

# TASK ORDER APPROVAL FORM

CONTRACT #: C23-3279-FM

TASK ORDER #: 1

TASK ORDER AMOUNT: \$ 8,982.00

CONTRACT: C23-3279-FM

HALFF ASSOCIATES, INC.

ENGINEERING SERVICES FOR FM & PARKS

EXPIRES: 11/14/2025 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

HALFF ASSOCIATES, INC.

FIRM'S NAME

David Hutcheson PE

REPRESENTATIVE'S PRINTED NAME

Hutcheson, David  
W. Digitally signed by Hutcheson, David W.  
DN: cn=Hutcheson, David W., ou= Tallahassee  
Date: 2023.05.25 08:36:20 -04'00'

SIGNATURE

Senior Vice President

TITLE

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

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

Butch Hendrick Digitally signed by Butch Hendrick  
Date: 2023.05.25 09:54:46 -05'00'

SIGNATURE

Director, Facilities & Parks Maintenance

TITLE

DATE

DeRita Mason Digitally signed by DeRita Mason  
Date: 2023.05.25 11:26:45 -05'00'

PURCHASING MANAGER

DATE

OMB DIRECTOR/DATE

DATE

John Hofstad  
County Administrator

DATE

Robert A. "Trey" Goodwin III  
Chairman, Board of County Commissioners

DATE



## **ATTACHMENT A**

### **PROFESSIONAL DESIGN SERVICES SHALIMAR / PORT DIXIE LITTLE LEAGUE BALLPARK**

#### **PURPOSE**

Halff Associates (CONSULTANT) shall provide Surveying, Civil Engineering, Electrical Engineering; and Landscape Architectural services for the Shalimar / Port Dixie Little League Ball Park – Field Additions (PROJECT) for Okaloosa County, FL (CLIENT)

The 8.3 acre Shalimar / Port Dixie Little League Ball Park (PROJECT) site is an existing 4 field little league baseball complex that will be add two (2) additional lighted baseball fields.

#### **ASSUMPTIONS**

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

- The project will adhere to City Shalimar and Okaloosa County development regulations
- It is assumed no off-site public utilities (water, sanitary sewer or storm drainage) will be required.
- Existing parking is sufficient and will not be expanded.

#### **SCOPE OF SERVICES**

As follows are the task items associated with the anticipated scope of services:

##### **TASK 1 – PROJECT MANAGEMENT AND COUNTY COORDINATION**

###### **Communications and Reporting:**

CONSULTANT will provide monthly reports to the CLIENT that describe current progress, identify outstanding issues and/or items of future concern. The reports will be in 8.5"x11" format and submitted electronically to the CLIENT for their use and distribution.

###### **Coordination/Project Kick-off Meeting:**

CONSULTANT will organize a kick-off meeting with the CLIENT to confirm the projects goals and objectives, project budget and project schedule. Following the kick-off meeting the CLIENT and CONSULTANT will visit the site. The impacts and opportunities that results from this site visit will be documented for use in the concept design preparation process. Photographs will be taken by the CONSULTANT to record existing conditions. Notes will be taken by the CONSULTANT at this meeting and site visit to record items discussed and decisions made and will be delivered in digital format to the CLIENT.



### **Internal Team Meetings:**

CONSULTANT will conduct internal team meetings as required. The internal team meetings will include internal coordination of project processes, program items and schedules.

### **Design Review Meetings:**

CONSULTANT will conduct design submittal review meetings with the CLIENT to discuss the PROJECT progress at the submittal milestones identified below. All design submittal review meetings will be held at the CLIENT's offices or virtually. Notes will be taken by the CONSULTANT at these meetings to record items discussed and decisions made and will be delivered to the CLIENT. The submittal milestones are as follows:

- Schematic Design - One (01) meeting
- 60% Design - One (01) meeting
- 90% Design - One (01) meeting
- Final Design - One (01) meeting

### **Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:

- Digital PDF copy of the progress reports.
- Digital PDF copy of the kick-off / site visit meeting notes.
- Digital PDF copy of the design review meeting notes

## **TASK 2 - SURVEY SERVICES**

A licensed surveyor will perform detailed topographical survey for the proposed site. The survey will be based on State Plane coordinates and NAVD 88 vertical datum. The survey services will include the following:

### **Topographic Survey:**

Prepare a topographic survey that identifies all existing improvements including surface evidence of any utilities, storm drainage and sanitary systems. The survey will include spot elevations to determine one (1') foot contour intervals. Topographic survey will cover an area of approximately 4.7 acres. The survey area will include the two (2) northern existing baseball fields and will extend to the street side of the parking along 7<sup>th</sup> St., 8<sup>th</sup> St. and 6<sup>th</sup> Ave. Designation and locations of underground utilities will not be included in this survey.

