



An employee-owned company

April 20, 2007

Mr. Doug Hewett, Director of Utilities
Nassau-Amelia Utilities
5390 First Coast Highway
Fernandina Beach, FL 32035

Re: **Water Treatment Plant Improvements**

Dear Mr. Hewett:

Per your request we have prepared a Scope and Budget to perform engineering services for your Water Treatment Plant Improvements. The elements of this project include the following:

1. Installation of a new well pump, aerator, high service pump with variable frequency drive, and associated piping and building modifications;
2. Services to be provided by PBS&J: preliminary engineering, design, bid phase services, and construction phase services.
3. The electrical and instrumentation design, bid phase services, and construction phase services will be performed by our subconsultant, David Lassiter, P.E.

Our proposed fee for this task order, inclusive of expenses, is \$54,876. The previous task order dated March 9, 2004 will be cancelled. Estimated capital costs for this project, not include engineering fees, is \$350,000 to \$450,000.

This proposal is submitted as a task order under the Renewal of the Professional Services Agreement dated December 14, 2005 between Nassau County Board of County Commissioners and Post, Buckley, Schuh, and Jernigan, Inc.

In the Capital Improvements Program for Nassau-Amelia Utilities in the *Water and Sewer Master Plan, April 2006*, PBS&J identified several water projects for implementation. One of these projects was Water Project A-6 (Water Treatment Plant Improvements and Distribution System Upgrades). Water Project A-6 was identified as a \$500,000 expenditure for fiscal year 2006.

As this project was not implemented in fiscal year 2006, we recommend that the funds identified for A-6 be carried forward to Fiscal Year 2007 to implement Water Projects A-1 and A-2 which correlate to this task proposal.

The implementation of this project will be in accordance with capacity needs and FDEP requirements.

Please review the attached proposal and contact us if you have any questions.

Sincerely yours,

for
Robert A. Morrell, P.E.
Vice President

cc: Heather Cavanagh, P.E.
Attachment

Scope of Work

Based on our understanding of the project and conversations with Nassau-Amelia Utilities (NAU) personnel, PBS&J has prepared the following *Scope of Work* for the Water Treatment Plant Improvement project:

Assumptions

- Project elements include:
 - New well pump installed at existing Well #3
 - New well piping
 - New aerator on existing ground storage reservoir
 - New high service pump (HSP) with variable frequency drive (VFD)
 - Building modifications for ventilation to accommodate the VFD
 - Associated electrical and instrumentation including flow pacing the chlorination system to the new VFD driven HSP
- All improvements included in this proposal will be located at the WTP site.
- A Consumptive Use Permit (CUP) will not be required.
- An FDEP permit modification will not be required.
- Construction observation services by PBS&J will be limited to weekly visits, key milestone activities, and substantial/final inspections.
- The previous task between PBS&J and NAU for the Water Treatment Plant Improvements, dated March 9, 2004, which was partially completed, will be closed.

Sub-Consultant

The electrical and design, bid phase services, and construction phase services will be performed by David Lassiter, P.E., sub-consultant to PBS&J.

Preliminary Engineering

PBS&J will collect field data and review pertinent drawings, permits, etc.; and meet with NAU staff to review the project scope. Additional field survey information will be collect where needed for the project design. This task will be completed 2 weeks after notice to proceed is granted. Total compensation, including expenses, for this phase is \$3,577.

Design Phase

PBS&J will prepare construction drawing and specifications designed in accordance with NAU standards. Progress submittals (3 sets) and review meetings will be held at the 60% and 100% stages of completion. Upon review and approval of the 100% submittal, final construction drawings and specifications will be prepared. The 60% documents will be submitted 3 weeks after preliminary engineering is performed. The 100% documents will be submitted 2 weeks after the review by NAU has been completed. Total compensation, including expenses, for this phase is \$23,333.

Permitting

No permitting services will be required.

Bid Phase Services

PBS&J will prepare Bid Documents and distribute to qualified contractors, suppliers, and plan rooms. Up to three (3) sets of drawing will be provided to plan rooms selected by NAU. Only complete sets of Bid Documents will be issued. PBS&J will set the price for Bid Document sets, based on cost of reproduction, distribution cost, etc. Four (4) full sets of Bid Documents will be provided to NAU. PBS&J will sell copies and collect fees for the copies. A list of Bid Document holders will be provided to NAU by PBS&J.

During the bid period, PBS&J will provide technical assistance to NAU to questions from contractors, suppliers, and other interested parties; assist in the issuance of addenda when necessary or directed by NAU; and participate in a pre-bid conference (if directed by NAU).

