

**WORK AUTHORIZATION # CM1696-WA01
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 PROJECT MANAGEMENT SERVICES FOR THE
 SHERIFF'S ADMINISTRATION BUILDING
 RFQ/BID NO. NC10-010**

Consultant:	Pizzuti Solutions
Contract Number:	CM1696
Contact Name:	Don Wheat, Vice President
Contact Number:	614-280-4017
Email:	dwheat@pizzuti.com

CURRENT WORK AUTHORIZATION			
Project Short Title: TASK 1 – Verification of Space Needs for the Sheriff's New Admin. Building			
		CONTRACT OVERVIEW	
Date Submitted	01/14/11	Total of Previous Authorizations	\$0.00
Amount	\$51,900.00	This Work Authorization	\$51,900.00
Scheduled Completion	4-6 weeks	Current Contract Total	\$51,900.00

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant for Project Management Services for the Sheriff's Administration Building, Nassau County, Florida, dated February 28, 2011. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Task 1 – Verification of Space needs for the Sheriff's New Administration Building as further described in the attached Technical Proposal, Attachment "1".

Optional Services

- Develop conceptual project cost estimate
- Evaluate funding and ownership alternatives for the project
- Conceptual renderings of the proposed facility

ARTICLE 2. Time Schedule

Services will be completed within 4-6 weeks of an authorization to proceed from Nassau County.

ARTICLE 3. Budget

Task 1 shall be completed for a fixed fee of \$35,880.00; an additional reimbursable allowance of \$6,500 to cover miscellaneous expenses including travel and printing expenses; total proposed fee \$42,380.00.

Optional Services:

- Develop conceptual project cost estimate and evaluate funding and ownership alternatives for the project for a fixed fee of \$6,000.
- Conceptual renderings of the proposed facility for a fixed fee of \$3,520.00

Total Proposed Fee: \$51,900.00

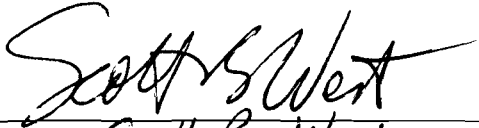
Article 4. Other Provisions

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:

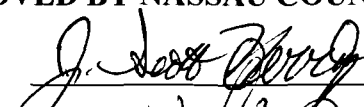
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed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

AGREED TO BY:


BY: 
Print Name: Scott B. West
Title: EVP
Date: 3/25/11

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Director of Public Works:



Board of County Commissioners, Chair:



Ex-Officio Clerk:



County Attorney:



APPROVED by the BOARD OF COUNTY COMMISSIONERS, the 14th day of March, 2011

EBK
3/14/11
Ad
3/15/11

Nassau County Project Management Services

Technical Proposal

Project Background

We appreciate the opportunity to submit a summary of our approach to completing the work requested for the new Sheriff's Administration building. The Nassau County commissioners have authorized a scope of services covering only Task 1 – Space Verification. We further propose an optional service to answer the question of "How much will the project cost?"

The following is a summary of our assumptions regarding the requested service and terms that we are comfortable can meet the scope of services previously discussed with staff and the Commissioners September 27, 2010 direction and direction received from Nassau County Public Works Director Scott Herring in our meeting on January 7, 2011.

Project Assumptions- Our team anticipates collecting information from all departments that would potentially be housed in the new building. We also understand that once the Task 1 services are completed, there may be no further advancement of the project until funding and budgeting questions have been answered. We believe inclusion of our proposed optional services will provide Nassau County with the answers they need in order to confidently make informed decisions about this project.

Structure of Service- As part of our services with the County, we are including both planning and development management services in our approach. Our proposed scope for project management services includes all required services. Optional services beyond Task 1 are broken out separately, since this was not part of the commissioners' specific direction. Based on our experience, inclusion of the optional scope will allow Nassau County to make a fully informed decision about the best way to advance this project. The following proposed detailed plan is as follows:

Task 1 – Verification of Space needs for the Sheriff's New Administration Building

- Review previous studies (if any) relevant to this project.
- Conduct programming and planning sessions with county staff and departments being considered for inclusion in the new building. Prior to these sessions, a list of questions will be sent out for response from county staff. These questions will help us understand the priorities for the various space needs, as well as various operational questions. Minutes of these sessions will document what was discussed.
- Verify current locations, existing space used, confirm and document future space program and operating requirements for agencies and departments that might be located in the new building.
- Develop and refine operational, space and adjacency requirements for the above.
- Include proximity needs and interactions with other agencies and the public.
- Identify potential operating approaches that could improve services and/or reduce operating costs by co-locating certain functions.
- Identify potential departments or functions that would make sense to move off-site or to combine with other existing off-site agencies in order to improve efficiency and/ or quality of services.
- Develop an Owner Project Requirements (OPR) document including both quantitative (space requirements) as well as qualitative requirements necessary to allow future establishment of appropriate construction and project budgets.

