

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2745-PW

TASK ORDER #: 01 – REVISION 1

TASK ORDER AMOUNT: ~~\$240,530.00~~ **\$255,530.00**

CONTRACT: C19-2745-PW

AVCON, INC.

GENERAL ENGINEERING SERVICES

EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

AVCON INC.

FIRM'S NAME

Virgil C. "Lee" Lewis, P.E.

REPRESENTATIVE'S PRINTED NAME

SIGNATURE

Vice President

TITLE

February 7, 2022

DATE

RECOMMENDED FOR APPROVAL
(Department Director)

APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual)

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

Jeff Littrell

Digitally signed by Jeff Littrell
DN: cn=Jeff Littrell, o=Okaloosa County Water & Sewer System,
ou=Okaloosa County WSC, email=j.littrell@okaloosacounty.com,
c=US
Date: 2022.02.15 10:33:33 -0600

Jeff Littrell

WATER & SEWER DIRECTOR

TITLE

02/15/2022

DATE

Jeffrey A Hyde

Digitally signed by Jeffrey A Hyde
Date: 2022.02.15 11:29:39 -0600

Jeff Hyde, PURCHASING MANAGER

DATE

Faye Douglas
OMB DIRECTOR (if applicable)

DATE

John Hofstad
COUNTY ADMINISTRATOR (if applicable)

Mel Ponder
CHAIRMAN (if applicable)

DATE

DATE



TASK ORDER SUMMARY – REVISION 1

**Professional Consulting Services
Okaloosa County Public Works**

Task Order No.: 01 – Revision 1
AVCON Project No.: 2018.125.02
Date: February 7, 2022

AVCON, INC., a Florida Corporation (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for **Okaloosa County Public Works** (hereinafter "COUNTY"), in accordance with the terms and conditions of the Agreement for Consulting Engineering Services (Contract No.: C19-2745-PW), made on November 6, 2018, all of which terms and conditions are incorporated herein by reference.

1. **Task Location:** Two County owned parcels adjacent to 1804 Lewis Turner Blvd
Fort Walton Beach, Florida.
2. **Task Name:** OCWS Field Offices Development, for Okaloosa County Water & Sewer
3. **Task Description:** CONSULTANT shall perform the scope of services specified in **Exhibit "A"** dated November 5, 2018 and attached hereto.
4. **Compensation:** For all work performed in accordance with Section B (Tasks 1 through 3 and 5 through 7) in the Scope of Services, the CONSULTANT shall be compensated on a Lump Sum basis as indicated in the table below. The total fee shall be Two Hundred Five Thousand, Five Hundred Thirty and 00/100 dollars (\$205,530.00 LS).

For all work performed in accordance with Section B (Tasks 4 and 8) in the Scope of Services, the CONSULTANT shall be compensated on a Not-To-Exceed (time and materials) basis. Direct expenses necessary to perform the work, including related printing/plotting and mail charges, shall be reimbursed at actual cost. Subconsultant fees performed under Task 8 shall be compensated for on a Not-To-Exceed basis. The Not-To-Exceed limit for all Section B (Tasks 4 and 8) shall be Thirty-Five Thousand and 00/100 dollars (~~\$35,000.00~~ **\$50,000.00** NTE).

The total maximum budget for all fees under this task order is ~~\$240,530.00~~ **\$255,530.00**.



OCWS Field Offices Development

TASK 1: Planning Phase Services (Lump Sum)	\$12,590.00
TASK 2: Design and Permit Phase Services (Lump Sum)	\$71,930.00
TASK 3: Bid Phase Services (Lump Sum)	\$ 6,110.00
TASK 4: Limited Construction Phase Services (Time and Materials)	\$20,000.00 \$35,000.00
TASK 5: Subconsultant Geotechnical Investigation (Lump Sum)	\$ 8,800.00
Task 6: Subconsultant Building Team Design (Lump Sum)	\$86,100.00
Task 7: Subconsultant Building Team Constr. Phase (Lump Sum)	\$20,000.00
Task 8: Subconsultant Acceptance Testing (Time and Materials)	\$ 15,000.00

Progress payments for the COUNTY authorized tasks shall be made as work is completed.

