

# TASK ORDER APPROVAL FORM

CONTRACT #: C22-3249- WS

TASK ORDER #: 9

TASK ORDER AMOUNT: \$48,000.00

OFFERED BY CONSULTANT:

CONTRACT: C22-3249-WS  
Ardurra Group, Inc.  
General Eng Services for WS  
EXPIRES:09/30/2025 w/2 1 yr renewals

ARDURRA GROUP, INC.

FIRM'S NAME

JOSEPH G. CREWS, P.E.

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Southeast Water Practice Director

9/20/23

TITLE

DATE

## RECOMMENDED FOR APPROVAL (Department Director)

Mark Wise

Digitally signed by Mark Wise  
DN: cn=Mark Wise, o=Okaloosa County  
Water & Sewer, ou,  
email=mwise@myokaloosa.com, c=US  
Date: 2023.09.29 13:14:11 -05'00'

Mark Wise, P.E.

WATER & SEWER INTERIM DIRECTOR

TITLE

DATE

## APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual)

DeRita  
Mason

Digitally signed by DeRita  
Mason  
Date: 2023.09.29  
13:41:09 -05'00'

DeRita Mason, PURCHASING MANAGER

DATE

Faye  
Douglas

Digitally signed by Faye  
Douglas  
Date: 2023.10.02  
11:30:43 -05'00'

Faye Douglas  
OMB DIRECTOR (if applicable)

DATE

John Hofstad  
COUNTY ADMINISTRATOR (if applicable)

DATE

Robert A. "Trey" Goodwin  
CHAIRMAN (if applicable)

DATE

**C22-3249-WS**

## **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 ARDURRA GROUP, INC., WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### **Scope of Basic Services to Provide Professional Engineering Consulting Services for the Jerry D. Mitchem WRF Surface Water and Biological Monitoring Project FY 2024**

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

The purpose of this Task Order is to authorize and direct CONSULTANT (Ardurra) to proceed with professional engineering consulting services for the Jerry D. Mitchem WRF Surface Water and Biological Monitoring Project (PROJECT) for the Okaloosa County Water and Sewer Department (COUNTY).

Requirements contained in the Florida Department of Environmental Protection (FDEP) operating permit for the Jerry D. Mitchem (previously Bob Sikes) WRF (FLA010181), require surface water and biological monitoring down-gradient of the effluent disposal site within adjacent or nearby waterways. The Quarterly water quality and biennial Stream Condition Index monitoring are required at the Jerry D. Mitchem WRF through the expiration date of the current permit. This Task Order provides authorization to continue the scheduled monitoring for the 2024 fiscal year, ending September 30, 2024. The activities that are included in this task order are described in "Article B. Scope of Services."

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

The CONSULTANT agrees to furnish general professional engineering and technical services required to perform surface water and biological monitoring, sampling and analysis, at the following locations:

- At one (1), previously designated location within an adjacent or nearby waterway down-gradient of the subsurface ex-filtration system at Jerry D. Mitchem (previously Bob Sikes) WRF.

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. Water Quality and Biological Monitoring
2. Preparing Quarterly Reports
3. Stream Condition Index (SCI)
4. Project Management and Meetings

Specific Work Tasks that may be authorized by the COUNTY's representative are presented below.

#### **Work Task 1. Water Quality and Biological Monitoring**

##### **Water Quality Monitoring**

CONSULTANT will conduct four (4) quarterly water quality monitoring events at each of the previously designated surface water sites. Quarterly samples will be analyzed for pH, specific conductance, temperature,

dissolved oxygen, total nitrate-nitrogen, total nitrogen, total phosphorus, and ortho-phosphate. To ensure QA/QC, CONSULTANT will conduct one (1) field blank and one (1) field duplicate per quarterly event for each facility. Any additional parameters will be considered outside this scope of services. CONSULTANT will provide a summary report to the COUNTY within ninety (90) days of each sampling event.

### **Biological Monitoring**

A SCI is required every even year (2020, 2022, etc.) for the Jerry D. Mitchem WRF. Under this Task Order, a SCI will be performed at the Jerry D. Mitchem WRF surface water location.

### **Work Task 2. Quarterly Reports**

Upon receipt of the quarterly field and laboratory data collected under Work Task 1 CONSULTANT shall review quarterly data and provide technical analysis summary. The summary will present a general analysis of the data with respect to current and proposed State Water Quality Standards.

### **Work Task 3. Permitting Assistance**

The specific services that CONSULTANT shall provide include permitting tasks necessary to coordinate and meet with representatives of the COUNTY and FDEP regarding the WRF Permit with respect to the results of the sampling and analysis performed in Work Tasks 1 and 2. The specific scope of services that CONSULTANT shall provide in this work task shall be developed following the completion of Work Tasks 1 and acceptance of the quarterly reports by the COUNTY, but generally shall include:

- CONSULTANT shall prepare and complete submittals associated with this scope of work, as may be required by the FDEP permitting process, and submit it to the COUNTY for review. Following review by the COUNTY, CONSULTANT shall adjudicate any comments, prepare a final version of the report, and submit it to COUNTY.

### **Work Task 4. Project Management and Meetings**

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

- Attend meetings as requested by representatives of the COUNTY and provide general engineering assistance, consultation, and opinions regarding the PROJECT.
- Respond to general questions on engineering matters as requested by COUNTY's designated representative.
- Prepare subcontracts with Subconsultants to perform the field work required under Work Task 1. CONSULTANT shall also coordinate the Subconsultant activities to ensure compliance with the COUNTY's wastewater permit.
- Perform general administrative project tasks associated with the management of the project.

**Article C. Compensation Provisions:**

As compensation for providing the services described within this Task Order, CLIENT shall pay CONSULTANT in accordance with Section 7 of the 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 \$48,000.00.

The budget ceiling for the PROJECT was developed from estimates of the level of effort required to perform the proposed services based on CONSULTANT’S experience and engineering judgment. As such, the budget ceilings are an approximation made without detailed information and the actual costs of the scope of services shall depend on actual labor and expenses, final project conditions, schedule, and other variables.

CONSULTANT shall keep COUNTY informed of progress. CONSULTANT is not obligated to incur costs beyond the indicated budget ceiling. Payment for services shall be retroactive to the commencement of FY 2024, which is also the effective date of referenced contract.

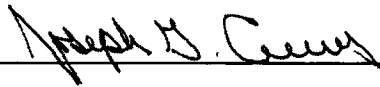
**Article D. Period of Service:**

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

Authorization to Proceed	October 1, 2023
Termination 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 13:13:37 -0500</small></p> <hr/> <p>signature <span style="float: right;">date</span></p>	<p><b>Name:</b> Joseph G. Crews, PE, Practice Director</p> <p> 9/20/23</p> <hr/> <p>signature <span style="float: right;">date</span></p>
<p><b>Address:</b>                      1804 Lewis Turner, Blvd., Ste 300                      Fort Walton Beach, FL 32547</p>	<p><b>Address:</b>                      1988 Lewis Turner Boulevard                      Fort Walton Beach, FL 32547</p>
<p><b>Telephone:</b> 850-651-7172</p>	<p><b>Telephone:</b> 850-244-5800</p>