



*"Unleashing the Power of Technology"*

**Federal  
Engineering®**

**Federal Engineering, Inc.**

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

**STATEMENT OF WORK (SOW)  
Issued: March 1, 2023**

**ATTACHMENT TO:  
Agreement between  
Levy County, FL, and Federal Engineering  
Dated: December 8, 2020  
And As Amended on July 1, 2021**

## **Amendment 2 PROJECT LEVCOFL: PSMR-IMPLTMG LEVY COUNTY, FL RADIO SYSTEM IMPLEMENTATION SUPPORT**

### **1.0 INTRODUCTION AND ISSUES**

#### **1.1 Project Overview**

Building upon prior work done by Federal Engineering (**FE**), Levy County, FL (County) plans to upgrade its current radio communications system to an interoperable P25 system and requested that **FE** aid the County with the implementation support phase of the radio project.

This Statement of Work (SOW) describes the work to be completed by **FE** in support of the County.

### **2.0 TASKS TO BE PERFORMED**

#### **2.1 Implementation Project Management Support**

Implementation support services take a project from the initiation, planning, and design review phases through installation, testing, and final cutover. **FE** will review project planning before major commitments are made and will provide County management with the visibility necessary to minimize surprises and create a proactive project management environment. We will determine if the radio vendor is compliant with the contract regarding agreed-upon system requirements, schedule, and cost milestones.

Our implementation support tasks will align with the selected vendor's schedule to provide oversight and management of the vendor's specific activities. Upon vendor contract award, **FE** will provide an implementation oversight schedule that aligns with the vendor's implementation schedule.

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

1. Coordinate and participate in the Implementation Kickoff Meeting to discuss project goals, objectives, tasks, schedule, and deliverables with the County and the selected vendor.
2. Participate in project status teleconferences as required.
3. Participate in project status meetings.
4. Participate in other project meetings as required.
5. Assist in the development of project execution processes as they relate to milestone processing, effective communications across teams, roles and responsibilities, and documentation formats.
6. Review frequency plans and license applications as required.
7. Review system fleet mapping.
8. Maintain an independent punch list of items during implementation activities including the issue, responsible party, the target date for completion, the actual date of completion, and resolution.
9. 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.
10. Coordinate with County project management personnel

## **2.2 Preliminary Design Review (PDR) and Final Design Review (FDR)**

**FE** will participate in the radio system vendor's contract/preliminary design review and a final design review. (These design reviews will be as defined in the vendor's contract.)

1. **FE** will review vendor PDR documents and attend the PDR design presentation by the vendor. The review typically includes items identified in the vendor's project plan such as the following:
  - Project schedule
  - Individual site designs
  - Frequency plan
  - Detailed system design

- Updated equipment list (by site)
  - Updated system drawings
  - Factory acceptance test plans and procedures (FATP)
  - Site testing plans and procedures
  - Radio coverage methodologies and coverage acceptance test plan (CATP)
  - Cutover plans
  - System acceptance test plans
  - Training plans
  - List of manuals and documentation
  - Final PDR package
  - Decommissioning process for old equipment
2. **FE** will work with the County and vendor to identify areas of deficiency, document these areas in a punch list, and provide recommendations to correct the deficiencies. **FE** will be available to assist the County with formal change management processes, if any, resulting from the PDR.
  3. **FE** will review FDR documents and, if applicable, attend the FDR presentation to monitor the successful resolution of PDR punch list items.
  4. **FE** will make a recommendation to the County regarding the vendor's readiness to move on to the next phase.

### **2.3 Factory Testing, Equipment Delivery, and Installation Verification**

1. **FE** will attend factory staging of the system at the vendor's facility acting as the County's technical advisor.
2. **FE** will conduct an independent inventory of equipment upon delivery to each site and compare the inventory with the County's purchase order/contract for accuracy.
3. **FE** will oversee the radio system and other infrastructure vendors' project implementation tasks to assess timely completion and adherence to schedule.
4. **FE** will inspect each site to assess whether the equipment installations are in accordance with the specifications, meet good workmanship practices, and are within equipment standards. For the following inspection-related activities as identified in the vendor's schedule, **FE** will typically perform the following:
5. Review shelter preparation activities to assess whether they have been performed correctly and in time for installations

6. Assess whether required facility improvements have been made including internal and external grounding
7. Inspect site installations and grounding
8. Inspect the site equipment installation including antenna, transmission line, radio system infrastructure equipment, and microwave equipment
9. Witness the vendor's final site tests
10. Review each site's punch list and determine if it includes deficiencies noted during the site preparation and test verification. Determine if corrective actions have been taken before any punch list items are removed.

#### **2.4 Coverage and System Testing**

**FE** will participate in the following testing activities as identified in the vendor's schedule.

1. **FE** will witness coverage tests. **FE** will accompany the system vendor for the coverage testing to assess the methodology and data collection compliance. **FE** and the County will mutually define the coverage testing area for which **FE** will accompany the vendor.
2. **FE** will review coverage test results.
3. **FE** will attend final system testing and observe test results.
4. **FE** will provide a memo to the County that identifies coverage and system testing results and any recommendations for the vendor to correct deficiencies in the test documentation. **FE** will review the independent punch list and vendor punch list and assess retesting results to confirm that the deficiencies have been corrected.

