

**Work Authorization No. R&B18-01
(Access Control, Visitor Management, and Badge Production System)
Under Agreement Between Broward County and Ross & Baruzzini, Inc.,
for Continuing Services for Security Services and Infrastructure Project Management Services**

1. This Work Authorization is issued pursuant to the Agreement between Broward County ("County") and Ross & Baruzzini, Inc. ("Consultant") (collectively referred to as the "Parties"), for Continuing Services for Security Services and Infrastructure Project Management Services (hereinafter "the Agreement"), which was approved by the Board of County Commissioners on May 9, 2017.

2. This Work Authorization permits Consultant to provide the services described in Exhibit "A" to this Work Authorization, pursuant to Articles 3 and 4 of the Agreement.

3. Compensation and Method of Payment.

3.1 Payment for the services authorized by this Work Authorization shall be in accordance with Article 5 of the Agreement, and the agreed method of compensation shall be as follows (check those boxes that apply):

3.1.1 Maximum Amount Not-To-Exceed Compensation. Compensation to Consultant for the performance of Basic Services identified in Exhibit "A" to this Work Authorization as payable on a "Maximum Amount Not-To-Exceed" basis, and as otherwise required under the terms of the Agreement, shall be based upon the Salary Costs as described in Section 5.2 of the Agreement up to a maximum amount not-to-exceed of \$152,967. Consultant shall perform all services designated as Maximum Amount Not-To-Exceed set forth herein for total compensation in the amount of or less than that stated above.

3.1.2 Lump Sum Compensation. Compensation to Consultant for the performance of all Basic Services identified in Exhibit "A" as payable on a "Lump Sum" basis, and as otherwise required by this Agreement, shall be not more than a total lump sum of \$_____.

3.1.3 Reimbursable Expenses. County has established a maximum amount not-to-exceed of \$3,000 for potential reimbursable expenses which may be utilized pursuant to Section 5.3 of the Agreement. Unused amounts of those monies established for reimbursable expenses shall be retained by County.

3.2 Payments for this Work Authorization shall be charged against:

Budget No. 42100-42100-75103000-512160

4. Consultant shall perform the services described in Exhibit "A" within 301 calendar days ("Time for Performance"), or the time periods specified in the Project Schedule included in Exhibit "A" ("Time for Performance"); said time periods shall commence from the date of the Notice to Proceed for such services.

4.1 If this box is checked, this paragraph shall be applicable. In the event Contractor fails to substantially complete the Project on or before the substantial completion date specified in its agreement with County, and the failure to substantially complete is caused in whole or in part by Consultant, then Consultant shall pay to County its proportional share of any claim for damages to Contractor arising out of the delay. By reference hereto, the provisions for the computation of delay costs/damages and any amounts included therein, whether direct or indirect, in the agreement between the Contractor and County are incorporated herein. This provision shall not affect the rights and obligations of either party as set forth in Section 10.8, Indemnification of County, of the Agreement.

4.2 If this box is checked, liquidated damages shall be applicable. In the event Consultant fails to complete the services identified in Exhibit "A" to this Work Authorization on or before the Time for Performance set forth above, Consultant shall pay to County the sum of dollars identified below for each calendar day after the applicable Time for Performance, plus approved time extensions thereof, until completion of the service:

Services

Amount

These amounts are not penalties but are liquidated damages to County for Consultant's inability to proceed with, and complete, the service in a timely manner pursuant to the agreed upon Time for Performance. Liquidated damages are hereby fixed and agreed upon by the Parties, recognizing the impossibility of precisely ascertaining the amount of damages that will be sustained by County as a consequence of such delay, and both parties desiring to obviate any question or dispute concerning the amount of said damages and the cost and effect of the failure of Consultant to complete the services within the applicable Time for Performance. This provision shall not affect the rights and obligations of either party as set forth in Section 10.8, Indemnification of County, of the Agreement.

5. **CBE Goals.**

Not applicable; no CBE goal has been set for the Agreement.

6. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the Agreement with the County.

[Remainder of This Page Is Intentionally Left Blank.]

IN WITNESS WHEREOF, the Parties have made and executed this Work Authorization No. R&B18-01 : BROWARD COUNTY, by and through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Mayor or Vice-Mayor, authorized to execute same by Board action on the _____ day of _____, 20____, and ROSS & BARUZZINI, INC., signing by and through its SVP & COO, duly authorized to execute same.

