

# TASK ORDER APPROVAL FORM

CONTRACT #: C18-2678-WS

TASK ORDER #: 28

TASK ORDER AMOUNT: \$47,500.00

OFFERED BY CONSULTANT:

CONTRACT: C18-2678-WS

ARDURRA GROUP, INC.

MASTER SERVICE ENG. AGREEMENT

EXPIRES: 09/30/2022

ARDURRA GROUP, INC.

FIRM'S NAME

JOSEPH G. CREWS, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Southeast Water Practice Director

TITLE

06/08/22

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

Jeff Littrell

Jeff Littrell

WATER & SEWER DIRECTOR

TITLE

06/10/2022

DATE

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

Jeffrey A  
Hyde

Jeff Hyde, PURCHASING MANAGER

Digitally signed by Jeffrey  
A Hyde  
Date: 2022.06.17  
09:20:58 -05'00'

DATE

Faye  
Douglas

Faye Douglas  
OMB DIRECTOR (if applicable)

Digitally signed by Faye  
Douglas  
Date: 2022.06.17  
13:34:32 -05'00'

DATE

John Hofstad  
COUNTY ADMINISTRATOR (if applicable)

DATE

Mel Ponder  
CHAIRMAN (if applicable)

DATE

## TASK ORDER 28

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED FEBRUARY 6, 2018, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND ARDURRA, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### Scope of Basic Services to Provide Professional Engineering Services of the Rehabilitation, Installation and Improvement Contract for Sewer Infrastructure

#### Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (ARDURRA) to proceed with professional engineering design, bid phase services and services during construction (SDC) for a Rehabilitation, Installation and Improvement Contract (PROJECT) for the Okaloosa County Water and Sewer Department (COUNTY). The specific activities that are included in the PROJECT are described in "Article B. Scope of Services."

#### Article B. Scope of Services:

The professional consultation services that CONSULTANT agrees to furnish include, but are not limited to, development of scope of work for an annual contract to perform miscellaneous repairs, upgrades, replacement, and new installations of sewer infrastructure, including, lift stations and other associated infrastructure or support structures. The scope will include attending meetings; preparation of contract documents, bid phase services through the Notice of Award. Coordination of execution of contract documents and any other special services that are applicable to the PROJECT, as requested by the COUNTY's representative as described below:

CONSULTANT will provide and perform professional engineering and related services as authorized by COUNTY that includes the appropriate items, as follows:

#### Work Task 1. Engineering Design Services

The specific Engineering Design Services that CONSULTANT agrees to furnish to the COUNTY for the PROJECT are described below.

##### 1.1 Meetings

CONSULTANT shall attend meetings as may be necessary and as requested by the COUNTY and provide general engineering assistance, consultation, and opinions regarding the PROJECT.

##### 1.2 Design Scope Work Tasks

The CONSULTANT shall perform engineering design services necessary to rehabilitate approximately nine lift stations.

The specific scope of services that CONSULTANT shall provide in this work task is outlined below:

##### 1.2.1 Lift Station Rehabilitation Design

1.2.1.1 CONSULTANT will perform engineering design drawings for the following construction:

- Develop specifications, sketches, maps (if needed) and/ or any other bidding documents to facilitate new annual contract(s) for the miscellaneous repairs, upgrades, replacement, and new

installations of sewer infrastructure. Proposed lift station to be upgraded in the initial phase of work include the following:

- #9 ... Wynnhaven Rd
- #15 .... South 98 East Bay Oaks
- #16 ... Green Road East / A-21
- #20 ... Parrish / Faye Dr.
- #37 ... Island 4
- #39 ... Island 1
- #547 ... Oddfellow
- #555 ... Green acres 2
- #556 ... Green acres 1
- #557 ... Cloverdale

### **1.2.2 Standard Lift Station Design Drawings**

**1.2.2.1** CONSULTANT will perform engineering design to prepare a COUNTY standard design template for a submersible duplex/triplex lift station. The template shall include both a layout for either above grade or below grade discharge piping and valves.

**1.2.2.2** The template shall include a typical site/civil and mechanical layout plan, auxiliary power connection, and by-pass pump connection assembly.

**1.2.2.3** CONSULTANT shall coordinate with the COUNTY other design consultant (Jacobs) for the most recent approved COUNTY electrical control panel drawings/specifications. The drawings will then be incorporated with the lift station design templates.

**1.2.2.4** Identify and provide special details for pipe connections, pump installation, controls and SCADA configuration based on COUNTY's current design requirements.

### **Work Task 2. Bid Phase Services**

If a traditional project delivery method is selected by the COUNTY, the specific bid phase services that CONSULTANT agrees to furnish to the COUNTY for the PROJECT are described below.

**2.1** Provide one electronic and one original copy of the final Contract Documents for bidding. Additional copies of the final documents shall be provided at cost to the COUNTY.

**2.2** Prepare bid documents with 2 CPR compliant (i.e., shall follow OMB Guidance for Federal Grants and Agreements) and include language to allow other FL municipalities and other entities to piggyback on said contract(s).

**2.3** Attend a prebid conference with the COUNTY, interested bidders, and others, as necessary.

**2.4** Assist the COUNTY by providing technical consultation during bidding, by preparing addenda, and in evaluating and recommending award of the Contract for construction.

CONSULTANT shall coordinate with COUNTY to execute the construction contract and provide COUNTY with conformed contract documents at the time of award.

### **Work Task 3. Services During Construction (SDC)**

The specific SDC Services that CONSULTANT agrees to furnish to the COUNTY for the PROJECT are described below.

**3.1** Provide on the job, periodic observation of the work, to assist in the COUNTY's relations with the CONTRACTOR(s) and as necessary, provide such reports as reasonably may be requested by the COUNTY.

