

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3248-WS

TASK ORDER #: 7

TASK ORDER AMOUNT: \$ 232,500

CONTRACT: C22-3248-WS
POLY, INC.
GENERAL ENG SERVICES FOR WS
EXPIRES: 09/30/2025 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

Poly, Inc.

FIRM'S NAME

Bruce Bradley, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

President

May 22, 2023

TITLE

DATE

RECOMMENDED FOR APPROVAL
(Department Director)

Jeff Littrell

Jeff Littrell - OCWS DIRECTOR

Water & Sewer Director

TITLE

DATE

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual) Table 1

DeRita
Mason

Digitally signed by DeRita
Mason
Date: 2023.05.24
09:16:32 -05'00'

DeRita Mason - PURCHASING MANAGER

DATE Faye
Douglas

Digitally signed by Faye
Douglas
Date: 2023.05.30
12:34:49 -05'00'

OMB DIRECTOR

DATE

John Hofstad

Digitally signed by John
Hofstad
Date: 2023.05.31
14:06:36 -05'00'

John Hofstad - COUNTY ADMINISTRATOR

DATE



Robert A. "Trey" Goodwin III - CHAIRMAN

June 6, 2023

DATE



C22-3248-WS

TASK ORDER #7

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED SEPTEMBER 20, 2022, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND POLY, INC., 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 Seminole Potable Water Well

Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Poly, Inc.) to proceed with professional engineering design, permitting, funding assistance, bid phase, and construction phase services for the Seminole Potable Water Well 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:

As part of this agreement, the CONSULTANT will provide a wide range of services, which may include but are not limited to conducting studies, preparing reports, carrying out fieldwork, and providing professional engineering design services. CONSULTANT will also develop plans and specifications for the PROJECT, create contract documents for construction, secure required permits, provide funding assistance services, and provide bid and construction phase services throughout the construction process. 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. Preliminary Site Assessment Services
2. Engineering Design Phase Services
3. Permitting Phase Services
4. Assistance with SRF Funding
5. Bid Phase Services
6. Construction Phase Services

Specific Work Tasks that may be authorized by the COUNTY's Representative are presented below:

Work Task 1. Preliminary Site Assessment Services

1.1 Site Assessment Services

- 1.1.1 CONSULTANT will research nearby sanitary hazards and coordinate placement of the proposed new well with the Florida Department of Environmental Protection (FDEP), the Northwest Florida Water Management District (NWFWM), and the Okaloosa County Health Department (OCHD).

- 1.1.2 CONSULTANT will assist with the coordination and development of any necessary variance requests required by the above permitting agencies.

Work Task 2. Engineering Design Phase Services

2.1 Design Phase Services

- 2.2.1 CONSULTANT will utilize field surveys, existing utility locations, and topographic data furnished by COUNTY for the design of the PROJECT.
- 2.2.2 The CONSULTANT will assess the desired well pumping rates and conditions and suggest appropriate rates to cater to different pumping scenarios, taking into consideration the operational status of nearby tanks. This will involve conducting basic hydraulic modeling and analyzing data from the COUNTY's GIS database of existing pipelines.
- 2.2.3 CONSULTANT will contract with a licensed geotechnical engineering firm to perform a geotechnical investigation of the proposed site. The investigation's intent will be to establish the information and data necessary to design the various structures included in the PROJECT. CONSULTANT will incorporate information, recommendations, and conclusions from the geotechnical engineering consultant into the PROJECT's final design.
- 2.2.4 CONSULTANT will develop detailed design drawings depicting existing site conditions, proposed well, control/chlorination building, site piping, variable frequency drives, chlorination system, generator, flow meter, driveways, electrical, architectural, structural, pipeline alignments, connections to existing utilities, locations of valves, fittings, and other appurtenances, pump to waste pond and other appurtenances for a complete potable water well.
- 2.2.5 CONSULTANT will incorporate the COUNTY's recently prepared standard water well electrical drawings/details into the PROJECT with a review by a licensed Electrical Engineer to ensure compliance with current codes and standards.
- 2.2.6 CONSULTANT will develop relocation plans for the existing force main located in SR-20 right of way. The relocated line is to be installed via horizontal directional drilling.
- 2.2.7 CONSULTANT will prepare technical specifications in general conformance with the Construction Specifications Institute.
- 2.2.8 CONSULTANT will review with COUNTY at specified intervals representing 30%, 60%, 90%, and 100% final drawings (after permitting; released for construction). Technical Specifications will be submitted at 60% and subsequent reviews. Contract Documents will be submitted at 90% and subsequent reviews.
- 2.2.9 CONSULTANT will prepare an opinion of probable cost for COUNTY's review with detail consistent with the 60% and 90% review submittal. The estimates of project costs provided by the CONSULTANT will be made based on information available to the CONSULTANT and the CONSULTANT'S experience. Since CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, the Proposers' methods of determining prices, competitive bidding and market conditions, and future economic and unforeseen conditions, there will be no guarantee or warranty that future costs will not vary from estimates and projections.
- 2.2.10 CONSULTANT will submit Final Construction Ready plans and specifications to COUNTY for final construction and procurement.

