

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2746-PW

TASK ORDER #: 23

TASK ORDER AMOUNT: \$ 67,212.00

CONTRACT: C19-2746-PW

HDR Engineering, Inc.

General Engineering Services for Pubic Works

EXPIRES: 09/30/2023

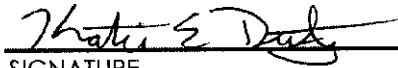
OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie E. Duty

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

TITLE

June 13, 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: 2023.06.14 15:08:26 -05'00'

SIGNATURE

Public Works Director

TITLE

06.14.2023

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2023.06.15 10:33:23
-05'00'

COUNTY ADMINISTRATOR (if applicable)

DATE

Revised January 21, 2020

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita Mason

Digitally signed by DeRita Mason
Date: 2023.06.15 07:31:32 -05'00'

PURCHASING MANAGER

06.15.2023

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2023.06.15 07:36:29 -05'00'

OMB DIRECTOR/DATE

06.15.2023

DATE

CHAIRMAN (if applicable)

DATE

OKALOOSA COUNTY

CONTRACT # C19-2746-PW

General Engineering Services

**Construction Engineering and
Inspection for Live Oak Church Road
Bridge Widening**

September 28, 2022

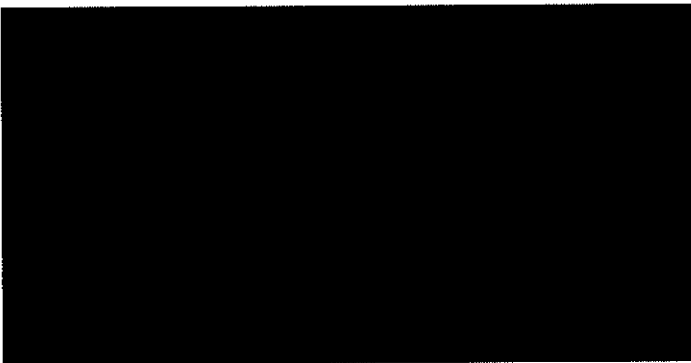


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CONSTRUCTION ENGINEERING & INSPECTION (CEI)

SCOPE OF SERVICES

SCOPE STATEMENT AND OBJECTIVE

This Scope of Services is for HDR Construction Control Corporation ("HDR") to provide construction engineering, inspection, integration, and construction contract administration services ("Services") to Okaloosa County ("OWNER") related to the Live Oak Church Road Bridge Widening ("Project"). These services will be provided for all construction related activities taking place prior to, during, and after construction.

The fee for construction engineering, inspection, and administration services associated with Task Series 001 through 004 will be based on hourly billing rates, having a limiting amount not to exceed \$67,212.00

SCOPE OF SERVICES

HDR will assist OWNER with ongoing Project implementation by conducting the following tasks:

TASK SERIES 001 – SUBMITTALS ADMINISTRATION

Objectives: Provide administrative and technical support for the administration, review and approval of Contractor's submittals to determine Contractor's understanding of material and equipment requirements.

HDR Activities: **001.01 - General Administration of Submittals**

- Receive, log and distribute submittals to design team for review.
- Provide timely review and re-distribution of Shop Drawings, miscellaneous submittals, and other submittal information.
- Establish organized storage for samples and a tracking log for samples. See Task Series 002.

001.02 - Review of Shop Drawing Status and Scheduling

- Review weekly the approved submitted schedule and the actual Shop Drawing Log for comparison.
- Review Shop Drawing Submittal Log in regard to requirements that all Shop Drawings must be submitted and approved prior to percent completion defined in Contract Documents.
- Utilize Shop Drawings Submittal Schedule as a checklist item for application for payment.
- Notify OWNER of deficiencies.
- Address general status of Shop Drawings at Construction Meetings.
- Address Contractor's requests for Shop Drawing review of critical equipment and materials prior to having an approved submittal schedule.

001.03 - Evaluate Requests for Substitution

- Review substitution requests in terms of quality, cost, constructability and secondary Project impact.
- Assist OWNER in negotiating any cost or time considerations, additive or deductive, associated with a product substitution.

