

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2745-PW

TASK ORDER #: 29

TASK ORDER AMOUNT: \$ \$24,280.00

CONTRACT: C19-2745-PW
AVCON, INC.
GENERAL ENGINEERING SERVICES
EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

AVCON, INC.

FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.

REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Vice President

TITLE

May 31, 2022

DATE

RECOMMENDED FOR APPROVAL
(Department Director)


SIGNATURE

Frank W. Warden
TITLE

6/1/22
DATE

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual) Table 1

Jeffrey A

Hyde

PURCHASING MANAGER

Digitally signed by Jeffrey
A Hyde
Date: 2022.06.02 13:05:22
+05'00'

DATE

OMB DIRECTOR/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE



AVCON, INC.
ENGINEERS & PLANNERS

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TASK ORDER SUMMARY

Limited Construction Phase Services Okaloosa County Public Works

Task Order No.: 29
AVCON Project No.: 2022.125.01
Date: May 9, 2022

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Public Works** (hereinafter "COUNTY"), in accordance with the terms and conditions of the Agreement for Consulting Engineering Services (Contract No.: C19-2745-PW), dated November 6, 2018 and amended September 7, 2021, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Shallmar Golf Course/Lake Lorraine Phase III, Okaloosa County, Florida
2. **Task Name:** Lake Lorraine Drainage Basin – Limited Construction Phase Services
3. **Task Description/Scope of Services:** CONSULTANT shall perform the following limited services during the period of construction (180 days)
 1. **Coordinate with Contractor/Owner:** AVCON shall coordinate with the Owner and Contractor to establish schedule of work, pay applications, and other items during construction.
 2. **Participate In Pre-Construction Meeting:** AVCON shall coordinate and participate in a pre-construction meeting with the Owner and Contractor to review project work elements, schedule, phasing, safety, contractual items, and other issues pertaining to successful performance of the project.
 3. **Participate in on-site visits during construction to review work:** AVCON shall participate in up to 12 (twice monthly for the 180 day construction period) site visits to the site to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the Contract Documents. AVCON will not be required to make extensive and continuous on-site inspections to check the quality or quantity of work and AVCON will not be responsible for the means, methods, techniques, sequences or procedures of the construction selected by the Contractor(s), or the safety precautions and programs incidental to the work of the Contractor(s). AVCON's efforts will be to observe and document for the Owner that the completed project will generally conform to the Contract Documents. During such visits and on the basis of on-site observations, AVCON shall keep the Owner informed of the progress of the work, shall endeavor to inform the Owner of noted defects and deficiencies in the work performed by Contractor(s). Additional time required for site visits beyond the six (6) month period of performance assumed for this Work Order shall be negotiated at that time.

4. **Review Contractor Shop Drawings:** AVCON shall review and comment on shop drawings and other submissions as to conformance with design concept and construction documents.
5. **Coordinate Requests for Information (RFIs) with Contractor:** AVCON shall respond to reasonable Requests for Information (RFIs) or other questions by the Contractor during the construction phase.
6. **Participate in Substantial Completion Inspection:** AVCON shall attend the Substantial Completion Inspection to verify the general conformance of the construction and to identify any deficiencies to be included in a project punch-list.
7. **Participate in Final Completion walk-thru:** AVCON shall attend the final inspection walk-thru of the construction upon completion of the identified punch-list items to verify completeness of work and to determine acceptance of the constructed work. The work will include an evaluation to determine whether the work items satisfy the contract requirements and shall include the issuance of a notice of completion/acceptance.
8. **Prepare record drawings/close-out documents:** AVCON will prepare and provide three sets of drawings and one set of electronic files in AutoCAD format, based on red line drawings prepared by the Contractor, reflecting the installation and construction of the work features as constructed on site. Drawings shall be stamped "Record Drawings."

4. **Compensation:** For all work performed in accordance with Tasks 1 through 8, compensation to the Consultant shall not exceed **Twenty-Four Thousand, Two-Hundred 80 and 00/100 dollars (\$24,280.00).**

Direct expenses necessary to perform the services, including printing/plotting charges, shall be included in the above fees. Progress payments shall be made on a percent complete basis as work is completed.