In addition to this area the corridor between the northern two ball fields to the concession area and the corridor through the concession area between 7<sup>th</sup> and 8<sup>th</sup> streets will also be surveyed to study and design a drainage system to relieve existing drainage issues in that area, approximately 2 acres.



### **TASK 3 – SCHEMATIC DESIGN**

#### **Base Map:**

CONSULTANT will prepare a base map using the topographic survey. After preparation the CONSULTANT will visit the site to confirm the base map complies with the existing site conditions and to confirm all information is complete.

#### **Schematic Design:**

A. CONSULTANT will prepare two (02) a schematic design options that will identify options for adding two (02) fields to the existing complex. Layout of proposed improvements will be in AutoCAD format. Improvements to consider could include the following:

- A T-ball field and 200' foul line Junior League field
- Lighting for both fields.
- 6' tall chain link foul line and outfield fencing.
- 25' tall Netted backstops.
- Covered chain link dugouts.
- Covered scorers stand.
- Portable spectator seating.
- Paved access to the restroom and concession building.

B. CLIENT will establish a priority for each of these improvements. Schematic design will also address information that was gathered during the stakeholder interview.

C. An Opinion of Probable Construction Cost will be prepared for both schematic design options.

#### **Schematic Design Review Meeting:**

CONSULTANT will conduct one (01) schematic design review meeting (See Task 1) with the CLIENT to present and review the schematic design options. CLIENT will determine the attendees, meeting time and location. The anticipated result of this meeting is an agreement on one (01) schematic design option that suits the CLIENTS wants and needs. CONSULTANT will take notes of items discussed and decisions made during this review meeting and will distribute these notes to the CLIENT.

#### **Final Schematic Design:**

Based on decisions made during the schematic design review meeting the schematic design will be refined to one (01) final schematic design. The opinion of probable construction cost will be updated to reflect refinement of the schematic design. This final schematic design will be the base used for preparation of construction documents.

#### **Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:



- Schematic design options will be shown in black and white on a 22"x34" standard sheet. CLIENT will be provided one (01) paper copy and a digital PDF copy of the schematic design options.
- Digital PDF copy of the opinion of probable construction cost
- Digital PDF copy of the schematic design review meeting notes.
- Digital PDF copy of the Final Schematic Design and opinion of probable construction cost

#### **TASK 4 – SITE PLAN AND CONSTRUCTION DOCUMENTS**

##### ***Site Plan Package Preparation:***

Based upon the CLIENT approved Final Schematic Design, CONSULTANT shall prepare 60%, 90% and Final site plan packages for submittal and approval by the CLIENT. CONSULTANT shall prepare each submittal for review and comment. CONSULTANT will provide the following drawings and deliverables:

- Cover Sheet – CONSULTANT will prepare a cover sheet that will include Vicinity Map, legal description, required names and addresses.
- Demolition Plan – CONSULTANT will prepare a demolition plan that identifies existing site features that will be removed or preserved for the project in conjunction with the proposed layout.
- Geometric Layout Plan – CONSULTANT will prepare a geometric layout plan that identifies and locates the proposed improvements identified in the schematic design. Geometric layout plan shall show site geometry of proposed improvements including the ADA accessible route to the restroom / concession building and parking.
- Drainage Master Plan – CONSULTANT will prepare a drainage master plan that will include drainage basin boundary, erosion control notes for construction, silt fence location, and general stormwater data/notes. This task is for the preparation of design drawings and associated details only. The SWPPP plan, the Notice of Intent (NOI), project description, and inspection forms shall be prepared by the Contractor.
- Grading Plan – CONSULTANT will prepare a grading plan that includes the notes and details required for grading of proposed improvements. The grading plan will show existing and proposed ground contour lines at a one (1') foot intervals and spot elevations to grade the site for drainage. Grading will be designed to balance cut and fill on-site if possible. If required, top and bottom of walls will be shown on the grading plan. All sidewalks and plaza areas will be designed to meet or exceed the current ADA requirements.

