



Ward Koutnik and Associates, Inc.

TRAFFIC AND TRANSPORTATION-PLANNING
CIVIL ENGINEERING AND ROAD DESIGN
SITE FEASIBILITY STUDIES
CONSTRUCTION MANAGEMENT

Mr. Jim MacLaughlin, P.E.
NASSAU COUNTY ENGINEER
2290 South 8th Street
Fernandina Beach, FL. 32034

January 19, 1988

Re: Bridge Repairs - WKA Contract Administration Services -
14th Street Bridge and Deep Creek Culvert, Nassau County
WKA Project Number 88-255

Dear Mr. MacLaughlin:

This is the letter agreement between Nassau County and Ward Koutnik and Associates, Inc. (WKA) regarding WKA's contract administration services for the two above-referenced bridge repairs. Our professional services will basically cover the following work efforts:

- Task 1 . Prepare bid document for bid requests for the repair work; review of bid responses, and recommendation to County for general contractor selection.
- Task 2 . Negotiation and preparation of contract working along with Nassau County legal counsel.
- Task 3 . Coordinate with contractor during repair work, review and approval of pay requests, field inspection as needed.
- Task 4 . Schedule, prepare for and conduct final inspection of each repair project and certify completion.
- Task 5 . Make sure that any requirements by local and State agencies regarding the repair work are adhered to by the contractor.

PROFESSIONAL SERVICES FEE

WKA's professional fee for the above-referenced services shall-not-exceed \$5,000.00 plus any direct expenses incurred or taxes required.

AGREED:



For NASSAU COUNTY

Date: 1-26-88

Ward Koutnik, President
WARD KOUTNIK AND ASSOCIATES, INC.

Date: _____

WK:vbb



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
P.O. Box 1010
Fernandina Beach, Florida 32034

Gene R. Blackwelder	Dist. No. 1 Fernandina Beach
Hazel Jones	Dist. No. 2 Fernandina Beach
John F. Claxton	Dist. No. 3 Yulee
James E. Testone	Dist. No. 4 Hilliard
Charles A. Pickett	Dist. No. 5 Callahan

January 29, 1988

T.J. "Jerry" GREESON
Ex-Officio Clerk

MICHAEL S. MULLIN
County Attorney

Mr. Ward Koutnik
Ward Koutnik & Associates, Inc.
6620 Southpoint Drive South
Suite 120
Southpoint Building
Jacksonville, FL 32216

Dear Mr Koutnik:

The Board of County Commissioners has instructed this office to forward to you the enclosed copy of the agreement between your firm and Nassau County for contract administration services for the bridge repair to the Fourteenth Street and Deep Creek Bridges.

After this agreement has been executed by you, we would appreciate a fully executed copy for our files.

If we can be of any further assistance, do not hesitate in contacting us.

Sincerely,

T. J. "Jerry" Greeson
Ex - Officio Clerk

TJG:jb

Enclosure