

**WORK AUTHORIZATION # CM1688-WA04
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
 RFQ/BID NO. NC10-004**

| | |
|-------------------------|-----------------------------|
| Consultant: | Gillette & Associates, Inc. |
| Contract Number: | CM1688 |
| Contact Name: | Nick Gillette, P.E. |
| Contact Number: | 904-261-8819 |
| Email: | Nick@gilletteassociates.com |

| CURRENT WORK AUTHORIZATION | | | |
|--|-------------|---|--------------|
| Project Short Title: Creation of a Mobility Plan and Mobility Fee | | | |
| | | CONTRACT OVERVIEW | |
| | | Total of Previous Authorizations | \$113,940.10 |
| Date Submitted | 04/13/12 | Adjustments/Change Orders | -\$16,391.76 |
| Amount | \$62,814.66 | This Work Authorization | \$62,814.66 |
| Scheduled Completion | See below | Current Contract Total | \$160,363.00 |

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Continuing Contract for Engineering Services for Nassau County, Florida, dated December 13, 2010. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Gillette & Associates shall provide professional engineering services in connection with the County's creation of a Mobility Plan and Mobility Fee, pursuant to the proposal dated 04/13/2012, attached hereto as Attachment "A".

ARTICLE 2. Time Schedule

Gillette & Associates shall immediately begin upon issuance of a Notice to Proceed. The estimated date of completion for milestone 1 is June 18, 2012. This scheduled is dependent upon when Miller Sellen provides the County their model.

ARTICLE 3. Budget

The fee for these services shall be a lump sum fees in the amount of **\$62,814.66**. Any additional work to be performed outside the scope of services listed within this Work Authorization will adhere to the hourly rates based on the Continuing Contract for Engineering Services as referenced above.

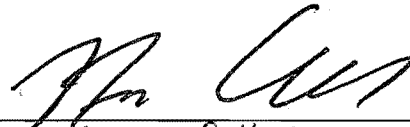
Article 4. Other Provisions

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 are attached.

AGREED TO BY:

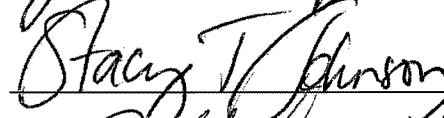
BY: 
Print Name: NICOLE Gillette
Title: Principal
Date: 4/23/12

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

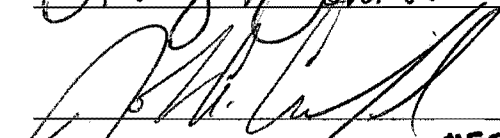
Director of Engineering Services:




Board of County Commissioners, Chair:



Ex-Officio Clerk:
(Attest to Chair's Signature Only)


_____ **MES 5-17-12**

County Attorney (Approved as to form):



APPROVED by the County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 14th day of May, 20 12.



Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

April 19, 2012

Mr. Peter J. King, AICP
Interim Planning Director
Nassau County Growth Management
96161 Nassau Place
Yulee, Florida 32097

Dear Mr. King:

Gillette & Associates, Inc. is pleased to submit this Scope of Services and proposal in connection with the County's creation of a Mobility Plan and Mobility Fee. This task order has been prepared to achieve Milestone I outlined in the flow chart that was adopted by the Mobility Task Force. This agreement is made as of the date of signature of this contract between Nassau County Board of County Commissioners Client) and Gillette & Associates, Inc.

SCOPE OF SERVICES

The Client and Gillette & Associates, Inc. have agreed to a list of Basic Services Gillette & Associates, Inc. will provide listed below:

- Task 1a – Initial Meetings with Mobility Task Force and County Staff
- Task 1b – Data Review
- Task 2 – Preliminary Needs Assessment and Alternative Routes/Public Workshops

Task 1a – Initial Meetings with Mobility Task Force and County Staff

At the direction of the Client, Gillette & Associates, Inc. and its project team will meet with the Mobility Task Force and County staff to generate the generalized scope for the mobility plan. This will include multiple meetings with the Nassau County Growth Management Department and Mobility Task Force to finalize the project approach. A project flow chart will be developed as part of this task.

