

**WORK AUTHORIZATION # CM2027-WA01  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RFQ/BID NO. NC13-007**

<b>Consultant:</b>	CDM Smith Inc.
<b>Contract Number:</b>	CM2027
<b>Contact Name:</b>	Virgil E. Rook, P.E.
<b>Contact Number:</b>	407-468-6240
<b>Email:</b>	RookVE@cdmsmith.com

<b>CURRENT WORK AUTHORIZATION</b>	
<b>Project Short Title: CEI Services – Bay Road Phase II Widening &amp; Resurfacing Project</b>	
<b>Date Submitted</b>	12/03/13
<b>Amount</b>	\$122,962.19
<b>Scheduled Completion</b>	14-calendar days after final acceptance

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Continuing Contract for Construction Engineering Inspection (CEI) Services for Nassau County, Florida, dated November 20, 2013. The services to be provided under this Work Authorization are as follows:

**ARTICLE 1. Services Described as:**

CDM Smith Inc. shall provide CEI services in accordance with the scope of services, attached hereto as Attachment "A", for the Bay Road Phase II Widening and Resurfacing project.

**ARTICLE 2. Time Schedule**

CDM Smith Inc. will be allowed an accumulation of seven (7) calendar days to perform preliminary administrative services prior to the issuance of the Contractor's notice to proceed on the project and fourteen (14) calendar days to demobilize after final acceptance of the project.

**ARTICLE 3. Budget**

Budget is a limited amount based on time and material charges, as shown on the Consultants Original CEI Services Budgeted Costs projection, attached hereto as Attachment "B", as follows:

Senior Project Engineer	\$ 5,441.37
Senior Inspector	\$91,696.92
Asphalt Plant Inspector	\$13,982.80
Administrative Assistant	\$ 3,341.10
Lab Testing – VT (Est.)	<u>\$ 8,500.00</u>

Total Maximum Limiting Amount: \$122,962.19

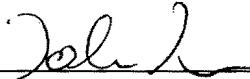
Article 4. Other Provisions

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:

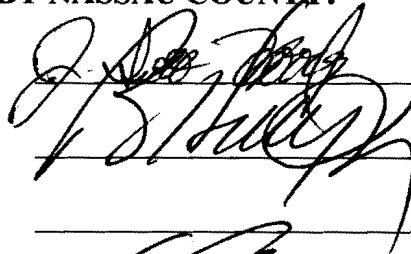
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed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

AGREED TO BY:

BY:   
Print Name: Patrick R. Victor  
Title: Vice President  
Date: February 19, 2014

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

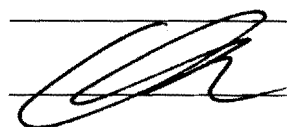
Public Works Director:



Board of County Commissioners, Chair:



Ex-Officio Clerk:




County Attorney:



APPROVED by the BOARD OF COUNTY COMMISSIONERS, the 28th day of April, 2014

MES  
04-30-14

  
**ATTEST AS TO CHAIRMAN'S  
SIGNATURE ONLY**



7029-1 Commonwealth Avenue  
Jacksonville, FL 32220  
Tel: 904-781-8131

December 3, 2013

Mr. Jonathan Page, P.E.  
Engineer III  
Engineering Services Department  
Nassau County Florida  
96161 Nassau Place  
Yulee, FL 32097

Re: Continuing CEI Services Work Authorization - CM2027  
Scope and Fee Proposal - Bay Road Phase 2 (NC13-044)

Dear Mr. Page,

CDM Smith respectfully submits this Scope and Fee Proposal to provide Nassau County with CEI inspection services for the referenced project in the amount of \$ 122,962.19. We have attached to this letter the Scope of Services and Fee Proposal, based on our understanding of the County's present needs and information provided by the County. Compensation will be via contract billing rates for hours authorized by the County and all unused funds will belong to Nassau County.

Again, we look forward to providing the County with quality support. Thank you for your confidence in CDM Smith.

