

TASK ORDER APPROVAL FORM

CONTRACT #: C18-2676-WS

TASK ORDER #: 04 – Revision 1

TASK ORDER AMOUNT: ~~\$73,644.00~~ \$82,598.00

CONTRACT: C18-2676-WS
HDR ENGINEERING, INC.
MASTER SERVICE AGREEMENT ENG
CONSULTING SERVICES
EXPIRES: 09/30/2022

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Jennifer E. Hunt, P.E.

REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Senior Vice President

TITLE

12/22/2021
DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

**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.

Jon Kanak

Digitally signed by Jon Kanak
DN: cn=Jon Kanak, o=Okaloosa County Water & Sewer, ou, email=jonkanak@myokaloosa.com, c=US
Date: 2021.12.28 13:51:18 -06'00'

Jeff Littrell

WATER & SEWER DIRECTOR

TITLE

DATE

Jeffrey A Hyde

Digitally signed by Jeffrey A Hyde
Date: 2021.12.28 14:21:41 -06'00'

Jeff Hyde, PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2021.12.28 15:21:44 -06'00'

Faye Douglas
OMB DIRECTOR (if applicable)

DATE

Craig Coffey

Digitally signed by Craig Coffey
Date: 2021.12.28 16:46:42 -06'00'

John Hafstad
COUNTY ADMINISTRATOR (if applicable)

DATE

Mel Ponder
CHAIRMAN (if applicable)

DATE

Revision 1 - TASK ORDER 04

(Contract C18-2676-WS)

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED FEBRUARY 2018, 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 PJ Adams Interchange – Water Main Extension

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 PJ Adams Interchange Water Main Extension (Project), as requested by the CLIENT's representative. As part of this task order, the Consultant will provide design plans for the relocation and extension of existing water mains located along the proposed I-10 Interchange west of Crestview in Okaloosa County, which is required as part of an FDOT design-build project. The proposed project limits for the water main relocation work are shown in the attached figure. The services that the CONSULTANT agrees to furnish as part of this Task Order include project management, engineering, permitting and design.

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.

Key Understandings:

- No Sub-Consultants will be required for this Task Order.

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. Data Collection and Utility Mapping

Objective: CONSULTANT shall use existing survey, to be provided by the design-build contractor, for design project. For this PROJECT, the CONSULTANT will be using Microstation. The final CADD deliverables for the PROJECT will be in Microstation and will adhere to applicable standards and formats required by the CLIENT. The CONSULTANT will gather additional utility information from the CLIENT, other Utility Owners, and site investigation as needed. CONSULTANT shall conduct a one-day site visit. The site visit will include an onsite investigation of the project area with the CLIENT, as needed, to identify existing utilities, potential design concerns, and proposed design routes.

Task Deliverables: None.

Key Understandings:

- No surveying services will be provided; survey to be provided by others.
- No new geotechnical information is required. Geotechnical information for the Roadway project will be utilized.
- No Subsurface Utility Engineering Services will be required.
- No Land Acquisition Services will be required.

Meetings/Travel: One day site visits at the SITE by CONSULTANT.

Information and Services Provided by Others:

- CLIENT to provide existing utility information.

Task 3. Engineering and Design

Objective: The CONSULTANT will design and submit 30%, 60%, 90% and Final Plans for the design project, which includes relocations related to the realignment and extension of PJ Adams for the I-10 Interchange. This task will include designs for the removal and replacement of the existing water main along PJ Adams Road. The will include ~~(12)~~ (15) ~~twelve~~ fifteen plan and profile sheets for 5,700 7,700 LF of 12" PVC water main. The design will include roughly 1,000 LF of horizontal directional drill, including once crossing of Interstate 10. Utility relocations will be coordinated with the latest roadway and drainage design plans. The CONSULTANT will provide plan and profile designs for the relocation of the utilities. Plan views will be set up at a scale of ~~1:20~~ 1:40; profile views will be set up at a scale of 1:10. The project documents will contain general notes referencing the Okaloosa County Water and Sewer standard specifications and details. Consultant will develop an Engineers Opinion of Probably Construction Cost (EOPCC) with the 60%, 90% and Final submittals.

