

TASK ORDER APPROVAL FORM

CONTRACT #: _____

TASK ORDER #: 1

TASK ORDER AMOUNT: \$370,000.00 maximum amount

OFFERED BY CONSULTANT:

**CONTRACT: C25-4076-COR
SECURITECTURE, LLC
PLANNING & DESIGN SERVICES FOR THE
OKALOOSA COUNTY CORRECTIONAL FACILITY
EXPIRES: 11/03/2028 W/2 1 YR RENEWALS**

Securitecture, LLC

FIRM'S NAME

Joseph M. Mrak, AIA

REPRESENTATIVE'S PRINTED NAME

[Signature]

SIGNATURE

President / CEO

TITLE

10-23-2024

DATE

RECOMMENDED FOR APPROVAL (Department Director)

Jason T. Autrey,
PE, CPM

Digitally signed by Jason T. Autrey, PE, CPM
Date: 2024.10.23 13:12:30 -05'00'

SIGNATURE

Public Works Director

TITLE

10.23.24

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita Mason

Digitally signed by DeRita Mason
Date: 2024.10.29 10:12:10 -05'00'

PURCHASING MANAGER

10.29.2024

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2024.10.29 12:59:15 -05'00'

OMB Director/DATE

10.29.2024

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2024.10.29 13:25:09 -05'00'

COUNTY ADMINISTRATOR (if applicable)

10.29.2024

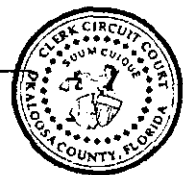
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[Signature]

CHAIRMAN (if applicable)

11/4/2024

DATE





TASK ORDERS

OCTOBER 23, 2024

Task Order #1: Pre-Design Project Definition / Master Planning

Anticipated Phase Duration: 2 to 4 months

Task Order #1 Phase Contract Value: Not to exceed \$370,000.00

Phase 1 – Pre-Project Planning

1. Preparation of Project Kick-Off Meeting documents:
 - a. Agenda
 - b. Anticipated project schedule
 - i. Phase 1– Pre-Project and Phase 2 – Master Planning.
 - ii. The remaining phases will be defined once the scope of the project and phasing/implementation plan is determined.
 - c. Project contact list:
 - i. Securitecture will issue a draft format for completion by the Owner prior to the Project Kick-Off Meeting.
2. Tour existing facilities:
 - a. Anticipated to proceed Project Kick-Off meeting to establish the following:
 - i. A communication foundation.
 - ii. Detailed understanding of current operations.
 - iii. Greater understanding of facility space deficiencies and potential space programming components.
 - b. Define space standards and graphics.
 - c. Issuance for comments, revisions, and finalize.
3. Conduct Project Kick-Off Meeting:
 - a. Anticipated to be with the established Project Committee and occur approximately 2 weeks after receipt of initial requested information.
 - b. Define Project Committee, roles, and lines of communication.
 - c. Confirm Goals, Objectives, Approach, and Methodology.
 - d. Confirm all Users/Stakeholders included in the project and verify contact information.
 - e. Confirm specific areas of concern identified by the County:
 - i. Discuss operational/staffing issues, challenges, and related space deficiencies.
 - ii. Discuss existing space observations and anticipated architectural space components.
 - f. Confirm Anticipated Project Budget/Available Funds and Financing.
 - g. Define Review and Approval Process.
 - h. Confirm Schedule and Deliverables.
 - i. Review provided information:
 - i. Site options to be included in the master planning.
 - ii. Existing floor and site plans.
 - iii. Operational budget information.



- iv. Accurate and complete staff organizational chart defining each staff by division and position title, names optional, or list of staff by division and position title, names optional.
- j. Develop and issue Kick-Off Meeting memorandum.
- 4. Request, Obtain and Review initial information:
 - a. Previously completed Feasibility Study(s) and/or information developed by or for the County that defined the need for a 2,000 bed facility.
 - b. Plans of the existing facilities in electronic PDF format:
 - i. If only hard copy documents are available:
 - 1) Owner to provide, Securitecture will scan and provide digital copies to the Owner.
 - c. Available selected site information including the following:
 - d. Site location by address or GIS designation.
 - e. Location of existing utilities at or close to the proposed site, including sizes and type.
 - f. Current accurate and complete organizational chart of list of staff by division and position/staff title. Names of staff not required.
 - g. 2024 approved operational budget in Excel (preferred) or PDF format.
 - h. Information as requested in preparation for the Phase 1 Project Kick-Off Meeting.
- 5. Identify and Document all Regulatory Agencies, and Submission and Approval Processes.

