

TASK ORDER APPROVAL FORM

CONTRACT #: C24-3962-PW

TASK ORDER #: 1 - Rev 1

TASK ORDER AMOUNT: \$ 63,226.15

**Revision to Fee Schedule with no price increase*

OFFERED BY CONSULTANT:

Barge Design Solutions, Inc. (Barge)

FIRM'S NAME

Kevin W. Kenney

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

TITLE

9/10/24

DATE

RECOMMENDED FOR APPROVAL (Department Director)

Jason T. Autrey, PE, CPM
Digitally signed by Jason T. Autrey, PE, CPM
Date: 2024.09.10 11:37:29 -05'00'

SIGNATURE

Director of Public Works

TITLE

09.10.2024

DATE

John Hofstad
Digitally signed by John Hofstad
Date: 2024.09.19 10:47:07 -05'00'

COUNTY ADMINISTRATOR (if applicable)

09.19.224

DATE

Revised January 21, 2020

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita Mason
Digitally signed by DeRita Mason
Date: 2024.09.19 07:59:28 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas
Digitally signed by Faye Douglas
Date: 2024.09.19 10:07:13 -05'00'

OMB DIRECTOR

09.19.2024

DATE

CHAIRMAN (if applicable)

DATE



Barge Design Solutions, Inc. (Barge) will provide the following scope of services for Okaloosa County, Florida (Client) for the Union Avenue Drainage Improvements, in accordance with the Master Service Agreement for Consultant Services, Contract ID C24-3962-PW dated March 26th, 2024. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Compensation

I. Project Description

Okaloosa County is implementing projects identified for the 2018 voter-approved surtax fund. The storm drainage near the intersection of Union Avenue and Hasty Lane to the west of Rocky Bayou in Niceville is one improvement targeted for the fund. Historical information regarding the drainage issues was provided by Okaloosa County and a site visit was conducted with Okaloosa and Barge Design Solutions on April 9th 2024.

II. Scope of Services

The scope of services is summarized into the following major tasks:

- Task 1 – Project Management
- Task 2 – Detailed Design
 - Task 2.1 – Survey and Site Investigations
 - Task 2.2 – Concept Design
 - Task 2.3 – 90% Design Documents
 - Task 2.4 – 100% Design Documents
 - Task 2.5 – Permitting
- Task 3 - Bidding Services

Task 1 – Project Management

Barge will plan, manage, and execute the work in accordance with the schedule and budget established herein. The project management task will generally include the following activities:

1. Facilitate project initiation meeting with Okaloosa County to discuss pertinent data, present a project work plan and initial schedule.

2. Perform general project management duties including supervising and coordinating the project team and monitoring of project progress, costs, schedule, and work to complete.
3. Coordinate regular status meetings with county staff, prepare meeting agenda, and prepare meeting summaries with action items and decisions. These meetings will occur as part of each project task.
4. Prepare and submit monthly invoices and project status reports. Communicate potential scope changes, schedule impacts, and cost risks to allow for timely guidance from county staff to manage change.

Deliverables:

Barge will provide the following deliverables as part of this task:

1. Monthly Progress Reports and Invoices

Assumptions:

The following assumptions are applicable to the above scope of services:

1. Okaloosa County will provide historical data to include public information and facilitate coordination with residents, property owners, and any home-owners associations affected by the work.

Task 2 - Design

The design task will include site investigations, development of a preliminary design, 90% design, final design deliverables and permitting. Following is a list of activities anticipated during this task.

Task 2.1 – Survey and Site Investigations

This task includes preparation of project mapping and survey data as appropriate for the design, including:

1. Topographic survey of the project site. Specific areas described as being the full right of way width of Union Avenue from Hasty Ln to (50) feet North of the drainage easement, the full right of way width of Hasty Ln and the full right of way width of Bayshore Drive from 11th Street to (50) feet North of the drainage easement. Topographic limits will extend 25 feet beyond the right of way where permissible.
2. Fill in topographic and planimetric data outside the limits of field survey on the affected parcels to show planimetric data as needed to depict the private properties, structures, and conditions adjacent to the project.

3. Locate and obtain rim, invert, and confirm size for any known storm sewer, storm structures, and culverts that are located in or passes through the project limits.
4. Locate the existing manholes and obtain rim, inverts, and confirm sizes of the influent and effluent sewers at each manhole within the field survey limits, or that pass through the project limits.
5. Incorporate delineated stream buffers and wetlands when that data is available.
6. Set horizontal and vertical control points.
7. Locate all above ground utilities and designated utility markings/data as provided by separate locate services Contractor. This is contingent on the utility designator marking the utilities prior to our site visits.