A handwritten signature in black ink, located below the text "Progress payments for the COUNTY authorized tasks shall be made as work is completed." The signature is stylized and appears to be a cursive or semi-cursive script.

EXHIBIT "A"
SCOPE OF SERVICES - AVCON, INC.
Professional Planning, Design, Permit, Bid, and Limited On-Call Construction Phase Services
OCWS Field Offices Development
Lewis Turner Blvd
November 9, 2018

SECTION A: PURPOSE

The purpose of this project is to perform planning, design, permit, bid, and construction phase services for the redevelopment of two Okaloosa County owned parcels adjacent to the Okaloosa County Administrative Complex at 1804 Lewis Turner Blvd. The west parcel is approximately 1.22 acres (Parcel ID 35-1S-24-0000-0031-0000 and 35-1S-24-0027-0000) and currently consists of a parking lot and several storage facilities. The east parcel is approximately 1.74 acres (Parcel ID 35-1S-24-0000-0027-0020) and consists of a gas station, Okaloosa County Water and Sewer (OCWS) storage, and a mobile office structure. The developments are anticipated to be generally consistent with the layouts provided in **Exhibit B**. The gas station development is not included in this scope of services. This scope of services details the work to be performed by AVCON, INC. for this project.

The project tasks identified for this contract generally include the following elements:

- Coordination with OCWS staff and permitting agencies throughout the project duration,
- Overall site master planning for west and east parcels,
- Design of site and building improvements for the west parcel, to include civil, architectural, structural, mechanical, electrical, and plumbing design, shall generally include the following:
 - Approx. 7,500 sf of work space,
 - Associated asphalt vehicular parking with additional parking in the north side of the parcel
 - Utility improvements,
 - Stormwater improvements,
- Design of site and building improvements for the east parcel, to include civil, architectural, structural, mechanical, electrical, and plumbing design, shall generally include the following:
 - Approx. 2,500 sf building for maintenance staff to include work space and storage,
 - Approx. half of the building shall accommodate offices and the second half shall accommodate storage and fork-lift access,
 - Preparation of vehicular parking plan,
 - Gravel parking lot
 - Approx. 1,600 sy concrete pavement for equipment storage,
 - Utility improvements,
 - Stormwater improvements,
- Coordination with architect, structural, mechanical, electrical, and plumbing engineers,
- Preparation of permit documentation and applications for Environmental Resource Permit (ERP) through the Northwest Florida Water Management District (NWFWM) and Okaloosa County Development Order through Okaloosa County Growth Management,
- Preparation of 30%, 60%, 90%, Release for Bid, and Release for Construction documents,
- Assistance to OCWS during the bidding phase,
- Construction administration services.

SCOPE OF SERVICES - AVCON, INC.
OCWS Field Offices Development

SECTION B: DESCRIPTION OF TASKS

The following elements describe the individual services to be provided as part of this work effort.

Task 1: Planning Phase Services (Lump Sum):

1. **Coordinate Project Scope, Budget, and Schedule:** AVCON shall coordinate with OCWS to ensure that the project scope, budget, and schedule are consistent with OCWS objectives. AVCON shall coordinate additional design and permitting issues with OCWS during the design phase.
2. **Kick-Off Meeting and Site Review:** AVCON shall participate in a kick-off meeting with the OCWS to review the project approach, OCWS coordination requirements, agency coordination requirements, and details of the project. AVCON shall review the site to observe existing conditions and document observed features impacting the improvements. The meeting shall include two representatives from AVCON, and one representative from the architect, structural, and electrical engineers.

