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WORK AUTHORIZATION # CM1688-WA01
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
RFQ/BID NO. NC10-004

Consultant:	Gillette & Associates, Inc.
Contract Number:	CM1688
Contact Name:	Nick Gillette, P.E.
Contact Number:	904-261-8819
Email:	Nick@gilletteassociates.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Loop Road, Phase I & III – Design & Permit			
		CONTRACT OVERVIEW	
Date Submitted	02/15/11	Total of Previous Authorizations	\$0.00
Amount	\$48,130.88	This Work Authorization	\$48,130.88
Scheduled Completion	Total Project Time: 312 days	Current Contract Total	\$48,130.88

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 December 13, 2010. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Gillette & Associates shall provide professional engineering services in connection with the County's efforts to engineer and permit two phases of a parallel loop road to State Road A1A in District 3 of Nassau County, pursuant to the proposal dated March 7, 2011, attached hereto as Attachment "A".

ARTICLE 2. Time Schedule

Gillette & Associates shall immediately begin upon issuance of a Notice to Proceed and shall complete the project within three hundred and twelve (312) days. If Phases I & II are proposed for design concurrently, total design/permitting time equals 150 days with a total project time of 222 days.

ARTICLE 3. Budget

The fee for these services shall be a lump sum amount of \$48,130.88. This does not include any additional fees that are a result of additional tasks requested by the County. Fees for additional services shall be based on the Continuing Contract for Engineering Services as referenced above.

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.

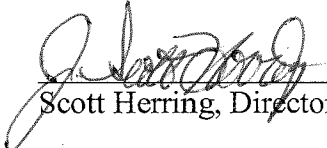
In presenting this Work Authorization, Consultant agrees that:

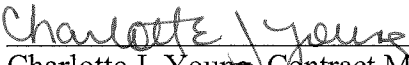
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed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

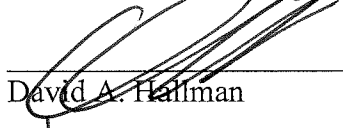
AGREED TO BY:

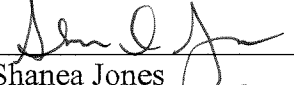
BY: 
Print Name: Nick Gillett
Title: Principal
Date: 3-10-11

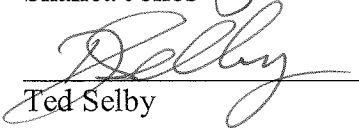
RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:  3/14/11
Scott Herring, Director

Contract Management:  3/17/11
Charlotte J. Young, Contract Manager

County Attorney:  3/18/11
David A. Hallman

Office of Management & Budget:  3.24.11
Shanea Jones

County Manager:  3/25/11
Ted Selby

APPROVED by the County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 25th day of MARCH, 2011.

63470541 - 563365 CLS1 539.
63470541 - 563365 CLS3 479.
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Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

March 7, 2011

Mr. J. Scott Herring, P.E.
Nassau County Engineering Services
96161 Nassau Place
Yulee, FL 32097

Dear Mr. Herring:

Gillette & Associates, Inc. is pleased to submit this Scope of Services and proposal in connection with the County's efforts to engineer and permit two phases of a parallel loop road to State Road A1A in District 3 of Nassau County. The following scope of services outlines the tasks proposed as part of this contract. This agreement is made as of the date of signature of this contract between **Nassau County Engineering Services (Client)** and **Gillette & Associates, Inc.**

SCOPE OF SERVICES

The Client and Gillette & Associates, Inc. have agreed to a list of Basic Services Gillette & Associates, Inc. will provide listed below:

- Task 1 – Concept Planning – Phases I & III
- Task 2 – Survey – Phase I Loop Road
- Task 3 – Engineering Design – Phase I Loop Road
- Task 4 – Permitting Services – Phase I Loop Road
- Task 5 – Survey – Phase III Loop Road
- Task 6 – Engineering Design – Phase III Loop Road
- Task 7 – Wetland Services – Phase III Loop Road
- Task 8 – Permitting Services – Phase III Loop Road

Task 1 – Concept Planning – Phases I & III

At the direction of the Client, Gillette & Associates, Inc. shall prepare concept plans(s) for Phase I & III of the Loop Road. This planning will incorporate the use of aerial photographs, jurisdictional wetland locations, limited ground reconnaissance, and parcel ownership into the overall concept plan. If presentation to the Board of County Commission (BOCC) is requested, Gillette and Associates, Inc will be present at the necessary BOCC meeting to discuss the proposed plan(s).

