

RECEIVED
CONTRACT MANAGEMENT

2012 JUN -7 AM 11:03

**WORK AUTHORIZATION # CM1831-WA01
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
RFQ/BID NO. NC11-016**

RECEIVED
CONTRACT MANAGEMENT
2012 JUN 19 AM 11:48

Consultant:	GAI Consultants, Inc.
Contract Number:	CM1831
Contact Name:	Tara L. Hollis
Contact Number:	407-423-8398 Ext. 3110
Email:	t.hollis@gaiconsultants.com

CURRENT WORK AUTHORIZATION			
Project Short Title: AMERICAN BEACH WELL AND SEPTIC TANK PHASE-OUT – PHASE I			
		CONTRACT OVERVIEW	
Date Submitted	May 9, 2012	Total of Previous Authorizations	\$0.00
Amount	\$40,000.00	This Work Authorization	\$40,000.00
Scheduled Completion	120 Days from NTP	Current Contract Total	\$40,000.00

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 March 21, 2012. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Part 1 – Project Overview

Nassau County (County) in support of the American Beach Historical District (AB) has decided to investigate the feasibility of a water distribution system and a centralized sewer system to connect the Nassau-Amelia Utilities (NAU). The County will construct, own, and operate a water distribution system and a centralized collection sewer system to serve the residents of AB. NAU will be responsible for operation and maintenance of the systems. To meet this objective, the County will develop and execute a well and septic tank phase-out program that is acceptable to the community.

Part 2 – Services

The AB Well and Septic Phase-out Program will be developed in phases.

Phase I – Grant Review for Funding and Facilities Conceptual Plan with Town Hall Meeting, See Exhibit A.

The other Phases for completion include:

Phase II – Funding Applications and Preliminary Design Report with Layout Drawings, Easement Identification, and Regulatory Permit Applications.

148
8-47

Phase III – Grant/Loan/Matching Funding and Final Design Drawings and Specifications with detailed surveys, mapping and easement acquisitions.

Phase IV – Bidding, Award, Construction Management and Project Close-out with record drawings and certification.

Phase II through Phase IV are not part of this Work Authorization.

ARTICLE 2. Time Schedule

GAI Consultants shall immediately begin upon issuance of a Notice to Proceed and shall complete the project within one hundred twenty (120) days, based upon the Project Schedule provided in Exhibit “A” Scope of Services.

ARTICLE 3. Budget

The fee for these services shall be a lump sum amount of \$40,000.00. See Exhibit “B” Design Fee Proposal.

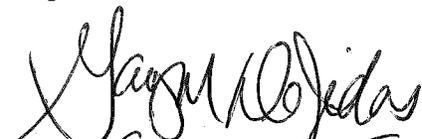
Article 4. Other Provisions

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: Gary M. DeJidas
Title: President & CEO
Date: 5/26/11

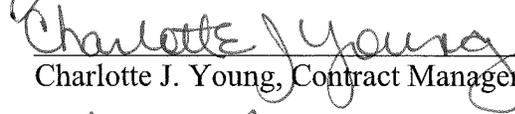
RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:

 6/12/12

Scott Herring, Director

Contract Management:



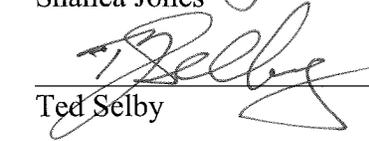
Charlotte J. Young, Contract Manager

Office of Management & Budget:



Shanea Jones

County Manager:

 6/19/12

Ted Selby

APPROVED by the County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 19 day of June, 2012.

ACCOUNT NO.: 71500536-53/400 ABWS

BT
needed

EXHIBIT "A"
SCOPE OF SERVICES

WELL AND SEPTIC TANK PHASE-OUT – PHASE I

AMERICAN BEACH
NASSAU, FLORIDA

I. Scope of Services

1. Project Management

- 1) A Kick-Off Meeting will be held to introduce the County to GAI's key personnel and to meet with NAU Operation and Maintenance (O&M) personnel to seek their input on the different options to provide sewer service. Project goals will be reviewed, and communication protocol for the project will be established.
- 2) One (1) meeting will be held with NAU O&M personnel to present a concept plan for water and sewer connection points and conceptual alignment of the water and sewer system.
- 3) One (1) Town Hall Meeting will be held after County staff approval of conceptual plan.

2. Funding Mix

- 1) Prepare a project definition with potential funding sources
 - i. The program will be evaluated against the requirements for each funding source and the chances of obtaining the fund.
 - ii. Prepare recommendation on the top four (4) funding sources.
- 2) Prepare the Grant/Loan pre-applications and/or other preliminary documents.
- 3) Evaluate Alternate Financial Mechanisms including:
 - i. A "Sign-Up and Save Program"
 - ii. Assessments
 - iii. Capital Recovery Fees
 - iv. Other methods, as applicable
- 4) Hold one (1) "Town Hall Meeting" to present the concept plan and costs and obtain feedback from the community regarding funding.
 - i. Give all owners in the area a form to request service.

3. Conceptual Facilities and Funding Plan and Cost Estimate

- 1) Collect current utility and drainage record drawings.
- 2) Contact the County Growth Management Department to learn present and future land use of American Beach.
- 3) Seek the input of the Growth Management Department to establish 20-year future dwelling densities within the land use.
- 4) Define service area and develop current and future flow rates including peaking factor.

