

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3249-WS

TASK ORDER #: 13

TASK ORDER AMOUNT: \$98,800.00

OFFERED BY CONSULTANT:

ARDURRA GROUP, INC.

FIRM'S NAME

C22-3249-WS

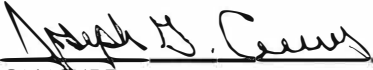
ARDURRA GROUP, INC.

General Engineering Services for WS

Expires: 09/30/2025 w/ (2) 1 Yr Renewals

JOSEPH G. CREWS, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Southeast Water Practice Director

5/23/24

TITLE

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

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 10:05:23 -05'00'

Michael Hackett

WATER & SEWER DIRECTOR

TITLE

5/24/24

DATE

John Hofstad

Digitally signed by John
Hofstad
Date: 2024.05.29 09:00:20
-05'00'

John Hofstad
CLIENT ADMINISTRATOR (if applicable)

5/29/24

DATE

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

DeRita Mason

Digitally signed by DeRita
Mason
Date: 2024.05.29 06:17:23
-05'00'

DeRita Mason, PURCHASING MANAGER

5/29/24

DATE

Faye Douglas

Digitally signed by Faye
Douglas
Date: 2024.05.29 07:39:20
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Faye Douglas
OMB DIRECTOR (if applicable)

5/29/24

DATE

Paul Mixon
CHAIRMAN (if applicable)

DATE

TASK ORDER 13

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

Scope of Basic Services to Provide Professional Engineering Design and Construction Management Services for the West Sunset Lift Station Project

Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Ardurra Group, Inc.) to proceed with professional engineering design, permitting and construction services for the West Sunset Lift Station Project (PROJECT) for the Okaloosa County Water and Sewer Department (CLIENT). This Project will replace the existing station, which is a "bucket type" station that has reached capacity and its useful life. Additionally, this station is located within a low area and has extremely limited access. The activities that are included are described in "Article B. Scope of Services."

Article B. Scope of Services:

The Scope of Services authorized in this Task Order includes but is not limited to the CONSULTANT to provide professional engineering design services to construct a new wastewater pumping station and to prepare construction drawings, bid phase services and construction phase services (CPS) for the construction of the PROJECT. The engineering and technical services that may be authorized in this task order by the CLIENT's Representative include, but are not limited to, the following:

1. Evaluation Services and Flow Monitoring
2. Alternatives Analysis and Easement Assistance
3. Engineering Design Services
4. Permitting Assistance
5. Geotechnical Engineering Services
6. Coordination with other Utilities and Agencies
7. Bid Phase Services
8. Construction Phase Services

Specific Work Tasks that may be authorized by the CLIENT's representative are presented below.

Work Task 1. Evaluation Services and Flow Monitoring

The specific engineering and technical services that CONSULTANT agrees to furnish to the CLIENT for the preparation of a hydraulic model to verify the current and future capacity of the existing force mains of the Beal Pkwy PS and West Sunset PS. These conveyance pipelines manifold into one common force main and discharges into the Clifford PS. The work proposed for the task is described below.

1.1 Meetings

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

1.2 Review Existing Information and Data

CONSULTANT shall collect and review pertinent information and data regarding the PROJECT and make this information and data available to the CLIENT. Information and data that may be reviewed include but is not limited to, the following:

- Existing hydraulic data, pump information and run times, including future flow needs.
- Existing and proposed plan and profile drawings, survey, topography, and utility location information.

1.3 Evaluation Work Tasks

The CONSULTANT shall perform the following evaluation tasks:

1.3.1 Hydraulic Modeling

1.3.1.1 Consultant shall develop a system model for the proposed new station based the CLIENT's desire to keep the peak flow pressure below 100 psi in the new and existing force mains.

1.3.1.2 The model will utilize existing profile data, drawings drawing and surveys to determine pipe size, lengths, and gradient to create an overall model.

1.3.1.3 Scenarios will be run to verify the expected operational pressures and surges for the new West Sunset LS (WS LS). Information will be developed for varies flow and operational conditions. Recommendation will be made to for check valve operations, combination air release valve location and sizes and pump hp and impeller upgrades for each pump.

