

CS-12-201

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CONTRACT MANAGEMENT

WORK AUTHORIZATION # CM1831-WA05
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

2013 MAY -7 PM 2: 05

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2013 MAY 23 PM 3: 12

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: WWTF PERMIT RENEWAL APPLICATION			
		CONTRACT OVERVIEW	
Date Submitted	4/19/13	Total of Previous Authorizations	\$78,565.00
Amount	\$22,650.00	This Work Authorization	\$22,650.00
Scheduled Completion	60 Days from NTP	Current Contract Total	\$101,215.00

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

ARTICLE 1. Services Described as:

PART 1 – PROJECT OVERVIEW

The purpose of the following engineering scope of services is to renew the operating permit for the NAU Wastewater Treatment Facility (#FLA011688). The submittal of the permit renewal application should be prior to December 5, 2013.

PART 2 – SERVICES

- Data Collection and Field Investigation
- Permit Application Forms
- Operation and Maintenance and Performance Report
- Capacity Analysis Report
- Response to Request for Additional Information

ARTICLE 2. Time Schedule

GAI will complete Services within two (2) months after receiving the work authorization.

ARTICLE 3. Budget

Lump Sum \$22,650.00

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ARTICLE 4. Other Provisions

See Exhibit A and Exhibit B

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: *Gary M. De Jidas*
Print Name: Gary M. De Jidas
Title: President & CEO
Date: 5/6/2013

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Director of Engineering Services:

Scott Herring
Scott Herring, Director

Contract Management :

Charlotte J. Young
Charlotte J. Young, Contract Manager

Office of Management & Budget:

Shanea Jones
Shanea Jones

County Attorney:

David A. Hallman
David A. Hallman

County Manager

Ted Selby 5/23/13
Ted Selby

APPROVED by the County Coordinator, designee for the BOARD OF COUNTY COMMISSIONERS, the 23rd day of May, 2013

Account No. 71500536-531400

5/15/13

EXHIBIT "A"
SCOPE OF SERVICES
WWTF PERMIT RENEWAL APPLICATION
NASSAU, FLORIDA

I. BACKGROUND

The purpose of the following Scope of Services is to renew the operating permit for the NAU Wastewater Treatment Facility (#FLA011688). The submittal of the permit renewal application should be prior to December 5, 2013.

II. SCOPE OF SERVICES

To accomplish the above, we include the following specific tasks:

A. Data Collection

Upon receipt of the Notice to Proceed from the County, GAI will hold a kick-off/ data collection meeting. GAI will request information regarding:

- + Original Design parameters including specifications, drawings, and Operation and Maintenance (O&M) manuals
- + Discharge Monitoring Reports (DMRs) or permit report submittals
- + Other unit process operating data
- + Information regarding equipment maintenance
- + Capacity Analysis Report (CAR), O&M Performance Report, and other reports
- + Issued current permits and previous permit applications.

B. Permit Application Forms

- + GAI will complete the Florida Department of Environmental Protection (FDEP) Wastewater Permit Application Form 1.
- + GAI will complete FDEP Wastewater Permit Application Form 2A.

C. Operation and Maintenance (O&M) Performance Report

- + Overall Facility Compliance, Operation and Maintenance Review: GAI will use one (1) year of operating data to perform an analysis.
- + Limited Physical Facility Condition Review: GAI will conduct a one (1) day visit to review the condition of the facility. The conditional assessment will be limited to visibly observable conditions and discussions with facility operating personnel. GAI will also review O&M logs for frequency and type of maintenance being implemented. GAI will make recommendations for improvements or replacement of equipment and process units.
- + Unit Process/ Physical Capacity Review: For each operating unit, GAI will perform an operational review. GAI will review each unit's operating performance in comparison to expected operating efficiencies. GAI will determine and identify any deficiencies in the facility unit processes and include as necessary recommendations to rectify the deficiency.
- + GAI will prepare an O&M Performance Report in support of the application.

D. Capacity Analysis Report (CAR)

An updated CAR will be prepared to define the status of the facility and the requirements for planning and implementation expansion schedule of the facility. DMRs for the past ten (10) years will be required.

E. Response to Request for Additional information

GAI will provide responses upon the Request for Additional Information from the FDEP to complete the permit renewal process. For purposes of this Scope of Services, responses for up to three (3) RAIs are included. Additional responses may be included as an additional service, if required.