Task Deliverables:

30% Design Plans

- Two (2) 11"x17" sets of Design Drawings
- Electronic Submittal (PDF)

60% Design Plans

- Two (2) 11"x17" sets of Design Drawings
- Electronic Submittal (PDF)
- 60% Draft EOPCC

90% Design Plans

- Two (2) 11"x17" sets of Design Drawings
- Electronic Submittal (PDF)
- 90% Draft EOPCC

Final Design Plans

- Two (2) Full Size (22"x34") Sets of Drawings
- Two (2) Half Size (11"x17") Sets of Drawings
- One (1) CD containing .PDF and .DWG files
- Final EOPCC

Key Understandings:

- Okaloosa County Water and Sewer Technical Specifications and Details will be used by Reference.
- Basis of design for new water main installation is assumed to be installed via open cut with two horizontal directional drills under existing wetlands.
- Maintenance of Traffic planning is excluded from this scope of services.
- Existing utilities will either be replaced with the same diameter main or larger, and hydraulic modeling is excluded from this scope of services.
- Surge analysis is excluded from this scope of services.
- HDR is not providing proposed relocations for other utility owners (i.e. gas, power, communications)
- No Bidding Documents or Bidding Services will be required.
- Conformed documents will not be required.
- The Client will pay all fees required for testing, permitting, agency reviews, etc.
- Permitting for Wetlands Impacts will be covered under the Roadway Project.
- Construction services are excluded from this scope of services.
- Bidding and advertisement documents are excluded from the scope of services.

Meetings/Travel: The CONSULTANT will participate in one meeting with the client, at the CLIENT offices.

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.

Task 4. Permitting Services

Objective: CONSULTANT will coordinate directly with individual permitting agencies to apply and submit for the following permits required for the design and construction of the proposed water main work.

- FDEP General Permit for the construction of a water main extension (form 62-555.900).
- FDOT Utility Permit via online One-Stop-Permitting system

Consultant will coordinate the proposed water main relocation work to fall within the existing wetland permits that will be applied for on the FDOT Interchange project. Upon completion of the water main construction, the Consultant will submit a request for clearance form for the FDEP General Construction permit and will submit a certification of completion form for the FDOT Utility permit.

Task Deliverables:

- FDEP General Construction Permit Submittal Package
- FDOT Utility Permit (Online Submittal)
- Final permit clearances and/or certifications for each permitting agency

Key Understandings:

- The Client will pay all fees required for testing, permitting, agency review, etc.
- Project permitting will be limited to FDEP and FDOT permits.
- FDEP ERP wetland permit will not be required. Proposed water main work will fall within the existing wetland permit limits for the roadway project.

Meetings/Travel: None.

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 February 2018, Agreement, a lump sum amount of ~~\$73,644.00~~ \$82,598.00, to be billed in percentage of work complete, according to the Tasks listed below:

Task Description	Amount \$
Task 1: Project Management Services	\$7,220.00
Task 2: Data Collection and Utility Mapping	\$8,116.00
Task 3: Engineering and Design	\$48,800.00 \$57,754.00
Task 4: Permitting Services	\$9,508.00
Total Lump Sum	\$73,644.00 \$82,598.00

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 utility relocation project within this Task Order is contingent upon the completion of the Crestview Bypass Roadway project with Okaloosa County Public Works. The estimated completion of the utility relocation work is as follows:

Authorization to Proceed
Termination of Task Order

Upon Execution of Task Order
~~December 31, 2021~~ Upon
Completion FDOT PJ Adams
Interchange Design 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

Jon Kanak

Digitally signed by Jon Kanak
DN: cn=Jon Kanak, o=Okaloosa County Water &
Sewer, ou=ams@kanak@myokaloosa.com, c=US
Date: 2021.12.28 13:51:58 -0800