1.3.2 Flow Monitoring

1.3.2.1 Consultant shall perform technical services for the work required to study, evaluate, analyze the current capacity of the existing gravity system, including the associated sewer conveyance system in flowing into the WS LS. The additional services are monitoring the flow for a two-month period and preparing a final flow analysis report.

1.3.2.2 CONSULTANT shall coordinate with CLIENT to locate potential locations in the gravity sewer system where the CONSULTANT shall install two (2) flow meters to monitor and measure the gravity sewer flows in the main gravity conveyance lines associated with the WS LS. CONSULTANT shall receive retrieve flow meter data electronically and estimate the average daily, peak hour and rain event flows.

Work Task 2. Alternatives Analysis and Easement Assistance

2.1 Alternatives Analysis

2.1.1 CONSULTANT shall review several alternatives with the CLIENT to best accommodate the relocation of the existing WS LS facility. Each alternative will include the proposed layout, material and infrastructure requirements, and estimated construction cost. Alternatives will be submitted to the CLIENT for review and further direction to the CONSULTANT.

2.1.2 Each alternative will be considered for constructability, ROW /Easements, and access.

2.1.3 The CONSULTANT will hold workshops with the CLEINT's management and staff to present the constructability and access needed for each of the various alternatives analyzed. The CONSULTANT is estimating attending one (1) workshop for this task.

2.2 Easement Assistance

2.2.1 CONSULTANT shall assist with legal, engineering, and administrative services necessary to obtain any temporary and permanent easements for the construction of the new WS LS improvements included in this project based on the results of the alternative selected by the CLIENT.

2.2.2 The specific services that shall be provided in this task include:

2.2.2.1 Researching property owner contact information.

2.2.3 If authorized by the CLIENT, CONSULTANT shall assist the CLIENT with legal and engineering services to bring imminent domain action against property owners to obtain the necessary easements.

Work Task 3. Engineering Design Services

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

3.1 Meetings

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

3.2 Design Scope Work Tasks

The CONSULTANT shall perform engineering design services necessary to implement the recommendations identified by the CLIENT as to the preferred method for pumping the wastewater collected at the PROJECT site to the Clifford PS. The preliminary and final design services will include a new fiberglass wetwell; new non-clog submersible pumps; stainless discharge piping with above-ground valves; new motor controls and power supplies; new emergency generator; and site accessibility. Procurement documents will be prepared for the CLIENT to facilitate the direct purchase of specific equipment (Equipment Only Bids).

It is understood the CLIENT will be constructing the recommended pump station facilities using its own forces and supplemented by subcontractors directly contracted by the CLIENT.

A separate construction contract solicitation along with technical documents and drawings will be developed by the CONSULTANT for the procurement of a Shoring/Dewatering Contractor

The specific scope of services that CONSULTANT shall provide in this work task is outlined below:

3.2.1 Conceptual Design (30%)

3.2.1.1 CONSULTANT will perform conceptual engineering design (30%) for the following:

3.2.1.1.1 Provide layout and constructability scenarios for a new submersible sewer pumping station, including, generator and site layout. The CONSULTANT shall utilize existing field surveys, wetland delineations and topographic data furnished by CLIENT for design of PROJECT.

3.2.1.2 Evaluate submersible non clog pumps and obtain recommended manufacture recommendation to meet average daily flow of conditions of a minimum 600 GPD and peak hour flow of 1000 GPD.

3.2.1.3 Schedule and conduct a 30% design meeting and field review with the CLIENT, including schematic site/civil and force main tie-ins and anticipated power requirements. The intent of this engineering phase is to finalize general constructability preferences in conjunction with the CLIENT'S installation and operation requirements to ensure a final design that is satisfactory to the CLIENT.

3.2.2 Preliminary Design (60%)

3.2.2.1 CONSULTANT will perform preliminary engineering design and prepare preliminary for the following:

3.2.2.1.1 New fiberglass reinforced polyester wetwell will be designed to accommodate the additional storage needed to meet recommended cycle times in accordance with the Hydraulic Institute for current and future influent flows.