It is AVCON's understanding OCWS will provide a topographic survey of both parcels for use in the planning and design phases. AVCON shall review visible site conditions to determine if there are any apparent physical features that were not identified on the county prepared survey.

3. **Participate in OCWS Interviews:** AVCON shall meet with up to five (5) department leads from within OCWS determine space needs, operational requirements, and other considerations which will be used as a basis of design. These interviews will be attended by one representative from AVCON and one representative from the architect. AVCON shall prepare written minutes from these meetings and prepare a formal design requirements documents to be utilized as the basis of design.
4. **Review of Record Drawings & Documents:** AVCON shall provide a technical review of existing design documents and engineering drawings prepared by others and provided by the County.
5. **Water & Sewer Administration Building Analysis:** In conjunction with site review, interviews, and document review, AVCON will also review the existing uses within the Water & Sewer Administration Building (WSAB), and then perform an analysis to see if any of the OCWS divisions proposed in this OCWS Field Offices Development could be potentially moved to the existing WSAB, for the best utilization of space. After this review, AVCON will provide a brief recommendation to OCWS of whether the proposed uses are complementary with the WSAB or not.
6. **Prepare 30% Conceptual Site Master Plan:** Based on input from OCWS staff, AVCON shall prepare a 30% conceptual site master plan for both parcels which will depict building locations and sizes, vehicular parking plans, outdoor equipment storage plan, utility improvements, and stormwater improvements. AVCON will provide a draft conceptual layout, receive comments from OCWS, and provide a final 30% conceptual layout.
7. **Prepare 30% Conceptual Building Layout Plan:** Based on input from OCWS staff, AVCON shall prepare a 30% conceptual building layout for each building. This layout shall depict the internal building layout and identify the usage by each OCWS department AVCON will provide a draft conceptual layout, receive comments from OCWS, and provide a final 30% conceptual layout.
8. **Participate in 30% Plan Review Meeting:** AVCON shall attend a 30% plan review meeting to review

SCOPE OF SERVICES - AVCON, INC.
OCWS Field Offices Development

the 30% conceptual site master plan and 30% conceptual building layout plan and document OCWS review comments provided during this meeting.

9. **Coordinate Geotechnical Testing:** AVCON shall coordinate with a qualified subconsultant for geotechnical testing of the proposed building pads, stormwater treatment ponds, and parking lots to obtain the required subgrade material properties to design these improvements. The geotechnical testing will be performed as part Section C by a licensed subconsultant.
10. **Attend Okaloosa County Growth Management Pre-Application Meeting:** AVCON shall attend the Okaloosa County Growth Management pre-application meeting and respond to questions and comments from the Okaloosa County Growth Management Department.
11. **Attend Northwest Florida Water Management District (NFWFMD) Pre-Application Meeting:** AVCON shall attend the NFWFMD pre-application meeting and response to questions and comments from the NFWFMD.
12. **Coordinate Existing Utilities with OCWS:** AVCON shall coordinate with OCWS to obtain information regarding the location and size of existing water and sewer lines to serve the proposed site and coordinate structures necessary to provide service to the proposed buildings.

Task 2: Design and Permit Phase Services (Lump Sum):

13. **Prepare and Submit 60% Design Drawings:** AVCON shall prepare 60% design drawings in accordance with Okaloosa County standards. Drawings shall be developed in AutoCAD format.
14. **Conduct 60% Design Review Meeting with OCWS:** AVCON shall conduct a design review meeting with OCWS staff to discuss the features of the 60% design documents. Review comments received from OCWS shall be documented.
15. **Prepare 60% Opinion of Probable Construction Cost:** AVCON shall prepare a 60% opinion of probable construction cost based on the 60% design drawings.
16. **Prepare and Submit 90% Design Drawings:** AVCON shall prepare 90% design drawings in accordance with Okaloosa County standards. Drawings shall be developed in AutoCAD format.

The standard of care applicable to the design services shall be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services in the same locality at the time said services are performed.

