

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT
TRACKING NO.
CM1414-WA08

CONTRACTOR INFORMATION

09 OCT -6 PM 2:48

Name: Post, Buckley, Schuh and Jerigan, Inc. (PBS&J)

Address: 7406 Fullerton Street, Suite 350 Jacksonville Florida 32256

Contractor's Administrator Name: Michael E. Holcomb, P.E. Title: Project Manager, Associate Vice President

Tel#: 904-363-8460 Fax#: 904-363-8811 Email: meholcomb@pbsj.com

CONTRACT INFORMATION

Contract Name: Design Services - Sadler Road & Citrona Drive Contract Value: \$44,863.16

Brief Description: The intent of this project is to provide final construction documents and all required permits for the proposed roadway improvements for the Citrona Drive/Sadler Road intersection which is located on Amelia Island, Florida. The Scope of Services and project is furthermore described in the attached Work Authorization #CM1414-WA08

Contract Dates: 120 days from execution Status: ___ New ___ Renew ___ Amend# X WA/Task Order

How Procured: ___ Sole Source ___ Single Source ___ ITB ___ RFP X RFQ ___ Coop. ___ Other

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. [Signature] 10/2/09 41151541-563100 SRCID
Department Head Signature Date Funding Source/Acct #
2. [Signature] 10/5/09
Contract Management Date
3. [Signature] 10/6/09
County Attorney (approved as to form only) Date
4. [Signature] 10/6/09
Office of Management & Budget Date

Comments: _____

COUNTY COORDINATOR - FINAL SIGNATURE APPROVAL

[Signature] 10/7/09
Edward Sealover Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

Original: Clerk's Services; Contractor (original or certified copy)

Copy: Department of Office of Management & Budget

RECEIVED
CONTRACT MANAGEMENT
10 OCT -6 PM 2:48

**WORK AUTHORIZATION # CM1414-WA08
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 RFQ/BID NO. NC08-015**

Consultant:	PBS&J
Contract Number:	CM1414
Contact Name:	Michael Holcomb, Office Leader/Associate Vice President
Contact Number:	904-363-8460
Email:	meholcomb@pbsj.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Design Services – Sadler Road @ Citrona Drive			
		CONTRACT OVERVIEW	
Date Submitted	09/22/09	Total of Previous Authorizations	\$403,146.31
Amount	\$44,863.16	This Work Authorization	\$44,863.16
Scheduled Completion: Design/Final Const. plans within 120 calendar days of the NPT		Current Contract Total	\$448,009.47

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Continuing Contract for Professional Engineering Services for Nassau County, Florida, dated March 23, 2009. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

The intent of this project is to provide final construction documents and all required permits for the proposed roadway improvements for the Citrona Drive / Sadler Road intersection which is located on Amelia Island, Florida. The Scope of Services and project is furthermore described in Exhibit A attached hereto and in the Transportation Impact Fee Study dated 08/05/09 prepared by King Engineering and provided to the Consultant.

ARTICLE 2. Time Schedule

All elements contained in this scope shall be satisfactorily completed and submitted to the County within 120 calendar days of the Notice to Proceed (NTP) from the County, excepting Bid Phase and Post Design services which shall be performed in a timely manner, as required and prior to billing for those services.

ARTICLE 3. Budget

Compensation for this work authorization is based upon a combination of lump sum task and task under a limiting amount (not to exceed) as provided in the Estimate of Work Effort and Fee, Attached as Exhibit B. Lump Sum Total for Task 1 – 12 is \$39,750.04; Limiting Amount for Task 13 is \$5,113.12; for a Total Project cost \$44,863.16.