3.2.2.1.2 Determine potential submersible non-clog pumps suppliers to meet the average daily flow of conditions and peak-hour flows. The design will be evaluated for a triplex system with a spare pump as a back-up / emergency operation with a portable generator.

3.2.2.1.3 New discharge piping and isolation valves.

3.2.2.2 Evaluate and provide emergency generator sizes and manufactures.

- Develop the preliminary site layout, including site grading, access driveway, and fencing.
- This information will then be submitted to the CLIENT for formal review prior to the final design progress review meeting. The intent of this preliminary engineering phase is to develop the proper pumps and constructability in conjunction with the CLIENT'S installation and operation requirements to ensure a final design that is satisfactory to the CLIENT.

3.2.2.3 Schedule and conduct a preliminary design meeting and field review with the CLIENT, including preliminary site/civil and mechanical layout plan, pump curves, wetwell dimensional requirements, auxiliary power, and control logic.

3.2.2.4 Establish the temporary and permanent installation and operational concerns, as well as vertical installation constraints. Determine locations of air release and vacuum valves, power and dewater discharge (if applicable).

3.2.2.5 Identify and provide special details for pipe connections, pump installation, controls, and SCADA configuration.

3.2.3 Design Development (90% Design)

3.2.3.1 Prepare and submit 90% design submittal. Incorporate the CLIENT's 60% design review comments in the 90% submittal and provide internal quality control (QC) review. The 90% submittal documents will include:

3.2.3.1.1 Civil drawings, details, specifications, and calculations

3.2.3.1.2 Structural drawings, details, specifications, and calculations

3.2.3.1.3 Mechanical drawings, details, specifications, and calculations

3.2.3.1.4 Electrical and I&C drawings, including Process and Instrumentation Diagram (P&ID), details, specifications, and calculations.

3.2.3.2 90% project schedule

3.2.3.2.1 Conduct a 90% design submittal review meeting with the CLIENT. Prepare an agenda for the meeting and submit meeting minutes after the meeting. The CLIENT will provide written review comments and drawing markups that will be appended to the meeting minutes to document items to be addressed in the ongoing design documents.

3.2.4 Final Design (100%)

3.2.4.1 CONSULTANT will perform final engineering design and submit final contract documents to the CLIENT based on the design review comments from the preliminary design review meeting. The intent of the final engineering phase is to further refine the design of the project with respect to permeability, constructability, costs, and to and prepare the plans for the construction of the PROJECT by the CLIENT. CONSULTANT shall perform the following final engineering services.

3.2.4.2 Review and incorporate comments from the preliminary design review meeting.

3.2.4.3 Finalize design pump, wetwell, and control. Complete final procurement bid proposal and alternative selections if applicable.

3.2.4.4 Finalize bill of materials and cost estimate for the CLIENT to assist with the purchase of the materials for the PROJECT. Final material list will be incorporated into design documents and verified with CLIENT prior to a final order being placed.

3.2.4.5 Submit Construction Ready plans and specifications to CLIENT for final construction and procurement.

Work Task 4. Permitting Assistance

The specific services that CONSULTANT shall provide include permitting tasks necessary to implement the PROJECT. The specific scope of services that CONSULTANT shall provide in this work task shall be based on the final design drawings and acceptance by the CLIENT, but generally shall include:

4.1 FDEP

4.1.1 CONSULTANT will prepare and complete permit applications and drawings as required by the FDEP a permitting process and submit it to the CLIENT for review. Following review by the CLIENT, CONSULTANT shall adjudicate any comments, prepare a final version of the report, sign, and seal it, and submit it to CLIENT for distribution.

4.1.2 The administrative cost of the FDEP wastewater permit application is not included in this Scope of Services.

4.1.3 It is expected the construction will require extensive dewatering during the excavation for the wetwell and a NOI for Construction Dewatering permit from FDEP will be required. This permit and fee will be required by the Shoring/Dewatering Contractor and will be included in the contract solicitation.