Sincerely,  
CDM Smith

A handwritten signature in black ink, appearing to read "Virgil E. Rook". The signature is written in a cursive style with a large, sweeping "V" at the beginning.

Virgil E. Rook, P.E.  
Vice President

Attachments: Scope of Services  
Fee Proposal





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**Scope of Services**  
Construction Engineering and Inspection

Bay Road Phase 2

**Purpose:**

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction project(s) listed below.

**Scope:**

The Consultant shall be responsible for providing services as defined in this Scope of Services, for Nassau County and FDOT manuals, and/or procedures.

The project(s) for which the services are required is:

Description(s): **Bay Road Phase 2**  
County: **Nassau**

Services provided by the Consultant shall comply with County and applicable FDOT manuals, procedures, and the Florida Department of Transportation Standard Specifications for Road and Bridge Construction in effect as of the date of execution of the Agreement unless otherwise directed in writing by the County.

Other projects developing within the geographical area of Nassau County may be added at the County's discretion. The Consultant must perform to the satisfaction of the County's representatives for consideration of additional CEI services.

**Length of Services:**

The Consultant's services shall begin upon written notification to proceed by Nassau County.

For estimating purposes, CDM Smith, Inc. will be allowed an accumulation of seven (7) calendar days to perform preliminary administrative services prior to the issuance of the Contractor's notice to proceed on the project and fourteen (14) calendar days to demobilize after final acceptance of the Contract.





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**Requirements:**

**General:**

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract and provide Certification of same.

The Consultant shall observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the County, and direct the Contractor to correct such observed discrepancies.

Consultant shall verify that all testing and certifications required by FDOT for final acceptance of the signals and other work in the FDOT right-of-way is completed per the plans, specifications and FDOT requirements. Consultant shall coordinate the efforts of the EOR, Contractor and County Construction Manager to provide timely acceptance of the improvements from FDOT on behalf of Nassau County in accordance with the County contract documents and of the FDOT Standard Specifications for Road and Bridge Construction, 2010.

Consultant shall provide certified inspectors, as required to meet the requirements of the FDOT Standard Specifications for Road and Bridge Construction and Consultant shall confirm that proper inspection sheets, equipment, materials and hardware meet FDOT specifications and are listed on the Qualified Products List and provide appropriate reports and forms to the Engineer of Record.

The Consultant shall advise the County Construction Manager of any significant omissions, substitutions, defects and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor. Work provided by the Consultant shall not relieve the Contractor of responsibility for the satisfactory performance of the Construction Contract.

**On-site Inspection:**

The Consultant shall monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. The Consultant will monitor all off-site activities and fabrication as applicable. The Consultant shall keep detailed accurate records of the Contractor's daily operations and of significant events that affect the work.





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### **Sampling and Testing:**

The Consultant shall provide daily surveillance of the Contractor's Quality Control activities at the project site and perform the sampling and testing of materials, and completed work items that are normally done in the vicinity of the project for verification and acceptance including Asphalt Plant Verification testing.

The Consultant will perform inspection and sampling of materials and components at locations remote from the vicinity of the project and the Consultant will perform testing of materials normally done in a laboratory remote from the project site, as required.

The Consultant shall be specifically responsible for job control samples determining the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

The County will monitor the effectiveness of the Consultant's testing procedures through surveillance and obtaining and testing independent assurance samples.

Documentation reports on sampling and testing performed by the Consultant shall be submitted to responsible parties during the same week that the construction work is done.

The Consultant shall be responsible for transporting samples to be tested in an approved laboratory.

The Consultant will input verification testing information and data into the Consultant's database.

### **Engineering Services:**

The Consultant shall coordinate the Construction Contract administration activities of all parties other than the Contractor involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the County for failure of such parties to follow written direction issued by the Consultant.

Services include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract, maintaining complete, accurate records of all activities and events relating to the project, and properly documenting all significant project changes. The Consultant shall perform the following services:

- 1) Schedule and attend, after the Notice to Proceed, a pre-service conference for the project in accordance with County's procedures. The Consultant shall provide appropriate staff to attend and participate in the pre-service meeting.





