

# TASK ORDER APPROVAL FORM

CONTRACT #: C18-2676-WS

TASK ORDER #: 03 – Revision 1

TASK ORDER AMOUNT: ~~\$64,576.00~~ \$73,240.00

CONTRACT: C18-2676-WS  
HDR ENGINEERING, INC.  
MASTER SERVICE AGREEMENT ENG  
CONSULTING SERVICES  
EXPIRES: 09/30/2022

OFFERED BY CONSULTANT:

HDR Engineering, Inc.

FIRM'S NAME

Katie Duty, PE, ENV SP

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

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.

**Jeff Littrell**

Digitally signed by Jeff Littrell  
DN: cn=Jeff Littrell, ou=Okaloosa County Water & Sewer  
System, ou=Okaloosa County BCC,  
email=jrlitt@okaloosa.com, o=US  
Date: 2022.09.28 13:02:52 -0500

Jeff Littrell

**Jeffrey A Hyde**

Digitally signed by Jeffrey A Hyde  
Date: 2022.09.28 13:02:52 -0500

Jeff Hyde, PURCHASING MANAGER

**WATER & SEWER DIRECTOR**

TITLE

DATE

**9/28/22**

DATE

**Faye Douglas**

Digitally signed by Faye Douglas  
Date: 2022.10.03 10:34:29 -0500

Faye Douglas  
OMB DIRECTOR (if applicable)

DATE

**John Hofstad**

Digitally signed by John Hofstad  
Date: 2022.10.03 11:09:39 -0500

John Hofstad  
COUNTY ADMINISTRATOR (if applicable)

DATE

DATE

# REVISION 1 - TASK ORDER 03

## (Contract C18-2676-WS)

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED FEBRUARY 2018, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND HDR, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### Scope of Basic Services for Okaloosa County Water and Sewer Crestview Bypass Utility Relocations

#### Article A. Purpose:

The purpose of this Task Order is to authorize and direct HDR ENGINEERING, INC. (CONSULTANT) to proceed with professional engineering services for providing professional engineering design services to the Okaloosa County Water and Sewer Department (CLIENT). The activities that are included are described in "Article B - Scope of Services."

#### Article B. Scope of Services:

The CONSULTANT agrees to furnish professional engineering services that are applicable to the Crestview Bypass Utility Relocations (Project), as requested by the CLIENT's representative. As part of this task order, the Consultant will provide design plans for the relocation of existing water mains located along the new Crestview Bypass and East-West Connector Road, which is required as part of a separate road construction project. In addition, HDR will design the replacement of the existing water main located along the Enzor Road Loop. The services that the CONSULTANT agrees to furnish as part of this Task Order include project management, engineering, and design.

#### Task 1. Project Management Services

Objective: CONSULTANT will provide the management, administration, and coordination of project activities. The purpose of this task is to manage and to coordinate project resources consistent with the project schedule and keep the CLIENT informed of project progress. Project Manager will provide project oversight, including day-to-day management of resources and schedules, periodic liaison with CLIENT, telephone conversations, file management, conflict and problem resolution, project staff management, accounting, contracts administration, and project control.

Task Deliverables: CONSULTANT will email invoices and project status reports to the CLIENT.

Key Understandings:

- No Sub-Consultants will be required for this Task Order.

Meetings/Travel: Client communications under this task will be via e-mail and/or telephone conversations.

Information and Services Provided by Others: None.

## **Task 2. Data Collection and Utility Mapping**

**Objective:** CONSULTANT shall use existing survey by Surveying and Mapping, LLC (SAM) for the Crestview Bypass Roadway project. For this PROJECT, the CONSULTANT will be using Microstation. The final CADD deliverables for the PROJECT will be in Microstation and will adhere to applicable standards and formats required by the CLIENT. The CONSULTANT will gather additional utility information from the CLIENT, other Utility Owners, and site investigation as needed. CONSULTANT shall conduct a ½-day site visit. The site visit will include an onsite investigation of the project area with the CLIENT, as needed, to identify existing utilities, potential design concerns, and proposed design routes.

