

# TASK ORDER APPROVAL FORM

CONTRACT #: C22-3249-WS

TASK ORDER #: 11

TASK ORDER AMOUNT: \$44,500.00

OFFERED BY CONSULTANT:

CONTRACT: C22-3249-WS

Ardurra Group, Inc.

General Eng Services for WS


EXPIRES:09/30/2025 w/2 1 yr renewals

ARDURRA GROUP, INC.

FIRM'S NAME

JOSEPH G. CREWS, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Southeast Water Practice Director

5/17/24

TITLE

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

**APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual)**

Michael Hackett

Digitally signed by Michael Hackett  
DN: cn=Michael Hackett, o=Board of County  
Commissioners, ou=Water and Sewer,  
email=mhackett@myokaloosa.com, c=US  
Date: 2024.05.24 10:02:28 -0500

Michael Hackett

DeRita Mason

Digitally signed by DeRita Mason  
Date: 2024.05.29 06:18:34 -0500

DeRita Mason, PURCHASING MANAGER

WATER & SEWER | DIRECTOR

TITLE

DATE

5/24/24

DATE

Faye Douglas

Digitally signed by Faye Douglas  
Date: 2024.05.29 08:17:08 -0500

Faye Douglas  
OMB DIRECTOR (if applicable)

DATE

John Hofstad

COUNTY ADMINISTRATOR (if applicable)

Robert A. "Trey" Goodwin

CHAIRMAN (if applicable)

DATE

DATE

Revised January 21, 2020

C22-3249-WS

## TASK ORDER 11

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED SEPTEMBER 20, 2022, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND ARDURRA GROUP, INC., WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### Scope of Basic Services to Provide Professional Engineering Services of the Repair, Replacement & Rehabilitation of Wastewater Lift Stations & Infrastructure

#### Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (ARDURRA) to proceed with professional engineering design, bid phase services and services during construction (SDC) for a Rehabilitation, Installation and Improvement Contract (PROJECT) for the Okaloosa County Water and Sewer Department (COUNTY). The specific activities that are included in the PROJECT are described in "Article B. Scope of Services."

#### Article B. Scope of Services:

The professional consultation services that CONSULTANT agrees to furnish include, but are not limited to, development of scope of work for an annual contract to perform miscellaneous repairs, upgrades, replacement, and new installations of sewer infrastructure, including, lift stations and other associated infrastructure or support structures. The scope will include attending meetings; preparation of contract documents, bid phase services through the Notice of Award. Coordination of execution of contract documents and any other special services that are applicable to the PROJECT, as requested by the COUNTY's representative as described below:

CONSULTANT will provide and perform professional engineering and related services as authorized by COUNTY that includes the appropriate items, as follows:

#### Work Task 1. Finalize Standard Drawings and Design Manual

The specific Engineering Design Services that CONSULTANT agrees to furnish to the COUNTY for the PROJECT are described below.

##### 1.1 Meetings

CONSULTANT shall attend meetings as may be necessary and as requested by the COUNTY and provide general engineering assistance, consultation, and opinions regarding the PROJECT.

##### 1.2 Scope Work Tasks

##### 1.2.2 Standard Lift Station Design Drawings

1.2.2.1 CONSULTANT will finalize the COUNTY standard design template for a submersible duplex/triplex lift station. The template shall include both a layout for either above grade or below grade discharge piping and valves.

1.2.2.2 The template shall include a typical site/civil and mechanical layout plan, auxiliary power connection, and by-pass pump connection assembly.

- 1.2.2.3 CONSULTANT shall coordinate with the COUNTY other design consultant (Jacobs) for the most recent approved COUNTY electrical control panel drawings/specifications. The drawings will then be incorporated with the lift station design templates.
- 1.2.2.4 Identify and provide special details for pipe connections, pump installation, controls and SCADA configuration based on COUNTY's current design requirements.

**Work Task 2. Bid Phase Services**

If a traditional project delivery method is selected by the COUNTY, the specific bid phase services that CONSULTANT agrees to furnish to the COUNTY for the PROJECT are described below.

- 2.1 Develop specifications, sketches, maps (if needed) and/ or any other bidding documents to facilitate new annual contract(s) for the miscellaneous repairs, upgrades, replacement, and new installations of sewer infrastructure. Proposed lift station to be upgraded in the initial bid phase of work include the following:

LS ID#	LOCATION	LS ID#	LOCATION
9	Wynnhaven Rd	39	Okaloosa Island 1
15	South 98 East Bay Oaks	547	Oddfellow
16	Green Road East / A-21	555	Green Acres 2
20	Parrish / Faye Dr.	556	Green Acres 1
37	Okaloosa Island 4	557	Cloverdale

- 2.2 Provide one electronic and one original copy of the final Contract Documents for bidding. Additional copies of the final documents shall be provided at cost to the COUNTY.
- 2.3 Prepare bid documents in accordance with COUNTY procurement requirements and include language to allow other FL municipalities and other entities to piggyback on said contract(s).
- 2.4 Attend a prebid conference with the COUNTY, interested bidders, and others, as necessary.
- 2.5 Assist the COUNTY by providing technical consultation during bidding, by preparing addenda, and in evaluating and recommending award of the Contract for construction.

