

TASK ORDER APPROVAL FORM

CONTRACT #: C22-3248-WS

TASK ORDER #: 12

TASK ORDER AMOUNT: \$ 109,500

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

Bruce Bradley

SIGNATURE

President

February 8, 2024

TITLE

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

Mike Hackett

Mike Hackett

Water & Sewer Director

TITLE

2/8/2024

DATE

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

DeRita Mason

Digitally signed by DeRita
Mason
Date: 2024.02.13 09:12:08
-06'00'

DeRita Mason - PURCHASING MANAGER

02.13.2024

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2024.02.14 11:20:43 -06'00'

Faye Douglas - OMB DIRECTOR

02.14.2024

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2024.02.15 09:06:25
-06'00'

John Hofstad - COUNTY ADMINISTRATOR

02.15.2024

DATE

Paul Mixon

Paul Mixon - CHAIRMAN

3/12/2024

DATE



C22-3248-WS

TASK ORDER # 12

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 Poquito Pump Station Replacement

Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Poly, Inc.) to proceed with professional engineering design, permitting, bid phase, and construction phase services for the Poquito Pump Station Replacement Project (PROJECT) for the Okaloosa County Water and Sewer Department (COUNTY). This project will replace the existing Poquito Pump Station, which has reached capacity and the end of its useful life. The existing "bucket-type" station will be replaced with a more typical submersible pump station. 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, 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. Evaluation Services
2. Engineering Design Phase Services
3. Permitting Phase Services
4. Bid Phase Services
5. Construction Phase Services

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

Work Task 1. Evaluation Services

1.1 System and Site Evaluation Services

- 1.1.1 CONSULTANT will evaluate existing and projected sewer flows into the pump station and the existing forcemains downstream of the pump station to develop a recommended flow rate for the new pump station.

- 1.1.2 CONSULTANT will explore the selected site and coordinate the orientation of the proposed new pump station with the OWNER as it relates to neighboring easements and rights-of-way.
- 1.1.3 CONSULTANT will develop a hydraulic model of the forcemain located downstream from the newly proposed pump station until the discharge manhole at the northern boundary of the Okaloosa County Administration Building in Shalimar. The hydraulic model will be utilized to predict the head on the new pumps and to analyze the submitted pumps.
- 1.1.4 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.

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 CONSULTANT will assess the current and projected sewer flows along with the OWNER's desired maximum pressures and flow rates in the downstream forcemain to select a design flow rate for the new pump station.
- 2.2.3 CONSULTANT will prepare a preliminary and final design for a new pump station. This will include a new fiberglass wetwell, new non-clog submersible pumps, stainless steel discharge piping with above ground valves, a new control panel, a new emergency generator, fencing, and basic landscaping. Additionally, the electrical portion of the design will include electrical site and single line diagrams which will follow the COUNTY's current Electrical Design Standard Lift Station Drawings.
- 2.2.4 CONSULTANT will prepare technical specifications in general conformance with the Construction Specifications Institute.
- 2.2.5 CONSULTANT will review with COUNTY at specified intervals representing 30%, 60%, 90%, and 100% final drawings (after permitting; released for construction). Technical Specifications and Contract Documents will be submitted at 90% and subsequent reviews.
- 2.2.6 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.
- 2.2.7 CONSULTANT will submit Final Construction Ready plans and specifications to COUNTY for final construction and procurement.
- 2.2.8 CONSULTANT will prepare and submit a separate construction contract solicitation, along with technical documents and drawings, for the procurement of a Shoring/Dewatering Contractor.
- 2.2.9 CONSULTANT will prepare and submit a Lift Station Design Report containing a design summary, lift station calculations, and pump information.