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- 2) The Consultant shall record a complete and concise record of the proceedings of the pre-service meeting and distribute copies of this summary to the participants and other interested parties within seven (7) calendar days.
- 3) The Consultant shall submit Action Request packages for Personnel Approval for immediate staff needs and a copy/computer file of the final negotiated staffing to the Construction Project Manager, either at this meeting or within seven (7) calendar days.
- 4) Attend Pre-Bid meeting for the Project. The Consultant shall provide appropriate staff to attend and participate in the meeting.
- 5) Schedule and conduct the pre-construction conference and produce minutes from same. Confirm the County has all required submittals and facilitate the Notice to Proceed to the Contractor.

Provide personnel proficient in the use of computers and scanner operation to input construction documents into the County System. This will require familiarity with the documents and guidelines, which will be provided by the County. Duties will include scanning, attributing and retrieving documents that are to be archived electronically.

The Consultant shall schedule and conduct a meeting with the County Construction Manager after the Notice to Proceed and another meeting prior to project final acceptance. The purpose of the meetings is to discuss the required documentation, including as-builts, necessary for permit(s) compliance.

Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention and MOT measures associated with the project as well as adherence to any special conditions of any permits. Consultant shall immediately notify the Contractor and the County should the Contractor not comply with permit conditions, NPDES reporting requirements or should the Contractor fail to maintain MOT devices appropriately.





Personnel Classifications	2014							Estimated Start Date	Estimated End Date
	Mar 1	Apr 2	May 3	Jun 4	Jul 5	Aug 6	Sep 7		
Bay Road - Phase 2	Pre						Post	15-Mar-13	26-Sep-13
								Months	Hours
Sr. Project Engineer	0.05	0.02	0.02	0.02	0.02	0.02	0.05	0.20	33
Project Administrator/Project Engineer								0.00	0
Sr. Inspector	0.50	1.00	1.00	1.00	1.00	1.00	0.50	6.00	1,038
Asphalt Plant Inspector - (as needed)		0.25	0.25	0.50	0.25	0.25		1.50	260
Contract Administrator/Document Control								0.00	0
Administrative Assistant	0.10	0.05	0.05	0.05	0.05	0.05	0.10	0.45	74

Perform CEI Services as an extension of County in the Construction Administration of the Bay Road Phase 2 Project. These services include: Project Administration, Construction Engineering Inspection, Issue Resolution, & Schedule Review

It is estimated that Construction is scheduled to begin on this project in March 2014 (Pre-Con March 2014).  
 Contract Construction Duration = 150 Calendar Days to Substantial completion, 195 Calendar Days to Final Completion





December 3, 2013 CEI Services Bay Road - Phase 2 from Conner-Nelson Road to CR108 CDM Smith Inc.				
Employee Classification	OT Allowed	Man-hours	Billing Rate	Cost
Sr. Project Engineer	N	33.00	\$ 164.89	\$ 5,441.37
Project Administrator/Project Engineer	N	0.00	\$ 127.37	\$ -
Sr. Inspector	Y	1,038.00	\$ 88.34	\$ 91,696.92
Asphalt Plant Inspector - (as needed)	Y	260.00	\$ 53.78	\$ 13,982.80
Administrative Assistant	N	74.00	\$ 45.15	\$ 3,341.10
Lab Testing - VT (Estimated)				\$ 8,500.00
<b>TOTAL LIMITING AMOUNT</b>				<b>\$ 122,962.19</b>

1. Consultant must obtain written approval from the County prior to working overtime on any Project.
2. Overtime will only be allowed for Sr. Inspector and/or Inspector positions, as approved in writing by the County.
3. Limiting Amount Task. All excess, unused funds are the County's.

Engineer's Estimate - Construction Costs  
\$1,333,309

Estimated CEI Costs vs. Construction Costs  
9.2%