

# CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/18/2023

Contract/Lease Control #: C19-2746-PW

Procurement#: RFQ PW 51-18

Contract/Lease Type: AGREEMENT – AMENDMENT 2

Award To/Lessee: HDR ENGINEERING, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2018

Expiration Date: 02/29/2024

Description of: GENERAL ENGINEERING SERVICES FO PW

Department: PW

Department Monitor: AUTREY

Monitor's Telephone #: 850-689-5772

Monitor's FAX # or E-mail: [jautrey@myokaloosa.com](mailto:jautrey@myokaloosa.com)

Closed: \_\_\_\_\_

CC: BCC RECORDS



**PROCUREMENT / CONTRACT / LEASE**  
**INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: C19-2746-PW Tracking Number: 4935-23

Procurement/Contractor/Lessee Name: HDR ENGINEERING, INC. Grant Funded: YES NO X

Purpose: 2<sup>ND</sup> AMENDMENT – MONTH-TO-MONTH EXTENSION

Date/Term: 02/29/2024

1. ☐ GREATER THAN \$100,000

Department #: VARIES

2. ☒ GREATER THAN \$50,000

Account #: VARIES

3. ☐ \$50,000 OR LESS

Amount: PER TASK ORDER

Department: PUBLIC WORKS

Dept. Monitor Name: AUTREY

**Purchasing Review**

Procurement or Contract/Lease requirements are met:

Amber Hammonds  
Amber Hammonds

Date: 8/29/2023

**2CFR Compliance Review (if required)**

Approved as written:

Grant Name: \_\_\_\_\_

Required: Yes \_\_\_\_\_ No \_\_\_\_\_

N/A

Date: \_\_\_\_\_

Grants Coordinator – Suzanne Ulloa

**Risk Management Review**

Approved as written:

See Attached Email

Date: 8/30/2023

Risk Manager or designee – ( Circle One: Karen Donaldson / Jacqueline Mtichuk / Odessa Cooper-Pool )

**County Attorney Review**

Approved as written:

See Attached Email

Date: 8/31/2023

County Attorney - ( Circle One: Lynn Hoshihara, Kerry Parsons or Designee )

**Department Funding Review**

Approved as written:

N/A

Date: \_\_\_\_\_

**IT Review (if applicable)**

Approved as written:

N/A

Date: \_\_\_\_\_



## Amber Hammonds

**From:** Odessa Cooper-Pool  
**Sent:** Wednesday, August 30, 2023 10:08 AM  
**To:** Amber Hammonds  
**Cc:** Kerry Parsons (KParsons@ngn-tally.com); Lynn Hoshihara; DeRita Mason  
**Subject:** RE: Renewal or Amendments for contracts C19-2747-PW – C19-2750-PW  
**Attachments:** C19-2747-PW.docx

Good morning Amber,

The contracts C19-2745-PW, C19-2746-PW, C19-2747-PW, C19-2748-PW, C19-2749-PW, and C19-2750-PW have been reviewed and are approved by Risk Management for insurance purposes.

Thank you,

**Odessa Cooper-Pool**  
Public Records & Contracts Specialist | Risk Management  
Okaloosa County BCC  
302 N. Wilson Street, Crestview, FL 32536  
Office: 1-850-689-4111



"And, when you want something, all the universe conspires in helping you to achieve it." — Paulo Coelho, *The Alchemist*

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

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**From:** Amber Hammonds <ahammonds@myokaloosa.com>  
**Sent:** Tuesday, August 29, 2023 11:48 AM  
**To:** Jacqueline Matichuk <jmatichuk@myokaloosa.com>; Kerry Parsons (KParsons@ngn-tally.com) <KParsons@ngn-tally.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>  
**Subject:** Renewal or Amendments for contracts C19-2747-PW – C19-2750-PW

Good morning ladies,

Please see the attachment for review and approval in reference to the above-mentioned contract. There is only one attachment, however once approved we will send the other 5.

Risk – We are requesting no changes in reference to the insurance in these amendments based on the amount of coverages will not change and the extension of these contracts is such a short time period. Three out of the six

contracts COI will expire and Public Works will reach out to request one until the new terms expire. Please confirm this is ok?

Legal – Can you confirm this is considered a renewal or an amendment? Please see the comment in document.

These are the locations of all the current contracts in Vendor Registry:  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=8916373e-c7ec-48c0-843a-432c55d87e76>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=56d1ab04-7260-432c-a987-24e06a7feca1>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=6876c963-df7b-4940-a632-be55e16d291b>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=65a53d09-1509-4f30-b2cf-dc31b618029f>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=82e7162f-d902-43a7-abe6-1e3e66afe40b>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=b44e6542-24a8-4969-88b3-d73b6bbe7b89>

Thank you,  
**Amber Hammonds**  
Contracts & Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970  
Email: [ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)



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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Tuesday, August 29, 2023 10:35 AM  
**To:** Roy Petrey <[rpetrey@myokaloosa.com](mailto:rpetrey@myokaloosa.com)>; Amber Hammonds <[ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)>  
**Subject:** RE: Renewal not Amendments for contracts C19-2747-PW – C19-2750-PW

I am okay with the language.

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CPP  
Purchasing Manager

Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
Office: (850) 689-5960 Ext. 6966  
Cell: (850) 826-8010  
[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

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**From:** Roy Petrey <[rpetrey@myokaloosa.com](mailto:rpetrey@myokaloosa.com)>  
**Sent:** Tuesday, August 29, 2023 10:26 AM  
**To:** Amber Hammonds <[ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)>  
**Cc:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Subject:** RE: Renewal not Amendments for contracts C19-2747-PW – C19-2750-PW

Whether renewal or amendment, can you work my suggested edits into the draft?

