

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2750-PW

TASK ORDER #: 11

TASK ORDER AMOUNT: \$ 116,278

CONTRACT: C19-2750-PW
AMERICAN CONSULTING ENGINEERS, INC.
GENERAL ENGINEERING SVS FOR PW
EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

American Consulting Engineers, LLC

FIRM'S NAME

Scott Korpi

REPRESENTATIVE'S PRINTED NAME

Scott Korpi

Digitally signed by Scott Korpi
Date: 2022.05.23 15:03:26 -04'00'

SIGNATURE

Principal/ Managing Member

5/23/2022

TITLE

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: 2022.05.27 07:51:24 -05'00'

SIGNATURE

TITLE

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2022.07.06 08:34:03 -05'00'

COUNTY ADMINISTRATOR (if applicable)

DATE

**APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual) Table 1**

Jeffrey A
Hyde

Digitally signed by Jeffrey
A Hyde
Date: 2022.05.27 08:31:02
-05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2022.05.27 12:08:58 -05'00'

OMB DIRECTOR/DATE

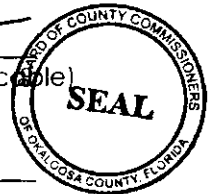
DATE

Mel Ponder

MEL PONDER, CHAIRMAN (if applicable)

July 19, 2022

DATE





TASK WORK ORDER SUMMARY

Task Work Order No.: 11
Contract No.: C19-2750-PW
ACP Project No.: 5189652
Date: May 18, 2022

American Consulting Professionals, LLC., (hereafter "CONSULTANT") agrees to perform and complete the following services (hereafter "Services") for Okaloosa County Public Works (hereafter "COUNTY"), in accordance with the terms and conditions of the agreement for General Engineering Services (Contract No: RFQ PW 51-18), dated July 18, 2018, all of which terms and conditions are incorporated herein by reference.

1. **Task Name:** Brittany Woods Ditch Improvements
2. **Task Location:** Okaloosa County, Florida
3. **Task Description/ Scope of Services:** Consultant shall perform the professional services contained below.
4. **Compensation:** For all the work performed in accordance with Table 1

Table 1: Brittany Woods Ditch Improvements	
Task 1 Project Administration/ Coordination	Lump Sum (LS) \$ 7,078
Task 2 Engineering Services	
Engineering Design Services	LS \$ 62,990
Environmental Services(including permit fee \$250)	LS \$ 9,213
Structural Design Services	LS \$ 4,395
Task 3 Subconsultant Services	
Survey (SAM)	LS \$ 25,102
Geotechnical (NOVA)	LS \$ 4,700
Task 4 Limited Bidding and Construction Phase Services (hourly not to exceed)	Limited NTE \$ 2,800
PROJECT TOTAL=	\$ 116,278

Scope of Services

The purpose of this project is to evaluate the drainage ditch system that is located parallel and south of Green Acres Road in Fort Walton Beach, Okaloosa County. The concrete ditch system is in disrepair with concrete cracking, spalling and has extensive vegetative growth. The intent of the project is the repair the ditch and evaluate the potential for additional stormwater mitigation. The culvert under Martin Luther King Blvd. will also be evaluated for improvement.

The scope of work details the design phase services and limited bidding and construction phase services to be performed by Consultant for this project.

The project tasks identified for this contract generally include the following:

- Project Management and Coordination throughout the design phase
- Topographical Survey and Easement Legal Descriptions for Right of Way Acquisition
- Geotechnical Services
- Utility Coordination
- Engineering design
- Preparation of design drawings and specifications
- Preparation of stormwater permit application and coordination with permitting agencies

American Consulting Professionals, LLC

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- Performance of limited bid and construction phase services as requested by the County

SECTION B: SCOPE OF SERVICES

Task 1: Project Management and Coordination

- 1.1 Coordinate Design Criteria with Okaloosa County: Consultant shall coordinate with County staff to ensure that the design is in accordance with the objectives of the client.
- 1.2 Coordinate Topographic Survey with Subconsultant: Consultant shall coordinate with a qualified survey and mapping subconsultant to facilitate a topographic survey to serve as the basis for the design and as the basis for estimating project construction costs.
- 1.3 Kick-Off Meeting and Site Review: Consultant shall participate in a kick-off meeting with subconsultant staff and County (if necessary) to review the project approach and details of the project. Consultant shall review the site to observe existing conditions and document observed features impacting the project and associated right of way.
- 1.4 Coordinate with Local Utility Providers: Consultant shall coordinate with the local utility providers to identify the existing utilities and existing easements. Review UAO's
- 1.5 Coordinate with Permitting Agencies: Consultant will attend a pre-application meeting with NFWFMD and file for a General Permit as applicable. Includes two RAIs to resolve any permitting issues. Permit fee (\$250).

Task 2: Engineering Design Services

2.1 Prepare 0%-30% Design

- 2.1.1 Prepare 30% Design Drawings: Consultant shall perform 30% design services for the ditch improvements. Consultant shall prepare and submit electronically 30% design drawings for the proposed improvements, including preliminary construction plans, details and an opinion of probable construction costs.
- 2.1.2 Attend 30% Design Review Meeting: Consultant shall participate in a meeting with County staff (or designated representatives) to review and discuss elements of the 30% design documents and other factors that may affect subsequent services associated with the project.

