

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2746-PW

TASK ORDER #: 26

TASK ORDER AMOUNT: \$ 6,388

CONTRACT: C19-2746-PW

HDR Engineering, Inc.

General Engineering Services for Pubic Works

EXPIRES:02/29/2024

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie E. Duty

REPRESENTATIVE'S PRINTED NAME

Katie E. Duty

SIGNATURE

Vice President

1/12/2024

TITLE

DATE

RECOMMENDED FOR APPROVAL (Department Director)

Jennifer
Adams

Digitally signed by
Jennifer Adams
Date: 2024.01.17
08:09:25 -05'00'

Charlotte
Dunworth

Digitally signed by
Charlotte Dunworth
Date: 2024.01.17
07:01:17 -05'00'

SIGNATURE

TDD Director

TITLE DATE

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita
Mason

Digitally signed by DeRita
Mason
Date: 2024.01.17
11:21:41 -06'00'

PURCHASING MANAGER

OMB DIRECTOR/DATE DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable) |

DATE

INTRODUCTION

Okaloosa County has purchased the Community Bank Property located on the eastern side of SR 85 (Ferdon Blvd) in Crestview at the intersection with PJ Adams Parkway. The intent is to transform the property into a tourist information center. Currently, the property has a very tight driveway and circulation flow. The tourist information center would need to allow for circulation and parking of an RV hauling a vehicle.

The County has requested HDR develop alternatives for the site layout. These conceptual site layouts will lay the groundwork for a future design and identify potential issues such as permitting, drainage, and utilities which will need to be addressed in the final design.

The following exclusions are made for this scope:

- No Cut/Fill Analysis (survey is not anticipated with this task)
- Offsite Stormwater Improvements are not to be analyzed
- Offsite utility improvements are not to be analyzed
- Offsite roadway improvements or analysis are not to be considered
- Site retaining wall designs are not to be analyzed
- Environmental impact permitting is not included in this scope, only determining which permits will be required
- Cost estimating is not included in this scope; however areas of pavement/curb can be provided

The fee for this scope of services is a Lump Sum Not-to-Exceed fee of \$6,388

ACCEPTANCE:



Task 1 – Conceptual Design

Objective:

Develop three alternative concepts of the site layout utilizing aerial photography and the City of Crestview development codes and permitting requirements. These three alternatives will be presented to the County. The County will then choose a preferred alternative which will be modified slightly if necessary for final decision.

HDR Activities:

This phase will be performed in coordination with the Project Team and includes the following:

- Review of the Existing Site Plan Documents and Design.
- Research and confirm local, state, and federal code requirements.
- Meet with the County to understand and document County expectations and desires.
- Prepare up to three (3) Site Layout Concepts in AutoCAD for County review and comment.
- Each concept will maintain the existing building and retaining wall locations.
- Each concept will include a vehicle tracking model for a Recreational Vehicle pulling a car.
- Edit and finalize the County's preferred Concept.

Deliverables:

- Three (3) Conceptual Site Plans (pdf) for County review within three (3) weeks of Kickoff meeting with Stakeholders
- One (1) finalized Conceptual Site Plan within two (2) weeks of receiving feedback from the County.

Phase 1 Assumptions:

- HDR assumes up to three (3) one-hour long virtual meetings with the Project Team
 - One meeting for a kickoff call for key stakeholders.
 - One meeting for receiving comments on the generated concepts.
 - One meeting for refining the final concept.
- County to provide ALTA Boundary Survey in CAD format.