

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3266-PW

TASK ORDER #: 1

TASK ORDER AMOUNT: \$ 98,939

CONTRACT: 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, PE

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

TITLE

11/4/2022

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: 2022.11.08 09:18:43 -06'00'

SIGNATURE

Public Works Director

TITLE

November 8, 2022

DATE

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

Jeffrey A Hyde

Digitally signed by Jeffrey A Hyde
Date: 2022.11.08 09:32:06 -06'00'

PURCHASING MANAGER

November 8, 2022

DATE

Sheila Fitzgerald

Digitally signed by Sheila Fitzgerald
Date: 2022.11.08 09:53:02 -06'00'

OMB DIRECTOR/DATE

November 8, 2022

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2022.11.08 10:55:02 -06'00'

COUNTY ADMINISTRATOR (if applicable)

November 8, 2022

DATE

CHAIRMAN (if applicable)

DATE



**HALFF ASSOCIATES, INC.
AGREEMENT FOR THE PROVISION
OF LIMITED PROFESSIONAL SERVICES
DRAFT**

COUNTY Contact and Title: Scott Bitterman, P.E., County Engineer **Agreement Date:** 10/31/22
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. 1: Surveying 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 a multi-phase design of Santa Rosa Boulevard consisting of roadway reconstruction, turn lane additions, multi-use path, bike lanes, pedestrian crossings, and landscaping improvements. The project will be designed and permitted as one project with three phases of work. This will allow the project to be constructed in phases or all at one time depending on the available construction funding.

For Task Work Order No. 1 (TWO1) CONSULTANT will provide initial project coordination, boundary and topographic survey services, and a preliminary stormwater data review for the project as described below.

It is anticipated that future TWOs will include geotechnical analysis, 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.

The project phases are anticipated to be as follows:
Phase I – Brooks Bridge to First Beach Park
Phase II – First Beach Park to Porpoise Avenue
Phase III – Porpoise Avenue to Air Force Property

II. SCOPE OF SERVICES

1. **Initial Project Management and COUNTY Coordination** – CONSULTANT will attend initial virtual project coordination meetings with the COUNTY and survey consultant 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 TWO1 (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).
2. **Surveying** – Surveying will be completed by Southeastern Surveying and Mapping Corporation (SSMC)
 - 2.1 **Topographic Survey** – Provide a Topographic Survey to meet the Standards of Practice as prescribed by the Florida Board of Professional Land Surveyors in Chapter 5J-17 FAC, Section 472.027 of the Florida Statutes. The survey will include the following:
 - 2.1.1 Establish and recover horizontal control utilizing the Florida North State Plane Grid System, 2011 Adjustment with Vertical in NAVD 88 Datum.
 - 2.1.2 Perform research and sufficient field work to gather pertinent information needed to determine the right of way of Santa Rosa Blvd. to be shown on final drawing.
 - 2.1.3 Project Limits will be from 100 feet west of U.S. 98 Westerly to roadway 4 lane terminus being approx. 2.2 miles. Outward Limits will be Right of way to Right of way plus 10 feet outside thereof. Also included will be 100 foot down each side road (estimated at 41 side roads).
 - 2.1.4 Provide 3D Topographic Survey of seven (7) existing stormwater outfalls lying north of Santa Rosa Blvd to the intercoastal water way. Provide a Boundary or Easement Survey of seven (7) existing stormwater outfalls based on provided deeds or research performed by SSMC. Find or set each corner for all seven (7) sites.
 - 2.1.5 Locate all improvements and utilities, as evidenced by above ground features or if designated and marked by the Utility Owners, their designated representative, or a contracted service at the original time of field visit. Included will be all hard and soft scape areas.
 - 2.1.6 Provide spots shots on all features and natural ground to include terrain break lines to create (one) 1-foot contours to be shown on final drawings.
 - 2.1.7 Provide full detail of all structures being both drainage and sewer to include pipe size, type, invert, condition, and flowlines.
 - 2.1.8 Locate FFE for all buildings within the project limits.
 - 2.1.9 Locate all landscape areas perimeters to be shown on final drawings. Individual trees will be located as a part of this project.
 - 2.1.10 Establish twenty (20) site benchmarks for the project on NAVD 88 Datum.
3. **Preliminary Stormwater Data Review**
 - 3.1. Review previously completed stormwater facility plans and permit documentation as provided by the COUNTY.

- 3.2. Conduct site review to determine the existing condition and compliance of each SWMF with the permitted plans.
- 3.3. Review COUNTY provided documentation of existing roadway flooding conditions to identify specific areas that frequently flood and extent/duration of the flooding.
- 3.4. Based on the survey completed under TWO1, prepare drainage basin maps for the roadway and each SWMF to establish basin areas and related conditions.
- 3.5. Conduct an initial project coordination meeting with the Northwest Florida Water Management District. The intent of this meeting will be to discuss the overall project and obtain initial permitting insight.

