

CS-13-199

RECEIVED

CONTRACT MANAGEMENT

WORK AUTHORIZATION # CM2083-WA01
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
RFQ/BID NO. NC13-023

2014 JUN 19 PM 2:27

Consultant:	EltonAlan, Inc.
Contract Number:	CM2083
Contact Name:	Michael E. Holcomb
Contact Number:	904-891-0360
Email:	mike@eltonalan.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Design services for guardrail replacements @ 8 locations throughout Nassau Co.			
		CONTRACT OVERVIEW	
Date Submitted	6-16-14	Total of Previous Authorizations	\$0.00
Amount	\$66,540.96	This Work Authorization	\$66,540.96
Scheduled Completion	4-6 weeks	Current Contract Total	\$66,540.96

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 February 24, 2014. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

EltonAlan, Inc. shall provide final construction documents to repair or replace guardrail at 8 locations throughout the County, pursuant to scope of services dated June 16, 2014, attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

EltonAlan, Inc. will provide all services included within the scope of services within a 4-6 week timeframe, unless unforeseen complications occur that are beyond their control.

ARTICLE 3. Budget

EltonAlan, Inc. will perform the scope of services outlined herein for a lump sum fee of \$63,354.80. Additional limiting amount services of \$3,186.16; total contract total of \$66,540.96 (see Exhibit "B").

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: *Dale A. Dubberly*
Print Name: Dale A. Dubberly
Title: President
Date: 6-19-2014

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Director of Public Works :

Board of County Commissioners, Chair:

Ex-Officio Clerk:

County Attorney:

[Signature]
[Signature]
[Signature] MES 07-15-14

APPROVED by the BOARD OF COUNTY COMMISSIONERS, the 14th day of July, 2014

[Signature] Ex-officio Clerk
ATTEST AS TO CHAIRMAN'S SIGNATURE ONLY

EXHIBIT A
SCOPE OF SERVICES
ENGINEERING SERVICES
FOR
PROPOSED GUARDRAIL REPLACEMENTS
NASSAU COUNTY, FLORIDA
JUNE 16, 2014

A. PROJECT DESCRIPTION

1. The intent of this project is to provide final construction documents to repair or replace guardrail at 8 locations throughout the County as described below:
 - Simmons Road, 90' east of Park Square Place, Fernandina Beach, FL. North and South side, approximately 425 LF existing each side
 - N. 14th Street, 350' South of Franklin Avenue, Fernandina Beach, FL. Approximately 370 LF on West side and 525 LF existing on East side
 - N. 14th Street, 160' North of Hernando Street, Fernandina Beach, FL. Approximately 200 LF on East side and 450 LF existing on West side
 - N. 14th Street, North of Leon Street, Fernandina Beach, FL. Approximately 250 LF on East side and 350 LF existing on West side
 - N. 14th Street at intersection of N. 14th Street and White Street, Fernandina Beach, FL. Approximately 315 LF existing on East side
 - S.14th Street at Nissen Drive (Private), Fernandina Beach, FL. Approximately 25 LF of curved rail on North side of Nissen Drive
 - Pages Dairy Road, approximately 250' East of Yulee Hills Road, Yulee, FL. Approximately 250 LF existing each side of road
 - Lake Hampton Road, 800' West of Scott's Landing Road, Boulogne, FL. Approximately 250 LF existing each side of road

B. PROJECT SCOPE

Engineering Services

1. Data Collection Services

- a) **Geotechnical** – N/A
- b) **Survey** – The consultant shall provide survey services within the projects limits as follows:
 - i. Establish Horizontal and Vertical Control (state Plane Coordinates)
 - ii. Establish Baseline of survey.
 - iii. Establish project Benchmarks and Reference Points based on GPS data collection
 - iv. Cross Sections (cross sections every 25' on average) & Design Survey within project limits (at each of the site locations) including all above ground features beginning 100' from the start of the guardrail to 100' after the end of the guardrail at each site.
 - v. Provide survey data by electronic files.
- c) **Traffic Data** – N/A

2. Project General Tasks

- a) **Notice to Proceed Meeting** – The Consultant team shall prepare for and attend one Notice to Proceed Meeting with Nassau County staff.
- b) **Project Schedule** – The Consultant shall prepare and submit a project schedule for this project identifying major tasks, their duration and tasks relationships. The schedule shall be updated monthly and at other appropriate intervals.
- c) **Invoices/Progress Report** – Invoices shall be prepared in the format prescribed by the County. Progress reports shall be submitted with each monthly invoice.
- d) **Quality Assurance/Quality Control** – The Consultant shall designate appropriate staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of all work products prior to submittals to the County.