Deliverables:

- Scheduling Notification to Design Team Shop Drawing Reviewers
- Review comments on submittals with defined action
- Weekly Shop Drawing Status Log
- Written approval or rejection of substitution requests

Assumptions: HDR will utilize its Project specific CCA Manual to log and track Contractor submittals.

TASK SERIES 002 – CONSTRUCTION OBSERVATION / INSPECTION

Objective: Observe, record and report work progress to determine the work is in general conformance with the requirements of the Contract Documents. Document activity observed making note of deficiencies and any issues requiring resolution.

HDR Activities: **002.01 – Establish a Construction Documentation Management System**

- Establish a documentation filing, distribution, retrieval and management system that provides for the identification of critical Project records, and distribution, tracking and status reporting of documentation that requires iterative review and comment, response or signature to reach closure

002.02 – General Construction Observation

- Create and file daily work reports defining specified work completed and Contractor work force figures.
- Monitor construction activity to verify conformance with Contract Documents and document activities and observations.
- Record weather condition information
- Record Requests for Interpretation of Contract Document's provisions.
- Note construction deficiencies and punch list items.
- Generate photographic or video documentation.

002.03 – Utility Coordination

- Provide coordination with each major project stakeholder in adjustments or relocation of existing or proposed utilities.

002.04 – Site Conditions Review

- Review overall condition of site for excessive construction debris or erosion, and proper drainage and access
- Review protection provisions for existing structures, piping, trees and other items designated to be protected.
- Document deficiencies and notify the **OWNER**.

002.05 – Quality Control Testing & Verification Testing

- Provide verification testing for all necessary work elements in conformance with standard FDOT testing requirements.
- Utilize a certified FDOT materials testing laboratory for all material testing in conjunction with field verification testing.

002.06 – Coordinate and Review Earthwork Testing

- Establish communication of test result procedures and protocols with testing laboratory.
- Review all test results to verify compliance with specified requirements and maintain Project Log.
- Verify areas of failing compaction are corrected to specified criteria.

002.07 – Coordinate and Review Concrete Testing

- Review concrete mix design with the Structural Engineer to establish specification compliance relative to addition of water to concrete on site.
- Initiate a sampling program to verify correct numbers of cylinders are taken as called for in the specifications.
- Review field data to verify other items such as slump, air entrainment and special admixtures are in accordance with the Contract Documents.
- Review each failing compressive strength test to determine structural implications and course of corrective action required.
- Notify OWNER of subsequent testing which is required.

002.08 – Design Discipline Site Visitations

- Coordinate and conduct design discipline site and other visitations.
- Follow-up of any site deficiencies noted by design team members.
- In the event of visitation by regulatory officials, follow up with telephone contact to get their impressions and comments.
- For special visitations, arrange that proper persons representing the various interested parties are present.

002.09 – Coordinate Project Photo and Video Documentation

- Develop and maintain a logging system to enable easy retrieval of visual information.
- Video or photo document construction activities as deemed appropriate.

002.10 – Record Drawing Review

- Update as-recorded drawings on a monthly basis. Refer to Field Order and CPR Logs to identify areas of construction revision.
- Continually note items as they are noticed during regular field observation duties for inclusion on

monthly as-recorded updates.

- Report general status at Project meetings.

002.11 – Develop a Progressive List of Items Requiring Correction

- Monitor construction throughout the **Project** duration and identify deficient items.
- Provide OWNER with an updated list at construction meetings.
- As deficiencies are corrected, revise the list by deleting corrected items.
- Distribute the deficiencies list updates to authorized parties.
- Utilize list to aid in identifying retainage amounts near Project completion.

002.12 - OWNER Notification of Accident Damage/Injury

- Maintain communications with the project superintendent to encourage prompt notification of accidents.
- Require lost-time accident reports at construction meetings.
- Upon observation or notification of an accident, take photographs and/or videotape of accident scene, make written notes and notify **OWNER**.

