

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2746-PW

TASK ORDER #: 20

TASK ORDER AMOUNT: \$ 38,970

CONTRACT: C19-2746-PW
HDR ENGINEERING, INC.
GENERAL ENGINEERING SERVICES FOR PW
EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie E. Duty

REPRESENTATIVE'S PRINTED NAME

Katie E Duty

SIGNATURE

Vice President

2/8/2023

TITLE

DATE

RECOMMENDED FOR APPROVAL
(Department Director)

18/5

SIGNATURE Tracy Stage A.A.E.

Airports Director

TITLE

2.8.23

DATE

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual) Table 1

DeRita Mason

Digitally signed by DeRita
Mason
Date: 2023.02.13 13:11:13
-06'00'

PURCHASING MANAGER

Faye Douglas

Digitally signed by Faye Douglas
Date: 2023.02.13 13:24:51 -06'00'

OMB DIRECTOR

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE



OKALOOSA COUNTY

CONTRACT # C19-2746-PW

**Task Order #20:
Bob Sikes Airport
Parcel Planning for John
Givens Road and Foy Shaw
Parkway along with Tenant
Signage Monuments along
Fairchild Road**

February 8, 2023



Task Order #20: Bob Sikes Airport - Parcel Planning

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TASK 20: Parcel Planning – John Givens Road and Foy Shaw Parkway along with Tenant Signage Monuments along Fairchild Road

Summary of Work: This project consists of three subtasks. The first subtask involves an undeveloped parcel of land along John Givens Road that measures approximately 1,000 feet in length. Adjacent to Taxiway A, this tract is a premier location for shovel-ready development of private aircraft hangars. The second subtask involves the undeveloped parcels along the newly constructed Foy Shaw Parkway. The parcels along Foy Shaw Parkway have the potential of future development for leasing to private companies. This project will deliver planning-level concepts for future construction on these parcels. The third subtask is to develop concepts for tenant signage monuments to be located on the north and south ends of Fairchild Road. This scope and fee highlight the tasks required to plan for such items as the following:

- Project Management
- Parcel Layout – Draft (John Givens Parcel)
- Existing Conditions Assessment (Foy Shaw Parcels)
- Schematic Design (Tenant Signage Monument)
- Client Review Meeting
- Parcel Layout – Final (John Givens Parcel)
- Preliminary Sketch Plans (Foy Shaw Parcels)
- Design Development (Tenant Signage Monument)
- Deliverables

The fee for this scope of services is a lump sum fee of \$38,970

TASK 20.1 – Project Management

Objective: Provide ongoing coordination between consulting team, Owner, and agencies to ensure project remains on-schedule and on-budget.

HDR Activities:

- Project development
- Owner and agency coordination
- Internal processes

HDR Deliverables:

- No external deliverables are required for this task

TASK 20.2 – Parcel Layout - Draft (John Givens Parcel)

Objective: Take direction from prior meetings to develop draft parcel layout options for Owner discussion

HDR Activities:

- Develop up to 3 site plans conceptual layout exhibits, consisting of:
 - Hangar building footprint. Each building shall be 4,000 to 8,000 SF in size.
 - Taxiway geometric layout and aircraft access from existing airfield
 - Apron geometric layout
 - Landside vehicular parking and internal drive aisles conceptual layout
 - Driveway access layout from John Givens Rd
 - Identification and analysis of utility services. Exhibit will show nearest service locations, size, and evaluation of adequacy. Exhibit will not depict layout, sizing, or routing of proposed utilities. Analyzed services will consist of:
 - Potable water and wastewater
 - Electricity, telecommunications, and natural gas
 - Stormwater management. Consultant will research existing master stormwater permits and applicable regulatory criteria for the site. Consultant will evaluate the criteria to make conceptual calculations to generally estimate the water quality and flood attenuation requirements. Conceptual location and dimensions of swales, retention areas, and other potential stormwater management facilities will be depicted on the exhibits.
 - Proposed grading or earthwork analysis are not part of this work.

HDR Deliverables:

Three (3) Conceptual Site Plans in 24x36 PDF format. Each site plan will consist of one (1) sheet, depicting proposed building footprint, paving, markings, and stormwater management facilities. Proposed features will be overlayed on an aerial image of the surrounding site. Each site plan sheet will have an associated data table providing site dimensions, parking, and other requirements from the Land Development Code and will depict nearest available utilities.

TASK 20.3 – Existing Conditions Assessment (Foy Shaw Parcels)

Objective: Determine which parcels move forward for review based topographical constraints and do a desktop screen of those parcels. Update to six (6) parcels will be reviewed.

HDR Activities:

- Review Foy Shaw design plans to determine topographical constraints associated with adjacent parcels.
- Desktop screen of parcels as they related to:
 - Airport Master Plan
 - Noise Contours
 - Future Land Use
 - Land development code

HDR Deliverables:

- Memo summarizing HDR's findings.

TASK 20.4 – Schematic Design (Tenant Signage Monument)

Objective: Provide Owner with alternative designs for Tenant Signage Monuments for the intersections of Fairchild Road/US 90 and Fairchild/Airport Road to create a landmark entry point at this location.

HDR Activities:

- Develop 2-3 design options for Tenant Signage Monuments.

HDR Deliverables:

- Conceptual sketches of sign options.