3. Roadway Analysis and Plans

The Consultant will perform the necessary analyses and prepare construction plan sheets, notes and details for a complete set of construction documents to convey the intent and scope of the project for the purposes of construction. The design will be prepared in accordance with the FDOT Green Book and applicable County Standards. This task will also include the preparation of Standard Specifications and Special Provisions.

4. Drainage Analysis – N/A

5. Utility Coordination

The Consultant shall be responsible for coordinating all design with the affected utility companies in order to minimize utility conflicts. The Consultant shall initially contact the known private and public utility companies within the project corridor or who have utilities within the project limits and obtain plans of their existing or planned facilities (both horizontally and vertically) within the project limits. The Consultant shall provide a list of utility contacts at the preliminary and final design.

6. Signing and Pavement Marking Analyses and Plans – N/A

7. Permitting – N/A

8. Construction Cost Estimate

The Consultant will provide two construction cost estimates. The first will be a preliminary cost estimate to be provided at the 60% phase and the second will be provided with final plans.

9. Bid Phase Services

The Consultant will prepare a bid package including front end documents for the bidding of this project. The consultant will also formally respond to questions during the bidding phase of the project and prepare a recommendation of the lowest qualified bidder based on the County prepared bid tabulations.

SUPPLEMENTAL (LIMITING AMOUNT) SERVICES:

Post Design Services The Consultant will provide services necessary to assist the County during the construction phase of this project. The consultant will respond to contractor requests for information, review and approve shop drawings, attend meetings as necessary and revise plans as necessary.

C. PROJECT DELIVERABLES

Up to five draft copies of construction documents and required supporting documents (QC certifications, design calculations, letters, memos, etc.) will be submitted at the 60%, and final stages of design.

D. PROJECT SCHEDULE

The consultant will provide all services included within this scope within 4-6 weeks timeframe unless unforeseen complications occur that are beyond our control.

E. COUNTY RESPONSIBILITIES

1. Documents – The County shall provide access to any available plans, maps and other pertinent information under its control essential to the satisfactory completion of the work indicated herein.
2. Reviews – The County will provide timely reviews of the Consultant's work in accordance with the schedule agreed upon between the County and the Consultant. Each review period by the county shall be two weeks, at which time all comments will be forwarded to the Consultant.

G. COMPENSATION

The Consultant and its subconsultants will perform the scope of Final Engineering Services outlined herein for a lump sum fee of **\$63,354.80**. Additional limiting amount services totaling **\$3,186.16** are also included herein as limiting amounts for a contract total of **\$66,540.96**. A breakdown of the individual task fee amounts are indicated in the detailed Fee Proposal is attached hereto.

ATTACHMENT B
ESTIMATE OF WORK EFFORT AND FEE
Nassau County Guard Rail Replacements
Project Length (miles): N/A

