

# TASK ORDER APPROVAL FORM

CONTRACT #: C19-2750-PW

TASK ORDER #: 12

TASK ORDER AMOUNT: \$ 46,557

CONTRACT# C19-2750-PW  
AMERICAN CONSULTING ENGINEERS, LLC  
GENERAL ENGINEERING SERVICES FOR PW  
EXPIRES: 09/30/2023

OFFERED BY CONSULTANT:

*American Consulting Engineers, LLC*

FIRM'S NAME

*Scott Korpi*

REPRESENTATIVE'S PRINTED NAME

**Scott Korpi**

Digitally signed by Scott Korpi  
DN: cn=Scott Korpi, dnQualifier=A014100000017CF82E8E30000B730,  
o=Florida, C=US  
Date: 2022.08.12 17:42:49-04'00'

SIGNATURE

*Principal/ Managing Member*

*8/12/2022*

TITLE

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

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



SIGNATURE

*PUBLIC WORKS DIRECTOR*

TITLE

DATE

*8/17/22*

Digitally signed by Jeffrey A Hyde  
Hyde  
Date: 2022.08.18 14:47:11  
-05'00'

**Jeffrey A Hyde**

PURCHASING MANAGER

DATE

Digitally signed by Faye Douglas  
Date: 2022.08.18 14:53:30 -05'00'

**Faye Douglas**

OMB DIRECTOR/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE



# TASK WORK ORDER SUMMARY

Task Work Order No.: 12  
Contract No.: C19-2750-PW  
ACP Project No.: 5189652  
Date: August 12, 2022

American Consulting Professionals, LLC., (hereafter "CONSULTANT") agrees to perform and complete the following services (hereafter "Services") for Okaloosa County Public Works (hereafter "COUNTY"), in accordance with the terms and conditions of the agreement for General Engineering Services (Contract No: RFQ PW 51-18), dated July 18, 2018, all of which terms and conditions are incorporated herein by reference.

1. **Task Name:** Plover Drive Pond Design
2. **Task Location:** Okaloosa County, Florida
3. **Task Description/ Scope of Services:** Consultant shall perform the professional services contained below.
4. **Compensation:** For all the work performed in accordance with Table 1

Table 1: Plover Drive Pond Design	
Task 1 Project Administration/ Coordination	Lump Sum (LS) \$ 4,801
Task 2 Engineering Services	
Engineering Design Services	LS \$ 29,872
Environmental Services(including permit fee \$250)	LS \$ 9,084
Task 4 Limited Bidding and Construction Phase Services (hourly not to exceed)	Limited NTE \$ 2,800
PROJECT TOTAL=	\$ 46,557

### Scope of Services

The purpose of this project is to evaluate the existing pond located south of the Partridge Hills Subdivision near Plover Drive and provide design plans to rehab the facility to improve the pond function. The existing pond was designed as a dry retention pond but the constructed pond has been retaining a shallow depth of water for extended periods of time which is a maintenance issue. The Consultant will evaluate if the pond could be modified to function as a dry retention pond substantially in accordance with the original design. If determined the pond would not be expected to function as a retention pond, with improvements, then providing positive discharge and/or underdrain to provide a dry pond function will be evaluated. Conversion to a wet pond will also be considered. The options will be compared and the Consultant will proceed with the preferred option.

The scope of work details the design phase services and limited bidding and construction phase services to be performed by Consultant for this project.

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

- Project Management and Coordination throughout the design phase
- Engineering design
- Preparation of design drawings and specifications
- Preparation of stormwater permit application and coordination with permitting agencies
- Performance of limited bid and construction phase services as requested by the County

American Consulting Professionals, LLC

4489 Woodbine Road • Pace, Florida 32571 • 850.289.1000 • www.acp-americas.com

## **SECTION B: SCOPE OF SERVICES**

### **Task 1: Project Management and Coordination**

- 1.1 Coordinate Design Criteria with Okaloosa County: Consultant shall coordinate with County staff to ensure that the design is in accordance with the objectives of the client.
- 1.2 Coordinate Topographic Survey with County: Consultant shall coordinate with the County to facilitate a topographic survey to serve as the basis for the design and as the basis for estimating project construction costs.
- 1.3 Kick-Off Meeting and Site Review: Consultant shall participate in a kick-off meeting with subconsultant staff and County (if necessary) to review the project approach and details of the project. Consultant shall review the site to observe existing conditions and document observed features impacting the project and associated right of way.
- 1.4 Coordinate with Permitting Agencies: Consultant will attend a pre-application meeting with NWFWMMD and file for a General Permit as applicable. Includes two RAIs to resolve any permitting issues. Permit fee (\$250).

