

TASK ORDER APPROVAL FORM

CONTRACT #: C19-2748-PW

TASK ORDER #: **10** (Tarpon Beach Park – Lighting and Landscape Architecture)

TASK ORDER AMOUNT: \$14,835.00

CONTRACT: C19-2748-PW
Baskerville-Donovan, Inc.
General Engineering Services for Pubic Works
EXPIRES: 02/29/2024

OFFERED BY CONSULTANT:

Baskerville-Donovan, Inc.

FIRM'S NAME

Jeffrey C. Petermann, P.E.

REPRESENTATIVE'S PRINTED NAME

SIGNATURE

Vice President/Regional PM

07 Feb 2024

TITLE

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.

Jason T. Autrey,
PE, CPM

Digitally signed by Jason T. Autrey, PE, CPM
Date: 2024.02.08 13:37:50 -06'00'

SIGNATURE

DeRita Mason

Digitally signed by DeRita Mason
Date: 2024.02.08 15:20:17 -06'00'

PURCHASING MANAGER

TITLE

DATE

DATE

OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

PROFESSIONAL SERVICES PROPOSAL**TARPON BEACH GULF FRONT PARK – LIGHTING AND LANDSCAPING**
Okaloosa County, Florida**February 07, 2024****SUMMARY AND PURPOSE**

Okaloosa County previously entered into a contract with Baskerville-Donovan, Inc. (BDI) for the engineering design and permitting of a new Gulf-front recreational park in Destin entitled Tarpon Beach. The Tarpon Beach site encompasses four Gulf front parcels totaling +/- 3.0 acres (including beach acreage) and is located along Scenic 98 between Tarpon and Dolphin streets. The project area includes the following four parcels (00-2S-22-0390-0000-0010, 00-2S-22-0580-000A-0090, 00-2S-22-0580-000A-0100 and 00-2S-22-0580-000A-0110). All four parcels combined will provide a total of 340 linear feet of Gulf front public beach access.

BDI has since submitted 100% Released for Bid (RFB) plans to the County and City for review and approval and permitting for the new park is underway. The submitted design plans did not include landscape architecture or park lighting as it was not in the original scope of work. The County has now requested that BDI provide this task order to address both design elements as part of the City of Destin's Development Order (DO) approval process.

BDI has teamed up with two reputable firms to complete the proposed work, both well experienced in their specific areas of design and permitting. WAS Design, Inc. will be tasked with site elements related to landscape architecture and irrigation, while HG Engineers will address park lighting elements. BDI will work with both firms to deliver final products which meet and exceed County and City expectations.

The following outlines the new scope of work and related fee proposal:

WORK SCOPE ELEMENTS**Task 1 – Landscape Architecture****A. Preliminary Design**

BDI will work with WAS to perform tasks including:

- Preparation of digital **base plan** including all client-provided site plan data and the project area survey.
- Preparation of a **concept plan** of the project areas to be presented for review and comment. These drawings will consist of desired elements from the client wish list and other necessary provisions to facilitate the optimum design.
- Preparation of proposed **materials palette** for project. This list is a dynamic tool intended to be discussed and adjusted based on client input.

- Attendance at **presentation meeting(s)** to present and discuss work process and product and listen to client feedback.
- Cost **opinion** based on Schematic Design drawings.
- Up to two design meetings at the Client's office or on-site are included in this phase of the work. Drawings will be approved by Client prior to proceeding with the next phase.

B. Construction Documents

Construction Documents will be based upon the following project scenario: single project with a single phase of construction, one drawing set, design-bid-build project delivery. We will prepare the following deliverables based on the previous phase's approved drawings:

- Planting Plans
- Irrigation Plans
- Project Manual
 - Technical Specifications, Divisions 02-49, as applicable to scope
 - To be provided in Masterformat 2012 format

C. Opinion of Probable Budget (OPB)

Two design review instances are recommended at the 50% and 95% drawing completion stages. These are handled via electronic review.

D. Bidding/Negotiation Assistance

During the bid process, WAS Design, Inc. will assist the Owner by offering the following services:

- Assist owner in formulation of qualified bidders list.
- Respond to contractor's requests for information and issuance of supplemental instructions or addenda as necessary.
- Participation in one pre-bid conference at project site;
- Assist owner in evaluation of bids or proposals (via e-mail).
- Make recommendations on award of Contract(s).
- Preparation of procurement/bid documents, including coordination, reproduction, and distribution of bidding documents to qualified bidders;
- Assist in preparation/review of contracts.

E. Construction Observation

Our services during this phase of the Work could include:

- Submittal review of shop drawings, product data and other items required by the Contract Documents. This is for the purpose of checking for conformance with information given and the design concept expressed.
- Periodic site visits and/or construction-related meetings to observe construction of scope elements. Recommended site visit instances include but are not limited to:
 - Pre-Construction Conference after award of bid (on-site) with General Contractor
 - Pre-installation Conferences w/applicable trades/sub-contractors (on-site)
 - Periodic progress reviews (on-site)
 - Testing of systems (on-site)
 - Substantial completion
 - Final acceptance
 - End of one-year warranty period
- Preparation of site visit reports to keep the Owner informed of the progress of the Work;
- Review and certification of Contractor's Applications for payment, if requested.

Task 1 Deliverables:

- One (1) CD, USB drive or email containing the following:
 - Landscaping and Irrigation Plan in PDF format

Task 2 – Park Lighting Design

BDI will work with HG Engineers to provide electrical construction documents for the design of a new wildlife friendly parking lot lighting designed to FWC requirements. Design to include parking lot lighting, point-to-point photometrics, lighting fixture schedule, pole schedule, details, and parking lot lighting power and controls. Deliverable shall include signed sealed construction documents in PDF format.

Task 2 Deliverables:

- One (1) CD, USB drive or email containing the following:
 - Lighting Plan in PDF format

Submittal Schedule

Task 1 – Landscape Architecture 30 Days from NTP
Task 2 – Park Lighting Design 30 Days from NTP

The following fee schedule is based on anticipated hours to complete each task and the contract shall not exceed the identified totals without prior written authorization from Okaloosa County.

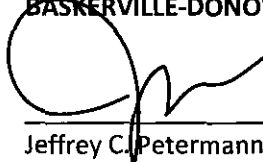
Anticipated Fee Schedule:

Landscape Architecture	\$ 11,040.00
Park Lighting Design	\$ 3,795.00
Total Service Fee	\$ 14,835.00

Excluded Items:

- Site lighting materials and construction
- Landscape plantings and installation
- Irrigation materials and construction
- Permitting Fees
- CEI Services
- Public Meetings (hourly service fees apply as requested by County)

Submitted By:
BASKERVILLE-DONOVAN, INC.



Jeffrey C. Petermann, P.E., VP / Regional PM

Accepted By:
OKALOOSA COUNTY

Jason T. Autrey,
PE, CPM

Digitally signed by Jason T. Autrey, PE, CPM
Date: 2024.02.08 13:39:01 -06'00'

Jason Autrey, P.E. – Public Works Director

Date: 07 Feb 2024

Date: _____

L:\121 Okaloosa County\12107.01 Tarpon Beach Gulf Front Park\Contracts\Contracts and Amendments\Subconsultant Agreement