No. / ACTIVITY	Sheets	Sr. Project Manager		Sr. Engineer		Sr. Designer		Clerical		Project Totals									
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Avg Rate	Cost								
FINAL DESIGN																			
TASK 1 - FINAL ENGINEERING DATA COLLECTION SERVICES																			
1a	Survey	Geomatics									\$ 7,500.00	See attached fee proposal							
1b	Geotechnical										\$ -								
1c	Environmental Analysis										\$ -								
Subtotal										\$ 7,500.00									
TASK 2 - FINAL ENGINEERING / PLANS DEVELOPMENT GENERAL TASKS																			
2b	Project Administration / Coordination	11	\$ 1,830.95	0	\$ -	0	\$ -	0	\$ -	11	\$ 1,830.95	3% of technical hours							
2c	QA/QC	8	\$ 1,830.95	11	\$ -	0	\$ -	0	\$ -	19	\$ 1,830.95	5% of technical hours							
Subtotal										30	\$ 3,661.90								
TASK 3 - ROADWAY ANALYSIS AND PLANS																			
3a	Field Review / Site Visit		\$ -	16	\$ 2,713.92	16	\$ 1,903.84	0	\$ -	32	\$ 4,617.76	2 Site visits @ 8 hrs each							
3b	Pavement Design											N/A							
3c	Roadway Design Analysis	7	\$ 1,165.15	14	\$ 2,374.68	21	\$ 2,498.79	0	\$ -	42	\$ 6,038.62	Includes clear zone evaluation, angle of departure calculations, point of hazard establishment, guardrail offset, shoulder cross slope grading							
3d	Traffic Control Analysis	0	\$ -	16	\$ 2,713.92	0	\$ -	0	\$ -	16	\$ 2,713.92								
3e	Roadway Plans	Sheets																	
	Key Sheet	1	0	\$ -	2	\$ 339.24	6	\$ 713.94	0	\$ -	8	\$ 1,053.18							
	Summary of Pay Items	1	2	\$ 332.90	4	\$ 678.48	8	\$ 951.92	0	\$ -	14	\$ 1,963.30							
	Typical Sections	7	2	\$ 332.90	7	\$ 1,187.34	14	\$ 1,665.86	0	\$ -	23	\$ 3,186.10	Every site except for # 7						
	General Notes	1	1	\$ 166.45	2	\$ 339.24	5	\$ 594.95	0	\$ -	8	\$ 1,100.64							
	Project Layout	0	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	Information included on plan/profile sheets						
	Roadway Plan and Profiles	8	4	\$ 665.80	8	\$ 1,356.96	32	\$ 3,807.68	0	\$ -	44	\$ 5,830.44	One sheet per site						
	Cross Sections	16		\$ -		\$ -	16	\$ 1,903.84	0	\$ -	16	\$ 1,903.84	6 sections per site (3 sections per sheet)						
	SWPPP	0	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	Not required						
	Erosion Control Details & Plans	0		\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	Information shown on Plan and Profile sheets						
	Traffic Control typical, notes & details	2	2	\$ 332.90	6	\$ 1,017.72	16	\$ 1,903.84	0	\$ -	24	\$ 3,254.46							
	Traffic Control Plans	0	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	N/A						
3f	Design Documentation Report	4	\$ 665.80	16	\$ 2,713.92	0	\$ -	0	\$ -	20	\$ 3,379.72								
3g	Pay Item Quantities	2	\$ 332.90	4	\$ 678.48	16	\$ 1,903.84	0	\$ -	22	\$ 2,915.22								
3h	Final Documents & Specifications	8	\$ 1,331.60	16	\$ 2,713.92	0	\$ -	24	\$ 1,492.80	48	\$ 5,538.32								
3i	Meetings	8	\$ 1,331.60	8	\$ 1,356.96	0	\$ -	0	\$ -	16	\$ 2,688.56	2 Meetings @ 4 hrs each							
Subtotal										333	\$ 46,184.08								
TASK 4 - DRAINAGE ANALYSIS & PLANS																			
Subtotal										0	\$ -								
TASK 5 - UTILITY COORDINATION																			
5a	Utility Contacts		\$ -	8	\$ 1,356.96		\$ -		\$ -	8	\$ 1,356.96								
Subtotal										8	\$ 1,356.96								
TASK 6 - SIGNING AND PAVEMENT MARKING																			
Subtotals										0	\$ -								
TASK 7 - PERMITTING																			
Subtotal										0	\$ -								
TASK 8 - CONSTRUCTION COST ESTIMATES																			
Subtotal										2	\$ 332.90	4	\$ 678.48	8	\$ 951.92	0	\$ -	14	\$ 1,963.30
TASK 9 - BID PHASE SERVICES																			
Subtotal										8	\$ 1,331.60	8	\$ 1,356.96	0	\$ -	0	\$ -	16	\$ 2,688.56
Subtotal										16	\$ 2,688.56								
FINAL DESIGN TOTAL										401	\$ 63,354.80						Lump sum		
SUPPLEMENTAL SERVICES TASKS																			
POST DESIGN SERVICES																			
	Post Design Services		8	\$ 1,331.60	8	\$ 1,356.96	0	\$ -	8	\$ 497.60	24	\$ 3,186.16							
Subtotal										8	\$ 1,331.60	8	\$ 1,356.96	0	\$ -	8	\$ 497.60	24	\$ 3,186.16
SUPPLEMENTAL SERVICES TOTAL										24	\$ 3,186.16						Limiting Amount		
PROJECT TOTALS										425	\$ 66,540.96								