

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2746-PW

TASK ORDER #: 22

TASK ORDER AMOUNT: \$ 402,592

CONTRACT: C19-2746-PW

HDR ENGINEERING, INC.

GENERAL ENGINEERING SVS FOR PW

EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie Dufy, P.E.

REPRESENTATIVE'S PRINTED NAME

Katie E. Dufy

SIGNATURE

Vice President

TITLE

03/30/2023

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: 2023.04.03 15:51:34 -05'00'

SIGNATURE

Public Works Director

TITLE DATE

April 3, 2023

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2023.04.04 14:23:40 -05'00'

COUNTY ADMINISTRATOR (if applicable)

April 4, 2023

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita
Mason

Digitally signed by DeRita
Mason
Date: 2023.04.04 06:36:57
-05'00'

PURCHASING MANAGER

Faye Douglas

Digitally signed by Faye Douglas
Date: 2023.04.04 08:51:47 -05'00'

OMB DIRECTOR/DATE

April 4, 2023

DATE

CHAIRMAN (if applicable)

Robert A. "Trey" Goodwin III

April 18, 2023

DATE



Task Order #__: Right-of-Way Acquisition for John King Road Widening

Introduction

Okaloosa County has identified the need to increase capacity of John King Road by constructing, widening and making improvements to the drainage and stormwater system in Okaloosa County. The purpose of this project is to improve traffic flow in and around Crestview, FL. In conjunction with this project, Okaloosa County must acquire private properties outside of the existing Right-of-Way. This scope describes the activities necessary to assist Okaloosa County in obtaining the identified property and includes appraisal services, title work services, R/W acquisition services, and litigation support services, if necessary.

In total, 12 parcels are impacted by the John King Road project. Of the 12 parcels requiring acquisition, some parcels have both permanent, and temporary impacts. These are called "Parcels with Companions." The acquisition involves the purchase of eight stand-alone parcels. (Seven (7) temporary construction easements and one (1) fee parcel). There are four Parcels with Companions (Two (2) fee parcels with companion temporary construction easements, two (2) permanent easements with companion temporary construction easements). The numbers for each of these are shown below (100's = Fee Parcel, 700's = Temporary Construction Easement, 800's = Permanent Easement)

Temporary Construction Easements /Fee (8 -Stand Alone)	Parcels with Companions Easements (4)
701, 702/703, 704, 705, 706, 707, 711, 113	108/708, 109/709, 810/710, 812/712

For all parcels, the path of acquisition is unknown. HDR will present an offer to each of parcel owners and negotiations will begin. From that point, either an agreement will be reached (Closing Only); an agreement cannot be reached and a lawsuit must be filed through eminent domain (Lawsuit Only); or negotiations will drag on forcing a lawsuit to be prepared and not submitted as an agreement will be made late in the process before filing lawsuit (Lawsuit and Closing). The details of HDR's activities through each of these acquisition paths is detailed below.

Closing and Lawsuit: HDR executes a title search, prepares appraisal, and prepares offer to present to property owner. The negotiations last longer than expected, thus requiring HDR to begin preparing lawsuit documents in order to meet project schedule. A settlement is reached before lawsuit is filed. HDR executes the closing.

Closing Only: HDR executes a title search, prepares appraisal, and prepares offer to present to property owner. HDR negotiates with owner. A settlement is reached. HDR executes the closing.

Lawsuit Only: HDR executes a title search, prepares appraisal, and prepares offer to present to property owner. A settlement cannot be reached. HDR prepares lawsuit. Parcel is put into condemnation. At that point, the Okaloosa County legal counsel will be the lead agency..

	Closing and Lawsuit	Closing	Lawsuit Only
Stand Alone Parcels	1	7	0
Companion Parcels	3	0	1

The following assumptions are made for this scope:

- The fee for this scope of services is a limiting amount fee not-to-exceed \$402,592. Tasks will be performed on a time and materials basis.

