

# TASK ORDER APPROVAL FORM

CONTRACT #: C23-3358-TDD

TASK ORDER #: 1

TASK ORDER AMOUNT: \$ 32,800.00

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JFD ARCHITECTURE, INC.  
ARCHITECTURAL SERVICES FOR TDD  
EXPIRATION: 07/18/2026 W/2 1 YR RENEWALS

OFFERED BY CONSULTANT:

JDF Architecture, LLC

FIRM'S NAME

Jason Floyd, AIA

REPRESENTATIVE'S PRINTED NAME

**Jason Floyd**  
Digitally signed by Jason Floyd  
DN: cn=Jason Floyd, o=JDF Architecture, LLC,  
ou, email=j.floyd@jdfarchitecture.com, c=US  
Date: 2023.11.13 10:26:13 -0600

SIGNATURE

Principal Architect

11.13.2023

TITLE

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

Jennifer  
Adams

Digitally signed by  
Jennifer Adams  
Date: 2023.11.14  
07:00:34 -06'00'

Charlotte  
Dunworth  
Digitally signed by  
Charlotte Dunworth  
Date: 2023.11.14  
09:41:00

SIGNATURE

TITLE

DATE

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

DeRita  
Mason

Digitally signed by DeRita  
Mason  
Date: 2023.11.14  
12:21:38 -06'00'

PURCHASING MANAGER

DATE

Faye  
Douglas

Digitally signed by Faye  
Douglas  
Date: 2023.11.14  
15:26:01 -06'00'

OMB DIRECTOR/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE



November 08, 2023

Sharon Gold  
**Destination Project Coordinator**  
**OKALOOSA COUNTY TOURIST DEVELOPMENT DEPARTMENT**  
1540 Miracle Strip Parkway SE  
Fort Walton Beach, FL 32548

**RE: AGREEMENT for ARCHITECTURAL and ENGINEERING SERVICES**  
**OKALOOSA COUNTY TOURIST DEVELOPMENT DEPARTMENT**  
**Northwest Florida Fairgrounds – Master Planning**

Dear Ms. Gold:

Thank you for the opportunity to submit this agreement for Architectural Services for your proposed project. It was a pleasure meeting with you to discuss your future plans and we look forward to working with you. Please review the following summary of the scope of work as described to us, and our firm's proposed services.

**PROPOSED PROJECT SCOPE:**

The Scope of Work required for this project, as we currently understand it, is as follows:

Scope of work shall consist of the development of a long term master plan for the fairgrounds. We will attend up to 11 meetings, both public and staff driven, to discuss the direction of what the fairgrounds is to become. A new conceptual design for the front and rear of the existing fairgrounds will be incorporated into this master plan. Streetscape should highlight entrance points, walkways and landscape to provide an inviting facility with clear connectivity to surround parking areas. Our company will develop a site plan (including surrounding parcels) throughout this process showing the proposed building changes and additions, re-organized kitchen and vending areas, updated parking areas to include overflow, outdoor bathrooms, R/V parking, maintenance, walkways and new entrance locations. We will also develop elevations for the proposed façade design.

All work described above will include Architectural Schematic Master Planning only.

Following review schedule/dates shall be agreed upon by owner and architect once agreement is signed.

35% Review will include a master site plan with proposed master planning and elevations of existing fairgrounds.

65% Review will include the updated master site plan based on feedback to this point, and elevation schematic of proposed re-imaging of fairgrounds.

95% Review will include the updated master site plan based on feedback to this point, and elevation schematic of proposed re-imaging of fairgrounds based on feedback to this point.

100% Submittal will include the final master site plan and schematic elevations of proposed re-imaging of fairgrounds.

Full design and production of construction documents of façade will be performed under a different task.

**DETAILED PHASES OF WORK:**

**Schematic Design (SD)**

The design of the master plan is created within this phase and will be based off of owner meetings. JDF Architecture will provide a final master plan to create the long term plan for the fairgrounds.

**PROFESSIONAL SERVICES FEE:**

We have reviewed the anticipated scope of services and work as outlined above, and propose the following fee for your project. Please see professional fees below and reference Exhibit A attached:

<b>Meetings (11)</b>	<b>\$ 4,125.00</b>
<b>Design and Documentation</b>	<b>\$ 28,675.00</b>

Reimbursable expenses will be invoiced at face value and will carry no mark-up. Typical reimbursable expenses include printing, pre-approved out of County travel expenses and shipping. If final design of the project cannot be agreed upon, JDF Architecture shall be compensated for work completed to that point and shall terminate this agreement.

**BILLING TERMS:**

Invoices will be billed out at the beginning of each month based on progress of the percentage complete for the project. Payment is due within 30 days.

**DELIVERABLE:**

Master plan site drawing and façade elevations shall be complete and ready within 4 weeks after final public/staff meeting.

**EXCLUSIONS:**

All consultants/engineers other than those listed above have been excluded from this proposal. The owner's contractor shall submit the project to the city and/or county for permitting and shall acquire any permits required for construction. No civil engineering or geotechnical work is included within this agreement.

**ADD SERVICES:**

Any scope changes outside of the above mentioned scope of work will require mutual agreement and modification of this task order.

**SUMMARY:**

We sincerely hope the information in this proposal is satisfactory. If questions remain, don't hesitate to contact me at your convenience, to discuss any portion of this proposal.

Sincerely,

Agreed to by: (Signed) \_\_\_\_\_

(Date) \_\_\_\_\_



Jason D. Floyd, AIA

The total liability of the architect and any sub-consultants under contract with architect to the owner, contractor, or anyone else involved with this project, including attorneys and anyone claiming expense shall not exceed the total compensation received by architect under this agreement.

**EXHIBIT A**  
Estimated Hourly Distribution

**SCHEMATIC DESIGN** **\$ 32,800.00**

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Architecture

Principal Architect	80 hours @	\$ 250 per hour
Senior Project Manager	80 hours @	\$ 160 per hour