PBS&J will assist NAU with the Bid Opening, review all bids, and recommend award to the lowest responsible and responsive bidder. Total compensation, including expenses, for this phase is \$5,969.

Construction Phase Services

Upon award of construction Contract, PBS&J will participate in a pre-construction conference with NAU, the construction contractor, subcontractors, and others impacted by the project.

PBS&J will receive and review shop drawings in accordance with NAU Bid Documents, review and recommend approval of payment requests, respond to the Contractor's RAI's, and prepare change orders, where deemed appropriate.

During the course of construction, PBS&J will provide weekly construction visits, plus additional visits as may be required for specific milestone events. PBS&J will observe as an experienced and qualified design professional the progress and quality of the executed work of the Contractor and to determine in general if such work is proceeding in accordance with the Bid Documents. PBS&J shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of such work. PBS&J's efforts will be directed toward providing a greater degree of confidence for NAU that the completed work of the Contractor will conform to the Bid Documents, but PBS&J shall not be responsible for the failure of the Contractor to perform the work in accordance with the Bid Documents, so long as PBS&J shall have exercised reasonable care in discharging its duties under the terms of this task, the standard of care being that which an engineer being reasonably careful in the profession of engineering would exercise. During such visits, and on the basis of on-site observations, PBS&J shall keep NAU informed of the progress of the work, shall endeavor to guard NAU against defects and deficiencies of such work, and may disapprove or reject work failing to conform to the Bid Documents. Upon substantial completion, PBS&J and NAU personnel will prepare a substantial completion "punchlist" of deficient project items. A final inspection will be held once the deficiencies are corrected.

PBS&J will certify construction completion to FDEP and prepare "Record Drawings", based on the as-built data provided by the Contractor. Two (2) sets of "Record Drawings" and one electronic copy will be provided to NAU. Total compensation, including expenses, for this phase is \$21,966.

Scope of Work

Compensation

Total compensation for this task order will be \$54,876. This total amount includes \$21,373 for sub-consultant fees and reimbursement costs.

In accordance with the professional service agreement dated December 14th, 2005 section 4. "PBS&J shall submit invoices to the Clerk, John A. Crawford, for work accomplished during each calendar month. The amount of each monthly invoice shall be determined on the "percentage of completion method" whereby PBS&J will estimate the percentage of the total work (provided on a lump-sum basis) accomplished during the invoice period. Monthly invoices shall include, separately listed, any charges for services for which time charges and/or unit costs shall apply. Such invoices shall also include, separately listed, any charges for Professional Associates and reimbursement costs."

Schedule

PBS&J is ready to immediately begin work on this project. We estimate final documents will be ready for bid within 7 weeks of Notice to Proceed by NAU.

PROJECT BUDGET WORKSHEET


PBS&J	CLIENT: Nassau County - Nassau Amelia Utilities	LABOR MULTI.: 1.00
	PROJECT: WTP - Improvements	REIMBUR. MULTI.: 1.10
	JOB NO.: 370230.--	PREPARED BY: HPC

Manhours/Labor Costs PERSONNEL CLASSIFICATION	TASK RATE	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7	TASK 8	TOTAL HOUR	RAW LABOR COST	MULTI. LABOR COST
		Data Collection	Design Phase	Permitting	Bid Phase	Const. Phase						
Principal	\$ 180.00									0	\$0	\$0
Project Manager	\$ 180.00	8	4		8	16				36	\$6,480	\$6,480
Sr. Engineer IV	\$ 180.00		20			20				40	\$7,200	\$7,200
Sr. Engineer III	\$ 150.70				12	20				32	\$4,822	\$4,822
Sr. Engineer II	\$ 120.00					20				20	\$2,400	\$2,400
Sr. Engineer I	\$ 95.30	8	24							32	\$3,050	\$3,050
Engineer II	\$ 80.70									0	\$0	\$0
Construction Observer	\$ 76.90					32				32	\$2,461	\$2,461
Sr. CADD/GIS Tech.	\$ 69.20		64			8				72	\$4,982	\$4,982
CADD Operator	\$ 63.80				8	8				16	\$1,021	\$1,021
Clerical	\$ 45.30		8		8	8				24	\$1,087	\$1,087
Total Hours		16	120	0	36	132	0	0	0	304		
Raw Labor Cost		\$2,202	\$11,398	\$0	\$4,121	\$15,781	\$0	\$0	\$0		\$33,503	
Multi. Labor Cost		\$2,202	\$11,398	\$0	\$4,121	\$15,781	\$0	\$0	\$0			\$33,503

