

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3247-WS

TASK ORDER #: 02

TASK ORDER AMOUNT: \$152,122.00

CONTRACT: C22-3247-WS

HDR ENGINEERING, INC.

GENERAL ENG SERVICES FOR WS

EXPIRES: 09/30/2025 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie E. Duty

REPRESENTATIVE'S PRINTED NAME

Katie E. Duty

SIGNATURE

Vice President

TITLE

04/07/2023

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.

Jeff Littrell

Digitally signed by Jeff Littrell
DN: cn=Jeff Littrell, o=Okaloosa County Water & Sewer
System, ou=Okaloosa County BCC,
email=littrell@myokaloosa.com, c=US
Date: 2023.04.26 14:37:23 -05'00'

Jeff Littrell

WATER & SEWER DIRECTOR

TITLE

4/26/23

DATE

DeRita Mason

Digitally signed by DeRita Mason
Date: 2023.05.16 12:33:53 -05'00'

DeRita Mason, PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2023.05.16 14:09:36 -05'00'

Faye Douglas

OMB DIRECTOR (if applicable)

DATE

John Hofstad

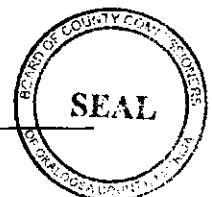
Digitally signed by John Hofstad
Date: 2023.05.16 15:30:37 -05'00'

John Hofstad

COUNTY ADMINISTRATOR (if applicable)

Robert A. "Trey" Goodwin III

Robert A. "Trey" Goodwin III
CHAIRMAN (if applicable)



JUN 06 2023

DATE

DATE

TASK ORDER 02

(Contract C22-3247-WS)

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED SEPTEMBER 2022, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND HDR, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

Scope of Basic Services

to Provide Professional Engineering Design and Construction Management Services for the CIP Lift Station and Force Main Replacement Project

Article A. Purpose:

The purpose of this Task Order is to authorize and direct HDR ENGINEERING, INC. (CONSULTANT) to proceed with providing professional engineering design, permitting and construction services for the Crestview Industrial Park (CIP) Lift Station and Force Main Replacement Project (PROJECT) for the Okaloosa County Water and Sewer Department (COUNTY). 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 design services to construct a new wastewater pumping station and force main, to remove the existing pumping station, and to prepare contract documents for bidding phase services and construction phase services for the construction of the PROJECT, as requested by the COUNTY's representative. The engineering and technical services that may be authorized in this task order by the COUNTY's Representative include, but are not limited to, the following:

1. Project Management Services
2. Geotechnical Engineering Services
3. Engineering and Design Services
4. Permitting Coordination Services
5. Bidding Phase Services
6. Construction Phase Services

Specific Work Tasks that may be authorized by the COUNTY's representative are presented below.

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 COUNTY informed of project progress. Project Manager will provide project oversight, including day-to-day management of resources and schedules, periodic liaison with COUNTY, telephone conversations, file management, management of sub-consultants, conflict and problem resolution, project staff management, accounting, contracts administration, and project control.

Task Deliverables: CONSULTANT will email monthly invoices and project status reports to the COUNTY

Key Understandings: None

Meetings/Travel: Communications under this task will be via e-mail and/or telephone conversations

Information and Services Provided by Others: None

Task 2. Geotechnical Engineering Services

As authorized by the COUNTY's Representative, CONSULTANT shall contract with a licensed geotechnical engineering firm to perform a geotechnical investigation of the proposed site. The intent of the investigation shall be to establish the information and data necessary to design the various structures and piping that are included in the PROJECT. CONSULTANT shall incorporate information, recommendations, and conclusions from the geotechnical engineering consultant into the final design of the PROJECT.