4.2 OKALOOSA CLIENT

4.2.1 Prepare electrical site and single line drawings along with product data information for obtaining an electrical permit for construction of the new service.

4.2.2 Submit the signed and sealed drawings to the Okaloosa CLIENT Growth Management Department on behalf of the CLIENT for execution of the electrical permit. The CLIENT will pay directly for all associated fees.

Work Task 5. Geotechnical Engineering Services

As authorized by the CLIENT's Representative, CONSULTANT shall contract with, or shall coordinate with CLIENT to contract with a licensed geotechnical engineering firm to perform a geotechnical investigation of the proposed sites. The intent of the investigation shall be to establish the information and data necessary to design the various structures that are included in the PROJECT. CONSULTANT shall incorporate information, recommendations, and conclusions from the geotechnical engineering consultant into the final design of the PROJECT.

Work Task 6. Coordination with Other Utilities or Agencies

As authorized by the CLIENT's Representative, CONSULTANT shall coordinate with other utilities or agencies as required to design, permit, or construct the PROJECT. CONSULTANT shall incorporate information obtained during this task into the final design of the PROJECT.

Work Task 7. Bid Phase Services

The specific bid phase services that CONSULTANT agrees to furnish to the CLIENT for the PROJECT are described below.

7.1 Provide one electronic and one original copy of the final Contract Documents for bidding. Additional copies of the final documents shall be provided at a cost to the CLIENT.

7.2 Prepare one (1) separate "Material Only" supply bid document for the following:

- Bid Package No. 1- Pumps, Wetwell, and MCC & Control Panel.

7.3 Prepare one (1) separate construction contract bid package for the following item:

- Shoring and Dewatering Services

7.4 Attend a pre-bid conference with the CLIENT, interested bidders, and others, as necessary.

7.5 Assist the CLIENT by providing technical consultation during bidding, by preparing addenda, and in evaluating and recommending the award of the Contract.

7.6 CONSULTANT shall assist CLIENT with final construction contracts or purchase orders.

Work Task 8. Construction Phase Services (CPS)

The specific CPS Services that CONSULTANT agrees to furnish to the CLIENT for the PROJECT are described below.

- 8.1 CONSULTANT shall attend meetings as may be necessary, and as requested by the CLIENT, and provide general engineering assistance, consultation, and opinions regarding the PROJECT.
- 8.2 Attend a Pre-construction Conference with the CLIENT, the CONSULTANT, the CONTRACTOR/SUPPLIER, and other appropriate parties.
- 8.3 Meet with representatives of the CLIENT, the CONSULTANT, the CONTRACTOR/SUPPLIER, regulatory authorities, and other appropriate parties when requested for consultation or conference about the construction or operation activities of the project.
- 8.4 Consult and advise CLIENT during construction and provide technical interpretations of the drawings, specifications, and Contract Documents.
- 8.5 Evaluate CONTRACTOR/SUPPLIER-requested deviations from the approved design or specifications of the project and submit a recommendation to the CLIENT, and otherwise assist the CLIENT in the evaluation of the cost of necessary contract change orders related to the project.
- 8.6 Check time extension requests by the CONTRACTOR/SUPPLIER and make recommendations to the CLIENT regarding same.
- 8.7 Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections, and other data that the CONTRACTOR/SUPPLIER is required to submit. The CONSULTANT shall review these data for general conformance with the design concept of the project and for general compliance with the information given in the Contract Documents. Such review is not intended as an approval of the submittals if they deviate from the Contract Documents or contain errors, omissions, and inconsistencies, nor is it intended to relieve the CONTRACTOR/SUPPLIER of his full responsibility for Contract performance, nor is the review intended to ensure or guarantee lack of inconsistencies, errors, or omissions between the submittals and the Contract requirements.
- 8.8 Make periodic visits to the site of the project 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.
- 8.9 Review and recommend to the CLIENT the amounts of payments due to the CONTRACTOR/SUPPLIER as set forth in the construction or supply contract.
- 8.10 Make a final review of the construction to determine, in general, if the work has been completed in conformance with the intent of the Contract Documents.
- 8.11 Assist the CLIENT in checking and starting up installed equipment.
- 8.12 Prepare as-built drawings and deliver the same within a reasonable time to the CLIENT.
- 8.13 Review and approve final manufacture's Equipment Operations Manual for the Project.