12/28/21

Jeff Littrell, Water & Sewer Director

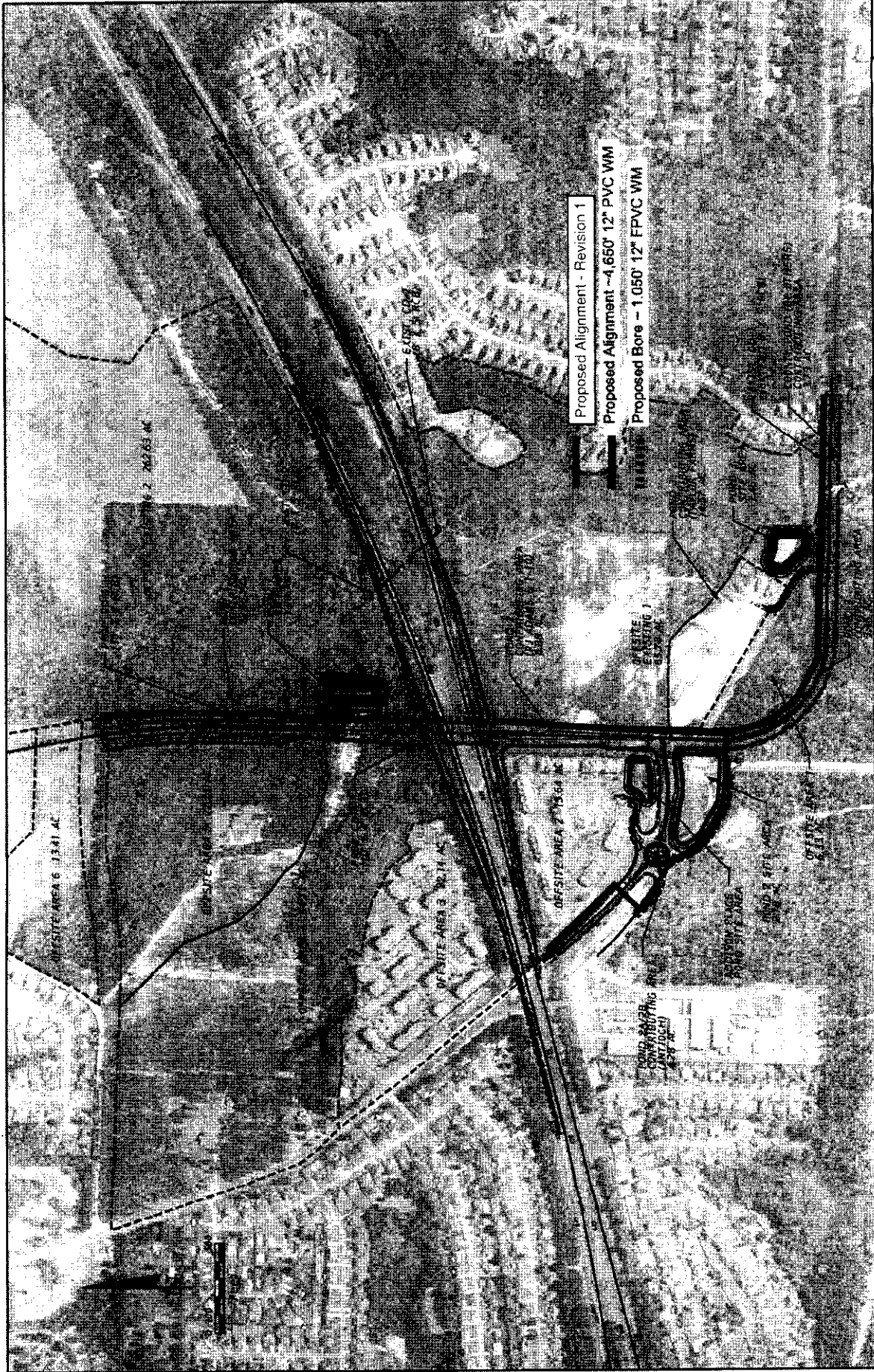
Date


Jennifer E. Hunt, P.E., Sr. Vice President
HDR Engineering, Inc.