Reimbursable Costs	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7	TASK 8		Reinbur. Costs	Multi. Costs
Local Transportation	\$200	\$200		\$80	\$1,000					\$1,480	\$1,628
Other Travel										\$0	\$0
PC Computer		\$100		\$50	\$100					\$250	\$275
PC CADD/GIS		\$500		\$50	\$50					\$600	\$660
Printing/Copying				\$400	\$400					\$800	\$880
Telephone										\$0	\$0
Courier/Shipping	\$50	\$50		\$100	\$100					\$300	\$330
Miscellaneous Expenses										\$0	\$0
Subconsultants	\$1,000	\$10,000	\$0	\$1,000	\$4,000	\$0	\$0	\$0		\$16,000	\$17,600
Total Reimbursables	\$1,250	\$10,850	\$0	\$1,680	\$5,650	\$0	\$0	\$0		\$19,430	
Total Multi. Reimbursables	\$1,375	\$11,935	\$0	\$1,848	\$6,215	\$0	\$0	\$0			\$21,373
	\$3,577	\$23,333	\$0	\$5,969	\$21,996	\$0	\$0	\$0			


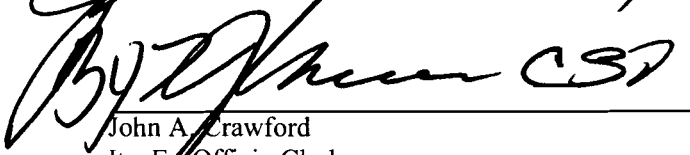
DATED this 6th day of June, 2007

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



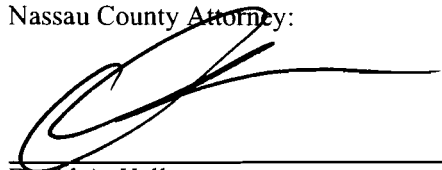
Jim B. Higginbotham
Its: Chairman

ATTEST:

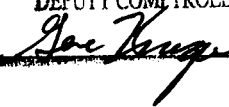



John A. Crawford
Its: Ex-Officio Clerk

**ATTEST AS TO CHAIRMAN'S
SIGNATURE ONLY**
Approved as to form by the
Nassau County Attorney:



David A. Hallman

REVIEWED BY GENE KNAGA
DEPUTY COMPTROLLER
 DATE 7/2/07

TASK ORDER NO. 370230-09

This Task Order is to the AGREEMENT between Nassau County and PBS&J known as the Professional Services Agreement dated December 17, 2003, and renewed December 14, 2005 for an additional two year period. The services to be provided under this Task Order are as follows:

ARTICLE 1. Services Described as:

This project consists of professional engineering services to renew Nassau-Amelia Utilities (NAU) current Consumptive Use Permit (CUP) No. 50087-7. PBS&J shall provide the CUP services in accordance with the Scope of Work attached hereto as Attachment "A".

ARTICLE 2. Time Schedule

PBS&J is ready to immediately begin work on this project. A draft of the application and associated information will be submitted within 4 weeks of notice to proceed or the execution of this task order. The final application will be submitted within 2 weeks of receiving comments from NAU.

ARTICLE 3. Budget

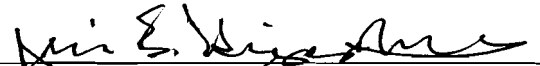
PBS&J will perform the work on a Lump Sum basis for the amount of \$12,965.

Article 4. Other Provisions

The Services covered by this Task Order will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. This Task Order will become a part of the referenced AGREEMENT when executed by both parties.

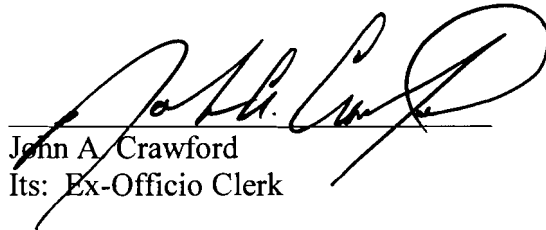
DATED this 12th day of September, 2007

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



Jim B. Higginbotham
Its: Chairman

ATTEST TO CHAIRMAN SIGNATURE:



John A. Crawford
Its: Ex-Officio Clerk

REVIEWED BY GENE KNAGA
DEPUTY COMPTROLLER

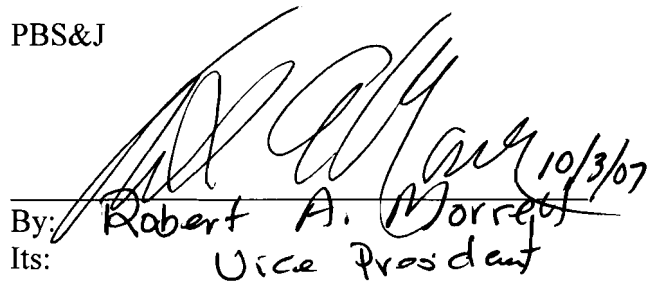
Gene Knaga DATE 9/12/07

Approved as to form by the
Nassau County Attorney:



David A. Hallman

PBS&J



By: Robert A. Morrett 10/3/07
Its: Vice President

Scope of Work

Nassau-Amelia Utilities (NAU) has requested professional engineering services to renew its current Consumptive Use Permit (CUP) No. 50087-7. The CUP is issued by the St. Johns River Water Management District (SJRWMD) and expires on December 31, 2021. Every 5 years the permit must be renewed, the first renewal date being July 7, 2007. NAU submitted information for renewal on April 26, 2007. SJRWMD has requested additional information, including the CUP application form. NAU must respond to this request and include a CUP application in the response. PBS&J has prepared the following *Scope of Work* to provide the CUP services:

Assumptions

- Certain assumptions have been made in preparing this scope of work. To the extent possible, they are stated herein, and are reflected in the budget for services. If the scope of work required is different than that stated herein, the resultant changes in scope of work will serve as a basis for a new Task Authorization as agreed to by both NAU and PBS&J.
- This Scope of Work is designed to develop the CUP application and supporting materials for submittal to the SJRWMD. If the SJRWMD issues a Request for Additional Information, a subsequent Scope of Work will be developed to address any requested items.
- The due date for the application has not been determined as NAU plans to submit for an extension, which has been verbally approved by SJRWMD.

Data Collection

PBS&J will review the NAU and SJRWMD files, and other resources for purposes of compiling data to analyze projections, as well as other supplemental information that will be required in support of the application. PBS&J will prepare all needed data tables and graphs of available data. NAU will make available all necessary data, as available in their files, for preparation of tables and graphs digitally in Excel spreadsheets. Total compensation, including expenses, for this phase is \$1,476.

Population and Water Use Projections

PBS&J will identify service area populations for the next 20 years based on linear regression of historical population estimates provided by NAU and the Bureau of Economic and Business Research medium population projections. Water use projections will be calculated based on per capita water usage applied to the population projections and based on a linear regression of historical groundwater withdrawals. NAU will provide available data for PBS&J to calculate estimates of average day and maximum day use for single family residential and other customers falling within the service area of the permit. Total compensation, including expenses, for this phase is \$3,054.

Identify Property Owners

PBS&J will identify and compile a list of the property owners who will require notification regarding this application. Total compensation, including expenses, for this phase is \$1,171.

Scope of Work

Water Quality Analysis

PBS&J will evaluate the historical groundwater quality with regards to potential saline intrusion. Hydrogeological services will not be included in this scope. If it is determined that hydrogeological analysis will be needed, a separate scope will be written. Total compensation, including expenses, for this phase is \$1,366.

Application Preparation

PBS&J will prepare the SJRWMD Individual CUP Application, and supporting materials for renewal of NAU's CUP No. 50087-7, with assistance from NAU. Two draft copies of the CUP application will be submitted to NAU for review and comment. Six final copies will be prepared – three for the SJRWMD and three for NAU. It is assumed that the CUP application modification fee will be the responsibility of NAU. All required maps, figures and supporting documents that will be submitted in support of the application will be prepared by PBS&J, with the exception of the items listed as NAU's Responsibilities.

The compliance submittal will include, at a minimum:

- Meet the submittal requirements of section 4.2 of the *Applicant's Handbook: Consumptive Uses of Water*, April 10, 2002;
- Must provide a summary of the previous water audits (potable and reuse) and what actions, if any, are needed to address unaccounted for water loss in excess of 10%;
- Evaluate all water quality data previously collected in an updated trend analysis;
- Analyze all water level/pressure level data previously collected in an updated trend analysis format, and
- Tabulate and total the volumes of reclaimed water distributed to each connection point or discharge point.

Total compensation, including expenses, for this phase is \$5,899.