TASK 20.5 – Client Review Meeting

Objective: Provide discussion and Owner input on conceptual site plans (John Givens Parcel) Existing Condition Assessment (Foy Shaw Parcels) and Tenant Signage Monument Concepts

HDR Activities:

- Present areas of interest in discussion with Owner (John Givens Parcel)
 - o Building layouts
 - o Parking and access
 - o Utilities
- Present finding of the existing condition assessment (Foy Shaw Parcels)
- Present Tenant Signage Monuments options to Owner

HDR Deliverables:

- Webex review meeting discussing draft concepts with Owner

TASK 20.6 – Parcel Layout – Final (John Givens Parcel)

Objective: Respond to Owner's comments and suggestions to develop a finalized layout

HDR Activities:

- Adjust layouts utilizing Owner comments
- Final approval by Owner of preferred concept layouts

HDR Deliverables:

- Final preferred conceptual layouts for Owner approval

TASK 20.7 – Preliminary Sketch Plans (Foy Shaw Parcels)

Objective: Preliminary sketch plans for potential redevelopment of the parcels along Foy Shaw Parkway.

HDR Activities:

- Based on the results of the existing conditions assessment and consultation with Owner, the consultant will prepare preliminary sketch plans for potential redevelopment of the parcels along Foy Shaw Parkway. This will consist of one concept for up to six (6) parcels.
- Each concept will depict proposed parcel site dimensions, requirements from the Land Development Code and will depict nearest available utilities.

HDR Deliverables:

- One (1) preliminary sketch plans of each parcel in 11x17 PDF format. Each sketch will consist of one (1) sheet with proposed information overlayed on an aerial image of the surrounding parcel.

TASK 20.8 – Design Development (Tenant Signage Monument)

Objective: Take design direction and feedback from our initial meeting to develop the Signage for final Owner approval.

HDR Activities:

- Develop final chosen designs for approval.

HDR Deliverables:

- Webex Presentation of final design direction to Owner.

TASK 20.9 – Deliverables

Objective: Project delivery

HDR Activities:

- Internal project closeout and delivery to client

HDR Deliverables:

- Final layout in Owner's desired format/s (.pdf, .dwg, or hard copy)

Assumptions:

1. All Airport Layout Plan drawing CADD linework is made available by Owner.
2. Topographic survey data of the parcel is required to be provided by Owner if specific stormwater management solutions are requested.
3. Parking and access recommendations will take into account local zoning ordinances.

Project: Bob Sikes Airport Parcel Planning
 Client: Okaloosa County
 Prepared By: HDR

HDR ACTIVITIES / FEE COMPUTATIONS
 Task Order 20
 Okaloosa County
 HDR Engineering, Inc. Date: January 9, 2023

ACTIVITY	Project Manager		Senior Engineer		Senior Planner		Senior CADD Designer		Administrative Staff		Activity Fee	Manhours By Activity
	Man- Hours	Hourly Rate	Man- Hours	Hourly Rate	Man- Hours	Hourly Rate	Man- Hours	Hourly Rate	Man- Hours	Hourly Rate		
Task 20.1 - Project Management												
Project Development	2	\$ 208.00		\$ 187.00	4	\$ 187.00		\$ 109.00	6	\$ 78.00	\$ 1,632.00	12
Owner and Agency Coordination	1	\$ 208.00	2	\$ 187.00	2	\$ 187.00		\$ 109.00		\$ 78.00	\$ 748.00	5
Task 20.2 - Parcel Layout - Draft (John Givens Parcel)												
Develop Draft Layout Options	4	\$ 208.00	16	\$ 187.00	24	\$ 187.00	20	\$ 109.00		\$ 78.00	\$ 10,492.00	64
Internal Concept Meetings	2	\$ 208.00	6	\$ 187.00	6	\$ 187.00	6	\$ 109.00		\$ 78.00	\$ 3,314.00	20
Task 20.3 - Existing Conditions Assessment (Foy Shaw Parcels)												
Existing Conditions Memo	4	\$ 208.00	6	\$ 187.00		\$ 187.00	6	\$ 109.00		\$ 78.00	\$ 2,608.00	16
Task 20.4 - Schematic Design (Tenant Signage Monument)												
Develop 2-3 design options for Tenant Signage Monuments	1	\$ 208.00	12	\$ 187.00		\$ 187.00		\$ 109.00		\$ 78.00	\$ 2,452.00	13
Task 20.5 - Client Review Meeting												
WebEx Review Meeting	3	\$ 208.00	3	\$ 187.00	2	\$ 187.00		\$ 109.00		\$ 78.00	\$ 1,559.00	8
Task 20.6 - Parcel Layout - Final (John Givens Parcel)												
Comment Edits and Finalization	4	\$ 208.00	12	\$ 187.00	24	\$ 187.00	20	\$ 109.00		\$ 78.00	\$ 9,744.00	60
Task 20.7 - Preliminary Sketch Plans (Foy Shaw Parcels)												
Develop Preliminary Sketches	4	\$ 208.00	8	\$ 187.00		\$ 187.00	12	\$ 109.00		\$ 78.00	\$ 3,636.00	24
Task 20.8 - Design Development (Tenant Signage Monument)												
Develop Final Design Options	1	\$ 208.00	8	\$ 187.00		\$ 187.00		\$ 109.00		\$ 78.00	\$ 1,704.00	9
Owner Meeting	1	\$ 208.00	1	\$ 187.00		\$ 187.00		\$ 109.00		\$ 78.00	\$ 395.00	2
Task 20.9 - Deliverables												
Project Delivery		\$ 208.00		\$ 187.00	2	\$ 187.00		\$ 109.00	4	\$ 78.00	\$ 686.00	6
TOTAL	27		74		64		64		10		\$ 38,970.00	239

NOTE: RATES ARE BASED ON CONTRACT C19-2746-PW BETWEEN OKALOOSA COUNTY & HDR.

HDR SUBTOTAL LABOR (LUMP SUM) \$ 38,970.00

GRAND TOTAL (LUMP SUM) \$ 38,970.00