##### ***Construction Document Preparation:***

Based upon the CLIENT approved Final Schematic Design, CONSULTANT shall prepare 60%, 90% and Final construction documents to accompany the site plan package for approval by the CLIENT.

CONSULTANT shall prepare each submittal for review and comment. CONSULTANT will provide the following drawings and deliverables:



- Landscape Plan – CONSULTANT will prepare a landscape plan that will show grassing of the fields and revegetation of existing turf areas disturbed by construction.
- Site Electrical Plans – CONSULTANT will prepare site electrical plans, details and schedules. Electrical plans will be prepared for the following items:
  - a. Selective demolition drawings for systems directly impacted by the proposed work.
  - b. Lighting design for new baseball fields including circuitry, controls and photometric point-by-point calculations.
  - c. Design for electrical upgrades (if necessary) including required fault current calculations and coordination with local electric provider.
  - d. Site electrical utility primary raceway infrastructure design as coordinated with local electric provider (if necessary).
  - e. Power distribution systems design including load calculations, branch circuitry and feeder design,
  - f. Raceway and power circuits, single point connection to accommodate scoreboards as directed by the CLIENT and the selected equipment manufacturer / supplier.
- Irrigation Plan – CONSULTANT will prepare an irrigation plan and details to irrigate the new athletic fields. Irrigation system will be tied to the existing on-site irrigation system.
- Details Sheets – CONSULTANT will prepare details sheets for the proposed improvements included in the project scope.
- Technical Specifications – Construction notes, standards and specifications for the site design and relevant to the City of Shalimar and Okaloosa County standards will be included on the construction drawings as necessary for construction.

**Deliverables:**

Deliverables provided by the CONSULTANT shall include the following at each milestone submittal:

- 90% and Final Construction Document deliverables shall provide the CLIENT with a 22"x 34" set of site plan package and construction documents at each milestone submittal. CONSULTANT shall prepare and provide one (01) print set and a digital PDF set of drawings and specifications for review and comment.

**TASK 5 – ANALYSIS OF EXISTING DRAINAGE AROUND CONCESSION AREA**

**Site Review and Report:**

CONSULTANT will review the site drainage around the existing concession area with the Client to establish the extent of the problems and develop a report that will address the flooding potential around and in the building. The report will include recommendations for solutions to the flooding problem. The design services for these solutions will be detailed with a supplemental services agreement after the Client decides on how to proceed after the report is completed.



**Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:

- Digital PDF copy of the drainage report.

**TASK 6 - CONSTRUCTION SERVICES**

**Pre-construction conference:**

CONSULTANT will organize and participate in a pre-construction conference with the CLIENT and Contractor to outline expectations, establish lines of communication, describe procedures, etc. Notes will be taken by the CONSULTANT to document items discussed during this conference and will be distributed to the CLIENT.

**Submittal, Shop Drawing and RFI Review:**

CONSULTANT will review and provide written responses for submittals, shop drawings and RFI's. RFI responses will either be in the form of a change order or construction change directive if there is no impact to project budget or schedule.

**Site Visits:**

CONSULTANT will visit the project site at appropriate intervals to observe the progress and quality of the Work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the contractor's work. Observations are to allow the CONSULTANT, or its assigns, as experienced professionals, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Site visit reports will be prepared by the CONSULTANT to document existing conditions, installed items, construction progress and items discussed during these site visits. Digital PDF copies of these site visit reports will be distributed to the CLIENT no more than five (05) days after the site visit. CONSULTANT will participate in no more than 4 (4) site visits during construction.

CONSULTANT shall notify the CLIENT immediately of any emergency conditions or notable occurrences observed while conducting these site visits. CONSULTANT shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. CONSULTANT does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

**Pre-final and Final Observation:**

CONSULTANT will conduct one (01) pre-final observation with the CLIENT to check conformance of the work with the Contract Documents and to verify the accuracy and completeness of the work. The CONSULTANT will prepare a punch list that summarizes discrepancies in the conformance of the work. Punch list will identify the discrepancy and provide a photo and geographical description of the discrepancy location. Once discrepancies are corrected, one (01) final walk-through with the CLIENT



will be performed to confirm discrepancies were corrected. Any follow-up observations that are required will be considered additional services.

