

# TASK ORDER APPROVAL FORM

CONTRACT #: C23-3266-PW

TASK ORDER #: 2 - Amendment 1

TASK ORDER AMOUNT: \$98,840.80 (Limiting Amount)  
(Scope revised at no additional cost.)

**C23-3266-PW**  
HALFF ASSOCIATES, INC.

Santa Rosa Blvd Improvements

Expires: 10/18/2025 w/ (2) 1 Yr Renewals

OFFERED BY CONSULTANT:

Halff Associates, Inc.

FIRM'S NAME

Mark Llewellyn Jr., P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

25-Jan-2024

TITLE

DATE

## RECOMMENDED FOR APPROVAL (Department Director)

Jason T. Autrey, Digitally signed by Jason T. Autrey,  
PE, CPM  
Date: 2024.01.29 08:26:11 -06'00'

SIGNATURE

Public Works Director

TITLE

01.29.24

DATE

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

DeRita Mason Digitally signed by DeRita Mason  
Date: 2024.01.30 07:07:22 -06'00'

PURCHASING MANAGER

01.30.24

DATE

Faye Douglas Digitally signed by Faye Douglas  
Date: 2024.01.30 10:04:37 -06'00'

OMB DIRECTOR/DATE

01.30.24

DATE

John Hofstad Digitally signed by John Hofstad  
Date: 2024.01.30 10:20:13 -06'00'

COUNTY ADMINISTRATOR (if applicable)

01.30.24

DATE

CHAIRMAN (if applicable)

DATE



**AGREEMENT FOR THE PROVISION  
OF LIMITED PROFESSIONAL SERVICES**

**COUNTY Contact and Title:** Scott Bitterman, P.E., County Engineer      **Agreement Date:** 1/5/2023  
**Business Name:** Okaloosa County Public Works  
**Address:** 1759 S. Ferdon Boulevard, Crestview, FL 32536  
**Phone:** (850) 689-5772  
**E-Mail:** sbitterman@myokaloosa.com

**Project Name:** Santa Rosa Boulevard Design & CEI Engineering Services  
**Task Work Order No. 2:** Project Management, Geotechnical and Existing Conditions Stormwater Model Services  
**Project City, County, Zip Code:** Fort Walton Beach (Okaloosa Island), Okaloosa County, 32548  
**Project Latitude/Longitude:** 30.391838/-86.596633

Halff Associates, Inc. (CONSULTANT) is pleased to submit our proposal to provide professional services for Okaloosa County (COUNTY) regarding the above referenced project. The abbreviated project description, scope of services, COUNTY's responsibilities, schedule, and compensation are as follows:

**I. ABBREVIATED PROJECT DESCRIPTION**

CONSULTANT will ultimately provide roadway engineering design and plans production for Santa Rosa Boulevard, from the west limits of the United States Air Force property extending east approximately two miles to the adjacent Florida Department of Transportation (FDOT) Brooks Bridge project located near the existing intersection of Santa Rosa Boulevard and SR 30 (US 98/Miracle Strip Parkway SE). The project includes the design of Santa Rosa Boulevard, consisting of roadway reconstruction, turn lane additions, multi-use path, bike lanes, pedestrian crossings, and landscaping improvements.

For Task Work Order No. 2 (TWO2) the CONSULTANT will provide project coordination, geotechnical analysis, and an existing conditions stormwater ICPR model for the project.

For future TWOs the CONSULTANT will provide detailed stormwater analysis and design, roadway design, landscaping design, construction quantities, and permitting support services for the project. CONSULTANT will also provide post design and construction engineering and inspection services (CEI) under a separate authorization when needed.

**II. SCOPE OF SERVICES**

- 1. Project Management and COUNTY Coordination** – CONSULTANT will attend monthly and miscellaneous project coordination meetings with the COUNTY and other consultants on the project. This task will include, but not be limited to, the following meetings:
  - 1.1. Team Coordination** – It is anticipated that monthly internal project team coordination meetings will take place during the timeframe to complete TWO2 (anticipating 3 meetings). CONSULTANT will organize and request subconsultants to attend team coordination meetings as needed.