Work Task 3. Permitting Phase Services

3.1 Permitting and Interagency Coordination

- 3.1.1 CONSULTANT will prepare and submit a wastewater permit application for approval by the Florida Department of Environmental Protection (FDEP) and will submit signed and sealed drawings to the Okaloosa County Growth Management Department on behalf of the COUNTY for the execution of the electrical permit. All permit fees will be paid for by COUNTY.
- 3.1.2 CONSULTANT will prepare and submit a utility right-of-way permit application to Okaloosa County Public Works (OCPW) and coordinate work within the adjacent drainage easement with OCPW.
- 3.1.3 CONSULTANT will coordinate with said agencies and respond to any requests for additional information, to obtain all necessary permits.
- 3.1.4 CONSULTANT will prepare and submit required permit applications immediately upon completion of the 90% design review meeting unless significant changes are requested during the 90% design review meeting. If that is the case, a supplemental 95% review set will be prepared/reviewed and used for permitting.

Work Task 4. Bid Phase Services

4.1 Bid Documents

- 4.1.1 CONSULTANT will prepare two contract documents using CONSULTANT's standard EJCDC format documents and inclusive of any COUNTY required documents as follows. One will be "material only" for the pumps, wet well, MCC, and control panel. The second will be a construction contract for shoring and dewatering services.
- 4.1.2 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 from these departments and assist with planning advertisements, pre-bid meeting, and bid opening dates.
- 4.1.3 CONSULTANT will assist COUNTY's Purchasing Department with the Bid Process. Assistance will generally consist of:
 - 4.1.3.1 Compiling and providing list of potential Bidders, with pertinent contact information to Purchasing prior to Advertisement of the Project.
 - 4.1.3.2 Answering any RFI's from plan holders that arise during the bid process.
 - 4.1.3.3 Conducting a Pre-Bid meeting and making notes from that meeting to include in Addendum.
 - 4.1.3.4 Attending the public bid opening if requested.
 - 4.1.3.5 Reviewing all bids received to determine if they are responsive and responsible.
 - 4.1.3.6 Conduct any necessary investigations of the successful bidder if they have not previously performed work for the COUNTY.
 - 4.1.3.7 Prepare a signed/sealed tabulation of bids received and a recommendation of award letter to be submitted to the OCWS Project Manager for review.

Work Task 5. 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:

5.1 Services During Construction.

- 5.1.1 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.
- 5.1.2 CONSULTANT will make regular on-site construction observations by Project Representative averaging 8 to 16 hours/week*.

- 5.1.3 CONSULTANT will witness critical inspection points such as sheet pile installation, dewatering/excavation, compaction testing**, rebar inspections, concrete pours, pressure testing, major component installation, performance testing, startup, and final inspection.
- 5.1.4 CONSULTANT will consult and advise COUNTY during construction and provide or coordinate technical interpretations of the drawings and specifications.
- 5.1.5 CONSULTANT will evaluate and coordinate Contractor or COUNTY 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.
- 5.1.6 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.
- 5.1.7 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.
- 5.1.8 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.
- 5.1.9 CONSULTANT will assist the COUNTY in performance testing and starting up installed equipment.
- 5.1.10 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 OWNER.

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 \$109,500.00. 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 Description	Work Task Cost Ceiling	Compensation Method
1. Evaluation Services	\$ 10,000	Lump Sum
2. Engineering Design Phase Services	\$ 65,500	Lump Sum
3. Permitting Phase Services	\$ 4,500	Lump Sum
4. Bid Phase Services	\$ 10,000	Lump Sum
5. Construction Phase Services	\$ 19,500	Time & Materials
TOTAL BUDGET CEILING	\$ 109,500	

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, or Until Project Completion

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
Name: Mike Hackett Director  2/2/24 <small>signature date</small>	Name: Bruce Bradley, P.E. President  2/8/2024 <small>signature date</small>
Address: 1804 Lewis Turner Blvd., Suite 300 Fort Walton Beach, FL 32547	Address: P.O. Box 841 Shalimar, FL 32579
Telephone: (850) 651-7172	Telephone: (850) 609-1100

***** End *****