2.2 Prepare Design 30%-90%

- 2.2.1 Prepare and Submit 90% Design Drawings: Consultant shall perform 90% design services for the ditch improvements. Consultant shall prepare and submit electronically 90% design drawings for the proposed improvements, including preliminary construction plans, details, and an opinion of probable construction costs. Drawings are anticipated to include:
 - a) Cover Sheet
 - b) General Notes
 - c) Summary of Quantities
 - d) Survey Control & Existing Conditions
 - e) Plan & Profile Sheets

- f) Erosion Control Plan
- g) Drainage Details
- h) Pavement Repair Section Details
- i) Miscellaneous Details

2.2.2 Attend 90% Design Review Meeting: Consultant shall participate in a meeting with County staff (or designated representatives) to review and discuss elements of the 90% design documents and other factors that may affect subsequent services associated with the project.

2.3 Prepare 90%-100% Design

2.3.1 Prepare and Submit 100% Design Drawings: Consultant shall perform 100% design services for the ditch improvements. Consultant shall prepare and submit electronically 100% design drawings for the proposed improvements, including construction plans and details.

2.3.2 Attend 100% Design Review Meeting: Consultant shall participate in a meeting with County staff (or designated representatives) to review and discuss elements of the 100% design documents and other factors that may affect subsequent services associated with the project.

2.3.3 Prepare Technical Specifications: Consultant shall prepare final technical specifications as required for bidding. The documents will be consistent with FDOT procurement procedures for bid solicitation.

2.4 Prepare Release for Bid Documents

2.4.1 Prepare Final Engineer's Opinion of Probable Cost: Consultant shall prepare a Final Engineer's opinion of probable construction cost for civil/site design bid package contained in the final design documents.

2.4.2 Provide Quality review of revised design documents: Consultant shall provide a thorough quality review of the design drawings and shall ensure the documents represent cost-effective construction specifications and materials to support the ultimate improvements.

2.4.3 Prepare "Release for Bid" Documents: Consultant shall also prepare final project technical specifications for the proposed improvements. Consultant shall prepare and submit "Release for Bid" documents, including plans and specifications for County records.

Task 3: Subconsultant Services

3.1 Surveying: Provide horizontal and vertical controls and topography necessary to facilitate the design of the proposed improvements. Includes locating marked utilities, wetland flags and existing conditions not already identified by the County's survey. Legal descriptions of proposed easements will be provided. Full scope of services is included in the proposal from Surveying & Mapping, Inc. (SAM) attached.

3.2 Geotechnical: Provide a 10-foot auger every 500 feet for the ditch length plus two 20-foot borings for the structural design of the culvert at MLK. Total of 11 borings. Includes lab testing,

engineering evaluation and reporting. See proposal from NOVA Engineering and Environmental LLC (NOVA), attached.

Task 4: Limited Bidding & Construction Phase Services (Hourly Basis Only- As Needed)

- 4.1 Consultant shall perform limited bidding phase and construction phase services as requested by the County. Requested services may include preparing answers to bidder questions, compiling "Release for Construction" documents, and other services during the bidding and construction phase. Services authorized by the County shall be compensated for on a time-and-materials basis at the contract unit rates established for the General Engineering Services Contract (Exhibit "C").

SECTION C: EXCLUSIONS AND ASSUMPTIONS

The following exclusions and assumptions shall apply to this scope of services:

- Assumes the proposed project is exempt from ERP stormwater mitigation per Florida Statutes 62.330.051 (15). General Permit under 62.330.451 is anticipated to be used.
- The contractor shall be responsible for performing all construction activities, including—but not limited to—implementing specified erosion control measures, NPDES permitting, and any local permitting required for construction.
- Additional copies of deliverables, if requested, shall be paid by County at actual printing costs.
- No as-built survey or certifications shall be completed as part of this task order.
- FDOT Standard Plans dated FY 2021-22 and Standard Specifications for Road and Bridge Construction dated Jan 2022 shall be used for this project.

SECTION D: OUT-OF-POCKET EXPENSES

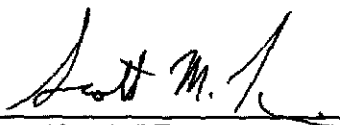
All job-related travel, job-related reprographic costs and supplies, interim review document printing, telefax and long distance charges, mail and express mail services, and printing and plotting costs associated with the design and preparation of contract documents shall be included in the direct expense budget associated with each associated service task.

SECTION E: ADDITIONAL SERVICES


Additional services may be separately added to this contract during the course of work based upon agreed fees. No additional services shall be undertaken without the written authorization of Okaloosa County.

END OF SCOPE

Anticipated deadline for this Task Work Order is May 31, 2023



Scott Korpi, PE
Managing Member



Kari J. Edwards, PE
Project Manager

Accepted by:

Jason T. Autrey, P.E., C.P.M. Digitally signed by Jason T. Autrey, P.E., C.P.M.
Date: 2022.05.27 07:51:48 -05'00'

Jason Autrey, Director of Public Works

EXHIBIT "A"
Brittany Woods Ditch Improvements
Okaloosa County Public Works

