

CS-12-174

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CONTRACT MANAGEMENT

WORK AUTHORIZATION # CM1831-WA00  
NASSAU COUNTY

2013 APR 26 PM 1:38

BOARD OF COUNTY COMMISSIONERS

CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES  
RFQ/BID NO. NC11-016

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2013 APR 12 AM 11:49

2013 APR 24 AM 10:41

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COUNTY MANAGER'S  
OFFICE

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: Capital Improvement Program (CIP) Update			
		CONTRACT OVERVIEW	
Date Submitted	03/21/13	Total of Previous Authorizations	\$40,000.00
Amount	\$25,100.00	This Work Authorization	✓ \$25,100.00
Scheduled Completion	105 days from NTP	Current Contract Total	\$65,100.00

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:

GAI will provide engineering services to update the Nassau Amelia Utilities (NA) capital improvement program (CIP) based on the Scope of Services, attached hereto Exhibit "A".

ARTICLE 2. Time Schedule

GAI shall complete this project within a total of 105 days (see project schedule in Exhibit "A")

ARTICLE 3. Budget

The fee for these services shall be a lump sum amount of \$25,100.00. 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.

13 APR 29 PM 4:50

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OFFICE OF CLERK OF COURTS  
NASSAU COUNTY FLORIDA

2013 APR 17 PM 2:20


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In presenting this Work Authorization, Consultant agrees that:

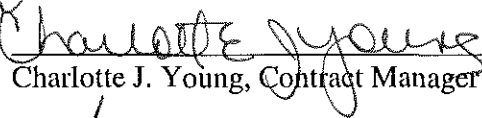
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed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


AGREED TO BY:

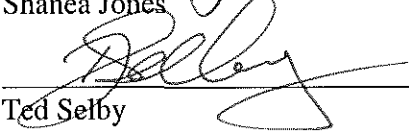
BY:   
Print Name: Gary M. DeSidas  
Title: President & CEO  
Date: 4/11/13

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Public Works Director:   
Scott Herring, Director

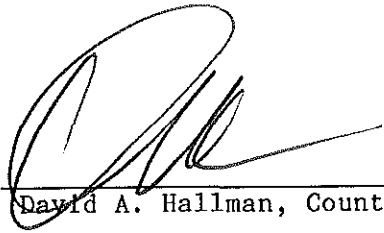
Contract Management:   
Charlotte J. Young, Contract Manager

County Attorney (see below)  
Office of Management & Budget:   
Shanea Jones

County Manager:   
Ted Selby

APPROVED by the County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 25<sup>th</sup> day of April, 2013.

ACCOUNT NO.: 71500536 - 531400

  
David A. Hallman, County Attorney

**EXHIBIT "A"**  
**SCOPE OF SERVICES**  
**CAPITAL IMPROVEMENT PROGRAM**  
**AMERICAN BEACH**  
**NASSAU, FLORIDA**

**I. Background**

The purpose of the following engineering scope of services is to update the Nassau Amelia Utilities (NAU) capital improvement program (CIP) based on visual assessments of conditions of the various capital assets involved. Other data that will be assessed will include asset histories, age, usage, original construction, and the observation of operation and maintenance staff.

**II. Scope of Services**

1. Review of Existing Information
  - 1) GAI will meet at NAU to conduct interviews with operation and maintenance personnel for assessing the histories conditions of the different assets own by NAU.
  - 2) GAI with the assistance of NAU personnel will review existing records to create a listing of the different assets including installation dates and last time each asset was upgraded.
  - 3) GAI will review with NAU personnel the 2006 Water and Sewer Master Plan (Master Plan) CIP to learn what projects were implemented.
  - 4) After the completion of personnel interviews and review of existing records, GAI will conduct visual assessments of the assets and assign a level of priority for rehab and the required budget.
  - 5) GAI will collect the past 6 years (2006-2012) of water and wastewater flows.
  