County

ATTEST:

BROWARD COUNTY, by and through its Board of County Commissioners

Broward County Administrator, as Ex-officio Clerk of the Broward County Board of County Commissioners

By _____
Mayor

____ day of _____, 20__

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Port Everglades Department
1850 Eller Drive, Suite 502
Fort Lauderdale, Florida 33316
Telephone: (954) 523-3404
Telecopier: (954) 468-3690

Insurance requirements approved by Broward County Risk Management Division

By W. Fletcher 11-20-17
Signature (Date)

By Al A DiCalvo 11/20/17
Assistant County Attorney (Date)

WAYNE FLETCHER Risk Mgr
Print Name and Title above

Russell J. Morrison 11/20/17
Senior Assistant County Attorney (Date)

Consultant

ATTEST:

[Signature]
Corporate Secretary

ROSS & BARUZZINI, INC.

By [Signature]
President or Vice President
Ihab Osman, Sr. VP & COO

(SEAL)

(Print Name and Title)

17 day of November, 20 17.

EXHIBIT A
To Work Authorization R&B18-01

Project Program

This project entails the procurement and implementation of a new Access Control, Visitor Management and Badging Production system. The initial installation will be at the Four Vehicle Access gates, Port Administrative building, Security Operations Center (SOC) and the Harbor Tower.

The Access Control, Visitor Management and Badge Production system will provide the latest hardware technologies, operator software interface, credentialing, proximity detection, magnetic strip, UHF RFID and barcode reading capabilities for TWIC, all 50 state driver's licenses, military ID's Port issued Business Purpose Credentials, temporary visitor credentials and domestic and foreign passports.

Ross & Baruzzini Summary of Basic Services

The services will include the following tasks:

- Task 1: Develop Document Controls Repository
- Task 2: Develop Project Oversight Management Plan
- Task 3: Conduct Pre-Solicitation Project Management
- Task 4: Conduct Solicitation Project Management
- Task 5: Conduct Post-Solicitation Project Management
- Task 6: Conduct Final Project Documents and Project Close-Out

Task 1: Develop Document Controls Repository

Develop base line document control repository utilizing the below deliverables and PORT's SharePoint system.

Deliverable(s):

- Develop Electronic Storage Repository to store, at a minimum, the below documents:
 - Estimates
 - Schedules
 - Progress reports
 - RFI's
 - Product Submittals
 - Change Orders
 - Close Out documents

Task 2: Develop Project Oversight Management Plan

Develop a Project Oversight Management Plan (PMP) incorporating the below deliverables and document how the project is initiated, planned, executed, monitored, controlled and closed.

Deliverable(s):

- Collect Requirements
- Scope Statement
 - Scope Description
 - Project Oversight Deliverables
 - Project Exclusions
 - Project Constraints
- Work Breakdown Structure
 - WBS (hierarchical decomposition of work)
 - WBS Dictionary which includes but not limited to:
 - Description of Work
 - Responsible Organization
 - List of Schedule Milestones
 - Associated Schedule Activities
 - Resources Required
- Schedule
 - Project Milestone Chart
 - Critical Path Timelines
- Cost Estimations
 - Activity Cost Estimations
 - Basis of Estimates

Task 3: Conduct Pre-Solicitation Project Management

Subtask 3.1: Develop Project Concept:

Develop the Basis of Design document incorporating the below deliverables based upon the requirements stated by the PORT and will be presented to the PORT for review and acceptance.

Deliverable(s):

- Concept Narrative
- Site Map
- System Concept Logic Diagram
- Network Connectivity Diagram
- System Functionality Narrative

Subtask 3.2: Technology Functional Validation:

Evaluate the proposed technology to ensure it will meet PORT's operational expectations. The team will produce a report containing their findings and recommendations.

Deliverable(s):

- Technology Functional Validation Report includes but not limited to:
 - Discussion
 - Findings

- Recommendations

Subtask 3.3: Develop Solicitation Scope of Work:

Develop the Solicitation Scope of Work required to design and implement the project incorporating the below deliverable(s) and based upon the port security systems and infrastructure operational requirements for competitive solicitation.

Deliverable(s):

- Solicitation Scope of Work Document to include:
 - Project Scope Description
 - Project Acceptance Criteria
 - Project Deliverables
 - Project Exclusions
 - Project Constraints
 - Project Assumptions

Subtask 3.4: Attend Pre-Solicitation Meetings and respond to bid RFI's:

Assist PORT Staff in Pre-Solicitation Meetings.

Deliverable(s):

- Provide Subject Matter Expert Input
 - Provide oversight and respond to all bid RFI's.

Subtask 3.5: Develop Bid/Proposal Evaluation Criteria

Develop the Bid Evaluation Criteria incorporating the below deliverables to be used to evaluate each of the vendor product submittals. The criteria document will be submitted to the PORT for review and acceptance.

Deliverable(s):

- Evaluation Criteria Document
 - Ability of Professional Personnel
 - Project Approach
 - Past performance
 - Workload of the Firm

Task 4: Conduct Solicitation Project Management

Subtask 4.1: Review Bids/Proposals

Assist PORT Staff in the review of vendor bids/proposal submittals.

