

TASK ORDER APPROVAL FORM

CONTRACT#: C24-3968-PW

TASK ORDER#: 4

TASK ORDER AMOUNT: \$ 22,790

CONTRACT: C24-3968-PW
HDR ENGINEERING, INC.
GENERAL ENG. SERVICES FOR PW
EXPIRES: 09/30/2027 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie E. Duty

REPRESENTATIVE'S PRINTED NAME

Katie E. Duty

SIGNATURE

HDR Engineering, Inc.

5/9/2024

TITLE

DATE

RECOMMENDED FOR APPROVAL
(Department Director)

Jennifer
Adams

SIGNATURE

Digitally signed by
Jennifer Adams
Date: 2024.05.13
06:28:45 -05'00'

Charlotte
Dunworth

Digitally signed by
Charlotte Dunworth
Date: 2024.05.10
11:26:32 -05'00'

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual) Table 1

DeRita
Mason

PURCHASING MANAGER

Digitally signed by DeRita
Mason
Date: 2024.05.14
06:19:00 -05'00'

TITLE DATE

DATE

OMB DIRECTOR/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

INTRODUCTION

Okaloosa County has retained HDR to investigate the feasibility of adding and/or expanding vehicular parking located across three locations: Beach Access 1A, Beasley Park, and Marler Park.

The County has requested HDR develop alternatives for the site layout. These conceptual site layouts will lay the groundwork for a future design and identify potential issues such as permitting, drainage, and utilities which will need to be addressed in the final design.

The following exclusions are made for this scope:

- No Cut/Fill Analysis (survey is not anticipated with this task)
- Offsite Stormwater Improvements are not to be analyzed
- Offsite utility improvements are not to be analyzed
- Offsite roadway improvements or analysis are not to be considered
- Site retaining wall designs are not to be analyzed
- Environmental impact permitting is not included in this scope, only determining which permits will be required

The fee for this scope of services is a Lump Sum Not-to-Exceed fee of \$22,790

ACCEPTANCE:

Task 1 – Beach Access 1A

Objective:

Draft four concept drawings illustrating proposed line work of the site layout utilizing aerial photography and the Okaloosa County development codes and permitting requirements. Option 1 will consist of the first two concepts and should show parking without disturbing the existing boardwalk. The second two concepts will be considered Option 2 and should concentrate on maximum parking with a smaller boardwalk at the north end of the lot.

HDR Activities:

This phase will be performed in coordination with the Project Team and includes the following:

- Review of the Existing Site Plan Documents and Design.
- Research and confirm local, state, and federal code requirements.
- Meet with the County to understand and document County expectations and desires.
- Prepare up to four (4) Site Layout Concepts in AutoCAD for County review and comment.
 - Following County feedback, refine the concepts into one (1) Final Concept for each Option
- Each concept will include a vehicle tracking model for a passenger car.
- Edit and finalize the County's preferred Concept.
- Prepare estimated fee for design and permitting of Final Construction Drawings
- Prepare an Opinion of Probable Construction Costs for the final 2 concepts.

Deliverables:

- Four (4) Conceptual Site Plans (pdf) for County review within three (3) weeks of Kickoff meeting with Stakeholders
- Two (2) finalized Conceptual Site Plan within two (2) weeks of receiving feedback from the County.

Task 1 Assumptions:

- HDR assumes up to three (3) one-hour long virtual meetings with the Project Team
 - One meeting for a kickoff call for key stakeholders.
 - One meeting for receiving comments on the generated concepts.
 - One meeting for refining the final concept.
- There is no known survey available. The site layouts will be based on approximate dimensions from recent aerial photography.
- Estimated Design Fee assumes that the County will be responsible for preparing Division 1 specifications as well as facilitating the bidding process.

Task 2 – Beasley Park

Objective:

Draft four concept drawings illustrating proposed line work of the site layout utilizing aerial photography and the Okaloosa County development codes and permitting requirements. Option 1 will consist of the first two concepts and should show the addition of parking to Beasley to the north and to the west without disturbing any protected areas. The second two concepts will be considered Option 2 and should consider a reconfiguration of the existing parking area if more parking spaces can be added and the costs of these spaces makes fiscal sense.