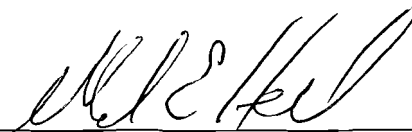
Article 4. Other Provisions

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

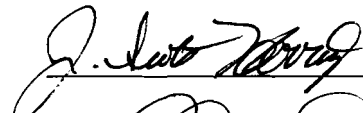
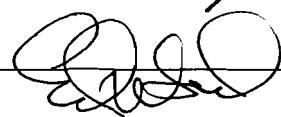
In presenting this Work Authorization, Consultant agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services is attached.

AGREED TO BY:

BY: 
Print Name: Michael E. Holcomb
Title: Associate Vice President
Date: 10/01/09

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Director of Engineering Services:  10/2/09
Board of County Commissioners, ~~Chair~~:  10/7/09
County Coordinator, Designee
Ex-Officio Clerk:
County Attorney:

APPROVED by the BOARD OF COUNTY COMMISSIONERS, the ____ day of _____, 2009

OK
9/22/09

EXHIBIT A
SCOPE OF SERVICES
ENGINEERING SERVICES
FOR
SADLER ROAD @ CITRONA DRIVE

NASSAU COUNTY, FLORIDA

September 2, 2009

A. PROJECT DESCRIPTION

1. The intent of this project is to provide final construction documents and all required permits for the proposed roadway improvements for the Citrona Drive / Sadler Road Intersection which is located on Amella Island, Florida. The project is furthermore described in the Transportation Impact Fee Study dated 8/05/2009 prepared by King Engineering and provided to the Consultant.
2. The project limits along Citrona Drive extend from the Sadler Road intersection 700 feet to the west.
3. The scope of this project is based on recommendations included in a Transportation Impact Fee Study Dated 8/05/09 provided to the Consultant by the County. These improvements include the following:
 - a. Lengthening an existing eastbound left turn lane on Citrona Drive at Sadler Road.

B. PROJECT SCOPE

1. Data Collection

- a. Geotechnical - Two (2) Pavement cores and six foot deep auger borings will be performed. Laboratory classification testing, Index property testing and LBR tests will then be performed on samples obtained from the borings to help classify the soils and allow correlations with various engineering properties. An engineering report will be prepared that will include a review of available project information, a

discussion and results of the conducted field and laboratory services, a discussion of site and subsurface conditions, recommendations for pavement milling depth, and resurfacing and recommendations for remediation of any distressed pavement.

- b. Survey / Right -of-Way Mapping – The consultant shall provide survey services within the projects limits as follows:
 - a. Establish Horizontal and Vertical Control.
 - b. Establish Baseline of survey.
 - c. Establish project Benchmarks.
 - d. Locate existing right-of-way lines.
 - e. Design Survey within project limits, right-of-way line to right-of-way line, including all above ground features together with drainage structures.
 - f. Survey sub-surface (underground) utilities within project limits.
 - g. Provide survey data by electronic files.
- c. Traffic Data - Traffic data from the Transportation Impact Fee Study will be utilized for the design of his project and thus no additional data will be necessary.

2. Project General Tasks

- a. **Notice to Proceed Meeting** - The Consultant team shall prepare for and attend one Notice to Proceed Meeting with Nassau County staff.
- b. **Project Status Meetings** - The appropriate members of the Consulting team shall attend up to three monthly progress meetings with the County staff to discuss project progress and status, upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the Project Team. The Consultant shall prepare and distribute meeting minutes following each of these meetings.
- c. **Other Coordination Meetings** - The appropriate members of the Consulting team shall attend other additional meetings with adjacent agencies and/or their consultants as appropriate.
- d. **Project Schedule** - The Consultant shall prepare and submit a project schedule for this project identifying major tasks, their duration and

tasks relationships. The schedule shall be updated monthly and at other appropriate intervals.

- e. **Invoices/Progress Report** - Invoices shall be prepared in the format prescribed by the County. Progress reports shall be submitted with each monthly invoice.
- f. **Quality Assurance/Quality Control** - The Consultant shall designate appropriate staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of all work products prior to submittals to the County.