17. **Conduct 90% Design Review Meeting with OCWS:** AVCON shall conduct a design review meeting with OCWS staff to discuss the features of the 90% design documents. Review comments received from OCWS shall be documented.
18. **Prepare 90% Opinion of Probable Construction Cost:** AVCON shall prepare a 90% opinion of probable construction cost based on the 90% design drawings.
19. **Prepare Technical Specifications:** AVCON shall prepare technical specifications to govern the proposed construction.

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- 20. Identify Pay Items and Prepare Bid Forms/Schedule:** AVCON shall identify proposed project pay items and shall prepare bid forms and bid schedules for the work. Based on the nature of the work, the bid forms shall represent a unit price contract.
- 21. Prepare County-Compliant Front-End Documents:** AVCON shall prepare front-end bidding documents including appropriate certifications, submittals, and general conditions necessary to comply with Okaloosa County Purchasing Department requirements.
- 22. Perform QA/QC Review of Design Documents and Update:** AVCON shall perform and document an internal review of the technical elements and bidding format of the 90% design documents. The design documents shall be updated in accordance with the review results prior to submittal to OCWS.
- 23. Prepare and Submit Design Documents to OCWS:** AVCON shall prepare and submit four (4) sets of the updated 90% design documents to OCWS for review and coordination. Each set shall include:
- Front-end documents
 - Bid forms and schedules
 - Technical specifications
 - 90% design drawings
 - Opinion of probable construction costs
- 24. Prepare and Submit Stormwater Management Permit Application:** AVCON shall prepare a stormwater management permit (Environmental Resource Permit) application for submittal to the Northwest Florida Water Management District (NFWFMD) reflecting the proposed improvements. The task shall include review of existing conditions for stormwater management, preparation of calculations for stormwater improvements, preparation of permit application with applicable exhibits, responding to agency requests for additional information. AVCON shall respond to NFWFMD comments and re-submit as necessary, until the permit is obtained. The task does not include permitting for wetland impacts or other environmental impacts.
- 25. Prepare and Submit the Okaloosa County Growth Management Development Order Application:** AVCON shall prepare, coordinate, consolidate, and submit the Development Order Application submittal consisting of the following:
- Prepare and submit Development Order Application and Application for Concurrency Compliance and Development Order review.
 - Prepare Growth Management Department submittal package.
 - Prepare and submit Public Works package.
 - Prepare and submit Okaloosa County Water and Sewer Department package.
 - Prepare and submit Fire Inspection package.
 - Prepare and submit 911/Addressing package.
 - Prepare one (each) Utility package for Gulf Power, Cox Communications, and other utility providers.
 - AVCON shall respond to any comments from the above-mentioned entities and re-submit, as necessary, until the Development Order is obtained.
- 26. Prepare and Submit Building Plan Review Package:** AVCON shall prepare the building plan review

SCOPE OF SERVICES - AVCON, INC.
OCWS Field Offices Development

package and submit to the Okaloosa County Building Department (OCBD) for plan review. Responses to comments will be provided along with revised building design sheets as needed to provide an approved set of building drawings for the building permit.

- 27. Prepare and Submit 100% Design Drawings:** AVCON shall prepare and submit to OCWS 100% design drawings that are fully permitted. Drawings in AutoCAD format shall also be provided to OCWS.

Task 3: Bid Phase Services (Lump Sum):