HDR Activities:

This phase will be performed in coordination with the Project Team and includes the following:

- Review of the Existing Site Plan Documents and Design.
- Research and confirm local, state, and federal code requirements.
- Meet with the County to understand and document County expectations and desires.
- Prepare up to four (4) Site Layout Concepts in AutoCAD for County review and comment.
 - Following County feedback, refine the concepts into one (1) Final Concept for each Option
- Each concept will include a vehicle tracking model for a passenger car.
- Edit and finalize the County's preferred Concept.
- Prepare estimated fee for design and permitting of Final Construction Drawings
- Prepare an Opinion of Probable Construction Costs for the final 2 concepts.

Deliverables:

- Four (4) Conceptual Site Plans (pdf) for County review within three (3) weeks of Kickoff meeting with Stakeholders
- Two (2) finalized Conceptual Site Plan within two (2) weeks of receiving feedback from the County.

Task 2 Assumptions:

- HDR assumes up to three (3) one-hour long virtual meetings with the Project Team
 - One meeting for a kickoff call for key stakeholders.
 - One meeting for receiving comments on the generated concepts.
 - One meeting for refining the final concept.
- There is no known survey available. The site layouts will be based on approximate dimensions from recent aerial photography.
- Estimated Design Fee assumes that the County will be responsible for preparing Division 1 specifications as well as facilitating the bidding process.

Task 3 – Marler Park

Objective:

Draft two concept drawings illustrating proposed line work of the site layout utilizing aerial photography and the Okaloosa County development codes and permitting requirements. The intent of the exercise would be to add parking to Marler Park without disturbing any protected areas.

HDR Activities:

This phase will be performed in coordination with the Project Team and includes the following:

- Review of the Existing Site Plan Documents and Design.
- Research and confirm local, state, and federal code requirements.
- Meet with the County to understand and document County expectations and desires.
- Prepare up to two (2) Site Layout Concepts in AutoCAD for County review and comment.
 - Following County feedback, refine the concepts into one (1) Final Concept.
- Each concept will include a vehicle tracking model for a passenger car.
- Edit and finalize the County's preferred Concept.
- Prepare estimated fee for design and permitting of Final Construction Drawings
- Prepare an Opinion of Probable Construction Costs for the final 2 concepts.

Deliverables:

- Two (2) Conceptual Site Plans (pdf) for County review within three (3) weeks of Kickoff meeting with Stakeholders
- One (1) finalized Conceptual Site Plan within two (2) weeks of receiving feedback from the County.

Task 3 Assumptions:

- HDR assumes up to three (3) one-hour long virtual meetings with the Project Team
 - One meeting for a kickoff call for key stakeholders.
 - One meeting for receiving comments on the generated concepts.
 - One meeting for refining the final concept.
- There is no known survey available. The site layouts will be based on approximate dimensions from recent aerial photography.
- Estimated Design Fee assumes that the County will be responsible for preparing Division 1 specifications as well as facilitating the bidding process.

Project: Task Order - Beach Parking
 Client: Okaloosa County
 Prepared By: HDR Engineering, Inc.

HDR ACTIVITIES / FEE COMPUTATIONS

May 9, 2024

ACTIVITY	Program Manager		Chief Engineer		Project Manager		Senior Professional Engineer		Project Engineer		Engineering Intern		Senior Landscape Architect		Project Administrator		Accounting/ Admin		Activity Fee
	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	
TASK ORDER ACTIVITIES																			
Task 1: Beach Access 1A		\$ 325.00	8	\$ 275.00		\$ 260.00	4	\$ 245.00		\$ 180.00	48	\$ 115.00		\$ 215.00		\$ 155.00		\$ 105.00	\$ 8,700.00
Task 2: Beachley Park		\$ 325.00	8	\$ 275.00		\$ 260.00	4	\$ 245.00		\$ 180.00	48	\$ 115.00		\$ 215.00		\$ 155.00		\$ 105.00	\$ 8,700.00
Task 3: Marler		\$ 325.00	6	\$ 275.00		\$ 260.00	4	\$ 245.00		\$ 180.00	24	\$ 115.00		\$ 215.00		\$ 155.00		\$ 105.00	\$ 5,390.00

NOTE: RATES ARE BASED ON MASTER SERVICES AGREEMENT BETWEEN OKALOOSA COUNTY & HDR, CONTRACT# C24-3968-PW (Rate through 9/30/2026)

HDR Fee (Lump Sum) \$ 22,790.00