**Task Deliverables:** None.

### **Key Understandings:**

- CLIENT to provide utility survey information in project area to supplement existing survey data.
- CLIENT to provide all necessary survey required for the Enzor Road Loop water main design.
- No new geotechnical information is required. Geotechnical information for the Roadway Widening project will be utilized.
- No Subsurface Utility Engineering Services will be required.
- No Land Acquisition Services will be required.

**Meetings/Travel:** One ½ - day site visits at the SITE by CONSULTANT.

### **Information and Services Provided by Others:**

- CLIENT to provide existing utility information.

## **Task 3. Engineering and Design**

**Objective:** The CONSULTANT will design and submit 30%, 60%, 90% and Final Plans for the Crestview Bypass Utility Relocations project, which includes relocations related to the Crestview Bypass, East-West Connector Road, and Enzor Road Loop. This task will include designs for the removal and replacement of the existing water mains along Arena Road. The Arena Road plans will include (8) eight plan and profile sheets for 2,700 LF of 12" PVC water main and 40 LF of 8" PVC water main. The Arena Road design will also include a roughly 460 LF horizontal directional drill. This task will include designs for the removal and replacement of the existing water mains along Enzor Road. The Enzor Road plans will include (6) six plan and profile sheets for 4,360 LF of 6" PVC water main. The Enzor Road design will also include a roughly 250 LF horizontal directional drill. Utility relocations will be coordinated with the latest roadway and drainage design plans. The CONSULTANT will provide plan and profile designs for the relocation of the utilities. Plan views will be set up at a scale of 1:20; profile views will be set up at a scale of 1:10. The project documents will contain general notes referencing the Okaloosa County Water and Sewer standard specifications and details. Consultant will develop an Engineers Opinion of Probably Construction Cost (EOPCC) with the 60%, 90% and Final submittals.

As part of Task Revision 1, HDR will revise the proposed water main alignment from Roadway Station 10+00 to Station 26+50 to adjust the water main to the north side of the proposed overhead power lines. The new alignment is anticipated to be 4'-5' off the edge of pavement. In addition, HDR will adjust the water main alignment from Roadway Station 37+00 to Station 39+00 to design a crossing of the proposed Crestview Bypass. Plan and Profiles Sheets 5 through 10 will be re-submitted as part of a Plan Revision with updated design, stationing, and revision clouds designating changes. No changes to permitting are anticipated and not included in this scope.

### **Task Deliverables:**

#### **30% Design Plans**

- Two (2) 11" x 17" sets of Design Drawings

- Electronic Submittal (PDF)

#### 60% Design Plans

- Two (2) 11"x17" sets of Design Drawings
- Electronic Submittal (PDF)
- 60% Draft EOPCC

#### 90% Design Plans

- Two (2) 11"x17" sets of Design Drawings
- Electronic Submittal (PDF)
- 90% Draft EOPCC

#### Final Design Plans

- Two (2) Full Size (22"x34") Sets of Drawings
- Two (2) Half Size (11"x17") Sets of Drawings
- One (1) CD containing .PDF and .DWG files
- Final EOPCC

#### Plan Revision 1

- Digital Files of Revised Plan/Profile Sheets (sheets 5-10) in .PDF and .DWG format

#### Key Understandings:

- Okaloosa County Water and Sewer Technical Specifications and Details will be used by Reference.
- Basis of design for new water main installation is assumed to be installed via open cut with two horizontal directional drills under proposed stormwater culverts.
- Maintenance of Traffic planning is excluded from this scope of services.
- Existing utilities will either be replaced with the same diameter main or larger, and hydraulic modeling is excluded from this scope of services.
- Surge analysis is excluded from this scope of services.
- HDR is not providing proposed relocations for other utility owners (i.e. gas, power, communications)
- No Bidding Documents or Bidding Services will be required.
- Conformed documents will not be required.
- The Client will pay all fees required for testing, permitting, agency reviews, etc.
- Permitting for Wetlands Impacts will be covered under the Roadway Project.
- Construction services are excluded from this scope of services.
- Bidding and advertisement documents are excluded from the scope of services.

Meetings/Travel: The CONSULTANT will participate in one meeting with the client, at the CLIENT offices.

Quality Control: The CONSULTANT will conduct a quality control review of project deliverables prior to submittal to the CLIENT.

Information and Services Provided by Others: None.

