

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3247-WS

TASK ORDER #: 01

TASK ORDER AMOUNT: \$12,320.00

Contract:# C22-3247-WS

HDR ENGINEERING, INC.

GENERAL ENG. SERVICES FOR WS

Expires: 09/30/2025 W/2 (1) YR RENEWALS

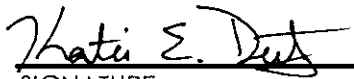
OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie E. Duty

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

TITLE

01/30/2023

DATE

RECOMMENDED FOR APPROVAL
(Department Director)

Jeff Littrell

Jeff Littrell

WATER & SEWER DIRECTOR

TITLE

2/1/23

DATE

John Hofstad

COUNTY ADMINISTRATOR (if applicable)

DATE

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual)

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

DeRita Mason

Digitally signed by DeRita Mason
Date: 2023.02.01 15:54:50 -06'00'

DeRita Mason, PURCHASING MANAGER

DATE

Faye Douglas

OMB DIRECTOR (if applicable)

DATE

Robert A. "Trey" Goodwin III

CHAIRMAN (if applicable)

DATE

TASK ORDER 01

(Contract C22-3247-WS)

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

Scope of Basic Services

for

Okaloosa County Water and Sewer

I-10/PJ Adams and Crestview Bypass – Record Drawings

Article A. Purpose:

The purpose of this Task Order is to authorize and direct HDR ENGINEERING, INC. (CONSULTANT) to proceed with professional engineering services for providing professional engineering design services to the Okaloosa County Water and Sewer Department (CLIENT). The activities that are included are described in "Article B – Scope of Services."

Article B. Scope of Services:

The CONSULTANT agrees to furnish professional engineering services that are applicable to the I-10/PJ Adams and Crestview Bypass Record Drawings (Project), as requested by the CLIENT's representative. As part of this task order, the Consultant will develop final record drawings for the I-10/PJ Adams Utility Relocation project and the Crestview Bypass Utility Relocation project. The services that the CONSULTANT agrees to furnish as part of this Task Order include project management and record drawing development.

Task 1. Project Management Services

Objective: CONSULTANT will provide the management, administration, and coordination of project activities. The purpose of this task is to manage and to coordinate project resources consistent with the project schedule and keep the CLIENT informed of project progress. Project Manager will provide project oversight, including day-to-day management of resources and schedules, periodic liaison with CLIENT, telephone conversations, file management, conflict and problem resolution, project staff management, accounting, contracts administration, and project control.

Task Deliverables: CONSULTANT will email invoices and project status reports to the CLIENT.

Meetings/Travel: Client communications under this task will be via e-mail and/or telephone conversations.

Information and Services Provided by Others: None.

Task 2. Record Drawings

Objective: The CONSULTANT will develop record drawings of the water main installations included in the Crestview Bypass Utility Relocation project and the I-10/PJ Adams Utility Relocation project previously designed by HDR. OCWS will provide HDR asbuilt information recorded from their in-house construction crew. Record Drawings will include updated pipe alignments, fitting/valve locations, offsets, and depth of cover as provided to HDR in the asbuilt documents. HDR will submit one draft version of each set of record drawings to OCWS for review and comment, and one Final submittal.

Task Deliverables:

Draft Record Drawings – I-10/PJ Adams

- Electronic Submittal (PDF)

Draft Record Drawings – Crestview Bypass

- Electronic Submittal (PDF)

Final Record Drawings – I-10/PJ Adams

- One (1) Full Size Plan Set (22" x 34") – Signed/Sealed
- Electronic Submittal (PDF)

Final Record Drawings – Crestview Bypass

- One (1) Full Size Plan Set (22" x 34") – Signed/Sealed
- Electronic Submittal (PDF)

Key Understandings:

- Okaloosa County Water and Sewer will provide complete asbuilt records from the construction of the Crestview Bypass and I-10/PJ Adams projects to HDR.
- HDR will deliver final record drawings in .pdf and hard copy format.
- Field verifications of asbuilt information is not included, and record drawings will be based on information provided by OCWS.
- No design services are included under this task order.