**Record Drawings:**

Based on documentation provided by the Contractor the CONSULTANT will prepare a set of Record Drawings. Record drawing deliverables will be digital PDF documents. The CONSULTANT does not guarantee the accuracy of these documents.

**Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:

- Digital pdf copies of all submittal, RFI and shop drawing review responses,
- Digital pdf copies of all change orders and construction change directives,
- Digital pdf copies of site visit reports.
- Digital pdf copy of the pre-final and final observation punch lists.
- Digital pdf copy of the record drawings.

**PROJECT SCHEDULE**

CONSULTANT will work closely with the CLIENT on the project design schedule, which is anticipated to require approximately four (04) months to complete project design; but may be subject to delays, depending upon agency review turnaround.

**BASIS OF COMPENSATION**

**BASIC FEE SERVICES:**

The basis of compensation for Basic Fee services shall be as follows: Task 1-6 will be compensated on a lump sum basis.

Task 1 - Project management and meetings	\$ 8,982.00
Task 2 - Survey services	\$ 11,049.00
Task 3 - Schematic Design	\$ 15,688.00
Task 4- Site plan & construction documents	\$ 34,032.00
Task 5 - Analysis of existing drainage at concession area	\$ 7,540.00
Task 6 - Construction services	\$ 22,897.00
Electrical Lighting sub-consultant	\$ 7,500.00
Direct cost (estimated reimbursables)	\$ 1,000.00
<hr/> TOTAL COST	<hr/> \$ 108,688.00





## **BILLING SCHEDULE:**

The estimated fees and direct costs established above for Task 1-6 shall be considered a lump sum fee and invoiced monthly based on percentage of services completed.

## **DIRECT COST:**

Direct Costs shall include, but are not necessarily limited to expenses for supplies, transportation, equipment, travel, hotels, meals away from home office, communication, printing of plans and specifications, presentation boards, graphic boards, permit fees and similar incidentals. All project related expenses will be billed at cost plus 15%.

## **ATTACHMENT B** **AVAILABLE ADDITIONAL SERVICES**

The following services are not included in the scope or fees for this proposal; but, can be provided by the CONSULTANT, subject to negotiation:

1. Any additional work not specifically included in the Proposed Scope of Services.
2. CLIENT generated changes to the design once Construction Document Preparation is in progress.
3. Revisions to the plans requested by the CLIENT after the plans are approved, unless necessitated by discrepancy in the plans.
4. Permitting from the Northwest Florida Water Management District or the local municipality/county. This shall include but not limited to site plan approval, stormwater approvals, traffic concurrency approvals, cultural resource assessments, building permits and utility line extensions of service connections.
5. Design of improvements outside the limits of the defined project site.
6. Additional meetings not identified in the project scope of services.
7. Additional site visits and final observations not identified in the project scope of services.
8. Printing of additional drawings, specifications and contract documents not identified in the project scope of services.
9. Construction staking.
10. Design/coordination of existing off-site utility relocations or modifications.
11. Negotiations with adjacent property owners.
12. Additional regulatory agency requirements not identified in the proposed scope of services.
13. Technical reports for the following items are excluded from this scope of services: noise, air quality, community impacts, indirect impacts, and cumulative impacts.
14. Effort to obtain right-of-entry from public or private landowners.
15. Offsite drainage plans or stormwater conveyance studies.
16. Storm water quality design.
17. Storm water pollution prevention plan.
18. Variances from City codes and regulations.
19. Zoning or platting services.
20. Inspection services during construction (construction observation is included in this scope).
21. Quality control and material testing services during construction.
22. Design of fire protection, gas, telephone, and cable utilities.



23. As Built/Improvement surveys after construction.
24. Review of Engineers certificates. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of their professional or general liability insurance.
25. Preparation, coordination, or attendance for any Environmental Board Approvals or Board of Adjustment meetings.
26. Environmental testing services of any kind.
27. Preparation of easement exhibits.
28. Structural design of retaining walls over 3' tall.
29. Franchise utility coordination and/or assistance with easement encroachment agreements. Coordination with the electrical provider is included in this scope.
30. Traffic Impact Analysis.
31. Subsurface utility locates.
32. Bidding services.