CONSULTANT shall coordinate with COUNTY to execute the construction contract and provide COUNTY with conformed contract documents at the time of award.

**Work Task 3. Services During Construction (SDC)**

The specific SDC Services that CONSULTANT agrees to furnish to the COUNTY for the PROJECT are described below.

- 3.1 Provide on the job, periodic observation of the work, to assist in the COUNTY's relations with the CONTRACTOR(s) and as necessary, provide such reports as reasonably may be requested by the COUNTY.
- 3.2 CONSULTANT shall attend meetings as may be necessary, and as requested by the COUNTY, and provide general engineering assistance, consultation, and opinions regarding the PROJECT.
- 3.3 Consult and advise COUNTY during construction and provide technical interpretations of the drawings, specifications, and Contract Documents
- 3.4 Evaluate COUNTY-requested deviations from the approved design or specifications of the project and submit a recommendation to the COUNTY, and otherwise assist the COUNTY in the evaluation of the cost of necessary changes to the project.
- 3.5 Review and approve shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections, and other data. The CONSULTANT shall review submittals for general conformance with the design concept of the project and for general compliance with the information given in the Contract Documents.

- 3.6 Make limited site visit to observe the progress of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Contract Documents.
- 3.7 Assist the COUNTY in checking and starting up installed equipment.
- 3.8 Attend a Pre-construction Conference with the COUNTY, the CONSULTANT, the CONTRACTOR(s) and other appropriate parties.
- 3.9 Review final construction to determine, in general, if the work has been completed in conformance with the intent of the Contract Documents
- 3.10 Review and recommend amounts of payments due the CONTRACTOR.

**Additional Services.**

The following services are not included as part of this scope of services and would be performed only as authorized by the COUNTY. Authorization to proceed would be in the form of a revision to this scope of services.

- Provide additional services in connection with the rejection of bids and re-bidding of construction projects when such actions are for causes beyond CONSULTANT's control.
- Surveying services of site, route, topography, boundary, or utilities. All surveying services, including construction staking and final as-built information will be performed by COUNTY. CONSULTANT will provide coordination effort only.
- Provide full-time RO services, scope only includes 10 hours per LS.
- Prepare an Operations and Maintenance (O&M) Manual for the project to assist the COUNTY with the daily operation and maintenance of all the equipment.
- Prepare as-built drawings and deliver same within a reasonable time to the COUNTY
- Provide assistance to the COUNTY in claims management.

**Article C. Compensation Provisions:**

As compensation for providing the services described within this Task Order, CLIENT shall pay CONSULTANT in accordance with Section 7 of the Agreement, based on the CONSULTANT's Per Diem Rates for the actual time worked on the Project and any approved Direct Expense incurred for the Project. The total budget ceiling for this Task Order is \$44,500.00. A breakdown of the budget ceiling for this Task Order is presented in Table C.1.

**Table C.1-- Budget Ceiling Breakdown**

Work Task Description	Current Budget Ceiling Amount (\$)	Payment Terms
1. Engineering Design Services	\$5,000	Time & Materials
2. Bid Phase Services	\$5,500	Time & Materials
3. Services During Construction	\$34,000	Time & Materials
<b>Total Budget Ceiling</b>	<b>\$44,500</b>	

The budget ceiling for the PROJECT was developed from estimates of the level of effort required to perform the proposed services based on CONSULTANT'S experience and engineering judgment. As such, the budget ceilings are an approximation made without detailed information and the actual costs of the scope of services shall depend on actual labor and expenses, final project conditions, schedule, and other variables. CONSULTANT shall keep COUNTY informed of progress so that the budget and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is COUNTY obligated to pay CONSULTANT beyond these limits.

**Article D. Period of Service:**

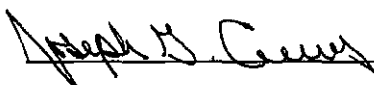
The schedule for the Project within this Task Order is as follows:

Authorization to Proceed  
 Termination of Task Order

Upon approval of Task Order  
 September 30, 2026

**Article E. Authorized Representatives:**

The Authorized Representatives designated below are authorized to act with respect to this Task Order. Communications between the parties shall be through the Authorized Representatives:

For CLIENT	For CONSULTANT
<p><b>Name:</b> Michael Hackett, Director</p> <p>Michael Hackett</p> <p><small>Digitally signed by Michael Hackett            DN: cn=Michael Hackett, o=Board of            County Commissioners, ou=Water and            Sewer, email=mhackett@myokaloosa.com,            c=US            Date: 2024.05.24 10:02:05 -0500</small></p> <p>4/24/24</p> <p>signature date</p>	<p><b>Name:</b> Joseph G. Crews, PE, Practice Director</p> <p></p> <p>5/17/24</p> <p>signature date</p>
<p><b>Address:</b>            1804 Lewis Turner, Blvd., Ste 300            Fort Walton Beach, FL 32547</p>	<p><b>Address:</b>            1988 Lewis Turner Boulevard            Fort Walton Beach, FL 32547</p>
<p><b>Telephone:</b> 850-651-7172</p>	<p><b>Telephone:</b> 850-244-5800</p>