- Identify growth patterns, trends and new initiatives that would impact the planning for the new building.
- Identify recent comparable projects in the region that would be relevant to Nassau County for their project.
- Participate in discussions with county leadership as necessary to establish consensus.

OPTIONAL SERVICES

- Develop conceptual project cost estimate
- Evaluate funding and ownership alternatives for the project
- Conceptual renderings of the proposed facility

Proposed Fee - Based on the above project assumptions we are proposing a fixed fee for the Task 1 scope of \$35,880. This allows us to provide all necessary services to direct, manage and complete the requested services. All sub-consultants deemed necessary to complete the required phases as contemplated for this project are considered members of our team and shall be compensated directly for services by Pizzuti Solutions. The "Optional Services" above, which are beyond Task 1 would be provided for an additional fixed fee of \$6,000 for the cost estimate and \$3,520 for the renderings. Thus the total fee for all Optional Services would be \$9,520. An additional reimbursable allowance of \$6,500 would be used to cover miscellaneous expenses including any travel and printing expenses.

Phased Approach - As part of the phased approach, both parties acknowledge that after the completion of Task 1 and the Optional services listed above (if approved by Nassau County), subsequent phases shall not commence until written authorized approval is granted by the Nassau County Board of County Commissioners. It is anticipated that the requested Task 1 services would be completed within 4-6 weeks of an authorization to proceed granted by the Nassau County Board of County Commissioners, with an additional 2-3 weeks required if the Optional Services are authorized.

Team

The team will be led by Pizzuti Solutions, and will include the involvement of Pizzuti Solutions staff Don Wheat, Chris Wrenn and Naeem Coleman. Additional Pizzuti Solutions staff Jim Russell, Tom Harmer, Mike Bird, and Karen Durepo will be involved as required. Additional team members would be involved as identified in our previous submittal, including;

Joe Mecca – Kimley-Horn & Associates

As Project Manager, Joe will participate in Task 1 or Optional services meetings only when required.

Doug Shaw – Wakefield-Beasley

Doug will handle the bulk of the Task 1 interviews and will be assisted by Don Wheat in developing the Owner Project Requirements. Wakefield-Beasley will also generate the conceptual renderings of the proposed project

Optional Services

Project cost estimate

Pizzuti Solutions

Don Wheat, Mike Bird and Pizzuti economic development and construction staff will develop this information.

Pizzuti Solutions

3/4/11

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January 14, 2011

Charlotte Young
Contract Manager
Nassau County
96135 Nassau Place, Suite 6
Yulee, Florida 32097

RE: Nassau County Sheriff's Administration Building

Subject: Pizzuti Proposal for Project Management Services

Dear Ms. Young,

As requested by the Nassau County Commissioners, we are providing a project management services proposal for the new Sheriff's Administration Building. We note that during the September 27th Board of Commissioners meeting that the Board authorized only Task 1 – Verification of Space Needs for the new facility. We have prepared an initial scope in response and are also proposing an option for your consideration that the initial scope should include the establishment of a conceptual estimate of both construction and project costs. In our experience we have found that having this information available early in the process is critical for public owners as they make decisions about how to advance their projects.

In order to make this proposal as fee efficient as possible, we are limiting involvement of our team members to the particular functions where they will add the most value. Pizzuti Solutions will be involved in all activities completed under our contract, but we will delegate responsibilities as appropriate in order to maximize fee efficiency. Therefore, significant portions of the initial Task 1 space needs analysis will be conducted by Doug Shaw of Wakefield-Beasley, with support and additional involvement by Pizzuti Solutions. Doug is an expert in the design of such facilities and we believe he will effectively lead programming meetings with your staff. These programming meetings will include operational discussions, allowing us to help "right size" the building, thus controlling costs of initial construction and long-term ownership. This is a critical first step in controlling project scope and cost. The optional scope we are proposing will be performed by Pizzuti Solutions in consultation with our internal staff. Our attached technical proposal breaks down this work in more detail. As requested by Scott Herring at our January 7th meeting, we have included the cost to provide conceptual renderings of what the completed facility might look like.

In terms of the form of contract, we are flexible and defer to the County's requirements. We have used both custom contracts created by county governments as well as AIA contracts for advisory services.

As you review this proposal, please let us know if you have any questions or would like additional information. We look forward to working with Nassau County on this important project.

Sincerely,

A handwritten signature in black ink that reads "Don Wheat". The signature is written in a cursive, slightly slanted style.

Don Wheat, AIA
Vice President – Public and Private Projects
Architect & LEED AP
Pizzuti Solutions

cc: File

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