Task Deliverables: Geotechnical Analysis and Summary Report

Key Understandings: HDR Assumes (4) soil borings will be required with one boring being located within the airport property

Meetings/Travel: Communications under this task will be via e-mail and/or telephone conversations

Information and Services Provided by Others: Geotechnical Sub-Consultant will be LMJ

Task 3. Engineering and Design Services

Objective: The CONSULTANT will design and submit 30%, 60%, 90% and Final Plans for the design project, which includes replacement of the CIP Lift Station and Force Main. The engineering and design services will include hydraulic modeling, a new fiberglass wetwell, new non-clog submersible pumps, stainless discharge piping and above ground valves, new motor controls and power supplies, and new discharge force main crossing Bob Sikes Airport property and connection to the Jerry D. Mitchem Water Reclamation Facility (JDMWRF). The project documents will contain general notes referencing the Okaloosa County Water and Sewer standard specifications and details, and will be supplemented by additional HDR details and specifications as needed. The final CADD deliverables for the PROJECT will be in Civil 3D and will adhere to applicable standards and formats required by the COUNTY. Consultant will develop an Engineers Opinion of Probably Construction Cost (EOPCC) with the 60%, 90% and Final submittals.

Task Deliverables:

30% Conceptual Design

- CONSULTANT will perform conceptual engineering design (30%) for the following:
 - Provide layout and constructability scenarios for the replacement of the CIP Lift Station and Force Main. The design will be evaluated for a duplex system and emergency operation with a permanent generator
 - Evaluate submersible non clog pumps and obtain recommended manufacturer recommendation to meet the average daily flow and peak hour flow conditions
 - OCWS will provide existing and future flow conditions for HDR to use for the design and sizing of the pumps and force main
- CONSULTANT will schedule and conduct a 30% design meeting and field review with the COUNTY, including schematic site/civil

60% Design Plans

- CONSULTANT will perform engineering design (60%) and prepare preliminary Design Drawings for the following:
 - New Fiberglass reinforced polyester wetwell
 - Submersible non-clog pumps to meet flow conditions
 - Preliminary site layout, including site grading, access driveway, and fencing
 - New discharge piping and isolation valves
 - Replacement of discharge force main crossing Bob Sikes Airport property
 - Discharge force main tie-in at JDMWRF
 - Abandonment of existing lift station and force main

- CONSULTANT will schedule and conduct a 60% design review meeting with the COUNTY, including review of site/civil and mechanical layout plan, wet well dimensional recommendation, pump sizing recommendation, emergency generator recommendation, new discharge piping and isolation valves
- Four (4) 11"x17" sets of Design Drawings
- Two (2) 22"x34" sets of Design Drawings
- Electronic Submittal (PDF)
- 60% Draft EOPCC

90% Design Plans

- Upon receipt and incorporation of comments received from the COUNTY, CONSULTANT will advance the design to the 90% level and submit to the COUNTY for review
- CONSULTANT will schedule and conduct a 90% design review meeting
- Four (4) 11"x17" sets of Design Drawings
- Two (2) 22"x34" sets of Design Drawings
- Electronic Submittal (PDF)
- 90% Draft EOPCC

Final Design Plans

- Upon receipt and incorporation of comments received from the COUNTY, CONSULTANT will advance the design to the 100% completion, ready for bid
- Four (4) Full Size (22"x34") Sets of Drawings
- Two (2) Half Size (11"x17") Sets of Drawings
- Electronic Submittal (PDF)
- Final EOPCC

Key Understandings:

- HDR will develop a hydraulic model of the system utilizing existing profile data, drawings and survey to determine discharge pipe size
- Okaloosa County Water and Sewer Technical Specifications and Details will be used by Reference
- The County will provide all required survey data, which include topographic and utility information
- The force main replacement under the Bob Sykes Airport will be designed as an HDD crossing
- Subsurface Utility Exploration (SUE) will be provided by the County
- The CONSULTANT will confirm that wind load calculations are based on the applicable requirements and are signed and sealed by a Structural Engineer
- Wetland delineations and environmental assessments are not required for the site
- Maintenance of Traffic planning is excluded from this scope of services
- HDR is not providing proposed relocations for other utility owners (i.e. gas, power, communications)
- The COUNTY will pay all fees required for testing, permitting, agency reviews, etc.