- 8.14 Provide on-site representative personnel to assist in the CLIENT's relations with the CONTRACTOR/SUPPLIER as requested.
- 8.15 Provide limited periodic observation of the work, and as necessary, provide such reports as reasonably may be requested by the CLIENT.
- 8.16 Keep records, maps, and plans for the preparation of record drawings of the project.
- 8.17 Provide assistance to the CLIENT in claims management.

Additional Services

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

- Design services for upgrades or modification to other contributing pumping stations or gravity conveyance system.
- Additional asphalt cuts or restoration necessary to visually identify all fittings associated with the Beal Pkwy and West Sunset Manifold.
- Dewatering installation beyond soft dig equipment capabilities
- Site survey, topography, or project staking.
- Permit cost associated with identified permit activities.
- 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.
- Provide full-time RO services.
- Provide services that are outside the Construction Phase Services for additional work resulting from prolonged delinquency or insolvency of the CONTRACTOR; or as a result of damage to the construction of the project caused by fire, flood, earthquake, or other acts of God, all exclusive of additional work resulting from litigation.
- Prepare an Operations and Maintenance (O&M) Manual for the project to assist the OWNER with the daily operation and maintenance of all of the equipment provided at the PS.

Article C. Compensation Provisions:

As compensation for providing the services described in this Task Order, CLIENT shall pay CONSULTANT in accordance with Section 7 of the Agreement.

The Total Budget Ceiling for this Task Order is \$98,800.00. A breakdown of the budget ceilings for this Task Order is presented in Table C.1., below:

Table C.1. Breakdown of Budget Ceiling

Work Task Description	Work Task Cost Amounts	Compensation Method
1. Evaluation Services and Flow Monitoring	\$16,200	Lump Sum
2. Alternatives Analysis and Easement Assistance	\$7,000	Time & Expense
3. Engineering Design Services	\$28,350	Lump Sum
4. Permitting Assistance	\$7,500	Lump Sum
5. Geotechnical Engineering Services	\$2,500	Cost +5%

6. Coordination with other Utilities and Agencies	\$750	Lump Sum
7. Bid Phase Services	\$9,300	Lump Sum
8. Construction Phase Services	\$27,200	Time & Expense
Total Overall Budget Ceiling	\$98,800.00	

CONSULTANT will keep CLIENT informed of progress so that the Total Overall Budget Ceiling and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated Total Overall Budget Ceiling, as may be adjusted, nor is CLIENT obligated to pay CONSULTANT beyond these limits. The Scope and Total Overall Budget Ceiling for this Task Order can be increased with an Authorized Revision to this Task Order when executed by both parties. When any amount has been increased, CONSULTANT's excess costs expended prior to such increase will be allowable to the same extent as if such been incurred after the approved increase.

Article D. Period of Service:


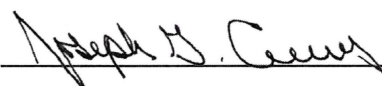
The schedule for the Project within this Task Order is as follows:

Authorization to Proceed
Termination of Task Order

Upon Full Execution by the CLIENT
Upon Completion of the Project

Article E. Authorized Representatives:

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

For CLIENT	For CONSULTANT
Name: Michael Hackett, Director  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 10:04:52 -0500'	Name: Joseph G. Crews, PE, Sr. Project Manager 
5/24/24	05/23/24
signature date	signature date
Address: 1804 Lewis Turner, Blvd., Ste 300 Fort Walton Beach, FL 32547	Address: 1988 Lewis Turner Boulevard Fort Walton Beach, FL 32547
Telephone: 850-651-7172	Telephone: 850.244.5800

***** End *****