The intent of the proposed plans is to define the specific roadway corridors for ultimate use in design for each phase. Additionally, Gillette & Associates, Inc. shall coordinate with private property owners for their participation in possible fair share agreements for land dedication or roadway improvements for future phases of the project. These negotiations will be performed in conjunction with County staff and/or elected officials or at their direction only.

Task 2 – Survey – Phase I Loop Road

At the direction of the Client, Gillette & Associates, Inc, will employ a licensed surveyor (King Engineering) to perform a boundary and topographic survey for the proposed improvements for Phase I of the project. Phase I will include approximately 1,400 LF of existing, unimproved lands that will connect to License Road and Christian's Way. The survey will also include a baseline alignment tied to existing road right of way and, or property boundaries for License Road and Christian's Way for use in design for connectivity and possible improvement.

The boundaries of the following parcels located adjacent to the proposed alignment will be included in the alignment survey. Boundary corners will be tied to the alignment survey and existing parcel data listed on the completed map. Nassau County Parcel #'s: 37-2N-27-0000-0001-0050 (Nassau County); 37-2N-27-0000-0001-0030 (Yulee United Methodist Church); 37-2N-27-0000-0001-0110 (DB Florida Company, LLC); 37-2N-27-0000-0001-0040 (Nassau County); 37-2N-27-0000-0001-0150 (Royal Development & Investment, LLC); 37-2N-27-0000-0001-0120 (Lofton Professional Plaza, LLC) and Christian Way (Alan A. Andreu).

All survey data will be in Florida State Plane Coordinates, Florida East Zone 0900, as required by Nassau County. All right of way, boundary, topographic and control survey work effort shall be completed in accordance with Chapter 5J-17 of the Florida Administrative Code.

Task 3 – Engineering Design – Phase I Loop Road

At the direction of the Client, Gillette & Associates, Inc. will prepare the necessary engineering plans and details for the project. The project will include the design of approximately 1,400 LF of roadway within lands either owned or controlled by Nassau County for a loop road connecting Christian's Way and License Road. The design will also include proposed roadway improvements to Christian's Way and License Road, although these may be constructed in later phases.

The design will be based on the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways – Florida Green Book for work proposed in the County right of way. The County reserves the right to deviate from these standards, provided all parties concur. The design will include:

- Drainage Sheet - The Drainage Sheets will include pre-development and post development drainage patterns for the redesign of the proposed roadway and proposed stormwater management system.
- Plan and Profile Sheets - The Plan and Profile Sheets will show existing and proposed profiles, spot elevations, stormwater collection system, drainage piping data, and proposed pavement.
- Detail Sheets - The Detail Sheets will include the necessary details for paving and drainage.
- Gillette & Associates, Inc. will provide review of soils suitability with support from a geotechnical engineer (Geotechnical report provided by County).
- Plan and Profile Sheets for County right of way
- Electronic plans on State Plane Coordinate System
- Stormwater Pollution Prevention Plan
- Maintenance of Traffic Plans, as applicable
- Signage and Striping Plans

Upon cursory inspection, it is also anticipated that wetlands are not present within the proposed Phased I work area. Consequently, the permitting of wetland impacts is not provided within this contract.

Task 4 – Permitting Services – Phase I Loop Road

The activities accomplished under this task are required in order to submit the necessary applications to the reviewing agencies to obtain the approvals and permits. Gillette & Associates, Inc. will:

- Prepare drainage calculations and submit the final engineering plans and permit application to the St. Johns River Water Management District (SJRWMD). This includes responses to all RAI's that are generated.
- Submit the final engineering and drainage calculations to Nassau County for review. We will represent the Client and respond to all comments.

No permitting with the Florida Department of Transportation is anticipated within the scope of this project.