3. Roadway Analysis and Plans

The Consultant will perform the necessary roadway analyses and prepare construction plan sheets, notes and details for a complete set of roadway construction documents to convey the intent and scope of the project for the purposes of construction. The consultant will develop a pavement design based on the existing traffic data provided by the County and pavement cores obtained as part of this scope. Included herein are also the analyses, plans and design details necessary for a safe and effective Maintenance of Traffic (MOT) Plan to move vehicular, traffic during all phases of construction. The design will be prepared in accordance with the FDOT Green Book, County Standards and the FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System (Topic No. 625-010-003), latest editions, as applicable. This task will also include the preparation of Standard Specifications and Special Provisions.

Drainage Analysis

Minor drainage improvements will include the regrading of the existing roadside ditch along Citrona Drive.

4. Utility Coordination

The Consultant shall be responsible for coordinating all design with the affected utility companies in order to minimize utility conflicts. The following services will be included:

- a. **Utility Coordination** – The Consultant shall coordinate with the known private and public utility companies within the project corridor and obtain plans of their existing facilities within the project limits. The consultant shall re-contact these utilities and submit 60% design plans that include all known existing utilities. The consultant shall make a final contact with these utilities to submit 90% plans that show all existing and proposed utility relocations.

- b. **Subsurface Utility Exploration** – A visual inspection has been made along the anticipated project construction limits. There is no evidence of underground utilities, thus no SUE's are anticipated nor included in this scope of work.

5. Signing and Pavement Marking Analyses and Plans

The Consultant will perform the necessary signing and pavement marking analyses and prepare construction plan sheets, notes and details for a complete set of signing and pavement marking documents to convey the intent and scope of the project for the purposes of construction.

6. Signalization Analyses and Plans

N/A as none are anticipated

7. Permitting

The Consultant will be responsible for obtaining the following permits:

- a. The CONSULTANT shall submit the application for a National Pollutant Discharge Elimination System (NPDES) General Permit within 60 days of NTP.
- b. City of Fernandina Beach Technical Review Committee approval.
- c. St. Johns River Water Management District
 - i. Attend and facilitate a pre-design meeting within 30 days of NTP.
 - ii. The consultant shall submit for a formal exemption from the stormwater permitting requirements of St. Johns River Water Management District under Chapter 40C-42.0225 (5)(c) F.A.C. within 60 days of NTP.
 - iii. No jurisdictional wetland mitigation or other such permitting issues are anticipated for this project. Should any such ecological science services be required of the Consultant, they will be included in addition to this scope and fee.
 - iv. The consultant shall be responsible for responding to any requests for additional information regarding the above permit submittal

8. Roadway Lighting Analyses and Plans

Not included herein

9. Landscape Analyses and Plans

Not included herein

10. Right of Way Mapping

Not included herein except as previously described

11. Construction Cost Estimate

To be provided at 60% and final plan stages

12. Bid Phase Services

The Consultant will prepare a bid package including front end documents (if requested), special provisions and technical specifications for the bidding of this project. The consultant will also formally respond to questions during the bidding phase of the project and prepare a recommendation of the lowest qualified bidder based on the county prepared bid tabulations.

13. Post Design Services

The Consultant will provide post design services to include shop drawing review and approval, response to contractor RAI's, as-built review and certification and filing of a NOT upon completion of the project.

C. PROJECT DELIVERABLES

The Consultant shall contact the County prior to making a submission to verify the number of copies to submit. Up to Five draft copies of the construction and required supporting documents (reports, design calculations, letters, memos, etc.) will be submitted at the 60%, 90% and final stages of design.

D. PROJECT SCHEDULE

All elements contained in this scope shall be satisfactorily completed and submitted to the County within 120 calendar days of the Notice to proceed from the County, excepting Bid Phase and Post Design services which shall be performed in a timely manner, as required and prior to billing for those services.

E. COMPENSATION

Consultant will perform the scope of services outlined herein for a lump sum fee of \$XX.XXX.

