

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3248-WS

TASK ORDER #: 4

TASK ORDER AMOUNT: NTE \$37,323.00

CONTRACT: C22-3248-WS

POLY, INC.

GENERAL ENG. SERVICES FOR WS

EXPIRES: 09/30/2025 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

Poly, Inc.

FIRM'S NAME

Bruce Bradley, P.E

REPRESENTATIVE'S PRINTED NAME


SIGNATURE

President

TITLE

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

Jason T. Autrey, P.E., C.P.M.

Digitally signed by Jason T. Autrey, P.E., C.P.M.
Date: 2022.10.05 11:00:20 -05'00'

SIGNATURE

TITLE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

**APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual) Table 1**

Jeffrey A Hyde

Digitally signed by Jeffrey A Hyde
Date: 2022.10.05 12:49:41 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2022.10.05 13:06:44 -05'00'

OMB DIRECTOR/DATE

DATE

CHAIRMAN (if applicable)

TASK ORDER 4

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

Scope of Basic Services for Bob White Drive Drainage Improvements CEI Services (FY 2023)

Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Poly, Inc.) to proceed with professional engineering services for assisting the Okaloosa County Public Works Department (COUNTY) to provide field inspection services as directed and general engineering services for the PROJECT. It shall be the responsibility of the CONSULTANT to administer, monitor and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications and special provisions for the Construction Contract. Also, to observe the CONTRACTOR's work to determine the progress and quality of work as well as identify discrepancies, report significant discrepancies to the COUNTY and direct the CONTRACTOR to correct observed discrepancies. The activities that are included are described in "Article B. Scope of Services."

Article B. Scope of Services:

The general professional construction phase services that CONSULTANT agrees to furnish include, but are not limited to the items below:

- Attend pre-construction kick-off meeting with Contractor, EOR, and Owner.
- Regular on-site observation by Project Representative*
 - Pre-construction site video with photos of areas of concern
 - Observation reports from period of on-site inspection
- Witness critical inspection points: *(CEI to be notified a minimum of one week in advance of need for verification testing)*
 - Pipe: compaction testing**
 - Embankment: periodic compaction testing**
 - Base: periodic compaction testing**
 - Asphalt Paving: In-process inspection and collect tickets
 - Concrete: In-process inspection and collect tickets
- Periodic on-site observation by Engineer with 100% inspection during road crossing work planned
- Dewatering system observation if required
- Schedule, conduct, and keep minutes of progress meetings if requested
 - Engineer to approve acceptable progress schedules
- Engineer's review and coordination with EOR for shop drawings, samples, and RAIs
- Processing and Approval of all pay requests by Contractor
- Attend substantial completion and final inspection of project and assist Owner with punch list
- Finalization and delivery of all final reports for OCPW (photos, updated maps, etc.)
- Processing of final payment paperwork by Contractor

*This is not intended to be a full-service CEI contract. As such, CEI will not bear responsibility for work items found to be deficient during absence of on-site CEI representation.

Poly, Inc. Proposed Okaloosa County Public Works CEI Staff-Hour Estimate

Project Description: Bob White Dr Drainage Improvements

County: Okaloosa (Public Works Department)

Date Prepared: 9/16/2022

Personnel Classifications	Per Diem Rates	Pre	Months						Post	Total Man Months	Total Man Hours	Cost
			1	2	3	4	5	6				
Principal E/A II	\$ 175.00	0.05	0.010	0.010	0.010	0.010	0.010	0.010	0.05	0.160	26.40	\$ 4,620.00
Project E/A;E/A Intern	\$ 110.00	0.10	0.050	0.050	0.050	0.050	0.050	0.050	0.1	0.500	82.50	\$ 9,075.00
Admin/Clerical II	\$ 70.00	0.025	0.000	0.000	0.000	0.000	0.000	0.000	0.025	0.050	8.25	\$ 577.50
Sr. Resident Project Rep	\$ 110.00	0.05	0.050	0.050	0.050	0.050	0.050	0.050	0	0.350	57.75	\$ 6,352.50
Resident Project Rep II	\$ 75.00	0.05	0.100	0.100	0.100	0.750	0.100	0.100	0.05	1.350	222.75	\$ 16,706.25
Totals		0.275	0.21	0.21	0.21	0.86	0.21	0.21	0.23	2.4	397.65	
Total Cost Estimate											\$ 37,331.25	

**Note: Duration of CEI services is based on 180-day construction period.