

# TASK ORDER APPROVAL FORM

CONTRACT #: C23-3279-FM

TASK ORDER #: 7

TASK ORDER AMOUNT: \$ 1500.00

**CONTRACT: C23-3279-FM**  
**Halff Associates, Inc.**  
**Engineering Services for FM & Parks Maintenance**  
**EXPIRES:180 days from NTP**

OFFERED BY CONSULTANT:

HALFF ASSOCIATES INC

\_\_\_\_\_  
FIRM'S NAME

DAVID HUTCHESON

\_\_\_\_\_  
REPRESENTATIVE'S PRINTED NAME

David W  
Hutcheson

Digitally signed by David W Hutcheson  
DN: cn=David W Hutcheson, c=US,  
o=Florida,  
email=DHUTCHESON@HALFF.COM  
Date: 2024.02.21 14:31:15 -05'00'

\_\_\_\_\_  
SIGNATURE

SR. VICE PRESIDENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

## RECOMMENDED FOR APPROVAL (Department Director)

Butch  
Hendrick

Digitally signed by Butch  
Hendrick  
Date: 2024.02.21  
16:22:04 -06'00'

\_\_\_\_\_  
SIGNATURE

Facilities & Parks Maintenance Director

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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

DeRita  
Mason

Digitally signed by DeRita  
Mason  
Date: 2024.02.21  
19:14:08 -06'00'

\_\_\_\_\_  
PURCHASING MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OMB DIRECTOR/DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY ADMINISTRATOR (if applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRMAN (if applicable)

\_\_\_\_\_  
DATE



February 20, 2024

Mr. Butch Hendrick  
Okaloosa County Facilities and Parks Maintenance Director  
5489 Old Bethel Road  
Crestview, FL 32536-5512

Re: Proposal for Professional Services  
Baker Area Youth Associates Sports Complex Conceptual Plan

Dear Mr. Hendrick:

Halff Associates Inc. is pleased to submit the following scope and fee proposal to provide professional services to develop a concept plan that incorporates items that are identified below to the existing park and the additional 10-acre recent addition to the park area.

We proposed the following services as described in the Scope of Services (Attachment A).

We appreciate the opportunity to submit our proposal for this project. Please feel free to contact me at (850) 848-9414 if you have any questions or comments regarding this proposal.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "David Hutcheson".

David Hutcheson, PE  
Sr. Vice President

## **ATTACHMENT A**



## **PROFESSIONAL SERVICES FOR BAKER AREA YOUTH ASSOCIATES SPORTS COMPLEX CONCEPT PLAN**

### **PURPOSE**

Halff Associates (CONSULTANT) shall provide a concept plan for the Baker Area Youth Associates Sports Complex (PROJECT) for Okaloosa County, FL (CLIENT)

The approximately 41-acre site currently has 7 baseball/softball/t-ball fields, a small children's playground, two restroom buildings, a concessions/maintenance building and parking. The concept plan will attempt to integrate multiple uses identified below on the roughly 24 acres that are currently undeveloped and develop a budget for implementation of the new uses.

### **ASSUMPTIONS**

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

- The project will adhere to Okaloosa County regulations.
- The base map will be existing GIS data furnished by the County.
- It is assumed no off-site public utilities (water, sanitary sewer or storm drainage) will be required for the site.
- Surveying will not be required.
- Environmental constraints will not be identified other than potential wetlands and flood plain based on GIS data.

### **SCOPE OF SERVICES**



## **TASK 1 – PROJECT MANAGEMENT AND MEETINGS**

### **Communications and Reporting:**

CONSULTANT will communicate with the CLIENT on a regular basis and develop meeting notes to record specific issues and instructions from the CLIENT.

### **Coordination/Project Kick-off Meeting:**

CONSULTANT will organize a virtual kick-off meeting with the CLIENT to confirm the projects goals and objectives and project schedule. The impacts and opportunities that results from the kick-off meeting will be documented for use in the concept plan preparation process. Notes will be taken by the CONSULTANT at this meeting to record items discussed and decisions made and will be delivered in digital format to the CLIENT.

### **Internal Team Meetings:**

CONSULTANT will conduct internal team meetings as required. The internal team meetings will include internal coordination of project processes, program items and schedules.

### **Design Review Meetings:**

CONSULTANT will conduct a design submittal review meeting with the CLIENT to discuss the PROJECT progress at the submittal milestones identified below. All design submittal review meetings will be held virtually. Notes will be taken by the CONSULTANT at these meetings to record items discussed and decisions made and will be delivered to the CLIENT. The submittal milestones are as follows:

- Master Plan – One (01) meeting

### **Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:

- Digital PDF copy of the progress reports.
- Digital PDF copy of the kick-off / site visit meeting notes.
- Digital PDF copy of the design review meeting notes

## **TASK 2 – ENVIRONMENTAL SERVICES**

### **Environmental Assessment:**

CONSULTANT will complete a desktop environmental review of the site that includes the following information.

### **Wetland Identification:**



- Review the County GIS data base and the National Wetland Inventory data base to determine the approximate wetland locations.

**FEMA Flood Identification:**

- Review the County GIS data base and the FEMA Flood Mapping site to determine the approximate potential flooding locations.

**Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:

- Digital PDF copy of the Wetland Inventory
- Digital PDF copy of the FEMA Flood Map

**TASK 3 - CONCEPT PLAN**

CONSULTANT will prepare a base map for the site using GIS data for the park boundary, topographic contours, existing site uses and tree cover. The base map will be used to develop the concept plan that may include the following items.

- Indoor basketball and practice facility
- Regulation football/soccer field
- Football/soccer practice field
- Baseball field(s)
- Softball field(s)
- Children's playground
- Pickleball court(s)
- Restroom facility/concession stand
- Maintenance/storage building
- Parking
- Stormwater management facilities

CLIENT will establish a priority for each of these improvements. Layout of proposed improvements will be in AutoCAD format.

**Opinion of Probable Construction Cost:**

CONSULTANT will prepare an opinion of probable construction cost for the proposed improvements illustrated in the concept plan.

**Deliverables:**



Deliverables provided by the CONSULTANT shall include the following:

- Concept plan will be shown on a 22"x34" standard sheet. CLIENT will be provided one (01) paper copy and a digital PDF copy of the plan.
- Digital PDF copy of the review meeting notes.
- Digital PDF copy of the opinion of probable construction cost.

### **PROJECT SCHEDULE**

CONSULTANT will work closely with the CLIENT on the project design schedule, which is anticipated to require approximately two (02) months to complete concept plan; but may be subject to delays, depending upon review turnaround.

### **BASIS OF COMPENSATION**

The basis of compensation for Basic Fee services shall be as follows: Task 1-3 will be compensated on a lump sum basis.

Task 1 - Project management and meetings	\$	1,500.00
Task 2 - Environmental services	\$	1,500.00
Task 3 - Concept Plan	\$	12,000.00
<b>TOTAL COST</b>		<b>\$15,000.00</b>

### **ATTACHMENT B**

## **AVAILABLE ADDITIONAL SERVICES**

The following services are not included in the scope or fees for this proposal; but, can be provided by the CONSULTANT, subject to negotiation:

1. Any additional work not specifically included in the Proposed Scope of Services.
2. CLIENT generated changes to the design beyond those changes identified in Task 1.
3. Revisions to the plans requested by the CLIENT after the plans are approved, unless necessitated by discrepancy in the plans.
4. Any redesign due to changes required in the event additional laws, regulations, or policies are promulgated by governmental agencies after the date of this agreement.
5. Design of improvements outside the limits of the defined project sites.
6. Additional meetings not identified in the project scope of services.
7. Additional site visits and final observations not identified in the project scope of services.
8. Printing of additional drawings, specifications and contract documents not identified in the project scope of services.
9. Construction staking.
10. Design/coordination of existing off-site utility relocations or modifications.
11. Negotiations with adjacent property owners.
12. Additional regulatory agency requirements not identified in the proposed scope of services.
13. Technical reports for the following items are excluded from this scope of services: noise, air quality, community impacts, indirect impacts, and cumulative impacts.
14. Effort to obtain right-of-entry from public or private landowners.
15. Offsite drainage plans or stormwater conveyance studies.
16. Storm water quality design.
17. Storm water pollution prevention plan.
18. Design or specification of grinder pumps, force mains, or lift stations.
19. Variances from City codes and regulations.
20. Zoning or platting services.
21. Inspection services during construction (construction observation is included in this scope).
22. Quality control and material testing services during construction.
23. Design of fire protection, gas, telephone, and cable utilities.
24. As Built/Improvement surveys after construction.
25. Review of Engineers certificates. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of their professional or general liability insurance.
26. Preparation, coordination, or attendance for any Environmental Board Approvals or Board of Adjustment meetings.
27. Environmental testing services of any kind.
28. Preparation of easement exhibits.
29. Structural design of retaining walls over 3' tall.

30. Franchise utility coordination and/or assistance with easement encroachment agreements. Coordination with the electrical provider is included in this scope.
31. This scope does not include formal, comprehensive listed species assessments in accordance with the Florida Wildlife Conservation Guide (2011). If any listed or protected species are identified on either Project Site, additional comprehensive, species-specific surveys or permitting may be required by the permitting agencies. Such species may include, but are not limited to, bald eagle (*Haliaeetus leucocephalus*), gopher tortoise (*Gopherus polyphemus*), southeastern American kestrel (*Falco sparverius paulus*), Florida sandhill crane (*Antigone canadensis pratensis*), and Eastern indigo snake (*Drymarchon corais couperi*).
32. Agency coordination or permitting for wildlife related matters not specifically stated in this Scope of Services. The services to obtain approvals for the incidental take or relocation of any listed species of flora and fauna are not included in this Scope of Services.
33. The agencies requiring permits will only request information considered normal and necessary for this type of permit. This proposal considers quantitative sampling for water quality, benthos, sediment, flora or fauna to be examples of extraordinary work beyond our proposed Scope of Services. Any additional surveys needed address agency comments will be addressed under a separate Scope if required.
34. Traffic Impact Analysis.
35. Electrical design associated with a lift station.
36. Surveying
37. Subsurface utility locates.