Task 2.2 – Preliminary Design

This task includes preparation of a preliminary design that depicts the location of the proposed stormwater infrastructure and identifies new permanent or temporary easements needed, as well as utility conflicts. This task includes the following activities:

1. Perform preliminary hydrologic and hydraulic evaluation to size the proposed infrastructure where applicable.
2. Prepare plan views (no profiles) to show the proposed stormwater infrastructure layout.
3. Depict existing utilities and needed relocations of existing utilities. Relocations of other utilities are anticipated to be designed by the respective utility owners.
4. Facilitate one site visit and one virtual review meeting with county staff to review the project's easement limits and project impacts and confirm/finalize the proposed project concept.
5. Detail sheets, specifications, bid form, pavement restoration details, erosion control plans, and other items not needed to evaluate and confirm project limits and easements are excluded from this task.

Task 2.3 – 90% Design

This task includes preparation of 90% design plans and other documents required for construction. This includes the following activities:

1. Prepare fully developed plan set including cover, general notes, legends, plan and profiles of the stormwater infrastructure, construction details, erosion control notes, layout sheets, and traffic control plans when applicable.
2. Facilitate one review meeting with county staff to obtain comments and feedback on the 90% Design.

Task 2.4 – 100% Design

This task includes preparation of final design plans and drainage report. This includes:

1. Final plans and drainage report that address prior comments.
2. One review meeting with county staff to review final documents.

Task 2.5 – Permitting

State and Federal permitting is anticipated to be required for the proposed drainage improvements. This task assumes that the proposed activities, which may include constructing drainage ditches, installing drainage pipes, and replacing a damaged drainage pipe will generally occur in uplands, with minor in-water work, such as bulkhead, headwall and/or outfall improvements and/or construction for discharge to surface waters. Barge anticipates that the activities would require permitting under the Environmental Resource Permit (ERP) program, administered by the Florida Department of Environmental Protection (FDEP) and the Northwest Florida Water Management District (NFWFMD), and would also require permitting under Section 404 of the Clean Water Act (CWA) and/or Section 10 of the Rivers and Harbor Act (RHA), administered by the U.S. Army Corp of Engineers (USACE).

Barge will prepare the appropriate permit application packages for submittal to the NFWFMD and USACE. As part of this task, Barge biologists will utilize survey data, reasonable scientific judgement, and available GIS data to estimate the limits of surface waters and wetlands for project drawings, and support project designers and engineers with avoidance and minimization measures to eliminate or reduce project impacts to regulated environmental features. Alternative design considerations may be necessary to avoid lengthier permitting processes. Barge will also coordinate with the Division of Historical Resources (DHR) for potential effects on cultural and/or historical resources. This task may require additional services beyond what is scoped. Coordination with state and federal agencies may be required for potential effects on

listed species. A Cultural Resource Assessment Survey (CRAS) may be also recommended by the DHR State Historic Preservation Officer (SHPO) prior to disturbance activities. Additional services may also include a wetlands or surface waters delineation, coordination visit(s) with agency staff, and mitigation planning.

Deliverables:

Barge will provide the following deliverables as part of this task:

1. NFWMD ERP Application Submittal
2. USACE Permit Application Submittal

Assumptions:

The following assumptions are applicable to the above scope of services:

1. The project will follow Okaloosa and FDOT standard details and specifications where applicable.
2. Barge standard design procedures and drafting standards will be used in the development of the construction documents.
3. Geotechnical exploration and report are included in this scope and will be provided by others for use in the design.
4. Permit, recording fees, etc., are to be paid by Barge and submitted to County for reimbursement.
5. In-water work related to maintenance and repair of existing structures is limited to a similar footprint and made of similar materials.
6. Improvements will stay within the limits of existing disturbed area, and wetland mitigation will not be required.
7. Essential Fish Habitat will not be impacted.
8. Work over seagrasses is not proposed or would require a seagrass survey.
9. Sovereign Submerged Lands authorization will not be required.
10. Hydrographic studies will not be required.
11. Wetland and/or surface waters delineation is not required.
12. Cultural Resource Assessment Survey or species specific surveys are not required.
13. Barge will provide construction stormwater drainage management design. Plans will include erosion, sediment, and pollution controls using accepted Best

Management Practices (BMP's). Barge will provide the appropriate specifications, as notes on the drawings, to perform the construction work.