- 5) Prepare the conceptual facilities and funding plan showing the general intent of the work program.
 - i. Conceptual alignment for the water distribution system and the collection sewer system.
 - ii. Prepare opinion of probable construction cost for the conceptual facilities and funding plan including a cost for financial, facilities, and customer water service and sewer service connections and septic tank abandonment.

4. Financial Plan

- 1) Develop a Summary Financial Plan for funding the improvements.

II. Deliverables

1. Conceptual Design Plan
2. Funding Plan
3. Initial Public Outreach Presentation, Briefing Document and Summary of Frequently Asked Questions

III. Project Schedule

Task	Duration from Notice to Proceed
1	120 days
2	90 days
3	60 days
4	75 days
Completion	120 days

IV. Fee

Lump Sum of \$40,000.00 (See Exhibit B)

If the County desires additional services, they will be performed on an hourly basis per the Continuing Contract for Miscellaneous Engineering Services.

May 23, 2012

Mr. J. Scott Herring, P.E.
Public Works Director
Nassau County Board of County Commissioners
96161 Nassau Place
Yulee, FL 32097

**Subject: AMERICAN BEACH WELL AND SEPTIC TANK PHASE-OUT – PHASE I
Fee Proposal**

Dear Mr. Herring:

We are pleased to submit to you this Lump Sum Fee to provide Engineering Services for the American Beach Well and Septic Tank Phase-Out – Phase I.

Design Fee is as follows:

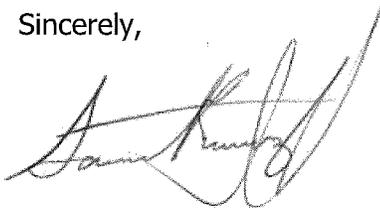
Design Services (GAI)	\$40,000
Total Lump Sum	\$40,000.00

Attached are referenced exhibits:

- Exhibit A: Scope of Services
- Exhibit B: Design Fee Proposal

We look forward for your comments and please feel free contact me at (904) 363-1110 ext. 2006 with any questions.

Sincerely,



Samuel T. Ramirez, PE
Engineering Manager

Exhibit "B"

Exhibit B - Design Fee Proposal WELL AND SEPTIC TANK PHASE-OUT – PHASE I AMERICAN BEACH Nassau, Florida			POSITION	Engineering Manager	Project Engineer	Funding/Techni- cal Specialist	Technician	Expenses	HOURS/ TASK	TOTAL FEE/ TASK
TASK		RATE	\$ 161.69	\$ 96.48	\$ 82.41	\$ 63.73	\$			
1	Project Management									
1	Kick Off Meeting		8.00				40.00	8	\$ 1,333.52	
2	Concept Plan Meeting		8.00				40.00	8	\$ 1,333.52	
3	Town Hall Meeting		7.50				37.50	8	\$ 1,250.18	
	TASK 1 LABOR FEE	\$ 3,917.22	\$ 3,799.72	\$ -	\$ -	\$ -	\$ 117.50		\$ 3,917.22	
	TASK 1 HOURS	24	24	0	0	0	-	24		
	TASK 1 LUMP SUM								\$ 3,911.00	
2	Funding Mix									
1	Funding Sources				20.00		100.00	20	\$ 1,748.20	
2	Prepare Grant/Loan Applications				60.00		300.00	60	\$ 5,244.60	
3	Evaluate Alternate Financial Mechanism				30.00		150.00	30	\$ 2,622.30	
4	Town Hall Meeting				12.00		60.00	12	\$ 1,048.92	
	TASK 2 LABOR FEE	\$ 10,664.02	\$ -	\$ -	\$ 10,054.02	\$ -	\$ 610.00		\$ 10,664.02	
	TASK 2 HOURS	122	0	0	122	0	-	122		
	TASK 2 LUMP SUM								\$ 10,664.00	
3	Conceptual Facilities and Funding Plan and Cost Estimate									
1	Collect current utility and drainage record drawings			20.00			100.00	20	\$ 2,029.60	
2	Co. Growth Management Dept. present and future land use			32.00			160.00	32	\$ 3,247.36	
3	Co. Growth Management Dept. 20-year dwelling densities			32.00			160.00	32	\$ 3,247.36	
4	Define service area and develop current and future flow rates			22.00			110.00	22	\$ 2,232.56	
5	Prepare the conceptual facilities and funding plan			40.00		80.00	600.00	120	\$ 9,557.60	
	TASK 3 LABOR FEE	\$ 20,314.48	\$ -	\$ 14,086.08	\$ -	\$ 5,098.40	\$ 1,130.00		\$ 20,314.48	
	TASK 3 HOURS	226	0	146	0	80	-	226		
	TASK 3 LUMP SUM								\$ 20,314.00	
4	Financial Plan									
1	Summary Financial Plan		8.00	20.00	20.00		240.00	48	\$ 5,111.32	
	TASK 4 LABOR FEE	\$ 5,111.32	\$ 1,293.52	\$ 1,929.60	\$ 1,648.20	\$ -	\$ 240.00		\$ 5,111.32	
	TASK 4 HOURS	48	8	20	20	0	-	48		
	TASK 4 LUMP SUM								\$ 5,111.00	
	TOTAL PROJECT LABOR FEE	\$ 40,007.04	\$ 5,093.24	\$ 16,015.68	\$ 11,702.22	\$ 5,098.40	\$ 2,097.50		\$ 40,007.04	
	TOTAL PROJECT HOURS	420	32	166	142	80	-	420		
	TOTAL PROJECT LUMP SUM								\$ 40,000.00	