copies of all deliverables. Deliverables and briefings shall be provided in either Microsoft Office® or Adobe Acrobat® formats at the choice of the County.

4.0 STAFFING AND PROGRAM ORGANIZATION

Mr. Terry Forehand, Senior Consultant, will serve as the Project Manager and Senior Communications System Engineer for this statement of work. Mr. Ric Martin, Chief Consultant, will provide oversight to project activities. Technical support will be provided by additional *FE* personnel as necessary.

5.0 COSTS

FE will provide support for this project on a time and materials basis in accordance with the rates in the Schedule A.

The cost ceiling for this SOW is \$45,000. This cost ceiling is based on an estimate of 288 hours of Project Manager, or Senior Communications System Engineer time plus \$1,800 of travel expenses for staging/factory acceptance testing at the vendor's facility. Actual hours and expenses may vary from this estimate.

FE will advise Nassau County if 80% of the ceiling amount is reached and provide the County an estimate of additional time and costs that are projected to complete the implementation support if required. Changes to this SOW and/or cost ceiling will be reduced to writing and mutually agreed to by both parties.

Invoices will be submitted monthly in accordance with Schedule A.

6.0 ASSUMPTIONS AND CONSTRAINTS

1. This SOW is based upon the vendor's proposed six (6) month implementation schedule. Delays to the program schedule due to actions or lack of actions on the part of the County, County participants, the radio system vendor, third parties, and others including but limited to vendor delays, retesting, and resolution of punch list items may impact the program costs to the County and will be brought to the attention of the County's Project Manager in a timely manner.
2. *FE* professionals will be directed by the County according to the tasks to be performed. The *FE* professionals' ability to fulfill tasks depends heavily upon the directions given by the County.
3. *FE's* ability to fulfill this task depends, in part, on the willingness and ability of County, County participants, equipment vendors, service providers, third parties, and others to provide information in a timely manner, and upon the accuracy of the information as supplied. The accuracy of input data, whether provided in electronic or hard copy form, and the recommendations, actions, system designs, and license filings resulting therefrom cannot, therefore, be warranted by *FE* nor can the performance, suitability, or reliability of said systems be warranted by *FE*.
4. All other terms, conditions, and assumptions of the original contract as amended and in *FE's* proposal remain unchanged and in full force.

Submitted by *FE*:

Ronald F. Bosco
Ronald F. Bosco, President
May 29, 2012

Authorization to begin work by Nassau
County

Ted Selby
(Signature)

Ted Selby, County Manager
(Printed name and title)

6/11/12
(Date)

SCHEDULE A

FEDERAL ENGINEERING LONG TERM CONSULTING RATES

Effective January 1, 2012 through December 31, 2012

<u>GSA Labor Category</u>	<u>Project Rate</u>
Director/Chief Consultant	\$170.00
Project Manager	\$150.00
Senior Communication Systems Engineer	\$150.00
Systems Engineer I	\$125.00
Analyst	\$ 75.00

The above rates are Federal Engineering staff off-site labor rates. Rates for any subcontractors or affiliates may be different and will be submitted to the County for approval.

TERMS AND CONDITIONS

1. Long-term rates do not include state or local taxes.
2. Subcontracts, travel, meals on a per diem cost basis, and other direct non-labor charges will be invoiced at actual cost.
3. Invoices will be rendered monthly. All invoices are due and payable 45 days from issuance.
4. Prompt Payment Discount: 0.5% - 15 days from receipt of invoice or date of acceptance, whichever is later.
5. Late balances are subject to a finance charge of 1.5 percent per month (or fraction thereof).

This document is proprietary to Federal Engineering, Inc. and shall not be disclosed to third parties without prior written permission from Federal Engineering, Inc.

Estimated time based on Motorola's implementation schedule			
Task	Description	Hours	
Design review	Review contract design review documents & attend meeting	20	
Staging	travel to Motorola, attend staging, travel from Motorola	24	
FNE Installation	attend pre-installation meetings, oversee installation for issues, PM duties as required	50	
Console Installation	PM duties as required, coordinate with Nassau SO & FBPD for installation.	50	
Optimization	oversee optimization to ensure there are no issues with equipment	40	
Cutover	develop cutover plan with Motorola, Nassau & FBPD, assist in cutover	40	
Final Acceptance	witness R56 audits, clear final punch list items	40	
Contingency		24	
Travel			\$ 1,800.00
	Total	288	\$ 45,000.00