F. COUNTY RESPONSIBILITIES

- a. Documents- The County shall provide access to any available plans, maps and other pertinent information under its control essential to the satisfactory completion of the work indicated herein.
- b. Reviews- The County will provide timely reviews of The Consultant's work in accordance with the schedule agreed upon between the County and The Consultant. Each review period by the county shall be two weeks, at which time all comments will be forwarded to The Consultant.

G. ASSUMPTIONS

- a. This effort included in this scope is not intended to meet the FDOT or the Federal NEPA process.
- b. This effort does not include any Contamination investigations or analysis. If areas are identified during the Phase I study requiring further analysis, they will be addressed separately.
- c. Utility relocation design services are not included in this scope of work. If relocations and/or upgrades are identified as necessary by utility agencies, the relocation design work will be addressed separately.
- d. Wetland mitigation and/or threatened and endangered species mitigation efforts and/or designs are not included with this scope. If necessary, efforts will be addressed separately.
- e. The County will be responsible for all agency permitting and/or application fees. These costs are not part of The Consultant's scope and proposal.



ESTIMATE OF WORK EFFORT AND FEE
Sadler @ Citrona

CM1414-WA08

EXHIBIT "B"

No. / ACTIVITY	Project Management Rate = \$ 163.57		Engineer III Rate = \$ 155.33		Engineer II Rate = \$ 121.83		Designer Rate = \$ 92.20		Clerical Rate = \$ 65.04		Project Totals	
	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Hours	Costs
TASK 1 - DATA COLLECTION												
1a Geotechnical	Subconsultant Services (see attached proposal)										\$	800.00
1b Survey / ROW Mapping	Subconsultant Services (see attached proposal)										\$	3,500.00
1c Traffic Data	Subconsultant Services (see attached proposal)										\$	-
Subtotal											\$	4,300.00
TASK 2 - PROJECT GENERAL TASKS												
2a-c Meetings	4	\$ 654.28	6	\$ 931.98	4	\$ 8.00	0	\$ -	4	\$ 220.16	18	\$ 1,814.42
2d-e Project Administration	16	\$ 2,617.12	0	\$ -	0	\$ -	0	\$ -	40	\$ 2,201.60	56	\$ 4,818.72
2f QA/QC	4	\$ 654.28	8	\$ 1,242.64	0	\$ -	0	\$ -	4	\$ 220.16	16	\$ 2,117.08
Subtotal											\$	8,750.22
TASK 3 - ROADWAY ANALYSES AND PLANS												
3a Field Review / Site Visit	4	\$ 654.28	4	\$ 621.32	8	\$ 974.64	8	\$ 737.60	0	\$ -	24	\$ 2,987.84
3b Pavement Design	0	\$ -	0	\$ -	4	\$ 487.32	0	\$ -	0	\$ -	4	\$ 487.32
3c Roadway Design Analysis	2	\$ 327.14	0	\$ -	24	\$ 2,923.92	12	\$ 1,106.40	0	\$ -	38	\$ 4,357.46
3d Roadway Plans	Sheets											
Key Sheet	1	\$ -	0	\$ -	0	\$ -	2	\$ 184.40	0	\$ -	2	\$ 184.40
Summary of Quantities	1	\$ -	0	\$ -	2	\$ 243.66	2	\$ 184.40	0	\$ -	4	\$ 428.06
Typical Sections Sheet	1	\$ -	0	\$ -	4	\$ 487.32	4	\$ 368.80	0	\$ -	8	\$ 856.12
General Notes	1	\$ -	0	\$ -	3	\$ 365.49	2	\$ 184.40	0	\$ -	5	\$ 549.89
Roadway Plans	1	\$ 163.57	0	\$ -	2	\$ 243.66	10	\$ 922.00	0	\$ -	13	\$ 1,329.23
Special Details	1	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Traffic Control Details	1	\$ -	0	\$ -	2	\$ 243.66	8	\$ 737.60	0	\$ -	10	\$ 981.26
Erosion Control Plans	1	\$ -	0	\$ -	2	\$ 243.66	2	\$ 184.40	0	\$ -	4	\$ 428.06
SWPPP and Erosion Control Detail Sheets	1	\$ -	0	\$ -	2	\$ 243.66	2	\$ 184.40	0	\$ -	4	\$ 428.06
Signing and Pavement Marking Sheets	1	\$ -	0	\$ -	4	\$ 487.32	8	\$ 737.60	0	\$ -	12	\$ 1,224.92
3e Design Documentation Report	2	\$ 327.14	0	\$ -	8	\$ 974.64	0	\$ -	16	\$ 880.64	26	\$ 2,182.42
3f Pay Item Quantities	0	\$ -	0	\$ -	6	\$ 730.98	12	\$ 1,106.40	0	\$ -	18	\$ 1,837.38
3g Specifications	2	\$ 327.14	0	\$ -	12	\$ 1,461.96	0	\$ -	24	\$ 1,320.96	38	\$ 3,110.06
Subtotal											\$	21,372.48
TASK 4 - DRAINAGE ANALYSIS												
Subtotal											\$	-
TASK 5 - UTILITY COORDINATION												
Subtotal											\$	1,061.64
TASK 6 - SIGNALIZATION												
Subtotal											\$	-
TASK 7 - PERMITTING												
Subtotal											\$	621.32
TASK 8 - LIGHTING												
Subtotal											\$	-
TASK 9 - LANDSCAPE ARCHITECTURE												
Subtotal											\$	-
TASK 10 - ROW MAPPING												
Subtotal											\$	-
TASK 11 - CONSTRUCTION COST ESTIMATES												
Subtotal											\$	814.46
TASK 12 - BID PHASE SERVICES												
Subtotal											\$	2,829.92
LUMP SUM TOTAL											\$	39,750.04
TASK 13 - POST DESIGN SERVICES												
Subtotal											\$	5,113.12
LIMITING AMOUNT TOTAL											\$	5,113.12
PROJECT TOTALS											\$	44,863.16

