



"Unleashing the Power of Technology"

**Federal
Engineering®**

Federal Engineering, Inc.

10560 Arrowhead Drive
Fairfax, VA 22030
703-359-8200

**STATEMENT OF WORK (SOW)
ISSUED: November 30, 2021**

ATTACHMENT TO:

**AGREEMENT FOR CONSULTANT
SERVICES BETWEEN ALACHUA COUNTY
AND FEDERAL ENGINEERING, INC.**

**Dated: December 12, 2017
And as Amended: May 28, 2019**

**AMENDMENT # 2
ALACOFL: ALT2-PROC
ALACHUA COUNTY FL PUBLIC SAFETY RADIO
AND PROCUREMENT SUPPORT**

1. INTRODUCTION AND ISSUES

Alachua County, FL (County) requested a proposal from Federal Engineering (**FE**), building upon prior work done by **FE**, to develop functional specifications and performance requirements for the design, construction and testing of a new countywide land mobile radio system.

2. PROJECT TASKS

2.1 Project Initiation and System Requirements

FE will conduct a project initiation meeting with the County's project manager and project team on a mutually agreed upon date. This initial meeting will reaffirm a common understanding of the project goals, objectives, and vision, items best understood through a close working relationship between our respective management teams and staffs. It will be held onsite if current conditions allow us to meet safely, or if necessary, via conference call.

FE's requirements discovery and documentation methodology places considerable emphasis on accurately determining the needs of the system owners and system users, for the County, and participating agencies. **FE** will review requirements with the County project team, during a briefing immediately following the Project Initiation meeting. This allows the **FE** team and the County to gain consensus, acceptance, and a mutual understanding of the requirements before further work begins.

Deliverable: Project Schedule and System Requirements

FE will deliver a project schedule that will serve as the guiding document throughout the project and an updated high-level list of system performance requirements for the new land mobile radio communications system.

2.2 Functional Specifications

FE will develop functional specifications and performance requirements for the design, construction and testing of the new countywide land mobile radio system, described in sufficient detail for proposers to submit comprehensive proposals. The functional specifications section will also be the foundation for vendor proposal evaluation, and will include or address the following:

- System functional and operational requirements
- Proposed sites and connectivity
- System reliability and redundancy
- Radio vendor deliverable requirements (i.e., design package, FCC license documents, regional planning committee support, operations and maintenance manuals, test plans and reports, and training manuals)
- Regulatory and standards compliance
- Migration and cutover plans
- System installation and acceptance testing
- Network management
- Training
- Warranty

FE will develop and deliver a *Draft Functional Specifications* section to the County. Following a review of the specifications with the County project team, we will then prepare and deliver the *Final Functional Specifications* section based on review comments from the County project team.

Deliverables: ***Draft Functional Specifications***

Final Functional Specifications

2.3 Procurement Support

FE will support the County by reviewing applicable sections of the County's instructions to bidders/proposers, validating references to the functional specifications in the County's boilerplate terms and conditions and other local purchasing requirements. The County will integrate the functional specifications into their Request for Proposal (RFP) and release for vendors to submit proposals.

Upon issuance of the RFP, **FE** will attend and participate as needed in the vendor pre-bid meeting and provide a response to all technical questions received by the County and assist with any addenda.

FE will also support the County by providing the following procurement support activities:

- Develop an RFP vendor compliance matrix
- Develop scoring evaluation criteria
- Evaluate up to four vendor proposals
- Prepare a vendor proposals evaluation workbook
- Support proposal review discussions, meetings, and vendor presentations
- Provide support via conference call to County vendor selection committee
- Attend final vendor selection meeting via conference call

2.4 Contract Negotiations

After County notification of award to the selected vendor, **FE** will provide the County with experienced contract negotiations support. The proposed project team has considerable experience negotiating public safety radio systems, equipment, and services, with a proven track record of saving our clients' money and shifting project risk to the vendor. In preparation for the negotiations, we will re-evaluate the selected proposal in detail, looking for specific items that could impact the final contract, such as the following:

- Extra equipment or software that may not be needed
- Open-ended or vague statements
- Vendor program management and/or quality assurance issues
- Unclear or not measurable performance specifications
- Site and acceptance testing that are not representative of true system performance
- Coverage and subsystem infrastructure acceptance terms
- Payment schedules that favor the vendor, such as payments on shipment rather than on receipt and acceptance
- Anything that implies acceptance before testing is complete

FE will assist in negotiating the contract using the RFP's functional specifications, the County's Procurement Policy, and the terms and conditions as a starting point.