### **Task 2: Engineering Design Services**

#### **2.1 Prepare 0%-30% Design**

- 2.1.1 Prepare 30% Design Drawings: Consultant shall perform 30% design services for the ditch improvements. Consultant shall prepare and submit electronically 30% design drawings for the proposed improvements, including preliminary construction plans, details and an opinion of probable construction costs.
- 2.1.2 Attend 30% Design Review Meeting: Consultant shall participate in a meeting with County staff (or designated representatives) to review and discuss elements of the 30% design documents and other factors that may affect subsequent services associated with the project.

#### **2.2 Prepare Design 30%-90%**

- 2.2.1 Prepare and Submit 90% Design Drawings: Consultant shall perform 90% design services for the ditch improvements. Consultant shall prepare and submit electronically 90% design drawings for the proposed improvements, including preliminary construction plans, details, and an opinion of probable construction costs. Drawings are anticipated to include:
  - a) Cover Sheet
  - b) General Notes
  - c) Summary of Quantities
  - d) Survey Control & Existing Conditions
  - e) Plan & Profile Sheets
  - f) Erosion Control Plan
  - g) Drainage Details
- 2.2.2 Attend 90% Design Review Meeting: Consultant shall participate in a meeting with County staff (or designated representatives) to review and discuss elements of the 90%

design documents and other factors that may affect subsequent services associated with the project.

### 2.3 Prepare 90%-100% Design

- 2.3.1 Prepare and Submit 100% Design Drawings: Consultant shall perform 100% design services for the ditch improvements. Consultant shall prepare and submit electronically 100% design drawings for the proposed improvements, including construction plans and details.
- 2.3.2 Attend 100% Design Review Meeting: Consultant shall participate in a meeting with County staff (or designated representatives) to review and discuss elements of the 100% design documents and other factors that may affect subsequent services associated with the project.
- 2.3.3 Prepare Technical Specifications: Consultant shall prepare final technical specifications as required for bidding. The documents will be consistent with FDOT procurement procedures for bid solicitation.

### 2.4 Prepare Release for Bid Documents

- 2.4.1 Prepare Final Engineer's Opinion of Probable Cost: Consultant shall prepare a Final Engineer's opinion of probable construction cost for civil/site design bid package contained in the final design documents.
- 2.4.2 Provide Quality review of revised design documents: Consultant shall provide a thorough quality review of the design drawings and shall ensure the documents represent cost-effective construction specifications and materials to support the ultimate improvements.
- 2.4.3 Prepare "Release for Bid" Documents: Consultant shall also prepare final project technical specifications for the proposed improvements. Consultant shall prepare and submit "Release for Bid" documents, including plans and specifications for County records.

## **Task 3: Limited Bidding & Construction Phase Services (Hourly Basis Only- As Needed)**

- 3.1 Consultant shall perform limited bidding phase and construction phase services as requested by the County. Requested services may include preparing answers to bidder questions, compiling "Release for Construction" documents, and other services during the bidding and construction phase. Services authorized by the County shall be compensated for on a time-and-materials basis at the contract unit rates established for the General Engineering Services Contract (Exhibit "C").

## **SECTION C: EXCLUSIONS AND ASSUMPTIONS**

The following exclusions and assumptions shall apply to this scope of services:

- Assumes the proposed project qualifies for a General Permit under 62.330.451 General Permit to Counties, Municipalities, and other Agencies to Conduct Stormwater Retrofit Activities. (Permit Fee \$250)
- The contractor shall be responsible for performing all construction activities, including—but not limited to—implementing specified erosion control measures, NPDES permitting, and any local permitting required for construction.

- Additional copies of deliverables, if requested, shall be paid by County at actual printing costs.
- No as-built survey or certifications shall be completed as part of this task order.
- FDOT Standard Plans dated FY 2021-22 and Standard Specifications for Road and Bridge Construction dated Jan 2022 shall be used for this project.

**SECTION D: OUT-OF-POCKET EXPENSES**

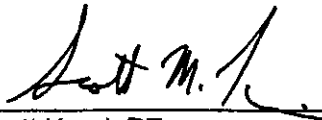
All job-related travel, job-related reprographic costs and supplies, interim review document printing, telefax and long distance charges, mail and express mail services, and printing and plotting costs associated with the design and preparation of contract documents shall be included in the direct expense budget associated with each associated service task.

**SECTION E: ADDITIONAL SERVICES**

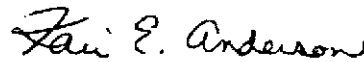
Additional services may be separately added to this contract during the course of work based upon agreed fees. No additional services shall be undertaken without the written authorization of Okaloosa County.

**END OF SCOPE**

Anticipated deadline for this Task Work Order is 10 months from Notice to Proceed.