Work Task 3. Permitting Phase Services

3.1 Permitting and Interagency Coordination

- 3.1.1 CONSULTANT will prepare necessary permit applications for approval by the Florida Department of Environmental Protection (FDEP), the Northwest Florida Water Management District

(NFWFMD), the Florida Department of Transportation (FDOT), and local County permitting agencies. All permit fees will be paid for by COUNTY.

- 3.1.2 CONSULTANT will coordinate with said agencies and respond to any requests for additional information, to obtain all necessary permits.
- 3.1.3 CONSULTANT will submit the plans and specifications, signed and sealed, to the Okaloosa County Growth Management Department on behalf of the COUNTY. Alternatively, CONSULTANT may provide the plans and specifications to the chosen Contractor for submission. The COUNTY will bear the expenses of all the associated permit and review fees.

Work Task 4. Assistance with SRF Funding

4.1 Site Assessment Services

- 4.1.1 CONSULTANT will coordinate with the COUNTY and other sub-consultants to develop and collect the necessary engineering information required to apply for and obtain state revolving funding (DWSRF) for the new well construction program (inclusive of five planned wells) in initial submission for construction costs for Seminole Well (only) after completion of bidding specifications and construction drawings, as well as receipt of required permits.
- 4.1.2 CONSULTANT will assist the COUNTY in procuring and preparing the necessary documentation to obtain funding from the Florida Department of Environmental Protection DWSRF program and to assist the COUNTY in applying for the appropriate funding requirements. Developing and implementing complete facility planning documents and feasibility application will be performed by Others.
- 4.1.3 CONSULTANT will develop a Benefit-Cost Analysis (BCA), Economic Impact Analysis, or a Financial Analysis Report, as required.
- 4.1.4 CONSULTANT will perform an Environmental Assessment, as required by DWSRF program, including an Environmental Audit of the proposed development area, including all necessary field investigation and historical background verification.
- 4.1.5 CONSULTANT will perform a cultural resource analysis in conjunction with FDEP & FFWS for threatened or endangered species and critical habitats, as required.
- 4.1.6 CONSULTANT will collect and prepare all information to comply with the FDEP's Environmental Information Documents (EID) requirements.
- 4.1.7 CONSULTANT will prepare and/or aid with completing, collecting and submitting the following documents, as required for the Project:
 - 4.1.7.1 Request for Inclusion (RFI) Form
 - 4.1.7.2 EPA's Financing Alternatives Comparison Tool (FACT)
 - 4.1.7.3 Facilities Planning Forms and Documents (to be prepared by Others)
 - 4.1.7.4 Capital Financing Plan
 - 4.1.7.5 Site Certification
 - 4.1.7.6 Required Resolutions
 - 4.1.7.7 Review and Coordinate submittal of Plans, Specs, & Bidding Requirements
 - 4.1.7.8 Preparation and coordination of Loan Forms and Documents
 - 4.1.7.9 EPA's Pre-award Compliance Report - EPA Form 4700-4
 - 4.1.7.10 Federal Funding Accountability and Transparency Act
- 4.1.8 CONSULTANT will provide funding administration assistance to comply with Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200), which may include financial management, procurement assistance, compliance with Build American, Buy America (BABA)/ American Iron and Steel (AIS) provisions and reporting.
- 4.1.9 CONSULTANT will coordinate with COUNTY's Grant Department staff to perform grant administration and prepare monthly/quarterly reporting and other associated requirements as stipulated in the Agreement(s) and COUNTY policies.
- 4.1.10 CONSULTANT will provide loan administration and compliance documentation services as necessary for the extent of the project.
- 4.1.11 CONSULTANT will meet with stakeholders, attend workshops/meetings, and provide presentations as needed.

Work Task 5. Bid Phase Services

5.1 Bid Documents

- 5.1.1 CONSULTANT will prepare standard contract documents using CONSULTANT's standard EJCDC format documents and inclusive of any COUNTY required documents.
- 5.1.2 CONSULTANT will submit Bid Phase documents for COUNTY's review to include but not limited to Purchasing, Risk Management, and Legal. CONSULTANT will incorporate comments received from these departments and assist with planning of advertisement, pre-bid meeting and bid opening dates.
- 5.1.3 CONSULTANT will assist COUNTY's Purchasing Department with the Bid Process. Assistance will generally consist of:
 - 5.1.3.1 Compiling and providing list of potential Bidders, with pertinent contact information to Purchasing prior to Advertisement of the Project.
 - 5.1.3.2 Answering any RFI's from plan holders that arise during the bid process.
 - 5.1.3.3 Conducting a Pre-Bid meeting and making notes from that meeting to include in Addendum.
 - 5.1.3.4 Attending the public bid opening if requested.
 - 5.1.3.5 Reviewing all bids received to determine if they are responsive and responsible.
 - 5.1.3.6 Conduct any necessary investigations of the successful bidder if they have not previously performed work for the COUNTY.
 - 5.1.3.7 Prepare a tabulation of bids received and Recommendation of Award to submit to COUNTY for approval.
 - 5.1.3.8 Prepare contract documents for execution by the successful bidder and the COUNTY. CONSULTANT will submit to COUNTY's Purchasing Department for review by Purchasing, Risk Management, and Legal, and incorporate any comments received from these departments.

