

# CONTRACT APPROVAL FORM

(Contract Management Use only)

**CONTRACT TRACKING NO.**

**CM1571**

## CONTRACTOR INFORMATION

Name: Jarzyna & Associates Architects, P.A.

Address: 4 Jupiter Court, Amelia Island, FL 32034  
City State Zip

Contractor's Administrator Name: Anthony D. Jarzyna, NCARB Title: Architect/President

Tel#: 904-321-4242 Fax#: 904-321-2029 Email: \_\_\_\_\_

## CONTRACT INFORMATION

Contract Name: Architectural & Engineering Services Contract Value: 24,998<sup>00</sup>  
\$24,988.00

Brief Description: Provide architectural and engineering services for a new 1-story, metal building with brick veneer, using the Hilliard Fire Station design; Fire Station #60

Contract Dates : From NTP to Completion Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other Professional Services

### 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] 3/19/10 68223522-562300 ST60  
Department Head/Signature Date Funding Source/Acct #
2. Charlotte Young 3/19/10  
Contract Management Date
3. [Signature] 3/19/10  
County Attorney (approved as to form only) Date
4. [Signature] 3/19/10  
Office of Management & Budget Date

Comments: \_\_\_\_\_

### COUNTY COORDINATOR - FINAL SIGNATURE APPROVAL

[Signature] 3/19/10  
Edward Sealover Date

10 MAR 19 PM 12:12

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

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance



BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY FIRE RESCUE  
*J.S. Young, Fire Chief*  
96160 Nassau Place, Yulee, Florida 32097  
(904) 491-7525 or (904) 879-3300  
Fax (904) 321-5748



**MEMORANDUM**

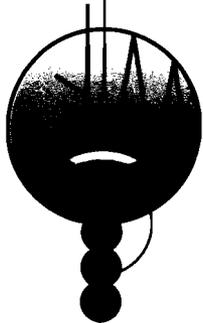
TO: Edward Sealoover, County Coordinator  
FROM: Sam Young, Fire Chief   
DATE: March 17, 2010  
SUBJECT: Station 60 Architectural Design

I recommend that Nassau County re-uses the existing plans for Station 40 in the construction of the proposed Station 60. To accomplish this, please approve the requisition with Jarzyna and Associates to allow for the construction documents and design development.

Thank you.

Attachment





J A R Z Y N A & A S S O C I A T E S  
A R C H I T E C T S P A

## PROPOSAL AGREEMENT

Nassau County, Florida(Owner)  
Bryceville Fire Station No. 60  
Bryceville, Florida

March 11, 2010

Jarzyna & Associates Architects, P.A. proposes to provide the following Architectural & Engineering services for a new 1-storey/ metal building with brick veneer, using the Hilliard Fire Station design.

Structural- NOT Included \$0.00 (Provided by Metal Building sub-contractor)

Architectural- Lump Sum \$24,998.00 (Repeat Fee \$10,000.00)

- Architectural Construction Documents for Permit
- Floor Plans, Reflected Ceiling Plans, Exterior Elevations
- Wall Sections and Details
- Specifications (on drawings)

Mechanical, Electrical, Plumbing & Fire Protection- Included \$0.00 (Repeat Fee \$9,000.00)

Contract Administration- Included \$0.00/ One /Month(Six month Construction Schedule)

The Scope of Services shall begin upon the notification to proceed from Nassau County according to the following:

### Architectural & Engineering

These services shall be provided on a lump sum basis for Construction Documents for Permit.

This Agreement does not include Colored Renderings, Soils Engineering, Landscaping design, Civil Engineering or Surveys.

F O U R J U N I P E R C O U R T  
A M E L I A I S L A N D F L O R I D A 3 2 0 3 4  
T E L E P H O N E 9 0 4 . 3 2 1 . 4 2 4 2 F A X 9 0 4 . 3 2 1 . 2 0 2 9

Additional services, if requested and approved by both parties to the Agreement, shall be provided on an hourly basis as follows:

Architect or Engineer \$155.00/Hour

Site Visits(Unscheduled) @ \$375.00/ Visit-includes mileage and a written report

Expenses, such as mailing, long distance phone calls, facsimiles, document printing, and any other incidental costs related to the execution of the work shall be considered reimbursable expenses; these expenses shall be invoiced separately.

Payment for the above services shall be due and payable upon the completion of the work, including Reimbursables, as follows:

Notification to Proceed (Purchase Order) \$0.00

Design Development \$4,998.00

Construction Documents \$20,000.00

If you are in agreement with the Scope of Services, Schedule and Fees, notification to proceed may be given by executing this proposal by signing in the space below and returning one original signed copy to this office for our files, along with the Notice to Proceed Purchase Order.



Accepted by: The Owner

3/19/10

Date



Jarzyna & Associates Architects, P.A.  
Anthony D. Jarzyna, NCARB  
Architect/President

March 11, 2010

Date