

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2746-PW

TASK ORDER #: 17

TASK ORDER AMOUNT: \$ 208,066.80

CONTRACT: C19-2746-PW
HDR ENGINEERING, INC.
GENERAL ENGINEERING SERVICES FOR PW
EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie E Duty, P.E.

REPRESENTATIVE'S PRINTED NAME

Katie E Duty

SIGNATURE

Vice President

TITLE

September 22, 2022

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: 2022.10.20 11:49:04 -05'00'

SIGNATURE

TITLE DATE

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

Jeffrey A Hyde

Digitally signed by Jeffrey A
Hyde
Date: 2022.10.20 14:08:37
-05'00'

PURCHASING MANAGER

Faye Douglas

Digitally signed by Faye
Douglas
Date: 2022.10.20 14:15:44
-05'00'

OMB DIRECTOR/DATE

DATE

John Hofstad
COUNTY ADMINISTRATOR (if applicable)

Digitally signed by John Hofstad
Date: 2022.10.20 14:45:45 -05'00'

DATE

Mel Ponder
CHAIRMAN (if applicable)
Mel Ponder

November 15, 2022

DATE



Task Order 17: Right-of-Way Acquisition for PJ Adams Turn Lane Widening

Introduction

Okaloosa County has identified the need increase capacity of PJ Adams Parkway at the intersection of SR 85 and has advanced a design project to widen PJ Adams and provide dual eastbound right turn lanes.

PJ Adams will be widened to the north and will hold the existing R/W on the south side of PJ Adams. On the north side of PJ Adams, property adjacent to the existing Okaloosa County owned R/W line will need to be acquired to construct the project. There is also a temporary construction easement acquired on the south side of PJ Adams to accommodate the reconstruction of an existing driveway.

This scope of services is to assist Okaloosa County in acquiring the necessary property to construct the PJ Adams Parkway Turn Lane Widening project. Acquisition from four parcels is identified, including one for a temporary construction easement. Three subconsultants will be utilized to perform the services in this task order; Surveying and Mapping, LLC., Deal Consulting, and American Government Services Corporation. This scope includes appraisal services, title work services, surveying and mapping services, R/W acquisition services, and litigation support services, if necessary.

The following assumptions are made for this scope:

- This contract (C19-2746-PW) does not include rates for R/W staff. The estimate to develop the fee utilizes rates from the SWCB Contract (C19-2767-PW). Labor hours for R/W staff will be invoiced utilizing the C19-2767-PW rates.

The fee for this scope of services is a limiting amount fee not-to-exceed \$208,066.80. Tasks will be performed on a time and materials basis.

ACCEPTANCE:

TASK 17 001 – Title Search

Objectives:

Conduct title searches for all parcels that have been identified as potentially being impacted by the roadway projects. A maximum of 4 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 PJ Adams Parkway widening.

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 17 002 – Survey and Mapping

Objectives:

To generate the legal descriptions and parcel maps that will be used as the basis of property to be acquired. The parcels that are impacted will be mapped so that a final area of acquisition and remainder area can be determined. Legal descriptions and parcel sketches are needed for each parcel that will be acquired for PJ Adams Parkway right-of-way. The proposed right-of-way line will be staked to assist with acquisition efforts. These activities will be conducted by Surveying and Mapping, LLC (SAM).

SAM Activities:

- Stake proposed R/W line
- Map the existing parcel lines that are impacted by the proposed right-of-way acquisition
- Produce right-of-way maps
- Produce a legal description for each impacted parcel
- Produce a parcel sketch depicting the existing parcel lines, proposed area of acquisition, and remainder

SAM Deliverables:

- Parcel sketches
- Legal descriptions
- Right-of-way maps
- Final R/W Map Cadd files

TASK 17 003 – Appraisals

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).

Deal Consulting Activities:

- Prepare preliminary appraisals
- 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)

TASK 17 004 – 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.

There is a potential personal property relocation on the parcel at the northwest corner of PJ Adams and SR 85 (Parcel ID 32-3N-23-0000-0055-0010). Agents will coordinate with the property owner on the effort necessary to relocate property outside of the areas to be acquired. Agents will assist in obtaining move cost estimates for the relocation of the personal property move to the remainder of the property.

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)
- Coordinate relocations of property that is within the right-of-way to be acquired

HDR Deliverables:

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

TASK 17 005 – Order of Taking Update and Litigation Services

Objectives:

Update appraisal reports and provide litigation services if a purchase agreement with property owners is not achieved and parcels must be acquired through the eminent domain process. These activities will be conducted by Deal Consulting (DC).