Task 5 – Survey – Phase III Loop Road

At the direction of the Client, Gillette & Associates, Inc. will employ a licensed surveyor (King Engineering) to perform a boundary and topographic survey for the proposed improvements for Phase III of the project. Phase III will include approximately 1,000 LF of existing, unimproved lands that will connect Lofton Square Shopping Center and the Amelia Concourse. The survey will also include a baseline alignment tied to existing road right of way and property boundaries for use in design for connectivity and possible improvement.

All survey data will be in Florida State Plane Coordinates, Florida East Zone 0900, as required by Nassau County. All right of way, boundary, topographic and control survey work effort shall be completed in accordance with Chapter 5J-17 of the Florida Administrative Code.

Wetlands are anticipated to be present within the work area of the Phase III work corridor and wetlands surveying will be performed in accordance applicable SJRWMD and Army Corp of Engineers (ACOE) regulations.

Task 6 – Engineering Design – Phase III Loop Road

At the direction of the Client, Gillette & Associates, Inc. will prepare the necessary engineering plans and details for the project. The project will include the design of approximately 1,000 LF of roadway that will connect Lofton Square Shopping Center and the Amelia Concourse. The design will also include proposed roadway connection improvements to the Amelia Concourse, as necessary.

The design will be based on the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways – Florida Green Book for work proposed in the County right of way. The County reserves the right to deviate from these standards, provided all parties concur. The design will include:

- Drainage Sheet - The Drainage Sheets will include pre-development and post development drainage patterns for the redesign of the proposed roadway and proposed stormwater management system.
- Plan and Profile Sheets - The Plan and Profile Sheets will show existing and proposed profiles, spot elevations, stormwater collection system, drainage piping data, and proposed pavement.
- Detail Sheets - The Detail Sheets will include the necessary details for paving and drainage.
- Gillette & Associates, Inc. will provide review of soils suitability with support from a geotechnical engineer (Geotechnical report provided by County).

- Plan and Profile Sheets for County right of way
- Electronic plans on State Plane Coordinate System
- Stormwater Pollution Prevention Plan
- Maintenance of Traffic Plans, as applicable
- Signage and Striping Plans

Task 7 – Wetland Services – Phase III Loop Road

Upon cursory inspection, it is anticipated that wetlands are present within the proposed Phased III work area. At the direction of the client, Gillette & Associates, Inc. will contract a licensed biologist to flag the on-site wetlands and perform a mitigation plan to satisfy the permitting requirements of the SJRWMD and ACOE for minor wetland impacts. Any mitigation costs will be the responsibility of the Client.

Task 8 – Permitting Services – Phase III Loop Road

The activities accomplished under this task are required in order to submit the necessary applications to the reviewing agencies to obtain the approvals and permits. Gillette & Associates, Inc. will:

- Prepare drainage calculations and submit the final engineering plans and permit application to the SJRWMD. This includes responses to all RAI's that are generated.
- Submit the final engineering and drainage calculations to Nassau County for review. We will represent the Client and respond to all comments.

ESTIMATED FEES

Task 1	Concept Planning– Phases I & III	\$ 3,244.34
Task 2	Survey– Phase I	\$ 4,500.00
Task 3	Engineering Design – Phase I	\$ 12,242.50
Task 4	Permitting Services – Phase I	\$ 7,049.78
Task 5	Survey– Phase III	\$ 3,750.00
Task 6	Engineering Design – Phase III	\$ 9,140.48
Task 7	Wetland Services – Phase III	\$ 3,175.00
Task 8	Permitting Services – Phase III	<u>\$ 5,028.78</u>
	Total	\$ 48,130.88

FEE SCHEDULE

The fees outlined in this proposal are lump sum and any additional fees that are a result of additional tasks requested by the County will be based on the Continuing Engineering Contract on file with the County.

PROJECT SCHEDULE

<u>TASK</u>	<u>ESTIMATED TIME</u>
Concept Planning – Phases I & II	30 days
Survey – Phase I	21 days
Design/Permitting – Phase I	120 days
Survey – Phase II	21 days
Design/Permitting – Phase II	<u>120 days</u>
Total	312 days (see note below)

Note: If Phases I & II are proposed for design concurrently, total design/permitting time equals 150 days with a total project time of 222 days.

We are very excited about working with you on this project and trust that this scope of services and estimated costs are responsive to your needs.

Sincerely,



Nick E. Gillette, P.E.
Principal
Gillette & Associates, Inc.