3. STAFFING/ORGANIZATION

Mr. Brad Barber, Vice President, will provide project oversight and guidance to the **FE** project team. **FE** will use other subject matter expert staff, as needed, to address specific needs.

4. COST

The firm-fixed-price cost for this SOW is \$ 79,435 which includes labor and travel required for this project.

5. INVOICING

FE proposes the following estimated invoice schedule based on receiving a notice to proceed no later than January 1, 2022.

Description	Estimated Invoice Date	Amount
Deliver Project Schedule/Updated System Requirements	2 weeks from NTP	\$15,658
Deliver Draft Functional Requirements	8 weeks from NTP	\$12,526
Deliver Final Functional Specifications	12 weeks from NTP	\$ 4,277
Begin Procurement Support	16 weeks from NTP	\$23,487
Commence Contract Negotiations	28 weeks from NTP	\$23,487
Total		\$79,435

6. BASIS FOR OUR SCOPE OF WORK

1. This proposal assumes **FE** will perform all the tasks as called out in the technical proposal. The deletion of a task, a significant change in scope of one or more tasks, or use of a phased implementation approach may affect the overall price.
2. **FE** will provide draft and final deliverables electronically to the County's Project Manager.
3. Any optional or additional tasking will be authorized by mutual agreement of the County and **FE**. Such tasking will be performed on a time and materials basis in accordance with the rates in Schedule A or on a fixed price basis as mutually agreed upon in a task order by the County and **FE**. The long-term consulting rates reflected in Schedule A of this agreement are effective January 1, 2021, through December 31, 2022. **FE** reviews long-term consulting rates annually. These rates may be subject to change for the period beyond December 31, 2022.
4. The level of effort for contract negotiation support can vary greatly depending upon the winning system vendor and the County's procurement practices. **FE** will provide up to 40 hours of senior consultant negotiations support via teleconference and up to 16 hours of onsite support. If additional hours are required, or if onsite support is requested, a mutually agreeable amendment to the scope of work will be executed by both parties.
5. **FE's** ability to fulfill this task depends, in part, on the willingness and ability of the 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, system procurements, 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**. **FE** accepts no responsibility or liability to any third party in respect to any information or related content delivered by **FE**. This information is subjective in certain respects, and, thus, susceptible to multiple interpretations and may be in need of periodic revisions based on actual experience and subsequent developments.

6. This proposal is based upon a start date on or before January 1, 2022 and assumes a nine-month schedule for completion. Delays to the project schedule due to actions or lack of actions on the part of the County, County participants, third parties, and others including, but not limited to vendor protests, protracted contract negotiations, vendor delays that impact the program schedule and/or costs to the County will be brought to the attention of the County's project manager in a timely manner and will be reduced to writing via a mutually agreed upon contract amendment.
7. This proposal assumes a mutually agreeable invoicing schedule for work completed.
8. **FE** reserves the right to assign/reassign work efforts and associated costs across tasks and between our professional staff members in order to meet our contractual obligations to the County.

Submitted by **FE**

Authorization to begin work by Alachua
County, Florida

Ronald F. Bosco

Signature

Marihelen Wheeler

Signature

Ronald F. Bosco, President/CEO

Marihelen Wheeler, Chair

Printed name and title

Printed name and title

November 30, 2021

Date

Date

Approved as to Form

Robert C. Swain
Alachua County
Attorney

SCHEDULE A
LONG-TERM CONSULTING RATES

Effective January 1, 2021 through December 31, 2022

Principal	\$ 355.00 per hour
Vice President	\$ 320.00 per hour
Assistant Vice President	\$ 285.00 per hour
Director/Chief Consultant	\$ 250.00 per hour
Senior Consultant	\$ 210.00 per hour
Consultant	\$ 180.00 per hour
Senior Analyst	\$ 150.00 per hour
Analyst	\$ 110.00 per hour
Administrative / Computer Services	\$ 76.00 per hour

TERMS AND CONDITIONS

1. Long-term rates do not include state or local taxes.
2. Travel and meals on a per diem basis will be invoiced at actual cost plus 20 percent to account for general and administrative costs.
3. Hours expended for travel in support of any time and materials task orders are billable hours.
4. Invoices will be rendered monthly. All invoices are due and payable 30 days from issuance. Late balances are subject to a finance charge of 1.5 percent per month (or fraction thereof).

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Final Audit Report

2021-12-22

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