Deal Consulting Activities:

- Update appraisal reports
- Coordinate with County staff and acquisition team through the litigation process
- Provide appraisal services and testimony through the litigation process

Deal Consulting Deliverables:

- Updated Appraisal Report

HDR ACTIVITIES / FEE COMPUTATIONS

Project: Task Order 17 - Right-of-Way Acquisition for PJ Adams Turn Lane Widening
 Client: Okaloosa County
 Prepared By: HDR Engineering, Inc. Date: August 31, 2022

ACTIVITY	Project Principal		Project Manager		Senior PE		Project Engineer		Engineer Intern		Senior Real Estate Specialist		Real Estate Agent		Acct. / Admin		Activity Fee
	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	Man-Hours	Hourly Rate	
TASK ORDER ACTIVITIES																	
17.001 - Title Search (AGS)																	\$ 5,500.00
17.002 - Surveying and Mapping (SAM)																	\$ 15,000.00
17.003 - Appraisals (Deal Consulting)																	\$ 35,200.00
17.004 - Acquisition Management (HDR)																	\$ 128,566.80
17.005 - Order of Taking Update and Litigation Services (Deal Consulting)																	\$ 23,800.00

NOTE: RATES ARE BASED ON MASTER SERVICES AGREEMENT BETWEEN OKALOOSA COUNTY & HDR, CONTRACT# C19-2746-PW (Years 4-5)*
 *Rates for Senior Real Estate Specialist and Real Estate Agent are from Contract #C19-2767-PW (2022 Rates, 1% Escalation in 2023)

HDR Acquisition Management	\$	128,566.80
Title Search (AGS)	\$	5,500.00
50 year Property Information Reports (PIR)	\$	1,700.00
Flip to commitment for closing	\$	200.00
Updates for condemnation files	\$	400.00
Mail away closings	\$	1,200.00
Title Insurance promulgated rate (estimated maximum)	\$	2,000.00
Surveying and Mapping (SAM)	\$	15,000.00
Appraisals (Deal Consulting)	\$	58,000.00
GRAND TOTAL (Limiting Amount)	\$	208,066.80

HDR ACTIVITIES / FEE COMPUTATIONS

Project:

Task Order 17 - Right-of-Way Acquisition for PJ Adams Turn Lane Widening

Client:

Okaloosa County

Prepared By:

HDR Engineering, Inc.

Date: August 31, 2022

STAND-ALONE PARCELS

ACTIVITY	Project Principal Man- Hours	Hourly Rate	Project Manager Man- Hours	Hourly Rate	Senior PE Man- Hours	Hourly Rate	Project Engineer Man- Hours	Hourly Rate	Engineer Intern Man- Hours	Hourly Rate	Senior Real Estate Specialist Man- Hours	Hourly Rate	Real Estate Agent Man- Hours	Hourly Rate	Acct / Admin Man- Hours	Hourly Rate	Activity Fee	Manhours By Activity
LIMITING AMOUNT ACTIVITIES																		
1 - Review Legal Descriptions		\$ 208.00	2	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00		\$ 216.36		\$ 133.94		\$ 78.00	\$ 416.00	2.0
2 - Appraisal Review		\$ 208.00	2	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	1	\$ 216.36	1	\$ 133.94		\$ 78.00	\$ 766.30	4.0
3 - Delivery of Notices		\$ 208.00	1	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	2	\$ 216.36	2	\$ 133.94		\$ 78.00	\$ 908.60	5.0
4 - Prepare & Deliver Offers		\$ 208.00	1	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	4	\$ 216.36	8	\$ 133.94	2	\$ 78.00	\$ 2,300.96	15.0
5 - Conduct Negotiations		\$ 208.00	2	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	16	\$ 216.36	16	\$ 133.94		\$ 78.00	\$ 6,020.80	34.0
6 - Process Agreements		\$ 208.00	1	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	8	\$ 216.36	8	\$ 133.94		\$ 78.00	\$ 3,010.40	17.0
7 - Conduct Closings		\$ 208.00	1	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	8	\$ 216.36	8	\$ 133.94	1	\$ 78.00	\$ 3,088.40	18.0
8 - Prepare Lawsuits		\$ 208.00	2	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	18	\$ 216.36	18	\$ 133.94	2	\$ 78.00	\$ 6,877.40	40.0
9 - Project Administration		\$ 208.00	4	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00		\$ 216.36		\$ 133.94	1	\$ 78.00	\$ 910.00	5.0
10 - Engineering Review		\$ 208.00		\$ 208.00	1	\$ 187.00	1	\$ 145.00	1	\$ 99.00		\$ 216.36		\$ 133.94		\$ 78.00	\$ 431.00	3.0
11 - QC Review	2	\$ 208.00		\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	4	\$ 216.36		\$ 133.94		\$ 78.00	\$ 1,281.44	6.0
12 - Litigation Assistance	8	\$ 208.00	8	\$ 208.00		\$ 187.00		\$ 145.00		\$ 99.00	8	\$ 216.36	8	\$ 133.94		\$ 78.00	\$ 6,130.40	32.0
TOTAL PER PARCEL	10		24		1		1		1		69		69		8		\$ 32,141.70	181
GRAND TOTAL - 4 PARCEL	40		96		4		4		4		276		276		24			724

HDR SUBTOTAL LABOR PER PARCEL \$ 32,141.70
NUMBER OF PARCELS 4
HDR LABOR SUBTOTAL \$128,566.80