III. DELIVERABLES

- + FDEP Wastewater Permit Application Form 1
- + FDEP Wastewater Permit Application Form 2A
- + Capacity Analysis Report
- + O&M Performance Report

IV. PROJECT SCHEDULE

We will provide a final permitting package within two (2) months of authorization.

V. FEE

The lump sum for this work is \$22,650.00

Fees do not include permitting or related fees.

Exhibit B - Budget WWTF Permit Renewal Application 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	\$			
A Data Collection			4.00	8.00		60.00		12	\$ 1,787.08
	TASK 1 LABOR FEE	\$ 1,787.08	\$ -	\$ 646.76	\$ 1,080.32	\$ -	\$ 60.00		\$ 1,787.08
	TASK 1 HOURS	12	0	4	8	0	-	12	
	TASK 1 LUMP SUM								\$ 1,787.00
B Permit Application Forms			4.00	20.00	4.00			28	\$ 3,693.16
	TASK 2 LABOR FEE	\$ 3,693.16	\$ -	\$ 646.76	\$ 2,700.80	\$ 345.60	\$ -		\$ 3,693.16
	TASK 2 HOURS	28	0	4	20	4	-	28	
	TASK 2 LUMP SUM								\$ 3,693.00
C O&M Performance Report			4.00	50.00	2.00	280.00		56	\$ 7,851.56
	TASK 3 LABOR FEE	\$ 7,851.56	\$ -	\$ 646.76	\$ 6,752.00	\$ 172.80	\$ 280.00		\$ 7,851.56
	TASK 3 HOURS	56	0	4	50	2	-	56	
	TASK 3 LUMP SUM								\$ 7,852.00
D Capacity Analysis Report			4	40.00	2.00			46	\$ 6,221.16
	TASK 4 LABOR FEE	\$ 6,221.16	\$ -	\$ 646.76	\$ 5,401.60	\$ 172.80	\$ -		\$ 6,221.16
	TASK 4 HOURS	46	0	4	40	2	-	46	
	TASK 4 LUMP SUM								\$ 6,221.00
E Response to RAIs			4.00	16.00	2.00	110.00		22	\$ 3,090.20
	TASK 5 LABOR FEE	\$ 3,090.20	\$ -	\$ 646.76	\$ 2,160.64	\$ 172.80	\$ 110.00		\$ 3,090.20
	TASK 5 HOURS	22	0	4	16	2	-	22	
	TASK 5 LUMP SUM								\$ 3,090.00
	TOTAL PROJECT LABOR FEE	\$ 22,643.16	\$ -	\$ 3,233.80	\$ 18,095.36	\$ 864.00	\$ 450.00		\$ 22,643.16
	TOTAL PROJECT HOURS	142	0	16	118	8	-	142	
	TOTAL PROJECT LUMP SUM								\$ 22,650.00

NASSAU COUNTY CONTRACT MANAGEMENT

**CONTINUING CONTRACT FOR ENGINEERING SERVICES FOR NASSAU AMELIA UTILITIES
 GAI CONSULTANTS, INC.
 CONTRACT NO. CM1831**

WA#	PROJECT NAME	ORIGINAL FEE	CHANGE ORDERS	CONTRACT FEE	STATUS	ACTUAL COST	DIFFERENTIAL
01	American Beach Well and Septic Tank Phase-out - Phase 1	\$ 40,000.00	\$ -	\$ 40,000.00	In progress	\$ 40,000.00	\$ -
02	Capital Improvement Program Update	\$ 25,100.00	\$ -	\$ 25,100.00	Pending	\$ 25,100.00	\$ -
03	Review & Recommendation on Nassau County Ordinance 2010-03	\$ 8,790.00	\$ -	\$ 8,790.00	Pending	\$ 8,790.00	\$ -
04	Manual Emergency Water Systems Interconnect	\$ 4,675.00	\$ -	\$ 4,675.00	Pending	\$ 4,675.00	\$ -
05	WWTF Permit Renewal Application	\$ 22,650.00	\$ -	\$ 22,650.00	Pending	\$ 22,650.00	\$ -
							\$ -
							\$ -
							\$ -
							\$ -
		\$ 101,215.00	\$ -	\$ 101,215.00		\$ 101,215.00	\$ -

ORIGINAL CONTRACT VALUE \$ 101,215.00
ADJUSTMENTS/CHANGE ORDERS \$ -
CURRENT CONTRACT VALUE: \$ 101,215.00