12/22/2021
Date

**Okaloosa County Water and Sewer
PJ Adams Interchange - Water Main Extension**

Task No.	Description of Activity	Resource Classification							Total Man-Hours	Task Cost	
		QC Manager Reviewer	Project Manager	Project Engineer	CAD Designer	Sr. Environmental Scientist	Admin	Accountant			
1	Project Management Services	0	28	0	0	0	0	8	8	52	\$7,220.00
A	Meetings & Conferences		8							8	\$1,336.00
B	Project Management, Invoicing & Coordination		28					8	8	44	\$5,884.00
2	Data Collection and Existing Conditions Mapping	0	12	32	16	0	0	0	0	60	\$8,116.00
A	Data Collection			8						8	\$1,096.00
B	Design Coordination with Roadway Consultant		4	16						20	\$2,860.00
C	Existing Conditions Mapping				16					16	\$1,728.00
D	Field Review		8	8						16	\$2,432.00
3	Engineering and Design	12	50	132	271	0	0	0	0	485	\$57,754.00
A	30% Design Plans		8	28	55					91	\$11,112.00
B	60% Design Plans		8	36	75					119	\$14,368.00
C	90% Design Plans		8	30	75					113	\$13,546.00
D	Final Design Plans		8	18	42					68	\$8,338.00
E	EOPCC		6	20						26	\$3,742.00
F	QC Review	12	4		24					40	\$5,312.00
G	Review Meetings		8							8	\$1,336.00
4	Permitting Services	0	8	28	20	16	0	0	0	72	\$9,508.00
A	FDEP General Permit		2	8	8					18	\$2,294.00
B	FDOT Utility Permit		2	8	8					18	\$2,294.00
C	Wetland Permitting Coordination		2	4	4	16				26	\$3,490.00
D	Permit Clearances		2	8						10	\$1,430.00
		12	106	192	307	16	8	8	0	649	\$82,598.00
	HDR Engineering Man-hours(Tasks 1-4)					Sr.					
		QC Manager	Project	Project	CAD	Designer	Environmental	Admin	Accountant		
		Reviewer	Manager	Engineer	Designer		Scientist				
	Salary Rate Per Hour	\$171.00	\$167.00	\$137.00	\$108.00		\$136.00	\$66.00	\$85.00		
	Salary Cost	\$2,052.00	\$17,702.00	\$26,304.00	\$33,156.00		\$2,176.00	\$528.00	\$680.00		
	Average Billing Rate for Project (Tasks 1-4)	\$127.27								Total Lump Sum Fee	\$82,598.00



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		SHEET NO. 2	
ROAD NO. SR 8		COUNTY OKALOOSA	
FINANCIAL PROJECT ID 407905-52-01			
PAUL W. YEAGRAIR, P.E. P.E. LICENSE NUMBER 55882 VANASSE HANGEN BRUSTLIN, INC. 7700 W. WASHINGTON STREET OKLAHOMA CITY, OKLAHOMA 73126 CERTIFICATE OF AUTHORIZATION 3032 12/07/2020 - 12/08/2021			
DATE	DESCRIPTION	DATE	DESCRIPTION

12/07/2020 - 12/08/2021

From: [John Hofstad](#)
To: [Carolyn Ketchel](#); [Mel Ponder](#); [Nathan Boyles](#); [Trey Goodwin](#); [Paul Mixon](#)
Cc: [Craig Coffey](#); [Sheila Fitzgerald](#); [JD Peacock II](#); [Ron Adamov](#); [Roland Sims](#); [Judy Lorenz](#); [Samantha Cutsinger](#); [Kimberly Sambenedetto](#); [Lynn Hoshihara](#); [Jason Autrey](#); [Tracy Stage](#); [Patrick Maddox](#); [Eric Esmond](#); [Jeff Littrell](#); [Kelly Bird](#); [Beatrice Love-moore](#); [Edward Sisson](#); [Ronnie Cowan](#); [Dan Sambenedetto](#); [Jennifer Adams](#); [Butch Hendrick](#); [Faye Douglas](#); [Elliot Kampert](#); [Vicky Stever](#)
Subject: CA Vacation
Date: Wednesday, December 22, 2021 3:12:14 PM
Attachments: [image001.png](#)

Good Afternoon Commissioners,

I will be out of the office starting tomorrow, 12/23, and returning to the office on January 3rd. I plan to fly out from VPS to Dallas tomorrow afternoon to be with family and I'll return to the area on Tuesday. In my absence, please reach out to Craig or Sheila with any issues or needs that arise. Craig can be reached at 850-609-6136 or 850-826-0417 (cell) and Sheila can be reached at 850-689-5054 or 850-420-9642 (cell). In addition, Craig will have full signature authority in my absence and can sign off on any matters of pressing importance. I will have my cell and laptop and will be available should you need to contact me.

Thank you all for an outstanding year! Rose and I wish everyone a very Merry Christmas a very Happy New Year.

John Hofstad

County Administrator
Okaloosa County Administrator's Office
1250 N Eglin Pkwy, Suite 102 | Shalimar, FL 32579
P: 850.651.7515 | Fax: 850.651.7551
[MyOkaloosa.com](#) | [Facebook](#) | [Twitter](#) |



Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.