Task 3 – Bidding Services

Barge will provide bid phase services related to the work outlined above. These services will begin upon the completion of final construction documents and will include the specific tasks as follows:

1. Attend pre-bid meeting
2. Provide a response to contractor questions during open bidding
3. Prepare addendums as required during the bid phase
4. Prepare certified bid tabulation
5. Submit recommendation of award if requested
6. Prepare revisions to plans to incorporate text revisions issued by bid document addendums

Deliverables:

Barge will provide the following deliverables as part of this task:

1. Addendums as required
2. Response to contractor questions during bid phase
3. Certified bid tabulation
4. Recommendation to award as requested

Assumptions:

The following assumptions are applicable to the above scope of services:

1. Scope includes response and drawing revisions for up to 3 addendums.
2. Construction administration including RFI and submittal response, construction engineering and inspection services are not included in this scope. Those services can be provided under a separate task order authorization.



III. Project Schedule

The preliminary project schedule is shown in the table below. The duration shown is from the authorization to proceed the project after an agreement has been executed.

Tasks	Duration from NTP
1. Project Management	12 Weeks
2. Site Assessment and Survey	4 Weeks
3. Concept Plan	6 Weeks
4. 90% Plans	12 Weeks*
5. Final Plans	16 Weeks*

*Estimated duration includes a 2 week review period by County.

Barge and Client are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

IV. Compensation

Based on the project time estimated and the hourly rates noted in the Master Service Agreement C24-3962-PW, **BARGE** proposes to provide these services to Okaloosa County on a time and material basis as shown in **Exhibit A**, Manhour Cost Details.

BARGE's fee will be billed on a time and materials basis based on actual hours spent. **BARGE** will not exceed the estimated total without additional approval from the County. A time and materials invoice will be submitted to the County on a monthly basis.



Scope of Work and Fee Estimate
Union Avenue Drainage Improvements
Okaloosa County, Florida
May 14, 2024

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

Okaloosa BCC

Address for Correspondence

1759 S. Ferdon Blvd
Crestview, Florida 32536

By: Jason T. Autrey, PE, CPM Digitally signed by Jason T. Autrey, PE,
CPM
Date: 2024.07.15 11:33:29 -05'00'

Name and Title: _____

Date: _____

BARGE DESIGN SOLUTIONS, INC.

By: _____

Name and Title: Kevin W. Kenney, Vice President

Date: May 14, 2024

Exhibit A - Union Avenue Estimated Cost Details (Revised 9-6-24)



TASK	Union Avenue Drainage Improvements - Manhour Cost Details																			
	Principal Engineer		Senior Engineer 2/QA/QC		Senior Engineer 1		Project Manager 3		Engineering Technician		Senior Environmental Specialist		Environmental Specialist		Secretary/Clerical		Subconsultant Est		Task Totals	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Est Hours	Fee	Barge Hours by Activity	Cost by Activity
Site Assessment	1.0	\$278.20		\$235.40	6.0	\$1,284.00	4.0	\$941.60		\$0.00		\$0.00		\$0.00		\$0.00			11.0	\$2,503.80
Survey		\$0.00		\$0.00	6.0	\$1,284.00	2.0	\$470.80	1.0	\$133.75		\$0.00		\$0.00	1.0	\$85.60		\$10,460.24	10.0	\$12,434.39
Preliminary Design(Includes Geotech)		\$0.00	2.0	\$470.80	8.0	\$1,712.00	3.0	\$706.20	18.0	\$2,407.50		\$0.00		\$0.00	1.0	\$85.60		\$2,508.46	32.0	\$7,890.56
90% Plans		\$0.00	1.0	\$235.40	16.0	\$3,424.00	4.0	\$941.60	32.0	\$4,280.00	2.0	\$406.60	6.0	\$802.50	1.0	\$85.60			62.0	\$10,175.70
Final Plans	1.0	\$278.20	3.0	\$706.20	11.0	\$2,354.00	2.0	\$470.80	29.0	\$3,878.75	4.0	\$813.20	12.0	\$1,605.00	2.0	\$171.20			64.0	\$10,277.35
Permitting Services(Includes permit fee)		\$0.00	2.0	\$470.80	30.0	\$6,420.00	2.0	\$470.80		\$0.00	7.0	\$1,423.10	53.0	\$7,068.75	2.0	\$171.20	** N/A	\$1,000.00	96.0	\$17,044.65
Bidding Services	1.0	\$278.20		\$0.00	8.0	\$1,712.00	2.0	\$470.80	2.0	\$267.50		\$0.00		\$0.00	2.0	\$171.20			15.0	\$2,898.70
	3.0		8.0		65.0		19.0		82.0		13.0		71.0		9.0		TOTAL HOURS:		290.0	
																	TOTAL FEE:			\$63,226.15

*Subconsultant Services are at cost plus 5% with a limiting amount as shown.

** Permit fees are at cost plus 5% with a limiting amount as shown.