Deliverable(s):

- Provide Subject Matter Expert Input

Subtask 4.2: Assist with Sunshine Negotiations

Assist PORT Staff with awarded vendor Sunshine Negotiations Meetings.

Deliverable(s):

- Provide Subject Matter Expert Input

Task 5: Conduct Post-Solicitation Project Management

Subtask 5.1: Assist with Kick-Off Meetings

Assist PORT Staff with awarded Contractor Project Kick-Off Meeting.

Deliverable(s):

- Provide Subject Matter Expert Input

Subtask 5.2: Project Document Control

Manage the receipt, distribution, filing, archiving, and timely retrieval of all Project related documents and correspondence in accordance with the assigned projects. The Project Team shall use the PORT's SharePoint Site for all document control functions.

Deliverable(s):

- Store, at a minimum, the below documents in the Electronic Storage Repository :
 - Basis of design
 - Estimates
 - Schedules
 - Progress reports
 - RFI's
 - Product Submittals
 - Change Orders
 - System Commissioning and Acceptance criteria
 - Close Out documents
 - Training Materials

Subtask 5.3: Design Management

Assist PORT in the development of Electrical and Low Voltage designs to support the Technology project. These designs could be delivered either by the technology vendor or an independent Engineering firm. Support services will include the following:

Deliverable(s):

- Develop the schedule for design development and document production
- Manage all design coordination
- Provide design review, QA/QC for all design deliverables

Subtask 5.4: Contractor Monitoring & Permit Management

Monitor, track and assist with all project related permits or licenses. The Project Team shall not approve pay application amounts associate with the unpermitted work. Provide to PORT Staff and monitor awarded Contractor performance. Contract monitoring shall show the status of the Contractors' compliance with the contract documents. These activities shall include, but not be limited to review, confirm, monitor, response(s) (as required), and preparation of track/logs.

Deliverable(s):

- Contractor Monitoring
 - Maintain permitting logs
 - When directed, assist in procuring any permits or regulatory agency licenses required for the Project that are not the responsibility of any other design professional, contractor, or subcontractor.
 - Document work installed without permits

- Provide SME Input
 - Develop Performance Metrics
 - Monitor Contractor Scope of work/services deliverables for compliance
 - Conduct Site Inspections
 - Attend Project Implementation meetings
 - Coordinate for temporary project facilities required to support the project

Subtask 5.5: Schedule Verification and Schedule Conflict Resolution

Review and monitor individual contract schedules and work breakdown structures (WBS) throughout the Project duration for compliance and compatibility with each contractor's schedules using scheduling software. If conflicts arise during the review, the Project Team shall recommend alternatives to minimize conflicts, and resolve conflicts.

Deliverable(s):

- Evaluate Contractors base line schedule
- Provide recommendations to address deficiencies or incorrect Schedule logic
- Provide Monthly Schedule Analysis
- Provide notification of all projected impacts and recommendation for schedule mitigation
- Provide Monthly Reports to include but not limited to:
 - Work completed during reporting period
 - Work to be completed during next reporting period
 - Summary of changes approved in the reporting period
 - Project issues during reporting period

Subtask 5.6: System Commissioning & Acceptance Document

Develop System Commissioning and Acceptance Document and system.

Deliverable(s):

- Develop System Commissioning & Acceptance document & Project Contract
- Develop Witness and Documentation of System Load and Operational testing
- Develop Witness and Documentation of System Functionality testing
- Develop and Administer Punch List

Task 6: Conduct Final Project Documents and Project Close-Out

Provide oversight of Final Project documentation.

Deliverable(s):

- Review Operation and Maintenance (O&M) Manuals
- Review System Training Materials
- Review Project As-Built

COUNTY RESPONSIBILITY

1. Review documents and make decisions that affect design in a timely manner to avoid schedule delays.
2. Provide full and complete information regarding requirements for the project.
3. Provide access to the relevant portions of the Port's Standards, plans, policies, SOPs, and access to a person knowledgeable as to the existing systems.
4. Provide printing/reproduction support at the discretion of the Contract Administrator.
5. Provide access to their Project Administration applications like SharePoint

GENERAL ASSUMPTIONS

1. Ross & Baruzzini is entitled to reasonably rely upon the accuracy of the information provided by County.
2. Ross & Baruzzini is not responsible for Permit costs

FEES AND PAYMENT

Ross & Baruzzini, Inc. shall invoice the actual hours incurred in accordance with Article 5 of the Agreement, subject to the not-to-exceed amounts for each Task as stated in the attached Fee Breakdown. Hours incurred for any Task may be allocated between Subtasks as necessary, provided that the Task is completed including all Subtasks within the not-to-exceed amount stated for that Task, and provided that all Basic Services are completed within the total not-to-exceed amount of **(\$152,967.00)**. A breakdown of fee estimates is provided in the Work Effort and Fee Estimate table attached to this document.

