

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2747-PW

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MOTT MACDONALD FLORIDA, LLC
GENERAL ENGINEERING SERVICES FOR PW
EXPIRES: 09/30/2023

TASK ORDER #: 11

TASK ORDER AMOUNT: \$187,254

OFFERED BY CONSULTANT:

Mott MacDonald Florida, LLC

FIRM'S NAME

David D. Skipper, PE

REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Senior Vice President

TITLE

04/07/2022

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: 2022.04.07 10:17:48 -05'00'

SIGNATURE

TITLE

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

Jeffrey A Hyde
Digitally signed by Jeffrey A Hyde
Date: 2022.04.07 10:34:29 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas
Digitally signed by Faye Douglas
Date: 2022.04.08 11:07:11 -05'00'

OMB DIRECTOR

DATE

John Hofstad
Digitally signed by John Hofstad
Date: 2022.04.08 11:34:13 -05'00'
COUNTY ADMINISTRATOR (if applicable)

DATE

Revised January 21, 2020


Mel Ponder
CHAIRMAN (if applicable)

April 19, 2022
DATE





Okaloosa County General Engineering Services for Public Works

Task Order Proposal for Contract C19-2747-PW

Submitted to
Jason Autrey, PE
Public Works Director

Okaloosa County
1759 S Ferdon Blvd
Crestview, FL 32536
jautrey@myokaloosa.com

Project

Programming and Design
Services for South Annex
Agriculture Center

Project Number
502100708-009

MM Contact

Amber Kirk, PE
Senior Project Manager

Mott MacDonald
220 W Garden Street
Suite 700
Pensacola, FL 32502
amber.kirk@mottmac.com
850.490.1209

Professional Engineering Services Proposal

Mr. Autrey,

Mott MacDonald is pleased to provide this Task Order proposal for professional engineering services related to the programming and design of the Okaloosa County Extension South Annex Agriculture Center. The County received state grant funding (CSFA 42.047) to design and construct a new agriculture center building at 1954 Lewis Turner Blvd in Fort Walton Beach, FL. The building is anticipated to be approximately 2,800 sf incorporating the following elements:

- **90-person Meeting Room** with overhead projector; room to include retractable/folding door to divide into two classrooms
- **Demonstration Kitchen** with standard equipment (sink, dishwasher, reach-in refrigerator, oven); a stove with commercial vent hood; space for commercial freezer; option to project from kitchen to adjacent meeting room
- **Offices** (two minimum; three preferred) and storage space
- **Compact Diagnostic Laboratory** for plant/soil samples; no requirements for specialty hoods or hazardous chemical/material storage
- **Lobby** with reception area; main entrance to face west toward Courthouse Annex
- **Covered Porch** offering patio and storage space (10' minimum width)
- **Restrooms** (interior men and women; and exterior-accessed family restroom*)
 - *The exterior south-facing restroom will serve the public attending events and the farmer's market; a free-standing restroom building may be considered for this purpose, as an alternative to incorporating it within the agriculture center.
- **Site Features**
 - Parking accessed from Courthouse boulevard entrance and east parking lot, potentially within footprint of former baseball field
 - The building will be adjacent to the existing farmer's market and a new greenhouse (by others); there will be a need for exterior outlets and irrigation with potential for shallow well to serve the greenhouse.
 - Outdoor space adjacent to building is needed for education programs and events
 - Exterior lighting will be required for evening access and visibility

The consultant scope of services includes: data collection (topographic survey and geotechnical investigation); coordination; architectural programming; architectural and engineering design services (concept sketch; 90% and final construction documents); permitting assistance; and limited bid and construction phase support.

This Task Order, when executed, will be incorporated as part of the original Contract for General Engineering Services C19-2747-PW dated March 9, 2021, between Okaloosa County and Mott MacDonald Florida, LLC.

Scope of Services

1. Data Collection and Coordination

a. Topographic Survey

Consultant will perform a topographical survey of the anticipated building and site limits, bounded by: the southern property line along Lewis Turner Blvd; the entrance road lying west of the project site; the southern edge of the existing east Courthouse parking lot; the extents of the existing unused baseball field on City property; and the farmers market tree line. The survey shall include the collection of both horizontal and vertical position data for all visible and apparent features, along with property corner data. However, the survey does not include a title search nor commitment for said road right of ways. The survey scope does not include sub-surface utility exploration, tree survey, or easement sketches.

b. Geotechnical Investigation and Reporting

Larry M. Jacobs and Associates (LMJ) will provide geotechnical services for the proposed building, parking lot, and stormwater features. The geotechnical analysis will provide pavement design, stormwater pond soil parameters, and shallow foundation design recommendations, soil conditions, percolation rates, and water table elevations.

c. Coordination

Consultant to perform ongoing coordination and project management activities among County, design team disciplines, subconsultants, and permitting agency personnel. Consultant to provide monthly status reports and document outcomes of critical meetings and project milestones.

