

# Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8375 Dix Ellis Trail, Suite 102 Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

December 13, 2006

Revised January 29, 2007

Ms. Charlotte Young – Contract Manager  
Nassau County Capital Projects Administration  
96135 Nassau Place, Suite 6  
Yulee, FL 32097

Via fax 1-904-321-2658, Original by U.S. Mail



Re: Engineering Proposal for  
**Scott Road Additional Services**  
~~St. Johns~~ Nassau County, Florida  
Job Number 0611-121

Dear Ms. Young:

Dunn & Associates, Inc. is pleased to offer this proposal for site engineering related to completion and certification of the Scott Road project. Based on our 12/7/06 meeting and familiarity with the project I understand that the following scope of work will be required in order to complete the project.

1. Attend County meetings during the construction phase to address public concerns.
2. Coordinate with your surveyor for additional surveying and as-built drawings.
3. Finalize design calculations and revise plans to incorporate a piped system for the southerly 490 ft of the ditch between Scott Road and Orange Avenue. Submit to SJRWMD for permit modifications.
4. Perform continued minimal inspections as necessary during construction.
5. Respond to Requests for Information from the Contractor or Owner.
6. At the Owner's request, review shop drawings, diagrams, illustrations, brochures, catalog data, schedules and samples, the results of tests and inspections, any 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 review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection as required in construction contracts related to the project.
7. At the Owner's request, review, comment on and/or approve change orders to the Contractor.
8. Review and approve as-built drawings prepared by the Contractor for compliance with the requirements of the Contract Documents.
9. Perform all certifications required by local government agencies and permitting entities, including SJRWMD, and Nassau County. SJRWMD certification to include hydraulic analysis of as-built system and will require a letter from the County accepting the pipe installation under Scott Road and maintenance of the pipe.
10. Inspect the entire project and advise of any corrective work necessary to enable certification.

11. Provide pump station electric panel input so that only one pump operates at any give time. Attend pump start-up to confirm operating conditions.

Our fee for the above work scope will be billed at our standard hourly rates listed below. Based on the anticipated work effort you should budget an upset limit of \$20,000.00.

Hourly Rates

Principal	\$165.00
Senior Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$80.00
CADD Technician	\$65.00
Construction Inspector	\$80.00
Clerical	\$45.00

NOTE: Excluded from this Proposal are the following: payment of any review fees, soils testing, environmental permitting, surveying, or any other work which is not specifically addressed in the tasks outlined above.

Payment is due within ~~30~~ 45 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

ATTEST as to Chairman's  
Signature:

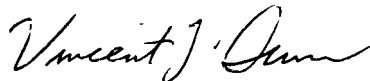
  
\_\_\_\_\_  
JOHN A. CRAWFORD  
ITS: EX-OFFICIO CLERK

Approved as to form by the  
Nassau County Attorney:

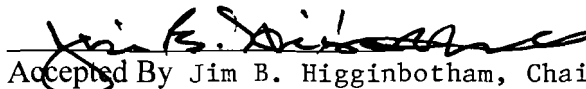
  
\_\_\_\_\_  
David A. Hallman

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.  
President

  
Accepted By Jim B. Higginbotham, Chairman

\_\_\_\_\_  
Board of County Commissioners, Nassau County, Florida  
Company-

\_\_\_\_\_  
February 27, 2007

Date

Nassau County  
Department of Contract Management

County  X  
Contractor   
Field   
Other

**CHANGE ORDER REQUEST**

PROJECT: Scott Road CHANGE ORDER NUMBER: 01

Drainage Project DATE: 06/26/08

CONTRACT NUMBER: 0611-121

CONTRACTOR: Dunn & Associates, Inc.

The Contract is changed as follows: Added scope to the various scenarios that were studied and prepared calculations and plans for the project:

1. Piping the southerly half of the ditch - prepared plan and calculations.
2. Change from RCP to HDPE - revised plans and generated specific details coordinating with pipe representatives.
3. Revised plans and calculations to use HDPE with one 48" and one 60" pipe (based on Engineering Services request since required size was twin 54" and the 54" size was not available locally. Original plans specified twin 60" pipes).

Original Contract Sum	\$	<u>20,000.00</u>
Net change by Previous Change Order	\$	<u>.00</u>
Contract Sum Prior to This Change Order	\$	<u>20,000.00</u>
Amount of This Change Order (Add/Deduct)	\$	<u>15,000.00</u>
New Contract Sum, Including this Change Order	\$	<u>35,000.00</u>

The Contract Time for substantial completion will be (increased) (decreased) (unchanged) by N/A days.

This document, when signed by all parties, shall become an amendment to the Contract and all provisions of the Contract shall apply hereto.

RECOMMENDED BY: Douglas Seaman DATE: 7/1/08  
Resident Project Representative

ACCEPTED BY: Vincent J. Dunn DATE: 7/15/08  
Contractor

Approved by: Marvin Marshall DATE: 8-25-08  
Board of County Commissioners  
Or their Designee

**CHANGE ORDER APPROVAL FORM**

PROJECT: Scott Road Drainage Project

CHANGE ORDER NUMBER: 01

DATE: \_\_\_\_\_

CONTRACT NUMBER: 0611-121

TO CONTRACTOR: Dunn & Associates, Inc.

Reason for Change Order: Added scope to the various scenarios that were studied and prepared calculations and plans for the project:

1. Piping the southerly half of the ditch - prepared plan and calculations.
2. Change from RCP to HDPE - revised plans and generated specific details coordinating with pipe representatives.
3. Revised plans and calculations to use HDPE with one 48" and one 60" pipe (based on Engineering Services request since required size was twin 54" and the 54" size was not available locally. Original plans specified twin 60" pipes).

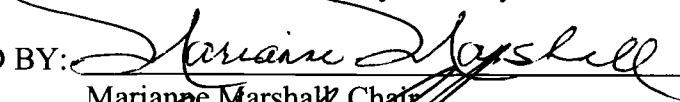
Original Contract Sum.....	\$	<u>20,000.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>20,000.00</u>
Amount of This Change Order (Add/Deduct).....	\$	<u>15,000.00</u>
New Contract Sum Including this Change Order.....	\$	<u>35,000.00</u>

APPROVED BY:   
Ed Sealover, County Coordinator

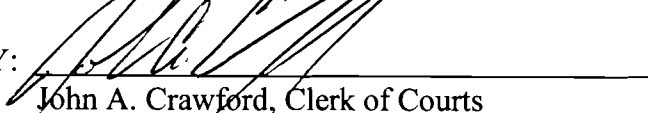
DATE: 8/22/08

APPROVED BY:   
David Hallman, County Attorney

DATE: 8-25-08

APPROVED BY:   
Marianne Marshall, Chair

DATE: 8-25-08

APPROVED BY:   
John A. Crawford, Clerk of Courts

DATE: 8-26-08

*EBK 8/26/08*