- 26. Incorporate Comments and Prepare Bid Documents:** AVCON shall prepare project contract documents and general conditions for the proposed improvements. The front-end documents shall be consistent with Okaloosa County Purchasing Department requirements. AVCON will incorporate any comments received from Okaloosa County Purchasing, Risk Management, and Legal.
- 27. Prepare and Coordinate Advertisement:** AVCON shall prepare a public advertisement summarizing project elements and bid proposal requirements for OCWS use in providing public notification of project.
- 28. Attend Pre-Bid Conference and Prepare Minutes:** AVCON shall participate in a Pre-Bid Conference to present and discuss specific project issues, specific construction features, operational phasing, and other applicable requirements. AVCON shall provide and distribute meeting minutes for the Pre-Bid Conference to participants.
- 29. Prepare and Distribute Addenda and Responses to Questions:** AVCON shall prepare formal responses to questions by potential bidders as provided during the Pre-Bid Conference and during the specified period prior to the project bid opening. AVCON shall prepare and distribute addenda to bidding documents as required to address any revisions resulting from bidder's concerns or from design modifications for items designed by AVCON.
- 30. Attend Bid Opening:** AVCON shall attend the bid opening for the proposed project and receive copies of the bid proposals from the County for review.
- 31. Prepare Bid Tabulation and Recommendation of Award:** AVCON shall review all bids received and shall prepare tabulation of the bids, including the Engineer's estimate. Based on the review, AVCON shall provide a formal recommendation of the award for OCWS.

Task 4: Limited On-Call Construction Phase Services (Not To Exceed):

This task includes on-call construction phase services which may consist of shop drawing review, pay application review, site visits, RFI coordination, contractor meetings, substantial completion inspection, and final completion inspection. All limited on-call construction phase services shall be at the request of OCWS.

SECTION C: SUBCONSULTANT SERVICES

The following elements of work shall be performed as part of this scope by an approved subconsultant licensed to perform the work:

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OCWS Field Offices Development

1. **Task 5: Geotechnical Testing:** Geotechnical testing of the subgrade under the proposed building pads and stormwater treatment areas shall be provided by a qualified geotechnical engineer.
2. **Tasks 6 and 7: Architectural, Structural, Mechanical, Electrical, and Plumbing Design and Construction Phase Services:** A qualified architect and team of engineers will provide the architectural, structural, mechanical, electrical, and plumbing design support for this project. AVCON will manage the team and serve as the primary point of contact for OCWS.
3. **Task 8: Material Acceptance Testing:** Material Acceptance Testing shall be provided by a qualified material testing subconsultant to confirm that the materials constructed by the contractor meet or exceed the acceptance criteria identified in the contract documents.

SECTION D: ASSUMPTIONS AND EXCLUSIONS

The scope of services is based on the following assumptions and exclusions:

- A single combined Development Order application will be required for both parcels.
- A single combined ERP application will be required to permit both parcels.
- No FDOT driveway connection or stormwater connection permit will be required.
- No FDEP potable water or sanitary sewer permits are required.
- No fire protection improvements are required for either building.
- No resident inspection (RPR) services are proposed.
- No environmental permitting is proposed.
- All survey data, including design topographic survey, foundation survey, and as-built survey, will be provided by the County.
- No traffic concurrency evaluation is included in this scope of work.

SECTION E: OUT-OF-POCKET EXPENSES

All job-related travel, job-related reprographic costs and supplies, interim review document printing, fax and long-distance charges, mail and express mail services, and printing and plotting costs associated with the work are included in the lump sum budgets and hourly rates.