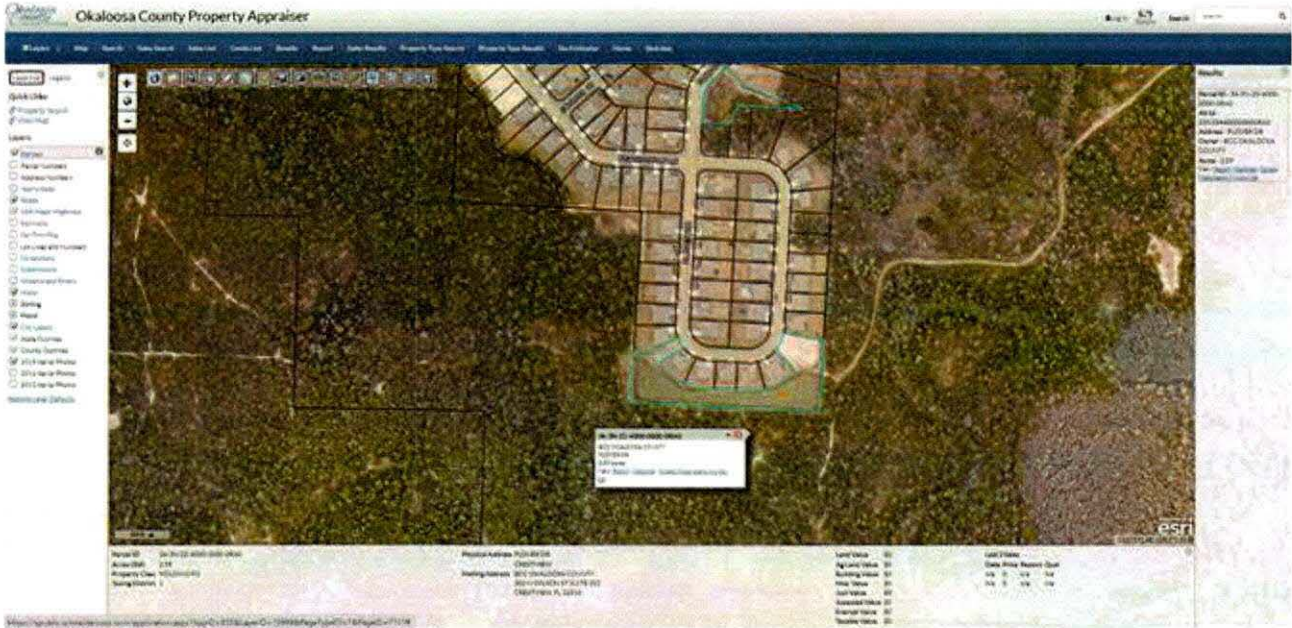


\_\_\_\_\_  
Scott Korpi, PE  
Managing Member



\_\_\_\_\_  
Kari Edwards Anderson, PE  
Project Manager

**EXHIBIT "A"**  
Plover Drive Pond Design  
Okaloosa County Public Works



**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project: Plover Drive Pond Design  
 County: Okaloosa  
 FPN: TWO-12

Revised 7/20/22 - Draft

Consultant Name: American Consulting Professionals, LLC  
 Consultant No.: 5189652-12  
 Date: 7/20/2022  
 Estimator: K Anderson

Staff Classification	Hours From "SH Summary - Firm"	Principal	Sr. Project Engineer	Project Engineer	Engineer	Engineering Intern	Engineering Technician	Secretary/Clerical	Sr. Environ. Specialist	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$208.00	\$197.00	\$162.00	\$129.00	\$99.00	\$83.00	\$67.00	\$176.00	\$0.00	\$0.00	\$0.00	\$0.00			
3. Project General and Project Common Tasks	32	6	11	0	0	14	0	0	0	0	0	0	0	31	\$4,801	\$154.87
4. Roadway Analysis	39	0	8	0	12	20	0	0	0	0	0	0	0	40	\$5,104	\$127.60
5. Roadway Plans	34	0	7	0	10	17	0	0	0	0	0	0	0	34	\$4,352	\$128.00
6a. Drainage Analysis	92	0	18	0	28	46	0	0	0	0	0	0	0	92	\$11,712	\$127.30
6b. Drainage Plans	68	0	14	0	20	34	0	0	0	0	0	0	0	68	\$8,704	\$128.00
8. Environmental Permits, Compliance & Clearances	49	0	10	0	0	0	0	0	39	0	0	0	0	49	\$8,834	\$180.29
<b>Total Staff Hours</b>	314	6	68	0	70	131	0	0	39	0	0	0	0	314		
<b>Total Staff Cost</b>		\$1,248.00	\$13,396.00	\$0.00	\$9,030.00	\$12,969.00	\$0.00	\$0.00	\$6,864.00	\$0.00	\$0.00	\$0.00	\$0.00		\$43,507.00	\$138.56

Check = \$43,507.00

Notes:

SALARY RELATED COSTS:				\$43,507.00
EXPENSES:		0.00%	permit fee	\$250.00
Survey (Field - if by Prime)	0	4-man crew days @	\$ - / day	\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$43,757.00</b>
Subconsultant:				
Subconsultant:				
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$43,757.00</b>
Limited Construction Phase Services				\$2,800.00
<b>GRAND TOTAL ESTIMATED FEE:</b>				<b>\$46,557.00</b>