#### **Task 4. Permitting Services**

Objective: CONSULTANT will coordinate directly with individual permitting agencies to apply and submit for the following permits required for the design and construction of the proposed water main work.

- FDEP General Permit for the construction of a water main extension (form 62-555.900).
- FDOT Utility Permit via online One-Stop-Permitting system

Consultant will coordinate the proposed water main relocation work to fall within the existing wetland permits that have been applied for on the Crestview Bypass and East-West Connector Road projects. Upon

completion of the water main construction, the Consultant will submit a request for clearance form for the FDEP General Construction permit and will submit a certification of completion form for the FDOT Utility permit.

Task Deliverables:

- FDEP General Construction Permit Submittal Package
- FDOT Utility Permit (Online Submittal)
- Final permit clearances and/or certifications for each permitting agency

Key Understandings:

- The Client will pay all fees required for testing, permitting, agency review, etc.
- Project permitting will be limited to FDEP and FDOT permits.
- FDEP ERP wetland permit will not be required. Proposed water main work will fall within the existing wetland permit limits for the roadway project.

Meetings/Travel: None.

Information and Services Provided by Others: None.

**Article C. Compensation Provisions:**

As compensation for providing the services described within this Task Order, OCWS shall pay HDR in accordance with Section 7 of the February 2018, Agreement, a lump sum amount of \$73,240.00, to be billed in percentage of work complete, according to the Tasks listed below:

Task Description	Amount \$
<b>Task 1: Project Management Services</b>	<del>\$4,820.00</del> \$5,494.00
<b>Task 2: Data Collection and Utility Mapping</b>	\$6,048.00
<b>Task 3: Engineering and Design</b>	<del>\$46,812.00</del> \$54,802.00
<b>Task 4: Permitting Services</b>	\$6,896.00
<b>Total Lump Sum</b>	<del>\$64,576.00</del> \$73,240.00

HDR will keep OCWS informed of progress so that the budget and/or work effort can be adjusted if necessary. HDR is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is OCWS obligated to pay HDR beyond these limits.

**Article D. Period of Service:**

The schedule for this utility relocation project within this Task Order is contingent upon the completion of the Crestview Bypass Roadway project with Okaloosa County Public Works. The estimated completion of the utility relocation work is as follows:

Authorization to Proceed	Upon Execution of Task Order
Termination of Task Order	<del>July 31, 2021</del> November 30, 2022

**Article E. Authorized Representatives:**

The Authorized Representatives designated below are authorized to act with respect to this Task Order. Communications between the parties shall be through the Authorized Representatives:

For CLIENT	For CONSULTANT
<b>Name:</b> Jon C. Kanak, P.E., Senior Project Manager	<b>Name:</b> Heath Hardy, Project Manager
<b>Address:</b> 1804 Lewis Turner Boulevard, Suite 300 Fort Walton Beach, FL 32547	<b>Address:</b> 25 W. Cedar Street, Suite 200 Pensacola, FL 32502
<b>Telephone:</b> (850) 609-5098	<b>Telephone:</b> (850) 429-8925

**Jeff Littrell**

Digitally signed by Jeff Littrell  
DN: cn=Jeff Littrell, o=Okaloosa County Water & Sewer System,  
ou=Okaloosa County ECC, email=littre@myokaloosa.com, c=US  
Date: 2022.09.28 12:04:36 -0500