2. Update to the 2006 Water and Sewer Master Plan
  - 1) GAI will prepare water and wastewater flow projections for the next 20 years. GAI will use these projections to determine the level of demand these projected flows will place on NAU's system to require a system upgrade.
  - 2) Based on the flow projections and studying the hydraulic model output from the Master Plan, GAI will revise the project list presented in the Master Plan to accommodate the project growth if it is necessary.
  
3. Prepare Capital Improvement Program (CIP)
  - 1) GAI will prepare a summary of the visual assessment findings.
  - 2) GAI will prepare a Master Plan memorandum upgrade.
  - 3) GAI will prepare a 10-year CIP consisting of a Table listing the project and budget and a brief project description.

**III. Deliverables**

1. Capital Improvement Program – Submit one hard copy and electronic format (Word, Excel and PDF). The format will be similar to previous Capital Improvement Programs.

**IV. Project Schedule**

Task	Duration from Notice to Proceed
1	60 days
2	90 days
3	105 days
Completion	105 days

**V. Fee**

Lump Sum of \$25,100.00 (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.

Exhibit B - Budget CAPITAL IMPROVEMENT PROGRAM Nassau, Florida		POSITION	Senior Engineering Manager	Engineering Manager	Lead Engineer	Designer	Expenses	HOURS/ TASK	TOTAL FEE/ TASK
TASK	RATE	\$ 188.23	\$ 161.69	\$ 135.04	\$ 86.40	\$			
<b>1</b>	Review of Existing Information								
1	Interviews with operation and maintenance personnel			8.00			40.00	8	\$ 1,333.52
2	Review existing records			8.00			40.00	8	\$ 1,333.52
3	Review with NAU personnel the 2006 Master Plan			4.00			20.00	4	\$ 666.76
4	Conduct visual assessments of the assets	24.00		24.00			240.00	48	\$ 8,638.08
5	Collect the past 6 years of water and wastewater flows				8.00		40.00	8	\$ 1,120.32
TASK 1 LABOR FEE		\$ 13,092.20	\$ 4,517.52	\$ 7,114.36	\$ 1,080.32	\$ -	\$ 380.00		\$ 13,092.20
TASK 1 HOURS		76	24	44	8	0	-	76	
TASK 1 LUMP SUM									\$ 13,100.00
<b>2</b>	Update to the 2006 Water and Sewer Master Plan								
1	Water and wastewater flow projections				8.00		40.00	8	\$ 1,120.32
2	Revise the project list presented in the Master Plan			8.00			40.00	8	\$ 1,333.52
TASK 2 LABOR FEE		\$ 2,453.84	\$ -	\$ 1,293.52	\$ 1,080.32	\$ -	\$ 80.00		\$ 2,453.84
TASK 2 HOURS		16	0	8	8	0	-	16	
TASK 2 LUMP SUM									\$ 2,500.00
<b>3</b>	Prepare Capital Improvement Program (CIP)								
1	Prepare a summary of the inspection findings.		24.00				120.00	24	\$ 4,637.52
2	Prepare a Master Plan memorandum upgrade.			12.00	4.00	4.00	100.00	20	\$ 2,926.04
3	Prepare a 10-year CIP consisting.			8.00	4.00		60.00	12	\$ 1,893.68
TASK 3 LABOR FEE		\$ 9,457.24	\$ 4,517.52	\$ 3,233.80	\$ 1,080.32	\$ 345.60	\$ 280.00		\$ 9,457.24
TASK 3 HOURS		56	24	20	8	4	-	56	
TASK 3 LUMP SUM									\$ 9,500.00
TOTAL PROJECT LABOR FEE		\$ 25,003.28	\$ 9,035.04	\$ 11,641.68	\$ 3,240.96	\$ 345.60	\$ 740.00		\$ 25,003.28
TOTAL PROJECT HOURS		148	48	72	24	4	-	148	
TOTAL PROJECT LUMP SUM									\$ 25,100.00