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. 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 attendance or presentations including renderings or PowerPoint
2. Utility replacement design and permitting
3. Utility Designation – Provide Subsurface Utility Designation and Marking of Utility Lines (QUALITY LEVEL – B) using electronic equipment and ground penetrating radar (GPR). An initial review of existing utilities within the project limits will be performed.
4. Project gateway, signage, or hardscape design
5. Stormwater or utility improvements outside the project corridor or design of standalone stormwater management facilities
6. Right of Way acquisition support services
7. Traffic analysis or signal design
8. Structural design
9. 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 do not include Reimbursable Expenses directly associated with this project (travel, mileage, reproduction, supplies, and other non-labor reimbursable costs). Reimbursable Expenses will be invoiced at their direct cost-plus fifteen percent (15%) for handling but will not exceed \$1,000.00 without prior written authorization.

Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).

Scope of Services	Lump Sum Fee
1. Project Management and COUNTY Coordination	\$4,797.00
2. Surveying	\$80,650.00
3. Preliminary Stormwater Data Review	\$12,492.00
Expenses	\$1,000.00
TOTAL	\$98,939.00

Prepared by: Mark Llewellyn Jr, PE
Halff ASSOCIATES, INC.
2255 Killearn Center Boulevard, Suite 200
Tallahassee FL, 32309
850-224-4400

Half Associates, Inc.
 October 31, 2022

Santa Rosa Boulevard - TWO 1

FEE SCHEDULE	Engineering Department Manager		Senior Professional Engineer		Professional Engineer		Licensed Engineer Intern		Supervisory Technician/CADD		Design Technician/CADD		Executive Administrative Asst.		Task Totals	
	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours by Task	Fee by Task
		\$275.00		265.00		152.00		\$120.00		180.00		\$90.00		\$85.00		
Task 1 - Project Management and County Coordination																
1.1 Team Coordination	4.0	\$1,100.00	3.0	\$795.00	3.0	\$456.00		\$0.00		\$0.00		\$0.00	2.0	\$170.00	12.0	\$2,521.00
1.2 Monthly Project Coordination Meetings and Reporti	6.0	\$1,650.00		\$0.00	3.0	\$456.00		\$0.00		\$0.00		\$0.00	2.0	\$170.00	11.0	\$2,276.00
Task 1 Total	10.0	\$2,750.00	3.0	\$795.00	6.0	\$912.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	4.0	\$340.00	23.0	\$4,797.00
Task 2 - Surveying																
2.1 Topographic Survey	2.0	\$550.00		\$0.00	2.0	\$304.00		\$0.00	8.0	\$1,440.00		\$0.00		\$0.00	12.0	\$2,294.00
Task 2 Total	2.0	\$550.00	0.0	\$0.00	2.0	\$304.00	0.0	\$0.00	8.0	\$1,440.00	0.0	\$0.00	0.0	\$0.00	12.0	\$2,294.00
Task 3 - Preliminary Stormwater Data Review																
3.1 Stormwater Facility Plans Review		\$0.00	2.0	\$530.00	2.0	\$304.00		\$0.00		\$0.00		\$0.00		\$0.00	4.0	\$834.00
3.2 Site Review	8.0	\$2,200.00	8.0	\$2,120.00	8.0	\$1,216.00		\$0.00		\$0.00		\$0.00		\$0.00	24.0	\$5,536.00
3.3 Existing Roadway Flooding Conditions Review	1.0	\$275.00	2.0	\$530.00	2.0	\$304.00		\$0.00		\$0.00		\$0.00		\$0.00	5.0	\$1,109.00
3.4 Prepare Drainage Basin Maps	1.0	\$275.00	2.0	\$530.00	2.0	\$304.00	12.0	\$1,440.00	2.0	\$360.00	8.0	\$720.00		\$0.00	27.0	\$3,629.00
3.5 Initial NFWFMD Coordination	2.0	\$550.00	2.0	\$530.00	2.0	\$304.00		\$0.00		\$0.00		\$0.00		\$0.00	6.0	\$1,384.00
Task 3 Total	10.0	\$2,750.00	14.0	\$3,710.00	14.0	\$2,128.00	12.0	\$1,440.00	2.0	\$360.00	8.0	\$720.00	0.0	\$0.00	60.0	\$12,492.00

HALFF ASSOC. TOTAL HOURS & FEES:	95.0	\$19,583.00
SSMC TOTAL FEE:		\$78,356.00
EXPENSES:		\$1,000.00
TOTAL TASK WORK ORDER 1 FEE:		\$98,939.00