Meetings/Travel: The CONSULTANT will participate in a kickoff meeting, a design review meeting at each submittal phase, and provide general engineering assistance, consultation, and opinions regarding the PROJECT.

Quality Control: The CONSULTANT will conduct a quality control review of project deliverables prior to submittal to the COUNTY.

Information and Services Provided by Others: None

Task 4. Permitting Coordination Services

Objective: CONSULTANT will coordinate directly with individual permitting agencies, Okaloosa County Growth Management and airport authorities to apply and submit for the following permits and/or FAA submittals required for the design and construction of the proposed lift station and force main work. The CONSULTANT will submit all required documents once the 90% plans have been delivered to the COUNTY.

- FDEP General Permit for the construction of a Lift Station and Force Main replacement
- Growth Management Electrical Permit
- Airport Construction Safety and Phasing Plan (CSPP)
- FAA Form 7460-1 - Notice of Proposed Construction
- Up to two (2) airspace evaluation cases to the FAA OE/AAA portal for miscellaneous vertical structures, e.g., SCADA antenna
- FCC Frequency Evaluation to confirm that SCADA communications will not interfere with Airport communications

Upon completion of construction, the Consultant will submit a request for clearance form for the FDEP General Construction permit.

Task Deliverables:

- FDEP General Construction Permit Submittal Package
- Growth Management Electrical Permit, including generator wind load calculations
- Airport Construction Safety and Phasing Plan submitted to FAA via the OE/AAA portal
- FAA Form 7460-1 - Notice of Proposed Construction
- Up to two (2) airspace evaluation cases to the FAA via the OE/AAA portal for miscellaneous vertical structures, e.g., SCADA antenna
- FCC Frequency Evaluation submittal to FAA via the OE/AAA portal for SCADA communications
- Final permit clearances and/or certifications for each permitting agency

Key Understandings:

- The COUNTY will pay all fees required for testing, permitting, agency review, etc.
- Project permitting will be limited to FDEP and Airport permits
- Owner is responsible for escort of field services equipment and workers within the Air Operations Area (AOA)
- CSPP will not require the closure of the runway or taxiway

Meetings/Travel:

- Coordination Meetings with Airport Staff and COUNTY (Assume 2 meetings)

Information and Services Provided by Others: None

Task 5. Bidding Phase Services

Objective: CONSULTANT will prepare one set of "Material Only" bid documents to include Pumps, Wetwell, MCC, and Control Panel. It is understood that the COUNTY will be constructing the recommended lift station facilities using it's own forces, as supplemented by subcontracts directly contracted by the COUNTY and not contracted by solicitation using contract documents developed by the CONSULTANT. CONSULTANT will review and evaluate bids and provide a recommendation for award of the Contract and assist COUNTY with final construction contracts or purchase orders.

Task Deliverables:

- One electronic and one original copy of the final Contract Documents for bidding. Additional copies of the final documents shall be provided at a cost to the COUNTY
- The CONSULTANT will prepare one (1) separate "Material Only" supply bid documents for the following item:
 - Bid Package No. 1 - Pumps, Wetwell, MCC & Control Panel
- The COUNTY will acquire the Emergency Generator by State Contract
- Recommendation of Award

Key Understandings:

- OCWS will construct this project with their own forces

Meetings/Travel: None

Information and Services Provided by Others: None

Task 6. Construction Phase Services

Objective: During the anticipated construction period, the CONSULTANT will provide limited construction administration inclusive of attendance at a pre-construction/coordination conference and meet with representatives of the COUNTY, Airport, the Contractor/Supplier, regulatory authorities, and other appropriate parties for the construction or operation activities of the PROJECT as necessary. CONSULTANT will perform periodic site visits to review progress and address any questions arising during construction. CONSULTANT will review the Contractor/Supplier's requests for payment and make recommendations for payment. CONSULTANT will review and make recommendations on Change Orders from the Contractor/Supplier requests as necessary. CONSULTANT will review shop drawings and respond to Contractor RFI's. The CONSULTANT will assist the COUNTY in organizing a final walkthrough and test startup of installed equipment with the Manufacturers and Contractor/Supplier of the PROJECT. Continuous detailed construction inspection and preparation of record drawings is not included.