2. Design and Permitting

a. Programming

Consultant to provide architectural programming services to further develop the form and function of proposed spaces to achieve current and future usage for staff and visitors, and to review budgetary and schedule considerations. Task includes an initial and final County meeting.

b. 30% Concept Design and Sketches

Consultant to perform 30% concept design following programming phase. Sketches to be developed to depict building addition and site modification. Review meeting to be held with County to gain concurrence on approach.

c. 90% Design and Construction Documents

Consultant to prepare 90% design and construction documents (plans and specifications) in accordance with County and State codes for building and land development. Deliverables to include architectural, civil, structural, mechanical, electrical, and plumbing. Review meeting to be held with County prior to issuance of bid documentation.

d. Permitting Assistance

Consultant to coordinate among permitting agencies, to include County Development Review and NFWMD reviewers to submit documentation and facilitate permit issuance prior to construction.

e. Issued for Bid Construction Documents

Consultant to prepare Issued for Bid construction documents (plans and specifications). Consultant shall prepare and attend a pre-bid meeting,

address bidders questions, review bid submittals, and provide a recommendation of award to the County.

f. Opinion of Probable Construction Cost (OPCC)

OPCC references will be provided at each of the three submittals; refer to OPCC Note*.

3. Limited Bid and Construction Phase Support

- a. Provide bid tabulation and project summary for County bid package
- b. Attend pre-bid meeting
- c. Respond to bid phase RFIs
- d. Provide Issued for Construction Plans (with Bid Phase revisions incorporated)
- e. Attend pre-construction meeting
- f. Respond to construction phase RFIs
- g. Review submittals
 - i. Review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- h. Site visits during construction:
 - i. Three (3) Mechanical/Electrical/Plumbing disciplines site visits (50% construction inspection and a final punch-out inspection)
 - ii. Three (3) Structural engineering site visits
 - iii. Two (2) Site/civil site visits
 - iv. Three (3) Architectural site visits at intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.

Project Deliverables

- Programming Summary and Concept Sketch (30%)
- Construction Documents – Plans and Specifications (90% and Final)
- Opinion of Probable Construction Cost (30%, 90%, Final)
- Report of Geotechnical Investigation
- Permit Coordination and Documentation
- Meetings
 - Design Review Meetings (3)
 - Stakeholder/Agency Meetings (3)
 - Pre-Bid Meeting
 - Pre-Construction Meeting
 - Construction Site Visits

Anticipated Schedule

It is anticipated that the project data collection, programming, and design will be completed within 120 working days of Notice to Proceed (NTP).

- Data Collection: 30 working days after NTP
- Programming: 30 working days after NTP
- 30% Concept Design/Sketch: 25 working days after Programming phase completion
- 90% Design/Plans: 45 working days after 30% submittal for County review
- IFB Plans: 20 working days after 90% submittal for County review

Compensation

We propose a cost not-to-exceed fee of \$187,254.00 for the services and deliverables described herein.

Proposal Conditions and Assumptions

The following items are excluded from the scope of work:

- Tree survey
- Permit fees
- Construction engineering inspection (CEI)

*OPCC Note: Mott MacDonald does not guarantee that proposals, bids, or actual costs will not vary from the prepared opinion of probable construction cost. Mott MacDonald does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions. Therefore, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, have been made on the basis of Mott MacDonald's experience and represent the judgment of experienced and qualified professionals, familiar with the industry.

In addition, some work included in the opinion of probable construction costs and schedule may include material or products from areas impacted by the coronavirus, COVID-19 virus, natural disasters, or war/conflict. In addition, actions by Governments or Local Authorities resulting in labor disruptions in order to reduce the effects of a pandemic may occur while this project is under construction. The opinion of probable construction costs and schedule do not account for and specifically exclude any cost increases, disruptions or delays to the procurement or supply of such materials, or work disruptions caused by the current coronavirus or COVID-19 outbreak, natural disasters, or war/conflict.