Jeff Littrell, Water & Sewer Director

Date



Katie Duty, PE, ENV SP, Vice President

Date

**Okaloosa County Water and Sewer  
Crestview Bypass Utility Relocations - REVISION 1**

Task No.	Description of Activity	Resource Classification							Total Man-Hours	Task Cost
		QC Manager Reviewer	Project Manager	Project Engineer	CAD Designer	Environmental Scientist	Admin	Accountant		
1	Project Management Services	0	2	0	0	0	0	0	\$0.00	
A	Meetings & Conferences	0	0	0	0	0	0	0	\$0.00	
B	Project Management & Coordination	0	2	0	0	0	0	6	\$674.00	
2	Data Collection and Existing Conditions Mapping	0	0	0	0	0	0	0	\$0.00	
A	Data Collection	0	0	0	0	0	0	0	\$0.00	
B	Existing Conditions Mapping	0	0	0	0	0	0	0	\$0.00	
C	Field Review	0	0	0	0	0	0	0	\$0.00	
3	Engineering and Design	4	64	0	45	0	0	64	\$7,990.00	
A	30% Design Plans	0	0	0	0	0	0	0	\$0.00	
B	60% Design Plans	0	0	0	0	0	0	0	\$0.00	
C	90% Design Plans	0	8	0	40	0	0	48	\$5,656.00	
D	Final Design Plans	0	2	0	2	0	0	4	\$550.00	
E	Package/Format CAD Files	0	2	0	0	0	0	2	\$334.00	
F	EOPCC	0	0	0	0	0	0	0	\$0.00	
G	QC Review	4	2	0	4	0	0	10	\$1,450.00	
H	Review Meetings	0	0	0	0	0	0	0	\$0.00	
4	Permitting Services	0	0	0	0	0	0	0	\$0.00	
A	FDEP General Permit	0	0	0	0	0	0	0	\$0.00	
B	FDOT Utility Permit	0	0	0	0	0	0	0	\$0.00	
C	Wetland Permit Coordination	0	0	0	0	0	0	0	\$0.00	
D	Permit Clearances	0	0	0	0	0	0	0	\$0.00	
<b>HDR Engineering Man-hours(Tasks 1-4)</b>		<b>4</b>	<b>16</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>\$8,664.00</b>	
	QC Manager Reviewer	\$171.00	\$167.00	\$137.00	\$108.00	\$136.00	\$66.00	\$85.00		
	Salary Rate Per Hour	\$684.00	\$2,672.00	\$0.00	\$4,968.00	\$0.00	\$0.00	\$340.00		
	Salary Cost									
	<b>Average Billing Rate for Project (Tasks 1-4)</b>	<b>\$123.77</b>							<b>\$8,664.00</b>	

Task No.	Description of Activity	Resource Classification							Total Man-Hours	Task Cost
		QC Manager Reviewer	Project Manager	Project Engineer	CAD Designer	Environmental Scientist	Admin	Accountant		
1	Project Management Services	0	2	0	0	0	0	0	\$0.00	
A	Meetings & Conferences	0	0	0	0	0	0	0	\$0.00	
B	Project Management & Coordination	0	2	0	0	0	0	6	\$674.00	
2	Data Collection and Existing Conditions Mapping	0	0	0	0	0	0	0	\$0.00	
A	Data Collection	0	0	0	0	0	0	0	\$0.00	
B	Existing Conditions Mapping	0	0	0	0	0	0	0	\$0.00	
C	Field Review	0	0	0	0	0	0	0	\$0.00	
3	Engineering and Design	4	64	0	45	0	0	64	\$7,990.00	
A	30% Design Plans	0	0	0	0	0	0	0	\$0.00	
B	60% Design Plans	0	0	0	0	0	0	0	\$0.00	
C	90% Design Plans	0	8	0	40	0	0	48	\$5,656.00	
D	Final Design Plans	0	2	0	2	0	0	4	\$550.00	
E	Package/Format CAD Files	0	2	0	0	0	0	2	\$334.00	
F	EOPCC	0	0	0	0	0	0	0	\$0.00	
G	QC Review	4	2	0	4	0	0	10	\$1,450.00	
H	Review Meetings	0	0	0	0	0	0	0	\$0.00	
4	Permitting Services	0	0	0	0	0	0	0	\$0.00	
A	FDEP General Permit	0	0	0	0	0	0	0	\$0.00	
B	FDOT Utility Permit	0	0	0	0	0	0	0	\$0.00	
C	Wetland Permit Coordination	0	0	0	0	0	0	0	\$0.00	
D	Permit Clearances	0	0	0	0	0	0	0	\$0.00	
<b>HDR Engineering Man-hours(Tasks 1-4)</b>		<b>4</b>	<b>16</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>\$8,664.00</b>	
	QC Manager Reviewer	\$171.00	\$167.00	\$137.00	\$108.00	\$136.00	\$66.00	\$85.00		
	Salary Rate Per Hour	\$684.00	\$2,672.00	\$0.00	\$4,968.00	\$0.00	\$0.00	\$340.00		
	Salary Cost									
	<b>Average Billing Rate for Project (Tasks 1-4)</b>	<b>\$123.77</b>							<b>\$8,664.00</b>	