SURVEY ESTIMATION CHART

Consultant: CLARY & ASSOCIATES, INC.
 Name of Job: Nassau County Intersections
 Intersections: Sadler Road at Citrona Drive
 Date: 8/14/2009
 County(ies) Nassau

SURVEY FUNCTIONS	CREW DAYS	SUBCON CREW DAYS	COMMENTS
Baseline Control			
Alignment			
Bench Levels			
Reference Points			
Section Line Ties			
Subdivision and Property Ties			
Side Street Surveys			
Topography	2.5		
Cross-Sections / Profiles			
Underground Utilities			
Special Surveys (ditches, canals, etc.)			
Stake Out for Borings			
Water Retention Area			
Supplemental Surveys			
Jurisdictional Line Surveys			
Aerial Targets			
TOTAL	2.5	0	

Survey T1 hours 10 x \$150.00 3 Person Hourly Crew Rate = \$1,500.00 Day Rate

Survey Day Rate	<u>\$1,500.00</u>	x	<u>2.5</u>	=	<u>\$3,750.00</u>
Surveyor & Mapper	<u>\$173.21</u>	x	<u>3.75</u>	=	<u>\$649.54</u>
Cadd Tech/Computer Tech	<u>\$68.63</u>	x	<u>7</u>	=	<u>\$480.41</u>
Sr. Surveyor & Mapper	<u>\$214.47</u>	x	<u>2</u>	=	<u>\$428.94</u>
Secretary/Clerical	<u>\$54.05</u>	x	<u>1</u>	=	<u>\$54.05</u>
TOTAL SURVEY COST					<u>\$5,362.94</u> <u>\$3,500.00</u>

Prepared by: Dennis Elswick

Date: August 14, 2009

Comments: REDUCED FEE PER NEGOTIATIONS WITH MIKE HOLCOMB