Task 1b – Data Review

At the direction of the Client, Gillette & Associates, Inc. and its project team will review existing traffic counts/trip reservations as identified on the Nassau County Transportation Analysis Spreadsheet. Additionally, we will review the existing data in reference to the Urban Land Institute procedures and will model vested trips while still complying with Nassau County Comprehensive Plan policies and objectives.

Additionally, Gillette & Associates, Inc. will model existing and proposed developments in an effort to reduce existing trip reservations and identify potential capacity on critical or deficient roadway links. Only deficient or critical links will be analyzed as part of this effort.

Gillette & Associates, Inc. and its project team will also review a traffic model performed by the East Nassau Community Planning Area (ENCPA) to determine accuracy and suitability for use in Nassau County. This model will be furnished by Nassau County upon receipt by ENCPA consultants. Data from

this model will be used to supplement existing data provided by Nassau County and other data generated from traffic modeling performed as part of this task (described above). Other elements that may be considered/generated in this review/analysis or created at later times in the project are:

- Trip Generation, Trip Length, Trip Distribution and Assignment;
- Trip Length Adjustment by Fee District;
- Conversion of Vehicle Trips to Vehicle Miles travelled;
- Reduced Travel Demand for TND/TOD (ENCPA);
- Analysis of Population projections, future land use, and suitability of TAZ's;
- Verification of existing and future roadway network;
- Travel Demand for different geographic areas of the County; and
- Adjustment of model based on other input parameters, as necessary

Task 2 – Preliminary Needs Assessment and Alternative Routes/Public Workshops

Based on the result of Task 1, Gillette & Associates, Inc. and its project team will prepare a preliminary needs assessment and 2035 Needs Plan. We will work jointly with the Mobility Task Force and County staff to identify alternative transportation routes. This will include multiple meetings as well as transportation modeling for these proposed corridors. Engineering cost estimates for these proposed alternatives routes will also be provided as part of this task. After alternative routes are indentified and the needs assessment is complete, the project team will draft new mobility planning districts as part of this task.

Gillette & Associates, Inc. and its project team will partner with County staff and the Mobility Task Force members to participate in public workshops within the community. It is anticipated that four (4) meetings will be necessary with the public as part of this task outside of typical task force and staff meetings. It is also estimated that additional meetings with the public will also be necessary and this will be included within future task work(s), as necessary.

PROFESSIONAL FEES

Task 1a Meeting with Mobility Task Force and staff

| | |
|---|--------------------|
| Gillette – Sr. Engineer (\$97.79/hour x 64 hours) = | \$ 6,258.56 |
| King – Principal 10 (\$175/hour x 16 hours) = | <u>\$ 2,800.00</u> |
| Subtotal | \$ 9,058.56 |

Task 1b Data Review

| | |
|---|--------------------|
| Gillette – Sr. Engineer (\$97.79/hour x 20 hours) = | \$ 1,955.80 |
| Gillette – Project Engineer (\$65.20/hour x 35 hours) = | \$ 2,282.00 |
| King – Principal 10 (\$175/hour x 30 hours) = | \$ 5,250.00 |
| King – Project Manager 2 (\$110/hour x 175 hours) = | \$ 19,250.00 |
| King – Designer 2 (\$75/hour x 25 hours) = | <u>\$ 1,875.00</u> |
| Subtotal | \$ 30,612.80 |

| | |
|--|--------------------|
| Task 2 Preliminary Needs Assessment and Alternative Routes | |
| Gillette – Sr. Engineer (\$97.79/hour x 40 hours) = | \$ 3,911.60 |
| Gillette – Project Engineer (\$65.20/hour x 15 hours) = | \$ 978.00 |
| King – Principal 10 (\$175/hour x 10 hours) = | \$ 1,750.00 |
| King – Project Manager 2 (\$110/hour x 50 hours) = | \$ 5,500.00 |
| King – Designer 2 (\$75/hour x 20 hours) = | <u>\$ 1,500.00</u> |
| Subtotal | \$ 13,639.60 |
| Public workshops | |
| Gillette – Sr. Engineer (\$97.79/hour x 30 hours) = | \$ 2,933.70 |
| King – Principal 10 (\$175/hour x 30 hours) = | \$ 5,250.00 |
| King – Project Manager 2 (\$110/hour x 12 hours) = | <u>\$ 1,320.00</u> |
| Subtotal | \$ 9,503.70 |
| Total | \$ 62,814.66 |

