

TASK ORDER APPROVAL FORM

CONTRACT #: C23-3358-TDD

TASK ORDER #: 2

TASK ORDER AMOUNT: \$ 25,000.00

C23-3358-TDD

JDF ARCHITECTURE, LLC

Architectural Services for TDD

Expires: 07/18/2026 W/ (2) 1 Yr Renewal

OFFERED BY CONSULTANT:

JDF Architecture

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: 2023.12.08 16:01:36 -06'00'

SIGNATURE

Principal

12.08.2023

TITLE

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

Jennifer
Adams

Digitally signed by
Jennifer Adams
Date: 2023.12.11
11:50:46 -06'00'

Charlotte
Dunworth

Digitally signed by
Charlotte Dunworth
Date: 2023.12.11 11:55:05
-06'00'

SIGNATURE

TDD Director

TITLE

DATE

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

DeRita
Mason

Digitally signed by DeRita
Mason
Date: 2023.12.12
07:49:21 -06'00'

PURCHASING MANAGER

DATE

OMB DIRECTOR/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE



December 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 SERVICES
OKALOOSA COUNTY TOURIST DEVELOPMENT DEPARTMENT
General Support Services**

Dear Ms. Gold:

Thank you for the opportunity to submit this agreement for Architectural Services for your proposed projects. 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 generalized architectural professional services and future TDD project matter. All work shall be performed at the request of County Staff and Leadership, and is not limited to the following:

- Review and comment on TDD project work performed by other individuals or consultants
- Participate in project development meetings with state and federal agencies in Okaloosa county or other Locales
- Prepare for and attend local County meetings, workshops, and/or site visits
- Conduct TDD project analyses, design and/or services in support of on-going or future Tourist Development projects
- Participate in County discussions related to Tourist Development Department (TDD) projects
- Participate in County discussions related to planning and implementation of TDD projects
- Prepare and present public presentations for on-going and future TDD projects
- Provide grant support services including grant application, identification, development
- Provide planning and regulatory permitting assistance for projects as requested by the TDD
- Provide construction observation as County's representative
- Provide architectural expert opinions on appropriate subject matter for TDD related projects

JDF Architecture shall not be disqualified from competing on future County projects, so long as it complies with 2 CFR Part 200, Section 200.319.

We will perform work tasks as requested by the County on a time and expenses basis including transportation and subsistence for out of County travel (with specific direction from County Staff and as subject to the Florida Statutes and County policy). For a fee up to a maximum amount of \$25,000. Should the work require more time than the amount budgeted, JDF Architecture will contact the Okaloosa County Project Manager and discuss a modification to the task order to account for the additional level of work.

PROFESSIONAL SERVICES FEE:

Work completed within this agreement will be billed hourly at our approved rates.

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Sharon Gold

OKALOOSA COUNTY TOURIST DEVELOPMENT DEPARTMENT

December 08, 2023

BILLING TERMS:

We will provide monthly progress reports/billing detailing the work conducted by JDF Architecture and the expenses incurred, including applicable transportation and subsistence.

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.