- 1.2. Monthly Project Coordination Meetings and Reporting – CONSULTANT will schedule and conduct monthly virtual project status meetings with the COUNTY. Each meeting will be documented and provided to the COUNTY (anticipating 3 meetings for this TWO). These meetings will be coordinated with work being completed on other TWOs.
2. **Geotechnical Analysis** – Geotechnical Analysis will be completed by Environmental and Geotechnical Specialists, Inc. (EGS).
  - 2.1 Geotechnical Investigation – Roadway Soil Survey
    - 2.1.1 Install one (1) soil boring on 500 ft centers throughout the limits of the proposed roadway.
    - 2.1.2 Perform Temporary Traffic Control (TTC) / Maintenance of Traffic (MOT) for field investigation.
    - 2.1.3 Perform laboratory testing for soil classification and uniformity.
    - 2.1.4 Prepare a Geotechnical Report.
  - 2.2 Geotechnical Investigation – Multi-Use Trail
    - 2.2.1 Install one (1) soil boring on 500 ft centers throughout the limits of the proposed multi-use trail.
    - 2.2.2 Perform Temporary Traffic Control (TTC) / Maintenance of Traffic (MOT) for field investigation.
    - 2.2.3 Perform laboratory testing for soil classification and uniformity.
    - 2.2.4 Prepare a Geotechnical Report.
  - 2.3 Pavement Core and Condition Survey – Existing Roadway
    - 2.3.1 Install eight (8) pavement cores at locations chosen by CONSULTANT.
    - 2.3.2 Perform Temporary Traffic Control (TTC) / Maintenance of Traffic (MOT) for field investigation.
    - 2.3.3 Prepare a Pavement Core and Condition Survey Report.
  - ~~2.4 Existing Stormwater Facility Conditions Analysis (seven existing facilities)~~
    - ~~2.4.1 Install two (2) 10 Ft Deep SPT Soil Borings in seven (7) existing SWMFs.~~
    - ~~2.4.2 Perform one (1) Double Ring Infiltration (DRI) in seven (7) existing SWMFs.~~
    - ~~2.4.3 Provide soil profile and DRI test result in abbreviated geotechnical report.~~
  - 2.4 Double Ring Infiltration (DRI) Tests – One (1) DRI Test will be performed at up to seven (7) locations along Santa Rosa Boulevard where roadside swales are proposed. Exact locations will be coordinated between the CONSULTANT design team and the COUNTY for approval and/or incorporation. This will result in the CONSULTANT receiving sufficient in-situ soil infiltration data which will aid in the stormsewer system design.
3. **Existing Conditions Stormwater ICPR Model**
  - 3.1. Based on the Preliminary Stormwater Analysis completed under TWO #1, prepare an Existing Conditions ICPR model for the project based on available GIS, survey, and geotechnical information.
  - 3.2. Prepare Existing Conditions Stormwater Analysis report for review by the COUNTY. This report will incorporate the previously completed Preliminary Desktop Drainage Review.



### **III. COUNTY RESPONSIBILITIES**

1. Payment of all impact, review, and permitting fees.
2. Provide CONSULTANT with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
3. Provide CONSULTANT with previously completed SWMF plans, calculations, and permit documents as necessary to evaluate the existing conditions.
4. The COUNTY will provide CONSULTANT with access to the site for activities necessary for the performance of the services. CONSULTANT will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

### **IV. PROJECT SCHEDULE**

Upon receipt of a fully executed copy of this Agreement, CONSULTANT shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. We also acknowledge that the COUNTY is to be regularly and routinely consulted in connection with the performance hereunder.

### **V. SUPPLEMENTAL SERVICES**

Services authorized in writing by the COUNTY other than those specifically listed in the Scope of Services, and which are agreed to be performed by CONSULTANT by written addenda to this Agreement shall be considered Additional Services for which the COUNTY shall compensate CONSULTANT at an agreed upon lump sum fee or CONSULTANT hourly rates. Supplemental Services may include, but not be limited to the following items:

1. Public Engagement (individual or group) or County Commission presentations including renderings or PowerPoint
2. Utility replacement design and permitting
3. Project gateway, signage, or hardscape design
4. Stormwater or utility improvements outside the project corridor or design of standalone stormwater management facilities
5. Right of Way acquisition support services
6. Traffic analysis or signal design
7. Structural design
8. Soil contamination analysis, remediation, or any contamination related effort

### **VI. FEE SCHEDULE**

Our fees for the described services are outlined in the attached fee schedule and summarized in the following table. Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).



Scope of Services	Fee	Billing Type
1. Project Management and COUNTY Coordination	\$3,393.00	Lump Sum
2. Geotechnical Analysis	\$57,643.80	Limiting Amount
3. Existing Conditions Stormwater ICPR Model	\$37,804.00	Lump Sum
<b>TOTAL</b>	<b>\$98,840.80</b>	Limiting Amount

**Prepared by:** Mark Llewellyn Jr, PE  
& Richard Davenport, PE  
Halff ASSOCIATES, INC.  
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Tallahassee FL, 32303  
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