SECTION F: ADDITIONAL SERVICES

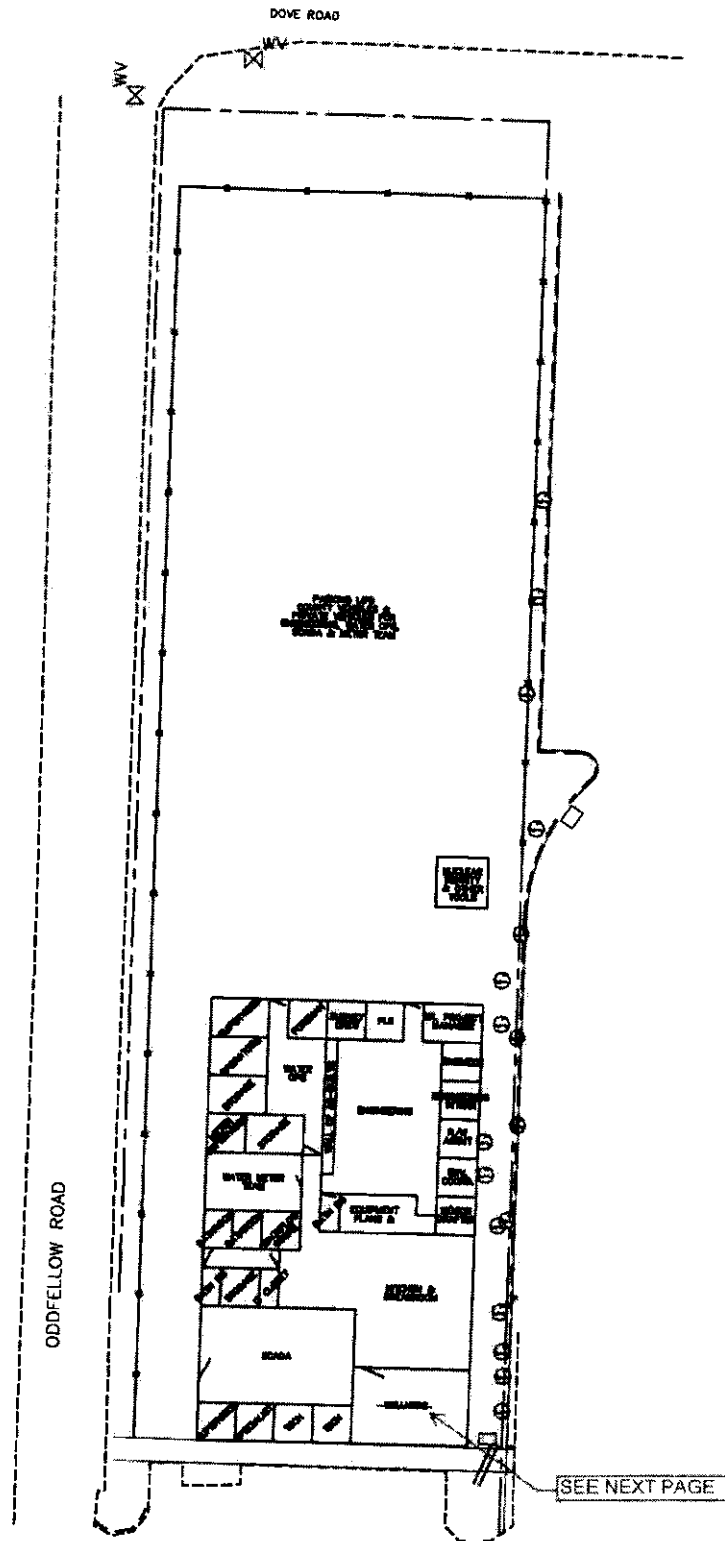
Additional services may be added to this contract during the course of work based upon agreed fees at the labor rates identified in the contract. No work shall be undertaken in accordance with any additional service tasks without the written authorization of Okaloosa County.

SECTION G: SCHEDULE

A schedule of 180 calendar days is anticipated from the execution of this Task Order to prepare a set of permit documents for submittal to the Northwest Florida Water Management District (NWFWM) and Okaloosa County Department of Growth Management. For any unreasonable delays in obtaining required materials to be provided by others, the anticipated design schedule shall be extended an equivalent number of days. The termination date of this Task Order shall be the terminate date of the Agreement for Consulting Engineering Services, as amended, extended, or renewed.

