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GEE & JENSON
Engineers-Architects-Planners, Inc.

9452 Phillips Highway, Suite 4
Jacksonville, Florida 32256
Telephone (904) 292-9097
Fax (904) 292-4206

October 17, 1996

Jack D'Amato, P.E., Director
Department of Public Works
Nassau County
2290 SR 200
Fernandina Beach, Florida 32034

Re: Construction Administration Services for:
1) 14th Street Improvements - Phase 2
2) SR A1A/Lime Street Signal Improvements

Gentlemen:

As requested, we have prepared the following proposal for construction administration services to supplement our original Agreement for Professional Services on the subject projects.

PROJECT DESCRIPTION

Construction contracts are soon to be awarded for the referenced projects and include the following types of construction: grading and earthwork; roadway paving; curb and gutter; sidewalks and driveways; storm sewers; stormwater retention facilities; signal installations; pavement striping and signing; wetlands restoration and enhancement; and other related work.

SCOPE OF CONSTRUCTION ADMINISTRATION SERVICES

The following tasks will be required:

- 1) Represent the County as its Contract Administrator including, without limitation, interpretation of drawings and specifications, and issuing instructions to the Contractor performing construction work.
- 2) Observe and inspect, on a daily basis, the progress and quality of the executed work, including the maintenance of a daily log of activities to be kept at the project site, and determine if the work is proceeding in substantial accordance with the Contract Documents. We shall report to the County any work failing to conform to the Contract Documents or which in any way appears to be deficient, defective, or otherwise not in accordance with good engineering or construction practices. We shall notify the Contractor immediately of any non-conformance of the plans and specifications.

APPROVED

DATE 11/25/96

CC: *Jenkins, PWD*



Mr. D'Amato
Page Two
October 17, 1996

- 3) Review shop drawings, diagrams, illustrations, brochures, catalog data, schedules and samples, the results of tests and inspections, and other data which the Contractor is required to submit for the purpose of verifying acceptability in conformance with the requirements and information given in the Contract Documents, and assemble maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection as required in construction contracts related to the project.
- 4) Based on on-site observations as an experienced and qualified professional, and on its review of the Contractor's applications for payment and supporting data, recommend to the County approval or disapproval of the Contractor's applications for payment.
- 5) Make an inspection to determine if the project is substantially complete and a final inspection to determine if the project has been fully completed in substantial accordance with the Contract Documents and whether the Contractor has fulfilled all of its obligations thereunder so that we may recommend approval, in writing, of final payment to the Contractor.
- 6) Receive, review, and approve as-built drawings prepared by the Contractor for compliance with the requirements of the Contract Documents.
- 7) Take all steps necessary for the finalization of as-built records within the one month period following the date of final acceptance of the project by the County. Such period includes the time required by the Contractor to prepare, check, and submit its record construction data and deliver same to us to review, approve, and forward record as-built drawings to the County.

SCHEDULE

The schedule for construction administration services will encompass the construction period which are estimated as follows for the two contracts:

- 1) **14th Street Improvements** -
from January 1, 1997 to October 31, 1997 (10 months)
- 2) **A1A/Lime Street Signal Improvements** -
from November 1, 1996 to February 28, 1997 (4 months)

The construction period for this proposal to encompass the above construction is 10 months.



Mr. D'Amato
Page Three
October 17, 1996

FEES

We propose to furnish the services outlined in the Scope of Work for a lump sum fee of Fifty-Six Thousand Two Hundred Ten Dollars (\$56,210.00) (see attached fee breakdown).

STAFF

Engineering services will continue to be provided by Harry Skahn, P.E., who was the design engineer for these projects. Inspection services will be provided by Ronnie Ratliff, an experienced construction inspector who has been with Gee & Jenson for a number of years on similar projects. He will be supervised and assisted by Henry Bradford, Director of Construction Services, in our Jacksonville office.

Thank you for your consideration.

Very truly yours,

Harry W. Skahn, P.E.
Project Manager

HWS:gs

Attachment

93255.00

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**NASSAU COUNTY CONTRACT ADMINISTRATION
MAN-HOUR ESTIMATE**

TASK	PROJECT ENGINEER	TECH.	CLERICAL	FIELD INSPECTOR	TOTAL	REMARKS
1. Project On-Site Administration	105	60	30	0	195	Project Engineer based on 3 hrs./week; weekly job-site meetings; signal system inspection; utility liaison; problem resolution.
2. On-Site Inspection	0	0	0	910	910	35 weeks @ 25 hours/week.
3. Shop Drawing and Testing Review	16	16	6	0	38	
4. Contractor Payment Requests	16	16	16	0	48	Based on monthly payments to the 2 Contractors.
5. Substantial Completion Inspection	12	0	3	0	15	
6. As-Built Drawings	8	16	3	0	27	
7. Finalize Construction Records	20	24	16	0	60	
TOTAL	177	132	74	910	1,293	

SALARY COSTS

Project Engineer	177 MH @ \$65	\$11,505
Engineering Technician	132 MH @ \$45	5,940
Clerical	74 MH @ \$25	1,850
Field Inspector	910 MH @ \$36	<u>32,760</u>
Subtotal		\$52,055

DIRECT EXPENSES

Mileage	35 Weeks @ 300 Mi. @ \$0.31	\$ 3,255
Telephone, Etc.	9 Mo. @ \$100	<u>900</u>
Subtotal		<u>\$ 4,155</u>

TOTAL FEE

\$56,210



Nassau County Public Works Department

2290 State Road 200
Fernandina Beach, Florida 32034-3056

Jack J. D'Amato, Jr., PE
Director of Public Works

MEMORANDUM

TO : JOHN CRAWFORD, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

FROM : JACK J. D'AMATO, P.E.
DIRECTOR OF PUBLIC WORKS

DATE : NOVEMBER 18, 1996

SUBJECT : GEE & JENSON - CONSTRUCTION ADMINISTRATION SERVICES

BACKGROUND:

The Lime Street signalization project and 14th Street widening - phase II project, have been awarded to construction contractors. Construction on these two projects will commence in the near future. As requested, Nassau County's Design Engineer, Gee & Jenson has submitted a proposal to perform construction administration services on behalf of the County for their two projects. The scope of services to be performed is attached to this memo. If the Board chooses not to approve this contract, these services would have to be performed by the Public Works Department, using resources that are needed on other projects.

FUNDING:

Funding for these services was approved by the Board of County Commissioners at the October 14th, 1996 Board meeting.

BUILDING/ZONING (904) 321-5765
CODE ENFORCEMENT (904) 321-5766
ENGINEERING (904) 321-5760
CALLAHAN (904) 879-1593

APPROVED

DATE 11/25/96

TOLL FREE (800) 948-3364
JACKSONVILLE (904) 356-3934
FACSIMILE (904) 321-5763

RECOMMENDATION:

That the Board approve Gee & Jenson to perform construction administration services on the Lime Street Signalization and 14th Street widening projects in the amount of \$56,310.00.

JJD:JM:isd

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