

TASK ORDER APPROVAL FORM

CONTRACT #: C23-3266-PW

Department(s) # 3301

TASK ORDER #: 7

Account(s) # 563001

TASK ORDER AMOUNT: \$ 17,576.00

Funding Source(s) County/Grant Agency Surtax

Grant Funded? Grant Title/number: _____

OFFERED BY CONSULTANT:

Halff Associates, Inc.

FIRM'S NAME

Mark Llewellyn Jr.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Senior Vice President

TITLE

CONTRACT: C23-3266-PW

Halff Associates, Inc.

Santa Rosa Blvd Improvements

EXPIRES: 10/18/2025 w/2 1 yr renewals

01/29/2025

DATE

RECOMMENDED FOR APPROVAL (Department Director)

Jason T. Autrey, PE, Digitally signed by Jason T. Autrey,
PE, CPM
Date: 2025.01.30 08:47:22 -06'00'

SIGNATURE

Director of Public Works

TITLE

1/30/25

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita Mason

Digitally signed by DeRita
Mason
Date: 2025.01.30 14:07:19
-06'00'

PURCHASING MANAGER

DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

Paul Mixon, CHAIRMAN (if applicable)

DATE



**HALFF ASSOCIATES, INC.
AGREEMENT FOR THE PROVISION
OF LIMITED PROFESSIONAL SERVICES**

COUNTY Contact and Title: Scott Bitterman, P.E., County Engineer **Agreement Date:** 1/13/2025
Business Name: Okaloosa County Public Works
Address: 1759 S. Ferdon Boulevard, Crestview, FL 32536
Phone: (850) 689-5772
E-Mail: sbitterman@myokaloosa.com

Project Name: Santa Rosa Boulevard Improvements
Task Work Order No. 7: Easement Sketches
Project City, County, Zip Code: Okaloosa Island, Okaloosa County, 32548
Project Latitude/Longitude: 30.391838/-86.596633

Halff Associates, Inc. (CONSULTANT) is pleased to submit our proposal to provide professional services for Okaloosa County (COUNTY) regarding the above referenced project. The abbreviated project description, Scope of Services, COUNTY's responsibilities, schedule, and compensation are as follows:

I. ABBREVIATED PROJECT DESCRIPTION

CONSULTANT will provide easement sketches and legal descriptions for up to four properties along Santa Rosa Boulevard. CONSULTANT will incorporate obtained easements into the construction plans as appropriate. In addition, CONSULTANT will continue facilitating project management meetings to the extent described in this scope of services.

II. SCOPE OF SERVICES

- 1. Easement Sketches and Legal Descriptions** – Surveying Services will be provided by Southeastern Surveying and Mapping Corporation (SSMC). SSMC will provide additional survey which will include the following tasks:
 - a. Recover existing control previously established and establish additional horizontal control utilizing the Florida North State Plane Grid System, 2011 Adjustment as needed
 - b. Perform research and sufficient fieldwork to gather pertinent information to determine the exact boundary location for each of the four parcels
 - c. Prepare four individual per parcel sketch and description for easements required to support acquisition and design suitable for recording with local agencies or governing bodies
- 2. Design Incorporation and Plans Update** – CONSULTANT will incorporate the additional survey and easement data provided by SSMC into the current design files and construction plans.
- 3. Project Management Meetings** – CONSULTANT will continue to schedule and conduct monthly project management meetings with the COUNTY. The originally anticipated 12 meetings accounted for in TWO3 have all been completed and documented. This TWO increases the number of monthly project management meetings to 20 (anticipating 8 additional meetings). As with TWO3, these meetings will be coordinated with work being completed on other TWOs.

III. COUNTY RESPONSIBILITIES

1. Provide CONSULTANT with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
2. The COUNTY will provide CONSULTANT with access to the site for activities necessary for the performance of the services. CONSULTANT will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

IV. PROJECT SCHEDULE

Upon receipt of a fully executed copy of this Agreement, CONSULTANT shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. We also acknowledge that the COUNTY is to be regularly and routinely consulted in connection with the performance hereunder.

V. SUPPLEMENTAL SERVICES

Services authorized in writing by the COUNTY other than those specifically listed in the Scope of Services, and which are agreed to be performed by CONSULTANT by written addenda to this Agreement shall be considered Additional Services for which the COUNTY shall compensate CONSULTANT at an agreed upon lump sum fee or CONSULTANT hourly rates.

VI. COMPENSATION

Our fees for the described services shall be provided at the Lump Sum Fee of **\$17,576.00**.

Scope of Services	Lump Sum Fee
1. Easement Sketches and Legal Descriptions	\$5,892.00
2. Design Incorporation and Plans Update	\$2,828.00
3. Project Management Meetings	\$8,856.00
TOTAL	\$17,576.00

Prepared by: Mark Llewellyn Jr, PE
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