- Deliverables:
- Daily Work Report
 - Monthly Construction Progress Report
 - Notice of Non-Compliance with the Intent of the Contract Documents
 - Monthly **Project** Status Report
 - Written Notification of Required Site work Action
 - Written notification of damaged or improperly stored materials with adjustment to payment
 - Written acceptance of major equipment foundations
 - Documentation of site visitation in **Project** Log. Field reports documenting results of field visitation.
 - Photo/video documentation of construction activities accessible without an organized retrieval system
 - Monthly punch list of work
 - Documentation of accident damage/injury
 - Certificate of Substantial Completion

- Assumptions:
- **HDR** will use its standard Construction Contract Administration forms for documenting construction observation and inspection activities.
 - **HDR** will not supervise, direct or control construction forces.
 - Quality Control Testing will be performed by the Owner in conformance with standard FDOT testing frequency and procedures.
 - **HDR's** construction observation and inspection will not be exhaustive and is not intended to be sufficient enough to prevent Contractors from failing to perform work in accordance with contract requirements. **HDR** will act to have defective work corrected by the Contractors when **HDR** is aware defective work exists.

TASK SERIES 003 – CONTRACT INTERPRETATIONS AND MODIFICATIONS ADMINISTRATION

Objective: Provide timely reviews and responses to requests for interpretations or information and proposed modifications identified by the **OWNER**, Engineer of Record, or HDR's construction engineering and inspection team.

HDR Activities: **003.01 - Coordinate Interpretations Review**

- Receive, log and distribute Requests for Information (RFI) to appropriate design team members for response.
- Review and respond to RFI's.
- Receive design team responses, log and distribute to **OWNER**.
- Prepare and issue response letters, Field Orders (FO's) or Change Proposal Requests (CPR's) as required.

003.02 - Administration of Changed Work

- Evaluate Project on a continual basis to determine when changes are required.
- Initiate necessary changes in the form of CPR's.
- Review costs presented on CPR's.
- Review all CPR items and negotiated costs with **OWNER** for **OWNER's** approval.
- Assemble approved CPR's periodically into Change Orders (CO's). Include justification documents with

each CO.

- Track CPR's and CO's through **OWNER's** acceptance, Engineer's signature, and **OWNER** executive action.
- Maintain current status log of all CPR's and CO's.
- Review as-recorded drawings to verify changes in work are reflected as applicable.

003.03 - Coordinate and issue Change Proposal Requests (CPR's)

- Collect technical information and evaluate proposed change. Prepare technical description of the CPR using necessary graphic details and specifications.
- Prepare Engineer's Opinion of Cost and evaluation of impact on Contract Time.
- Route copies to the appropriate **Project** files.
- Follow and report the status of CPR's using logs that track the dates of:
 - Engineer's review and recommendation of pricing; and,
 - **OWNER's** acceptance.

003.04 - Change Orders (CO's)

- Identify with the **OWNER's** designated representative the combining of CPR's strategy and the timing of Change Orders.
- Update CPR and Change Order Logs and provide status reports tracking the execution of Change Orders.
- Monitor Contractor progress payment applications to allow payment only for executed Change Orders.

Deliverables:

- Monthly summary of RFI processing and status
- Change Proposal Requests (CPR).
- Estimates of cost and time for each CPR
- Monthly summary of CPR status
- Work Change Directives
- Monthly summary of Change Order status

Assumption: HDR will use its standard Construction Contract Administration forms for documenting contract interpretation and modification activities.

Assumption: None

TASK SERIES 004 – PROJECT CLOSEOUT/POSTCONSTRUCTION

Objective: Conduct an orderly and properly documented Project closeout.

HDR Activities: **004.01 - Conduct Final Completion Inspection**

- Schedule the final inspection date and notify the **OWNER**.
- Assemble the various final completion submittal documents for the final inspection meeting and review them with the various parties.
- Conduct the final inspection.

Deliverables:

- Substantial completion punch list
- Final completion of submittal checklist
- Copy of final storage records for **Project** documentation stored by HDR

Assumption: Substantial and final inspections will include one person from each design discipline. Only one of each inspection is anticipated.