Meetings/Travel: None.

Quality Control: The CONSULTANT will conduct a quality control review of project deliverables prior to submittal to the CLIENT.

Information and Services Provided by Others: None.

Article C. Compensation Provisions:

As compensation for providing the services described within this Task Order, OCWS shall pay HDR in accordance with Section 7 of the September 2022, Agreement, a lump sum amount of \$12,320.00, to be billed in percentage of work complete, according to the Tasks listed below:

Task Description	Amount \$
Task 1: Project Management Services	\$1,260.00
Task 2: Record Drawings	\$10,760.00
Direct Costs (Printing)	\$300.00
Total Lump Sum	\$12,320.00

HDR will keep OCWS informed of progress so that the budget and/or work effort can be adjusted if necessary. HDR is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is OCWS obligated to pay HDR beyond these limits.

Article D. Period of Service:

The schedule for this project within this Task Order is contingent upon the OCWS providing HDR complete asbuilt plans. The estimated completion of the utility relocation work is as follows:

Authorization to Proceed	Upon Execution of Task Order
Develop I-10/PJ Adams Record Plans	2 Weeks upon receipt of asbuilts
Develop Crestview Bypass Record Plans	2 Weeks upon receipt of asbuilts
Termination of Task Order	September 30, 2023 (Or upon completion of project)

Article E. Authorized Representatives:

The Authorized Representatives designated below are authorized to act with respect to this Task Order.
Communications between the parties shall be through the Authorized Representatives:

For CLIENT	For CONSULTANT
Name: Jon C. Kanak, P.E., Senior Project Manager	Name: Heath Hardy, Project Manager
Address: 1804 Lewis Turner Boulevard, Suite 300 Fort Walton Beach, FL 32547	Address: 25 W. Cedar Street, Suite 200 Pensacola, FL 32502
Telephone: (850) 609-5098	Telephone: (850) 429-8925

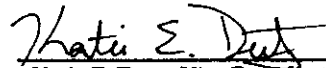
Jeff Littrell

Digitally signed by Jeff Littrell
DN: cn=Jeff Littrell, o=Okaloosa County Water & Sewer
System, ou=Okaloosa County BCC,
email=j.littrell@okaloosa.com, c=US
Date: 2023.02.01 14:38:36 -0800

2/1/23

Jeff Littrell, Water & Sewer Director

Date



Katie E. Duty, Vice President
HDR Engineering, Inc.

01/30/2023

Date

Okaloosa County Water and Sewer
Antioch/I-10 Interchange and Crestview Bypass Record Drawings

Task No.	Description of Activity	Resource Classification					Total Man-Hours	Task Cost
		Sr. Project Manager	Engineer III	CAD Designer III	Admin	Accountant		
1	Project Management Services	4	0	0	2	2	8	\$1,260.00
A	Project Management, Invoicing & Coordination	4			2	2	8	\$1,260.00
2	Record Drawings	0	4	72	0	0	76	\$10,760.00
A	Draft Record Drawings - Crestview Bypass			32			32	\$4,480.00
B	Draft Record Drawings - Antioch/I-10 Interchange			32			32	\$4,480.00
C	QC Review and OCWS Comments		4	4			8	\$1,240.00
D	Final Record Drawings - Crestview Bypass			2			2	\$280.00
E	Final Record Drawings - Antioch/I-10 Interchange			2			2	\$280.00
		4	4	72	2	2	84	\$12,020.00
	HDR Engineering Man-hours(Tasks 1-2)	Sr. Project Manager	Engineer III	CAD Designer	Admin	Accountant		
	Salary Rate Per Hour	\$230.00	\$170.00	\$140.00	\$75.00	\$95.00		
	Salary Cost	\$920.00	\$680.00	\$10,080.00	\$150.00	\$190.00		
	Average Billing Rate for Project (Tasks 1-2)	\$143.10						
							Total Labor Fee	\$12,020.00
							Direct Costs (Printing)	\$300.00
							Total Lump Sum Fee	\$12,320.00