



## TASK ORDER APPROVAL FORM

CONTRACT #: C19-2746-PW

TASK ORDER #: 18

TASK ORDER AMOUNT: \$24,530

OFFERED BY CONSULTANT:

HDR Engineering, Inc.  
FIRM'S NAME

Katie Duty, P.E.  
REPRESENTATIVE'S PRINTED NAME

Katie E. Duty  
SIGNATURE

Vice President 12/30/2022  
TITLE DATE

### RECOMMENDED FOR APPROVAL (Department Director)

Jason T. Autrey, Digitally signed by Jason T.  
P.E., C.P.M. Autrey, P.E., C.P.M.  
Date: 2023.01.24 10:50:11 -06'00'  
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.

Jeffrey A Hyde Digitally signed by Jeffrey A Hyde  
Date: 2023.01.25 14:41:09 -06'00'  
PURCHASING MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OMB Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRMAN (if applicable)

\_\_\_\_\_  
DATE



12/30/2022

Scott R. Henson  
Public Works Program Manager  
84 Ready Avenue  
Fort Walton Beach, FL 32548

**Re: Proposed Scope of Work, Conceptual Transfer Station Design for the South County Transfer Station Expansion**

Dear Mr. Henson,

HDR Engineering Inc. (HDR) is pleased to provide Okaloosa County (“County”) this scope of work to assist with development of a conceptual design for the expansion of the South County Transfer Station property (referred to as the “SCTS”) located at 630 Transit Way in Fort Walton Beach, Florida. HDR has prepared this Scope of Work to include the following tasks to assist the County with this effort.

Project Team: HDR’s project team will primarily include Keith Howard, PE as Project Manager and Bob Rella as Design Lead. HDR will commence work immediately upon Notice to Proceed (NTP) receipt from the County.

HDR appreciates the opportunity to work with the County on this exciting project. In the meantime, please feel free to contact Keith Howard at (941) 321-8205 or via email at [keith.howard@hdrinc.com](mailto:keith.howard@hdrinc.com) should you have any questions.

Sincerely,

HDR Engineering, Inc.

Keith Howard, PE, Project Manager  
Area Waste Market Sector Lead

Enclosures:

Okaloosa County Task Order Approval Form  
HDR Scope of Work & Fee Schedule





## SCOPE OF WORK

### CONCEPTUAL TRANSFER STATION DESIGN FOR THE SOUTH COUNTY TRANSFER STATION EXPANSION

#### INTRODUCTION

Okaloosa County needs to develop a conceptual design for a County owned transfer station facility at the current location of the South County Transfer Station (referred to as the “SCTS”) in Fort Walton Beach, Florida, which this scope of services will provide. The new facility will accommodate the collection and transfer of municipal solid waste with a top load design and include improvements to the site traffic, scale house and other support facilities to accommodate increased operational capability.

The SCTS is located at 630 Transit Way. The STSC measures approximately 6.60 acres and is bordered to the north and west by Hurlburt Field, Elgin Air Force Base and to the south and east by private parties. The SCTS is an active solid waste transfer facility. The SCTS Parcel Identification Number from the County Property Appraiser's database is: 08-2S-24-0000-0001-0030.

The HDR fee for this scope of work is a Not to Exceed amount of \$24,530.00.

Total Task Order Amount: **\$24,530.00**.

#### ACCEPTANCE BY:

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

Digitally signed by Jason T.  
Autrey, P.E., C.P.M.  
Date: 2023.01.24 10:50:34 -06'00'

Jason Autrey, PE  
Public Works Director



## SCOPE OF WORK

### CONCEPTUAL TRANSFER STATION DESIGN FOR THE SOUTH COUNTY TRANSFER STATION EXPANSION

## PROJECT DESCRIPTION

Okaloosa County County) is evaluating the development a new transfer station facility in replacement of their existing facility at their Fort Walton Beach site, at 630 Transit Way, Fort Walton Beach, FL. The facility is to be capable of processing approximately 800 tons of waste daily for transfer for disposal. HDR has been requested to evaluate of the needs of the County and develop conceptual site plan options for County evaluation.

## SCOPE OF SERVICES

### TASK 100 – PROJECT MANAGEMENT

#### **HDR ACTIVITIES**

Project administrative activities related to this task order will be performed under this task. All internal and external coordination of activities including day to day management will also be provided under this task. These activities will help maintain the project schedule and budget. Updates and communication with the County will take place on an ongoing basis, and scope variance, budget or schedule variation will be communicated when a variance is identified.

#### **DELIVERABLES:**

Monthly progress report and invoicing.

### TASK 200 – PROJECT KICK-OFF & PLANNING

#### **OBJECTIVE:**

The objective of this task is to conduct a kick-off meeting, including a site visit, with County staff to discuss project goals, schedules and project constraints, and establish preliminary criteria regarding the spatial needs of the proposed facility. The outcome of this effort is to develop criteria for establishing the physical requirements for proposed operations.

#### **HDR ACTIVITIES:**

- Conduct a project kick-off, site visit and facility planning discussion with representatives of the County including the following:
  - Buffer requirements/ site constraints,
  - Current and potential site operations and traffic flow/queuing needs,
  - Confirm material tonnage data and projections,
  - materials storage and loadout requirements, and
  - administration/office area spatial requirements.



- Prepare technical memorandum and development schedule summarizing discussion and details for application to the conceptual site plan arrangements.

**DELIVERABLES:**

Technical memorandum summarizing discussions and sizing assumptions.

**CLARIFICATIONS:**

County to provide available tonnage and vehicular traffic data for the past two years, and any operational information requested.

**TASK 300 – CONCEPTUAL SITE PLAN ARRANGEMENTS**

Define key assumptions and constraints, evaluate site/facility ingress and egress traffic patterns and develop up to three (3) facility conceptual site arrangement options.

**HDR ACTIVITIES:**

- Review available site information, constraints and physical requirements developed in Task 100.
- Evaluate traffic patterns, existing roadway network, and building access and materials loadout.
- Develop up to three (3) conceptual facility site plan configurations for County review and approval.
- Review site configurations with County and resolve any comments.

**DELIVERABLES:**

Conceptual facility site plan configurations (3).

**CLARIFICATIONS:**

No surveying and/or geotechnical services are required at this time.

**TASK 400 – REGULATORY SUPPORT**

Support the County interfacing with regulatory agencies to resolve permitting issues that may impact the design.

**HDR ACTIVITIES:**

- One virtual pre-application meeting with FDEP.
- Development of sketches and other information to facilitate FDEP discussions.

**DELIVERABLES:**

Meeting agenda and meeting minutes

**COMPENSATION AND FEE SCHEDULE**

Based on the understanding of the project at this times Task 100-400 will be completed for a fee not to exceed \$24,530.00. HDR anticipates that the scope for Tasks 1-3 can be completed within 3 months of the Notice to Proceed.