FEE SCHEDULE

Upon agreement by both parties, any additional work to be performed outside the scope of services listed within this contract will adhere to the following hourly rates:

Standard Hourly Rates:

Gillette & Associates, Inc.

| | |
|-------------------------|------------|
| Senior Engineer..... | \$ 97.79 |
| Project Engineer..... | \$ 65.20 |
| Project Manager..... | \$ 65.20 |
| Office Manager..... | \$64.41 |
| Drafting / CADD..... | \$ 61.02 |
| Outside Consultant..... | no mark-up |

King Engineering.

| | |
|------------------------|-----------|
| Principal 10..... | \$ 175.00 |
| Project Manager 2..... | \$ 110.00 |
| Designer 2..... | \$ 75.00 |

SERVICES NOT INCLUDED WITH THIS PROPOSAL

Our fees, unless otherwise stated herein, do not include miscellaneous expenses or optional services required in conjunction with:

- Due diligence
- Wildlife surveys
- Geotechnical
- Irrigation plans
- Tree surveys
- Aerial photography
- Permit fees
- Bonds
- Assistance with financial packages

- Off-site utility coordination
- Water and sewer Department of Environmental Protection permit applications
- Contract or construction administration

All such costs shall be paid directly by the Client, negotiated as additional services or paid at our standard hourly rates. If this information is performed by others, Gillette & Associates, Inc. assumes no responsibility for the accuracy of such information or services, and shall not be liable for error or omissions therein.

DESIGN APPROVALS

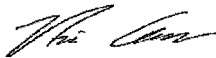
Mr. Peter J. King has been designated as the Client Representative who will be responsible for design direction for this project and has authority for design approval in the Nassau County right of way. In the event that the design, as approved by Mr. King, is rejected by others and redesign is required, such redesign services shall be compensated as extra services at our standard hourly rates.

CONSTRUCTION MEANS AND METHODS

It is expressly understood and agreed that Gillette & Associates, Inc. shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the project or for the acts or omissions of any contractor, subcontractor or other persons performing work for the project. The Client shall indemnify Gillette & Associates, Inc. and hold Gillette & Associates, Inc. harmless from and against any and all claims, demands, losses, costs, liabilities and expenses, incurred by Gillette & Associates, Inc. and arising out of or related to any of the aforesaid.

We are very excited about working with you on this project and trust that this proposal is responsive to your needs. If so, please return a signed copy to us as authorization to proceed.

Sincerely,



Nick E. Gillette, P.E.
Principal
Gillette & Associates, Inc.

CONFIRMED AND ACCEPTED FOR NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Accepted by:



Title:

Chair

Date:

5-14-12

**Summary
of
Task Force Guiding
Principles**

- **New Growth Should Pay for Itself**
 - This goal can be met using a Mobility Fee to pay for new growth.
- **Positive Impacts Credited.**
 - Can be more competitive by adding an economic element (Alachua and Pasco).
- **Competitive with Adjacent Jurisdictions**
 - Mobility Fee is being used by our largest competitor to the south.
- **Encourage infill**
 - Mobility Fee could include an incentive to encourage infill.
- **Fairness**
 - System adopted should be predictable, fair, and efficient

3/19/2012

**Summary
of
Task Force Guiding
Principles**

- **Keep it Simple**
 - The Mobility Fee would include a clear system for staff use that would require minimal input from applicant in order to return the respective Fee.
- **Encourage Mixed Use**
 - The Mobility Fee would be reduced for mixed use projects since vehicle trip lengths could be reduced or eliminated
- **Minimize Urban Sprawl**
 - Mobility Fee will be based on VMT not Trips. Therefore, there is an incentive to reduce VMT.
 - Water and sewer will be encouraged in areas with higher densities.

3/19/2012