

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2748-PW

TASK ORDER #: 09

TASK ORDER AMOUNT: \$7,500.00

CONTRACT: C19-2748-PW
BASERVILLE-DONOVAN, INC.
GENERAL ENG SERVICES FOR PW
EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

Baskerville-Donovan, Inc.

FIRM'S NAME

Jeffrey C. Petermann, P.E.

REPRESENTATIVE'S PRINTED NAME

SIGNATURE

Vice President/Regional PM

TITLE

15 March 2023

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: 2023.04.17
13:53:34 -05'00'

SIGNATURE

TITLE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

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.

DeRita Mason

Digitally signed by DeRita Mason
Date: 2023.04.19 08:48:41 -05'00'

PURCHASING MANAGER

DATE

OMB Director/DATE

DATE

CHAIRMAN (if applicable)

DATE

PROFESSIONAL SERVICES PROPOSAL**STAFF ROAD DRAINAGE – BIDDING SERVICES**
Okaloosa County, Florida**January 19, 2023****SUMMARY AND PURPOSE**

Staff Road is located approximately 2.8 miles north northwest of Crestview, Florida and connects to both Old Bethel Road at the south end and Lake Silver Road at the north. Staff Road is divided into north and south sections by a large detention lake and its outfall to an existing USDA pond at the headwaters of David Mill Creek. The north end of Staff Road and the surrounding watershed including a portion of Lake Silver Road, Taylor Road River Loop Drive and lands to the north naturally drain southward along Staff Road and outfall via an eroded creek bed to the USDA pond.

A previous task order approved by the County (Task Order 03, dated November 18, 2019) addressed final design and permitting of the conceptual stormwater drainage facilities and armored step-pool ditch. Plans, drainage calculations and permitting documents were submitted to the County and the project was closed.

Okaloosa County has since requested that Baskerville-Donovan, Inc. (BDI) prepare a task order to address bidding services for the Staff Road Drainage project. Work scope elements are defined below for consideration.

WORK SCOPE ELEMENTS**Task 1 – Bid Services**

Bidding services will include front end document preparation assistance for the design, responses to bidder requests for information, attendance at a pre-solicitation meeting, bid tabulations and recommendations of award (if requested).

Task 1 Deliverables:

- One (1) CD, USB drive or email containing the following:
 - Front End Specifications
 - Technical Specifications
 - Bid Tabulation
 - Formal Responses to Bidder Questions (as required)



Submittal Schedule

Task 1 – Bid Services

15 Days from NTP

The following fee schedule is based on anticipated hours to complete each task and the contract shall not exceed the identified totals without prior written authorization from Okaloosa County. The schedule represents time required to execute and submit the initial contractual deliverables; it does not account for time required for County review and iterative comment incorporation.

Anticipated Fee Schedule:

Prepare Front End Documents/Technical Specifications and Address Bidder RFI	\$ 7,500.00
Total Service Fee	\$ 7,500.00

Excluded Items:

- CEI Services
- Public Meetings (hourly service fees apply as requested by County)
- Bid Opening Attendance

Submitted By:

BASKERVILLE-DONOVAN, INC.

Jeffrey C. Petermann, P.E.
 for Keith Hill, P.E.

T. Keith Hill, P.E. – President/CEO

Accepted By:

OKALOOSA COUNTY

Jason T. Autrey, P.E.,
 C.P.M.

Digitally signed by Jason T. Autrey, P.E., C.P.M.
 Date: 2023.04.17 13:53:00 -05'00'

Jason Autrey – Public Works Director

Date: Jan 19, 2023

Date: _____

L:\121 Okaloosa County\12103.01 Staff Road Final Design\Contracts\Contracts and Amendments