#### **2.5 System Acceptance and Cutover**

1. Prior to the system acceptance process, **FE** will review the final vendor cutover plan and identify deficiencies or areas for improvement to the County. **FE** will assist the County in negotiating final changes to the cutover plan with the vendor.
2. Final system acceptance will begin after the system tests have been successfully completed by the vendor and the fully functional system has been delivered. **FE** will witness acceptance testing activities, assess the test results, and make any necessary recommendations for the vendor to correct deficiencies noted during the testing.

3. Upon completion of system acceptance testing and correction of deficiencies, including punch list and documentation items, **FE** will make a recommendation to the County regarding the acceptance of the system and cutover.
4. **FE** will witness the cutover to determine if cutover procedures are executed properly and success criteria met.

## **2.6 Subscriber Template Development**

Assistance with review of one master subscriber radio programming template, to include:

1. Review fleetmap developed by the selected vendor with input from County.
2. Review the previous County master template, and other applicable templates.

## **2.7 On-Call Technical Support**

As an option and as requested by the County, **FE** can also provide additional assistance with public safety communications planning or implementation support on either a firm fixed price or time and material basis in accordance with the rates shown in the attached Schedule A.

## **3.0 SCHEDULE**

This support agreement will begin upon execution of this SOW and remain active throughout the contract period of performance.

## **4.0 STAFFING/ORGANIZATION**

Mr. Brad Barber, Vice President, will oversee the **FE** project team.

## **5.0 COST**

Assignments will be performed on a time and materials basis in accordance with the rates in Schedule A. Schedule A rates are reviewed and may be updated annually. This SOW initially authorizes a maximum of \$ 228,000 which includes projected labor, travel, and other direct costs.

Upon receiving a request to perform on-call tasking outlined in Section 2.7, **FE** will respond to the County Project Manager or their designee via email with an estimated cost to perform the assignment if the duration to complete the task is more than eight hours. Upon receipt and written acceptance of the estimated cost and a Notice to Proceed from the County, **FE** will commence the assignment. During the assignment, if situations arise that cause a change in the estimated cost, **FE** will notify the County's Project Manager or their designee of the revised estimate and the reason for the change.

Invoices will be submitted monthly. The invoices will detail each task assignment, the personnel assigned, the number of hours charged, and details regarding travel and other direct costs. Invoices will be submitted as directed by the Purchase Order for processing.

## **6.0 BASIS FOR OUR SCOPE OF WORK**

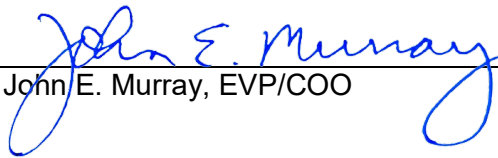
1. **FE** professionals will be directed by the County Project Manager or their designee according to the assignments to be performed. The scheduling of **FE** resources will be mutually agreed upon based on the needs of the County and the availability of the specific **FE** consultants.
2. This proposal assumes Federal Engineering, Inc. will perform tasks called out in Section 2 (excluding any optional tasks or services). The deletion of a task or significant change in the scope of one or more tasks may affect the overall price. Optional tasks can be priced at the County's request and added to this SOW via a mutually agreeable contract modification.
3. **FE** will provide draft and final deliverables electronically to the County.
4. This SOW assumes that County's Project Manager will schedule meetings, provide meeting facilities, notify attendees, and arrange for onsite visits.
5. 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 to in an additional task order by the County and **FE**.
6. **FE** will notify the County should additional funding be required to complete the approved tasks. The authorized funding will be increased by a written modification to this task duly executed by both the County and **FE**.
7. This proposal is based upon a start date on or before April 1, 2023, and assumes completion by December 31, 2025 for the tasks outlined in Sections 2.1 thru 2.6. The schedule for procurement and implementation oversight will be adjusted after the determination of the County's procurement schedule and the vendor's final approved implementation schedule. 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.
8. **FE's** ability to fulfill this task depends, in part, on the willingness and ability of the 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**. **FE** accepts no responsibility or liability to any third party with 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 need periodic revisions based on actual experience and subsequent developments.

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Submitted by **FE**

Authorization to begin work by County:

  
\_\_\_\_\_  
John E. Murray, EVP/COO

\_\_\_\_\_  
Signature

3/14/2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Date

**SCHEDULE A**  
**SPECIAL ITEM NUMBER 54151S**  
**INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**  
**AUTHORIZED HOURLY RATES**

Effective January 23, 2022 through January 22, 2027

Labor Category	GSA Rate
Principal	\$265.40
Director / Chief Consultant	\$207.78
Project Manager	\$159.29
Senior Communication Systems Engineer	\$164.43
Communication Systems Engineer	\$135.87
Senior Radio Engineer (RF Eng. II)	\$159.29
Radio Engineer (RF Engineer I)	\$128.56
Senior Subject Matter Expert II	\$164.43
Subject Matter Expert I	\$140.25
Senior Systems Engineer II	\$159.29
Systems Engineer I	\$135.87
Senior Network Analyst	\$168.46
Network Design Engineer	\$122.42
Senior Quality Assurance Specialist	\$159.29

TERMS AND CONDITIONS

1. GSA rates do not include state or local taxes.
2. On-site rates apply to staff augmentation projects where the **FE** consultant resides full time in the client's office and uses the client's systems.
3. Travel and meals on a per diem basis, will be invoiced at actual cost.
4. Hours expended for travel in support of any time and materials task orders are billable hours.
5. 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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