Phase 2 – Master Planning & Conceptual Design:

- 1. **Step 1 – Pre-Charrette:**
 - a. Review, Validate, or Revise:
 - i. Previously Completed Feasibility Study(s).
 - ii. Develop 20-year Conceptual Architectural Space Program in 10-year increments:
 - 1) Complete draft.
 - 2) Review with users, stakeholders, and Project Committee.
 - 3) Revise and finalize.
 - iii. Develop initial 20-year Conceptual Staff Program in 5-year increments.
 - 1) Corrections staff will be finalized based upon final design.
 - 2) Complete draft.
 - 3) Review with users, stakeholders, and Project Committee.
 - 4) Revise and finalize.
 - iv. Develop 20-year Conceptual Parking Needs.
 - 1) Complete draft.
 - 2) Review with users, stakeholders, and Project Committee.
 - 3) Revise and finalize.
 - v. Conduct initial site evaluation(s)
 - 1) Basic services: 1 to 3 sites.
 - b. Define Charrette logistics:
 - i. Participants.
 - ii. Location.
 - iii. Date and time.
 - c. Develop Charrette Presentation PowerPoint to facilitate the Charrette.



- d. Create to Scale Charrette Base Sheets, Site, and Building Blocks.
 - e. Develop Pre-Charrette Master Plan Options:
 - i. Site and Building Graphics.
 - ii. Opinion of Probable Cost.
 - 1) Based upon historic square foot costs adjusted to anticipated construction start date for Master Plan Phase.
 - iii. Anticipated Operational Cost.
 - iv. Staffing/Shift Operational Diagrams.
 - v. Anticipated Phasing Plan and Implementation Schedule.
 - vi. Advantages and Disadvantages.
2. **Step 2 – Charrette:**
- a. Present and confirm Foundational Information:
 - i. Architectural Space Program.
 - ii. Staff Program.
 - iii. Parking Needs.
 - b. Visioning session:
 - i. Discuss future influences that may change how you are currently operating.
 - ii. Determine how design should address these influences.
 - c. Round Table Discussion:
 - i. Review of previous correction facility designs completed by the Securitecture Team.
 - ii. Discussion and determination of applicable design to your project.
 - d. Presentation and discussion of Pre-Charrette Options.
 - e. Explore Site and Building Options.
 - f. Discuss Phasing and Implementation Plans.
 - g. Define the Preferred Option(s) for further development.
3. **Step 3 – Post-Charrette:**
- a. Develop Preferred Option(s) graphics:
 - i. Site Diagrams.
 - ii. Building(s) Diagrams.
 - iii. Operation/Staff Shift Diagrams.
 - iv. Implementation Phase Diagrams.
 - b. Refine or revise:
 - i. Opinion of Probable Cost.
 - ii. Anticipated Phasing Plan and Implementation Schedule.
 - iii. Advantages and Disadvantages.
 - c. Present Post-Charrette information to Project Committee:
 - i. Presentation PowerPoint.
 - ii. Meeting:
 - 1) Select and confirm project Design Direction, Budget, Schedule, and Implementation Plan.
 - 2) Determine best means to deliver the project.
 - iii. Document meeting and issue memorandum.
4. **Step 4 – Conceptual Design:**
- a. Conceptual Design graphics:
 - i. Site Plan Diagram.
 - ii. Floor and Roof Plan Diagram(s).
 - iii. Operational/Staff Shift Diagrams.

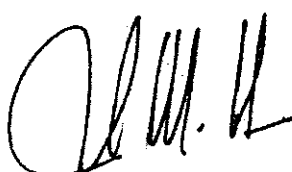


- b. Anticipated systems narratives:
 - i. Site/Civil.
 - ii. Structural.
 - iii. Architectural.
 - iv. Interior.
 - v. Mechanical.
 - vi. Plumbing.
 - vii. Fire Protection.
 - viii. Electrical.
 - ix. Low Voltage.
 - x. Kitchen/Laundry.
 - xi. Security.
- c. Finalize (any?) related narratives:
 - i. Opinion of Probable Cost.
 - ii. Anticipated Phasing Plan and Implementation Schedule.
 - iii. Anticipated Operational Costs.
- d. Committee and User/Stakeholder Conceptual Design Review Meeting(s).
- e. Complete Securitecture Team Quality Control Review.
- f. Draft and Final Reports.
 - i. Development and issuance of draft report to Project Committee for review and comments.
 - ii. Revision of draft report to incorporate Project Committee review comments.
 - iii. Issuance of final report to Project Committee.
- g. Presentation of final report to Decision Makers.
 - i. Development of Presentation PowerPoint.
 - ii. Presentation to the Committee and related revisions as directed.
 - iii. Presentation to the Board of County Commissioners if required.

Phase Contracted Services:

- 1. Site Survey
- 2. Geotechnical Investigations

Task Order #1 Maximum Fee Amount: \$ 370,000.00



 Securitecture, LLC
 Joseph M. Mrak, AIA President / CEO

10-23-2024

 Date