Not Included

Not included as a part of this Scope of Work are the following:

- A pre-application meeting with SJRWMD;
- Hydrogeological evaluation or modeling;
- Evaluation of potential impacts to groundwater levels;
- Evaluation of potential impacts to wetlands;
- Evaluation of potential impacts to existing legal users.

If any of these services are required, they will be addressed in a separate Scope of Work.

NAU Responsibilities

NAU will provide the following information to PBS&J and perform the services described herein. The following is a summary of the services to be provided by NAU related to this assignment:

- NAU will provide a Water Conservation Plan. It is anticipated that this will be an update to the existing Water Conservation Plan.
- NAU will provide information detailing the use of NAU's reclaimed water.

Scope of Work

- NAU will provide legal description(s) of NAU-owned property served by this CUP application.
- NAU will provide location maps, historical water use data, and other information required for the permit.
- NAU will provide information on their conservation rate structure.

Compensation

Total compensation for this task order will be \$12,965.

In accordance with the professional service agreement dated December 14th, 2005 section 4. "PBS&J shall submit invoices to the Clerk, John A. Crawford, for work accomplished during each calendar month. The amount of each monthly invoice shall be determined on the "percentage of completion method" whereby PBS&J will estimate the percentage of the total work (provided on a lump-sum basis) accomplished during the invoice period. Monthly invoices shall include, separately listed, any charges for services for which time charges and/or unit costs shall apply. Such invoices shall also include, separately listed, any charges for Professional Associates and reimbursement costs."

Schedule

PBS&J is ready to immediately begin work on this project. We will submit a draft of the application and associated information within 4 weeks of notice to proceed. The final application will be submitted within 2 weeks of receiving comments from NAU.

PROJECT BUDGET WORKSHEET

PBSJ	<i>CLIENT:</i> Nassau-Amelia Utilities	<i>LABOR MULTI.:</i> 1.00
	<i>PROJECT:</i> CUP Application	<i>REIMBUR. MULTI.:</i> 1.10
	<i>JOB NO.:</i> 370230.09	<i>PREPARED BY:</i> HPC

<i>Manhours/Labor Costs</i> <i>PERSONNEL</i> <i>CLASSIFICATION</i>	<i>TASK</i> <i>RATE</i>	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7	TASK 8	<i>TOTAL</i> <i>HOUR</i>	<i>RAW LABOR</i> <i>COST</i>	<i>MULTI.</i> <i>LABOR</i> <i>COST</i>
		Data Collection	Capacity Analysis	Identify Property Owners	Groundwater Quality	Assemble Application						
Principal	\$ 180.00									0	\$0	\$0
Project Manager	\$ 180.00	4	8	2	4	8				26	\$4,680	\$4,680
Sr. Engineer IV	\$ 180.00					4				4	\$720	\$720
Sr. Engineer III	\$ 150.70									0	\$0	\$0
Sr. Engineer II	\$ 120.00									0	\$0	\$0
Sr. Engineer I	\$ 95.30									0	\$0	\$0
Engineer II	\$ 80.70	8	20	8	8	40				84	\$6,779	\$6,779
Construction Observer	\$ 76.90									0	\$0	\$0
Sr. CADD/GIS Tech.	\$ 69.20									0	\$0	\$0
CADD Operator	\$ 63.00									0	\$0	\$0
Clerical	\$ 45.30					4				4	\$181	\$181
Total Hours		12	28	10	12	56	0	0	0	118		
Raw Labor Cost		\$1,366	\$3,054	\$1,006	\$1,366	\$5,569	\$0	\$0	\$0		\$12,360	
Multi. Labor Cost		\$1,366	\$3,054	\$1,006	\$1,366	\$5,569	\$0	\$0	\$0			\$12,360

<i>Reimbursable Costs</i>	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7	TASK 8	<i>Reinbur.</i> <i>Costs</i>	<i>Multi. Costs</i>
Local Transportation	\$100				\$100				\$200	\$220
Other Travel									\$0	\$0
PC Computer									\$0	\$0
PC CADD/GIS			\$150						\$150	\$165
Printing/Copying					\$150				\$150	\$165
Telephone									\$0	\$0
Courier/Shipping					\$50				\$50	\$55
Miscellaneous Expenses									\$0	\$0
Subconsultants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Reimbursables	\$100	\$0	\$150	\$0	\$300	\$0	\$0	\$0	\$550	\$605
Total Multi. Reimbursables	\$110	\$0	\$165	\$0	\$330	\$0	\$0	\$0		\$605

	\$1,476	\$3,054	\$1,171	\$1,366	\$5,899	\$0	\$0	\$0		
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