Roy

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**From:** Amber Hammonds <[ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)>  
**Sent:** Tuesday, August 29, 2023 9:59 AM  
**To:** Roy Petrey <[rpetrey@myokaloosa.com](mailto:rpetrey@myokaloosa.com)>  
**Cc:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Subject:** Renewal not Amendments for contracts C19-2747-PW – C19-2750-PW

Roy,

I am so sorry.  
This is renewal not an amendment.

Thank you,  
**Amber Hammonds**  
Contracts & Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970  
Email: [ahammonds@myokaloosa.com](mailto:ahammonds@myokaloosa.com)



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**From:** Amber Hammonds  
**Sent:** Tuesday, August 29, 2023 9:35 AM  
**To:** Roy Petrey <[rpetrey@myokaloosa.com](mailto:rpetrey@myokaloosa.com)>  
**Cc:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Subject:** Amendments for contracts C19-2747-PW – C19-2750-PW

Good morning Roy,

Please review and approve the attached amendment for C19-2747-PW.  
Contracts C19-2747-PW – C19-2750-PW will all have an amendment added to the contracts to extend on a month-to-month basis.  
I will be working on making sure the numbering on the amendments are correct for each contract.  
We made John the signer of the amendment, however we can change that if you would like.

These are the locations of all the current contracts in Vendor Registry:  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=8916373e-c7ec-48c0-843a-432c55d87e76>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=56d1ab04-7260-432c-a987-24e06a7feca1>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=6876c963-df7b-4940-a632-be55e16d291b>  
<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=65a53d09-1509-4f30-b2cf-dc31b618029f>  
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<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=b44e6542-24a8-4969-88b3-d73b6bbe7b89>

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5479A Old Bethel Road  
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## Amber Hammonds

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**From:** Lynn Hoshihara  
**Sent:** Thursday, August 31, 2023 2:58 PM  
**To:** Amber Hammonds; Jacqueline Matichuk; Kerry Parsons (KParsons@ngn-tally.com); Odessa Cooper-Pool  
**Subject:** Re: Renewal or Amendments for contracts C19-2747-PW – C19-2750-PW  
**Attachments:** C19-2747-PW 8.31.23.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Amber,

With the attached changes, this is approved. Please incorporate the same changes into the other contracts. No need for further review by Legal.

Thanks,  
Lynn

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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**From:** Amber Hammonds  
**Sent:** Tuesday, August 29, 2023 12:48:15 PM  
**To:** Jacqueline Matichuk; Kerry Parsons (KParsons@ngn-tally.com); Lynn Hoshihara; Odessa Cooper-Pool  
**Subject:** Renewal or Amendments for contracts C19-2747-PW – C19-2750-PW

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<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=65a53d09-1509-4f30-b2cf-dc31b618029f>  
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<https://vrapp.vendorregistry.com/Contract/View/Contract?contractId=b44e6542-24a8-4969-88b3-d73b6bbe7b89>

Thank you,

**Amber Hammonds**

Contracts & Lease Coordinator

Okaloosa County Purchasing Department

5479A Old Bethel Road

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Phone: 850.689.5960 ext. 6962 Fax: 850.689.5970

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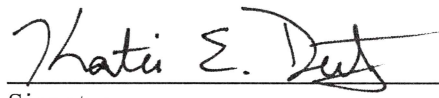
**SECOND AMENDMENT TO THE AGREEMENT BETWEEN  
OKALOOSA COUNTY, FLORIDA AND HDR ENGINEERING, INC.  
CONTRACT NO. C19-2746-PW**

This Second Amendment to the Agreement between Okaloosa County, a political subdivision of the State of Florida (the "County"), and HDR Engineering, Inc. (the "Contractor"), executed this 13<sup>TH</sup> day of SEPTEMBER 2023, is made a part of the original Agreement dated November 6, 2018, Contract No. C19-2746-PW (the "original Agreement"), incorporated herein by reference. The County and Contractor hereby mutually agree as follows:

1. **OPTION TO EXTEND.** The parties hereby wish to extend the original Agreement on a month-to-month basis while new Professional Master Service Agreements (MSAs) for Public Works are solicited, negotiated, and approved by the County.
2. This Agreement will automatically renew on the first of each month beginning October 1, 2023 for a period not to exceed five (5) months, ending February 29, 2024 or until County approval of new Master Service Agreements for Professional Services for Public Works, whichever is sooner.
3. **OTHER PROVISIONS REMAIN IN EFFECT.** Except as specifically modified herein, all terms and conditions of the original Agreement between the parties, dated November 6, 2018 and any amendments thereto, shall remain in full force and effect.
4. **CONFLICTING PROVISIONS.** The terms, statements, requirements, or provisions contained in this Amendment shall prevail and be given superior effect and priority over any conflicting or inconsistent terms, statements, requirements or provisions contained in any other document or attachment.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment on the day and year first written above.

**HDR ENGINEERING, INC.**



Signature

TITLE: Vice President

Katie E. Duty

Print Name

OKALOOSA COUNTY, FLORIDA

**C19-2746-PW**  
HDR ENGINEERING, INC.

General Engineering Services for PW  
Expires: 02/29/2024

BY: **John Hofstad** Digitally signed by John Hofstad  
Date: 2023.09.13 16:16:10  
-05'00'  
John Hofstad, County Administrator