END OF SCOPE

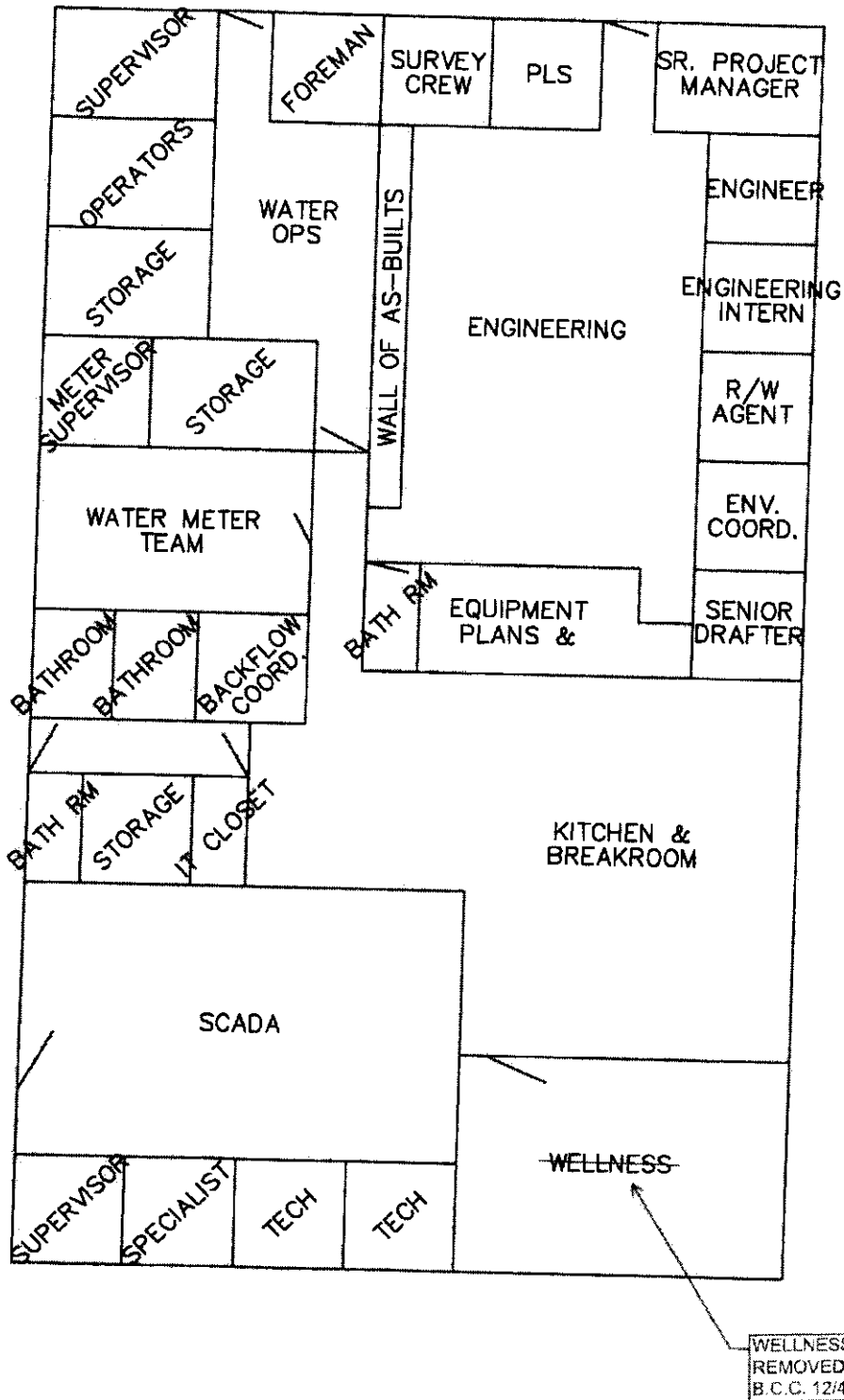
EXHIBIT B, WEST PARCEL



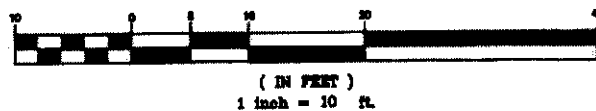
GRAPHIC SCALE



1 inch = 30 ft.



GRAPHIC SCALE



GRAPHIC SCALE