Port Everglades
Access Control Fee Breakdown

Ross & Baruzzini

7 DAYS		7 DAYS		145 DAYS		45 DAYS		90 DAYS		7 DAYS	
COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS
Task 1: Develop Document Controls Repository:											
\$1,390.00	10	\$2,992.00	18	\$1,632.00	8	\$3,264.00	16	\$3,264.00	16	\$3,264.00	16
\$4,468.00	32	\$2,992.00	16	\$1,632.00	8	\$3,264.00	16	\$3,264.00	16	\$3,264.00	16
\$3,356.00	24	\$3,356.00	18	\$1,632.00	8	\$3,264.00	16	\$3,264.00	16	\$3,264.00	16
\$4,170.00	30	\$1,953.00	16	\$1,632.00	8	\$3,264.00	16	\$3,264.00	16	\$3,264.00	16
\$3,058.00	22	\$19,255.00	87	\$1,632.00	8	\$3,264.00	16	\$3,264.00	16	\$3,264.00	16
\$4,468.00	32	\$8,160.00	40	\$8,160.00	40	\$8,160.00	40	\$8,160.00	40	\$8,160.00	40
Close Out documents: \$1,390.00 10											
Fee Total Task \$22,240.00 160											
Task 2: Develop Project Oversight Management Plan:											
Subtask 2.1: Develop Basis of Design:											
Design Narrative: \$1,632.00 8											
Site Map: \$1,632.00 8											
System Concept Logic Diagram: \$1,632.00 8											
Network Connectivity Diagram: \$1,632.00 8											
System Functionality Narrative: \$1,632.00 8											
Fee Sub Task: \$8,160.00 40											
Subtask 2.2: Technology Functional Validations:											
Technology Functional Validation Report: \$6,528.00 32											
Fee Sub Task: \$6,528.00 32											
Subtask 2.3: Develop Solicitation Scope of Work:											
Solicitation Scope of Work Document: \$1,632.00 8											
Fee Sub Task: \$1,632.00 8											
Subtask 2.4: Attend Pre-Solicitation Meetings & Respond to RFI's:											
Provide SME input by providing oversight & responding to all RFI's: \$1,632.00 8											
Fee Sub Task: \$1,632.00 8											
Subtask 2.5: Develop Bid/Proposal Evaluation Criteria:											
Evaluation Criteria Document: \$4,896.00 24											
Fee Sub Task: \$4,896.00 24											
Fee Total Task \$21,216.00 104											
Task 3: Conduct Pre-Solicitation Project Management:											
Subtask 3.1: Review Bid/Proposals:											
Provide SME input: \$3,264.00 16											
Fee Sub Task: \$3,264.00 16											
Subtask 3.2: Assist With Summative Negotiations:											
Provide SME input: \$3,264.00 16											
Fee Sub Task: \$1,632.00 8											
Fee Total Task \$4,896.00 24											
Task 4: Conduct Post-Solicitation Project Management:											
Subtask 4.1: Design Management:											
Develop the schedule for design and document resolution: \$3,264.00 16											
Manage all design coordination: \$4,896.00 24											
Provide design review, Q/A/QC for all design deliverables: \$4,896.00 24											
Fee Sub Task: \$16,320.00 88											
Subtask 4.2: Contractor monitoring & Permit Management:											
Contractor monitoring: \$8,160.00 40											
Provide SME input: \$3,264.00 16											
Fee Sub Task: \$11,424.00 56											
Subtask 4.3: Schedule, Verification and Schedule Conflict Resolution:											
Evaluate Contractors base line schedule: \$1,632.00 8											
Provide recommendations to address deficiencies or inspect Schedule Logic: \$3,264.00 16											
Provide Monthly Schedule Analysis: \$3,264.00 16											
Provide Monthly Reports: \$3,264.00 16											
Provide Monthly Reports: \$4,896.00 24											
Fee Sub Task: \$21,200.00 120											
Subtask 4.4: System Commissioning & Acceptance Document:											
Develop System Commissioning & Acceptance: \$4,896.00 24											
Develop Witness and Documentation of System Load and Operational testing: \$4,896.00 24											
Develop Witness and Documentation of System Functionality testing: \$4,896.00 24											
Develop and Administer Punch List: \$12,240.00 60											
Fee Sub Task: \$26,928.00 132											
Fee Total Task \$81,568.00 433											
Task 5: Conduct final Project Documents and Project Close-Out:											
Review Operation and Maintenance (O&M): \$3,264.00 16											
Review System Training Manuals: \$1,632.00 8											
Review Project As-Builts: \$4,896.00 24											
Total Project Hours 80											
Total Project Cost \$152,967.00											