- 3.2 CONSULTANT shall attend meetings as may be necessary, and as requested by the COUNTY, and provide general engineering assistance, consultation, and opinions regarding the PROJECT.
- 3.3 Attend a Pre-construction Conference with the COUNTY, the CONSULTANT, the CONTRACTOR(s) and other appropriate parties.
- 3.4 Consult and advise COUNTY during construction and provide technical interpretations of the drawings, specifications, and Contract Documents
- 3.5 Evaluate COUNTY-requested deviations from the approved design or specifications of the project and submit a recommendation to the COUNTY, and otherwise assist the COUNTY in the evaluation of the cost of necessary changes to the project.
- 3.6 Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections, and other data. The CONSULTANT shall review these data for general conformance with the design concept of the project and for general compliance with the information given in the Contract Documents. Such review is not intended as an approval of the submittals if they deviate from the Contract Documents or contain errors, omissions, and inconsistencies, nor is it intended to relieve the COUNTY of his full responsibility for Contract performance, nor is the review intended to ensure or guarantee lack of inconsistencies, errors, or omissions between the submittals and the Contract requirements.
- 3.7 Assist the COUNTY in checking and starting up installed equipment.
- 3.8 Make limited site visits to the projects to observe the progress of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Contract Documents.
- 3.9 Assist COUNTY as requested to review final construction to determine, in general, if the work has been completed in conformance with the intent of the Contract Documents
- 3.10 Assist the COUNTY as requested to review and recommend amounts of payments due the CONTRACTOR as set forth in the Task Order.

### **Additional Services.**

The following services are not included as part of this scope of services and would be performed only as authorized by the COUNTY. Authorization to proceed would be in the form of a revision to this scope of services.

- Provide additional services in connection with the rejection of bids and re-bidding of construction projects when such actions are for causes beyond CONSULTANT's control.
- Surveying services of site, route, topography, boundary, or utilities. All surveying services, including construction staking and final as-built information will be performed by COUNTY. CONSULTANT will provide coordination effort only.
- Provide full-time RO services
- Prepare an Operations and Maintenance (O&M) Manual for the project to assist the COUNTY with the daily operation and maintenance of all the equipment.
- Prepare as-built drawings and deliver same within a reasonable time to the COUNTY
- Provide assistance to the COUNTY in claims management.

### **Article C. Compensation Provisions:**

As compensation for providing the services described within this Task Order, CLIENT shall pay CONSULTANT in accordance with Section 5 of the February 6, 2018, Agreement, based on a Lump Sum amount or per the CONSULTANT's Per Diem Rates for the actual time worked on the Project and any approved Direct Expense incurred for the Project. The total budget ceiling for this Task Order is \$47,500.00. A breakdown of the budget ceiling for this Task Order is presented in Table C.1.

**Table C.1-- Budget Ceiling Breakdown**

Work Task Description	Current Budget Ceiling Amount (\$)	Payment Terms
1. Engineering Design Services	\$10,000	Lump Sum
2. Bid Phase Services	\$5,500	Lump Sum
3. Services During Construction	\$32,000	Time & Materials
<b>Total Budget Ceiling</b>	<b>\$47,500</b>	

The budget ceiling for the PROJECT was developed from estimates of the level of effort required to perform the proposed services based on CONSULTANT'S experience and engineering judgment. As such, the budget ceilings are an approximation made without detailed information and the actual costs of the scope of services shall depend on actual labor and expenses, final project conditions, schedule, and other variables. CONSULTANT shall keep COUNTY informed of progress so that the budget and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is COUNTY obligated to pay CONSULTANT beyond these limits.

**Article D. Authorization to Proceed:**

Authorization for the CONSULTANT to proceed with work specified in this Task Order shall proceed upon receipt of Task Order approval and may be controlled through optional Work Task Directives if elected by COUNTY's representative. The Scope of Services specified in Article A consists of separate Work Tasks numbered sequentially. It is understood by and between the CONSULTANT and the COUNTY that this Task Order in and of itself, does not obligate the CONSULTANT or the COUNTY to perform services or pay consideration of any kind; rather this Task Order establishes the basic contractual foundation and parameters of agreement between the CONSULTANT and the COUNTY to facilitate and govern the performance of subsequent Work Tasks by the CONSULTANT.

In order for the CONSULTANT to be authorized by the COUNTY to proceed with the scope of services as specified by any Work Task defined in Article B- Scope of Services, the Consultant's Representative may at Owner's discretion receive a written Work Task Directive. Provided; however, nothing in this Task Order shall obligate the COUNTY to authorize or direct CONSULTANT to perform any given Work Task. The COUNTY expressly reserves the right and privilege to elect not to have such Work Tasks performed, to have such Work Tasks performed by its own forces or to contract with other firms or entities for such Work Task services. The COUNTY expressly reserves the right and privilege to modify the Scope of Services and Compensation for individual Work Tasks in accordance with the provisions of the February 6, 2018, Agreement.

**Article E. Period of Service:**

The schedule for the Project within this Task Order is as follows:

Authorization to Proceed  
 Termination of Task Order

June 16, 2022  
 September 30, 2023

**Article F. 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 COUNTY	For CONSULTANT
<b>Name:</b> Jeff Littrell Director, Water and Sewer	<b>Name:</b> Joseph Crews, P.E., Southeast Region Practice Director
<b>Address:</b> Suite 300, Lewis Turner Boulevard, Fort Walton Beach, FL 32547	<b>Address:</b> 1988 Lewis Turner Boulevard, Unit 3 Fort Walton Beach, FL 32547

**Telephone: (850) 651-7172**

**Telephone: (850) 978-0015**

\*\*\*\*\* End \*\*\*\*\*