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

Digitally signed by Jason T. Autrey,
P.E., C.P.M.
Date: 2023.04.03 15:51:13 -05'00'

TASK 1 – Title Search

Objectives:

Conduct title searches for all parcels that have been identified as potentially being impacted by the roadway projects to verify the correct entity is contacted. A maximum of 12 parcels will be impacted. These activities will be conducted by American Government Services Corporation (AGS).

AGS Activities:

- Conduct title search for properties identified as being impacted by the John King Widening Project.

AGS Deliverables:

- 50 Year Property Information Reports (PIR)
 - Review for liens/encumbrances over last 50 years
- Flip to commitment for closing
 - Verification of PIR before closing (Parcels not going into eminent domain)
- Updates for condemnation files
 - Update PIR for parcels going into eminent domain (Updated must be made within 5 years of original PIR)
- Mail away closings
 - For parcels not going into eminent domain
- Title Insurance (promulgated rate)

TASK 2 – Appraisals and Engineering

Objectives:

Conduct appraisal activities for use in property acquisition and produce a Final Appraisal Report for each parcel. Coordinate with acquisition team to assist in identifying ancillary impacts to parcels. These activities will be conducted by Deal Consulting (DC) and Alday-Howell Engineering, Inc.

Deal Consulting Activities:

- Prepare preliminary appraisals
- Update appraisals for properties with prior appraisals received from Okaloosa County
- Coordinate with County staff and acquisition team to determine ancillary impacts
- Prepare Final appraisals after legal descriptions are finalized

Deal Consulting Deliverables:

- Property appraisal reports (Preliminary and Final)
-

Alday-Howell Activities:

- Conduct initial and follow up field reviews to inspect property.
- Coordination with the consultant appraiser, design personnel, Right of Way personnel, etc.
- Prepare base map from field measurements, ROW maps and design plans.
- Prepare base map with take and remainder map with proposed roadway improvements.
- Prepare cure drawing including temporary cure during TCE use.
- Prepare project information sheet and summary sheet.
- Prepare items in the take, TCE and cost to cure.

Alday-Howell Deliverables:

- Base Maps, Cure Drawings, Project Information, and Summary Sheets to include in appraiser report

TASK 3 – Acquisition Management

Objectives:

Support acquisition of right-of-way identified for the project. Additionally, review legal descriptions for agreement with parcel sketches, and check appraisals for mathematical correctness and verification of factual information.

All acquisition activities must comply with Florida law and Okaloosa County policies and procedures. Right-of-way agents will make reasonable efforts to secure negotiated settlements with private property owners and their attorneys, if applicable. Agents will document all contacts with property owners or their counsel.

HDR Activities:

- Project Manager to coordinate with right-of-way agents, Okaloosa County Public Works staff, design team, appraiser, title company, and condemnation counsel for Okaloosa County as needed
- Deliver Statutory Notices
- Prepare and deliver Offer Packages
- Negotiate with private property owners or their attorneys
- Maintain a contact log for communicates with each parcel owner or attorney
- Engineering review of requests made by property owners (driveways)

HDR Deliverables:

- Acquisition Status Report
- Offer packages
- Agreement Packages
- Closing Packages

TASK 4 – Suit Preparation and Appraisal Updates

Objectives:

Prepare Suit packages for use by Okaloosa County Legal staff to proceed to condemnation.

HDR Activities:

- Prepare Suit Packages for use by Okaloosa County Legal Staff including:
 - Service List
 - Correspondence
 - Statement Offer
 - Certificate of Valuation
 - Review Appraiser's Statement
 - Representative Authorization
 - Public Disclosure or Public Disclosure Exemption
 - Notice to Business Owners
 - Secretary of State Report Printout
 - Deeds and Subordinations
 - Property Information Report
 - Suit Title Update
 - List of Corporations for which a Public Disclosure Affidavit must be obtained
 - Summary of Relocations
 - County Appraisal
 - Property Owner Appraisal

HDR Deliverables:

- Suit Package for Okaloosa County Legal Staff

Deal Consulting Activities:

- Update appraisal reports

Deal Consulting Deliverables:

- Updated Appraisal Report