

TASK ORDER APPROVAL FORM

CONTRACT #: C24-3966-PW

TASK ORDER #: 002

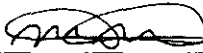
TASK ORDER AMOUNT: \$\$19,750

CONTRACT: C24-3966-PW
HALFF ASSOCIATES, INC.
GENERAL ENG. SERVICES FOR PW
EXPIRES: 09/30/2027 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

Halff Associates, Inc.
FIRM'S NAME

Matthew Thibault
REPRESENTATIVE'S PRINTED NAME


SIGNATURE

ITS Team Leader 5/16/2024
TITLE DATE

RECOMMENDED FOR APPROVAL (Department Director)

Jason T. Autrey, PE, Digitally signed by Jason T. Autrey, PE, CPM
Date: 2024.05.21 14:04:30 -05'00'
CPM

SIGNATURE

TITLE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita Mason Digitally signed by DeRita Mason
Date: 2024.05.21 14:25:40 -05'00'

PURCHASING MANAGER

DATE

OMB DIRECTOR/DATE

DATE

CHAIRMAN (if applicable)

DATE



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

COUNTY Contact and Title: Scott Bitterman, PE
Business Name: Okaloosa County Public Works
Address: 1759 S Ferdon Blvd, Crestview, FL 32536
Phone: (850) 423-4863
E-Mail: sbitterman@myokaloosa.com

Project Name: DoD Defense Community Infrastructure Program Grant Application Development for Transportation Management Center

Task Work Order No 2: Grant Application Development

Project City, County, Zip Code: Niceville, Okaloosa County, 32578

Project Latitude/Longitude: 30.536280, -86.478864

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

The proposed scope of service outlines the items Halff (Consultant) shall provide to the Okaloosa County (Client) to pre-position and develop a grant application for the construction of the Okaloosa Transportation Management Center.

II. SCOPE OF SERVICES

1. Coordination

1.1 Client Meetings Halff will conduct one (1) preparatory meeting to discuss project with Client and establish expected timeline and goals. Halff will conduct one (1) Kick-off meeting with the Client once agency coordination and project elements have been confirmed to interview Client and gather all necessary information to develop application. If needed, Halff will conduct up to two (2) interim meetings with Client to discuss drafts or keep Client informed.

1.2 Collect and Collate Documents from the Client: Site control documentation or plan to attain site control within 12 months, Submitting Official authorization, matching funds documentation, Commanding Officer Letter of Support

1.3 Deliverables: Meeting minutes and application checklist.



2. Attachments and Project Narrative

Halff will prepare supporting attachments exhibits, narratives and supplemental documentation as noted below:

2.1: Attachments

- Site Plan
- 3rd Party Cost Estimate
- Maps (location map, vicinity map, maps demonstrating need)

2.2: Application Narrative

- Installation Need/Military Value
- Project Description
- Project Engineering Information
- Project Parties
- Funding Sources
- Project Budget and Budget Narrative
- Project Development Schedule
- Environmental Compliance
- Planning and Permits Approval
- Grants Management Experience
- Includes QA/QC from Halff Environmental Scientist

2.3: Draft and Final Application Supplemental Documents

- Halff will provide an 80% and 100% draft application with all needed exhibits and will implement Client edits before submittal.
- Includes QA/QC from Grants Program Manager.
- Halff will submit application on behalf of the Client with written approval, if desired, and provide a digital copy of all application documents.

2.4 **Deliverables:** Digital PDF format all attachments, exhibits, and narrative included with final application upload.

III. ADDITIONAL SERVICES

- Any additional services required beyond those specifically identified in this proposal are beyond the scope of services to be provided under this agreement. A scope and commensurate fee for any required additional services would be negotiated and provided under a separate task order or as a supplement to this task order.



- Environmental Assessment services will be negotiated and provided under a separate task order or as a supplement to this task order.
- Grant applications that include land acquisition components may require assistance above and beyond this scope and would be negotiated and provided under a separate task order or as a supplement to this task order.
- Public outreach may be suggested to enhance project competitiveness. Support for public outreach meetings and documentation will be negotiated and provided under a separate task order or as a supplement to this task order.
- If the Client requests significant modifications or changes in the Scope of Services, general scope, extent, or character of the project, the time of performance of Halff's services, compensation, and schedule shall be adjusted equitably.

IV. FEE SCHEDULE

Our fees for the described services in this task order will be completed for a lump sum of \$19,750.

Scope of Services	Lump Sum Fees
1. Coordination	\$ 2,250.00
2. Attachments and Project Narrative	\$ 17,500.00
TOTAL	\$ 19,750.00

Prepared by: Matthew Thibault
Halff Associates, Inc.
2255 Killlearn Center Boulevard, Suite 200
Tallahassee FL, 32303
850-224-4400



Jason T. Autrey, PE, CPM
By: _____

Digitally signed by Jason T. Autrey, PE,
CPM
Date: 2024.05.21 16:23:52 -05'00'

Name: _____

Title: _____

As approved by County on:

HALFF

By: _____

Name: Matthew Thibault

Title: ITS Team Leader