Task Deliverables

- Contractor/Supplier Invoice Review (Up to 6 invoice submittals)
- RFI Responses (Up to 8 RFI responses)
- Shop Drawing Approvals (Up to 6 Shop Drawing approvals)
- Change-Order Approvals (Up to 1 change-order approvals)
- Drawdown Data Spreadsheet

Key Understandings: The County will build the lift station and force main with their own forces with assistance from their on-call contractor for the installation of the force main portion to be installed via HDD. The County will also prepare and confirm all record drawings.

Meetings/Travel: The CONSULTANT will attend the following meetings during construction to facilitate coordination, provide limited site inspection and verify general compliance with the design plans:

- Pre-Construction/Coordination Meeting
- Periodic Site Visits (Assume 12 site visits)
- Monthly Progress Meetings (Assume 8 progress meetings)
- Final Walkthrough and Test Startup of Installed Equipment

Information and Services Provided by Others: Daily construction inspection to be provided by others as needed.

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 September 2022, Agreement, a total amount of **\$152,122.00** to be billed in percentage of work complete for tasks 1, 3, 4 and 5 and based on time and materials for tasks 2 and 6, according to the below table:

Task Description	Amount \$
Task 1: Project Management Services	\$ 7,040.00
Task 2: Geotechnical Engineering Services - <u>Time & Materials</u>	\$ 8,191.00
Task 3: Engineering and Design Services	\$ 90,975.00
Task 4: Permitting and Coordination Services	\$ 16,450.00
Task 5: Bidding Phase Services	\$ 3,255.00
Task 6: Construction Phase Services - <u>Time & Materials</u>	\$ 24,690.00
Direct Costs	\$ 1,521.00
Total Amount	\$ 152,122.00

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. 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
Name: Jon C. Kanak, P.E., Senior Project Manager	Name: Justin Midgette, P.E., 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

Jeff Littrell

Jeff Littrell, Water & Sewer Director

Digitally signed by Jeff Littrell
DN: cn=Jeff Littrell, o=Okaloosa County Water & Sewer
System, ou=Okaloosa County WSC,
email=j.littrell@okaloosacounty.com, c=US
Date: 2023.04.26 14:38:34 -0500

