

**TASK ORDER APPROVAL FORM**

CONTRACT #: C22-3248-WS

TASK ORDER #: 9

TASK ORDER AMOUNT: \$65,000

**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

*Bruce Bradley*

SIGNATURE

President 09/15/2023

TITLE DATE

**RECOMMENDED FOR APPROVAL**  
**(Department Director)**

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

**Mark Wise**  
Digitally signed by Mark Wise  
DN: cn=Mark Wise, o=Okaloosa County Water & Sewer, ou, email=mwise@nyokaloosa.com, c=US  
Date: 2023.09.29 13:16:03 -05'00'

**DeRita Mason**  
Digitally signed by DeRita Mason  
Date: 2023.09.29 13:33:45 -05'00'

SIGNATURE

PURCHASING MANAGER

Water & Sewer

09.29.2023

TITLE

DATE

September 29, 2023

**Faye Douglas**  
Digitally signed by Faye Douglas  
Date: 2023.10.10 08:43:41 -05'00'

DATE

Faye Douglas - OMB Director

10.10.2023

DATE

*[Signature]*

CHAIRMAN (if applicable)

John Hofstad  
COUNTY ADMINISTRATOR (if applicable)

October 10, 2023

DATE

DATE

## **TASK ORDER 9**

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 for Fiscal Year 2024 General Professional Engineering Services**

#### **Article A. Purpose:**

The purpose of this Task Order is to authorize and direct CONSULTANT (Poly, Inc.) to proceed with professional engineering services for assisting the Okaloosa County Water and Sewer Department (COUNTY) to provide general water and wastewater professional services assistance. The activities that are included are described in "Article B. Scope of Services."

#### **Article B. Scope of Services:**

The general professional consultation services that CONSULTANT agrees to furnish include, but are not limited to, preparation of studies, reports, fieldwork, and special services, etc., and that are applicable to the General Professional Engineering Services (Project), as requested by COUNTY's representative as described below:

CONSULTANT will provide and perform general professional engineering and related services as authorized by COUNTY that consist of the appropriate items, as follows:

- Attending meetings as requested by representatives of the COUNTY and provide general engineering assistance, consultation, and opinions.
- Perform professional engineering services that might include engineering or environmental rate studies.
- Developing schedules, plans, engineering analyses and evaluations to address small independent issues or projects.
- Providing assistance in identifying and acquiring grants and loans from federal agencies or other applicable sources of funding, as well as any resulting reporting or grant compliance.
- Assisting with permits with federal, state, and local government agency permits (fees to be provided by the COUNTY) and inquiries from regulatory agencies not associated with other projects.
- Assisting the COUNTY to develop conceptual level planning documents and preparing cost estimates, prior to the development of larger task orders, to evaluate the feasibility of different alternatives.
- Preparation of small investigations or evaluations of existing infrastructure (water wells, tanks, lift stations, conveyances) including investigation or evaluations of equipment or unit processes under consideration by the COUNTY for incorporation in their system.
- Performing field investigations and construction observation not associated with other projects or task orders.

- Perform land surveys (boundary and/or topographic) including easement preparation for properties and/or projects in support of on-going operations including property acquisitions.
- Perform Phase I and/or Phase II Environmental Investigations for properties under consideration for acquisition.
- Developing presentations to the Board of COUNTY Commissioners, the general public, regulatory agencies, professional societies, or civic groups regarding projects or activities undertaken or in consideration by the COUNTY.
- Responding to general questions on engineering matters as requested by the COUNTY's designated representative including research into archival information of previous projects.

**Article C. Compensation Provisions:**

As compensation for providing the services described within this Task Order, COUNTY shall pay CONSULTANT in accordance with Section 7 of the September 20, 2022, Agreement, based on the CONSULTANT's Per Diem Rates for the actual time worked on the Project plus Direct Expense incurred for the Project. The budget ceiling for this Task Order is \$65,000.00.

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  
 Termination of Task Order

Execution of Task Order  
 September 30, 2024

**Article E. Authorized Representatives:**

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

For CLIENT	For CONSULTANT
<p><b>Name:</b> Mark Wise            Interim Director</p> <p><b>Mark Wise</b>  <small>Digitally signed by Mark Wise            DN: cn=Mark Wise, o=Okaloosa            County Water &amp; Sewer, ou,            email=markwise@myokaloosa.com, c=US            Date: 2023.09.29 13:14:41 -05'00'</small></p> <p>signature _____ date _____</p>	<p><b>Name:</b> Bruce Bradley, P.E.            President</p> <p><i>Bruce Bradley</i>            _____ 9/15/2023            date</p>
<p><b>Address:</b> 1804 Lewis Turner Blvd., Suite 300            Fort Walton Beach, FL 32547</p>	<p><b>Address:</b> P.O. Box 841            Shalimar, FL 32579</p>
<p><b>Telephone:</b> (850) 651-7172</p>	<p><b>Telephone:</b> (850) 609-1100</p>

\*\*\*\*\* End \*\*\*\*\*