Work Task 6. Construction Phase Services

CONSULTANT will serve as COUNTY's Representative for the PROJECT and will serve as the COUNTY's representative at meetings, workshops, site visits, and other necessary functions of the PROJECT. Specifically, the CONSULTANT will perform the following services:

6.1 Services During Construction.

- 6.1.1 CONSULTANT will attend pre-construction conference and attend other meetings with representatives of the COUNTY, Suppliers, Contractors, and other appropriate parties when requested for consultation or conference about the construction activities of the projects.
- 6.1.2 CONSULTANT will make regular on-site construction observations by Project Representative averaging 16 to 18 hours/week*.
- 6.1.3 CONSULTANT will witness critical inspection points such as drilling operations, compaction testing**, rebar inspections, concrete pours, pressure testing, major component installation, performance testing, startup, and final inspection.
- 6.1.4 CONSULTANT will consult and advise COUNTY during construction and provide or coordinate technical interpretations of the drawings and specifications.
- 6.1.5 CONSULTANT will evaluate and coordinate Contractor requested deviations from the approved design or specifications of the project and submit a recommendation to the COUNTY, and otherwise advise the COUNTY in the evaluation of the cost of necessary Contract change orders related to the projects.

- 6.1.6 CONSULTANT will coordinate with the COUNTY the review of shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections, and other data. The CONSULTANT will review and will coordinate the review of this data for general conformance with the design concepts of the project and general compliance with the information given in the drawings, specifications, and any addenda. The CONSULTANT will have approval authority over this information.
- 6.1.7 CONSULTANT will arrange periodic visits by Engineer(s) to the PROJECT site to observe the progress of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Contract Documents and Permits.
- 6.1.8 CONSULTANT will prepare digital RECORD DRAWINGS from as-built drawings prepared by CONTRACTOR and other maps, plans, and survey data as provided by the OWNER.
- 6.1.9 CONSULTANT will make a final review of the construction and RECORD DRAWINGS to determine, in general, if the work has been completed in conformance with the plans and specifications.
- 6.1.10 CONSULTANT will assist the COUNTY in performance testing and starting up installed equipment.
- 6.1.11 CONSULTANT will prepare and submit permit closeout/clearance documents.

* This is not intended to be a full-time inspection contract. As such, CONSULTANT will not bear responsibility for work items found to be deficient during the absence of an on-site project representative.

**Costs for any geotechnical services, including compaction and concrete testing, to be borne by the CONTRACTOR.

Article C. Compensation Provisions:

As compensation for providing the services described within this Task Order, COUNTY will pay CONSULTANT in accordance with Section 7 of the September 20, 2022 Agreement. **The budget ceiling for this Task Order is \$232,500.00.** A breakdown of the budget ceilings for this Task Order is presented in Table C-1 below:

TABLE C-1 – BREAKDOWN OF BUDGET CEILING

	Work Task # and Description	Work Task Cost Ceiling	Compensation Method
1.	Preliminary Site Assessment Services	\$ 7,500.00	Time & Materials
2.	Engineering Design Phase Services	\$ 140,000.00	Lump Sum
3.	Permitting Phase Services	\$ 10,000.00	Lump Sum
4.	Assistance with SRF Funding	\$ 15,000.00	Time & Materials
5.	Bid Phase Services	\$ 10,000.00	Lump Sum
6.	Construction Phase Services	\$ 50,000.00	Time & Materials
TOTAL BUDGET CEILING		\$ 232,500.00	

CONSULTANT will keep COUNTY informed of progress so that the budget and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is COUNTY obligated to pay CONSULTANT beyond these limits.

Article D. Period of Service:

The schedule for the Project within this Task Order is as follows:

Authorization to Proceed

Upon execution of Task Order

Termination of Task Order

September 30, 2025

Article E. Authorized Representatives:

The Authorized Representatives designated below are authorized to act with respect to this Task Order. Communications between the parties will be through the Authorized Representatives:

For COUNTY	For CONSULTANT
<p>Name: Jeff Littrell Director</p> <p>Jeff Littrell</p> <p>signature _____ date _____</p>	<p>Name: Bruce Bradley, P.E. President</p> <p><i>Bruce Bradley</i></p> <p>signature _____ date <u>5/22/2023</u></p>
<p>Address: 1804 Lewis Turner Blvd., Suite 300 Fort Walton Beach, FL 32547</p>	<p>Address: P.O. Box 841 Shalimar, FL 32579</p>
<p>Telephone: (850) 651-7172</p>	<p>Telephone: (850) 609-1100</p>

***** End *****