4/26/23

Date

**Okaloosa County Water and Sewer
OCWS CIP Lift Station and Force Main Replacement
Staff Hour and Fee Calculation**

Description		Hours / Rates															Total		Remarks
		Senior Project Manager	OC Reviewer	Wastewater Engineer I / Engineer II	Sr. Electrical Engineer I / Engineer VI	Electrical Engineer I / Engineer II	Sr. Structural Engineer I / Engineer II	Structural Engineer I / Engineer II	Engineering Intern	Division PM / Engineer VI	Division Engineer I / Engineer V	Division Engineer II	CAD	Admin	Accountant	Hours	Labor Cost		
		\$210.00	\$445.00	\$195.00	\$225.00	\$170.00	\$185.00	\$155.00	\$120.00	\$225.00	\$105.00	\$120.00	\$140.00	\$75.00	\$95.00				
1 Project Management Services																			
A	Project Management, Initiation, & PM	80													80	\$	1,680.00	Assume duration of 12 months	
B	Working and Progress Reporting	160													160	320	\$	5,200.00	Assume duration of 12 months
1.00 Hours		240													240	\$	7,880.00		
2 Geotechnical Engineering Services																			
A	PM Coordination & QA/QC Reviewing	40												40	80	\$	1,300.00		
B	Geotechnical Sub. LMU Consulting														00	\$	0.00	Quote from LMU Consulting	
2.00 Hours		40												40	80	\$	1,300.00		
3 Engineering Design Services																			
A	Data Collection/Utility Coordination/Site Visit	40		80				120							240	\$	3,840.00		
B	Hydraulic Modeling			240											240	\$	4,440.00		
C	30% Design Submittal	60		160		80		200	40	40		320			300	\$	14,300.00	Assume general sheets, site plan, utility plan, pipe layout (plan only)	
D	60% Design Submittal	80		240		240	10	40	300	20		600			1530	\$	23,965.00	Assume plans, profiles and details	
E	Final Design Submittal	60		240		120	10	40	300			500			1270	\$	19,265.00	Final plans	
F	Specifications Development	40		40		80		20	80			240			480	\$	7,380.00		
G	EOPCC			180		120		20					160		460	\$	6,690.00		
H	O&MCC Reviews		160		80										240	\$	5,720.00	Assume meetings at 30%, 60%, and 90%	
I	Design Review Meetings	80							20						110	\$	2,515.00		
3.00 Hours		240	160	480	80	320	20	100	40	60	110	140	160	00	2400	\$	39,975.00		
4 Permitting Construction Services																			
A	FDEP Permit Package	20		40				60							120	\$	1,920.00		
B	Ground Management Electrical	40		40				30							180	\$	2,620.00		
C	Construction Safety and Phasing Plan (CSPP)	10							20	40	80				150	\$	2,400.00		
D	Anticipate Eval to FAA OEA/A	10							20	80	80				190	\$	3,280.00	Assume 2 evaluation submittals, 1 FCC Frequency Eval	
E	FAA Form 7460-1 Notice of Proposed Const.	10							20	40	80				150	\$	2,400.00		
F	Coordination Meetings with County Airport Staff	60							40	40					140	\$	3,100.00	Assume three meetings	
G	FDEP Permit Clearance			20				20							40	\$	810.00		
4.00 Hours		140	40	240	40	80	20	100	60	120	160	80	00	00	1460	\$	19,530.00		
5 Bid Package #1 Services																			
A	Bid Package #1 Preparation for Materials	20		40		40		30							180	\$	2,880.00		
B	Review Bid/RFI Recommendation Letter	10		10											20	\$	415.00		
5.00 Hours		30	40	80	40	40	00	60	00	00	00	00	00	00	200	\$	3,295.00		
6 Construction Phase Services																			
A	Pre-Construction Meeting	40		200				480							480	\$	9,200.00	Assume 12 site visits	
B	Preconstruction Site Visits			80											660	\$	9,220.00	Assume 12 site visits	
C	Monthly Progress Meetings	30		80				80							80	\$	1,840.00	Assume 8 monthly meetings	
D	Construction Progress Meeting Reviews			100		40		120							120	\$	1,830.00	Assume 6 per week	
E	Shop Drawing Reviews			80				80							280	\$	4,280.00	Assume 6 shop drawing submittals	
F	Change Order Submittals	20		80				20							40	\$	700.00	Assume 1 Change Order Requests	
G	RFI Responses			80		80		80							240	\$	4,240.00	Assume 8 RFIs	
H	Final Walkthrough and Startup	40		40											80	\$	1,880.00		
6.00 Hours		140	40	480	80	320	80	340	80	80	80	00	00	00	1060	\$	25,030.00		
GRAND TOTAL (Before Markup)		1120	160	1480	80	720	20	1980	280	80	80	1440	160	200	6620	\$	142,415.00		

Construction Budget Costs			
Print - 8 1/2x11	Sheets	750	\$ 0.22 \$ 165.00
Print - 11x17	Sheets	250	\$ 0.56 \$ 140.00
Print - 22x34	Sheets	120	\$ 5.00 \$ 600.00
Markup	Miles	800	\$ 0.67 \$ 536.00
Grand Total Markup			

Lump Sum Fee	
Loaded Labor Costs	\$ 150,901.00
Direct Costs	\$ 1,521.00
Total	\$ 152,422.00

Site

18 W. 5

Proposed Force Main

5567

5565

5563

5555