

**CHANGE ORDER APPROVAL FORM**

PROJECT: CIP FY 2014-2015 Rehabilitation Projects CHANGE ORDER NUMBER: 01

Project 3: Lift Station No. 3 replacement and capacity upgrade DATE: 9-22-15

CONTRACT NUMBER: CM1831-WA06

TO CONTRACTOR: GAI Consultants, Inc.

Reason for Change Order: Perform additional survey, landscaping services and attend a public meeting for Lift Station No. 3 site. Initial fee for Project #3 - \$53,806.00; additional \$13,828 (combination of lump sum and limited amount not to exceed) for a total project cost of \$67,634.00.

Original Contract Sum.....	\$	<u>201,580.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>201,580.00</u>
Amount of This Change Order (Add/Deduct).....	\$	<u>13,828.00</u>
New Contract Sum Including this Change Order.....	\$	<u>215,408.00</u>

SEP 24 PM 12:54

APPROVED BY: [Signature]  
Project Manager (Department Head)

DATE: 9/23/15

APPROVED BY: Charlotte Young  
Contract Manager

DATE: 9/24/15

APPROVED BY: [Signature]  
Director of Office of Management & Budget

DATE: 9-28-15

APPROVED BY: [Signature]  
County Manager

DATE: 9/28/15

ACCOUNT NO.: 71500535-563551 WWLS



September 15, 2015

Becky Hiers-Bray, P.E.  
Engineer III  
Nassau County Engineering Services  
96161 Nassau Place

**Subject: WORK AUTHORIZATION: CM1831-WA06  
Change Order Design Fee Proposal  
GAI Project No. – A120925.06**

Dear Ms. Hiers-Bray:

This letter is GAI Consultant, Inc. (GAI) proposal to perform additional survey, landscaping services and attend a public meeting for Lift Station No. 3 site.

**Design Fee is as follows**

GAI Engineering.....	\$3,338.00
GAI Survey.....	\$1,990.00
Pittman Landscape Architecture.....	\$8,500.00
<b>Grand Total.....</b>	<b>\$13,828.00</b>

Enclosed are the following Exhibits for your review.

- Exhibit A – Scope of Service
- Exhibit B – Pittman Landscape Architecture Scope
- Exhibit C – GAI Survey Scope
- Exhibit D – Budget

If you have any questions, let me know. You can reach me at (904) 239-2153.

Sincerely,

**GAI Consultants, Inc.**

Samuel T. Ramirez, P.E.  
Engineering Manager

Kevin R. Leadbetter, P.E.  
Assistant Vice President

Enclosed.

**EXHIBIT "A"**  
**SCOPE OF SERVICES**  
**LANDSCAPING PROFESSIONAL SERVICES FOR**  
**LIFT STATION NO. 3 SITE**  
**NASSAU, FLORIDA**

GAI is pleased to provide this proposal to provide additional survey and landscaping services for Lift Station No. 3 site. Below please find a summary of the Project Background, Scope of Services, Deliverables, Project Schedule and Fee Proposal.

**I. BACKGROUND**

Lift Station No. 3 Replacement and Capacity Upgrade.

**II. SCOPE OF SERVICES**

1. GAI will provide landscaping design services through Pittman Landscape Architecture. See **Exhibit B** for details. The landscaping design services in general includes:
  - 1.1. Landscape Plans (Lump Sum)
  - 1.2. Cost Estimate (Lump Sum)
  - 1.3. Presentation Renderings (Lump Sum)
  - 1.4. Tree Mitigation Plans (Limited Amount Not-to-Exceed)
  - 1.5. Public Meeting (Limited Amount Not-to-Exceed)
2. GAI will coordinate landscaping design services, incorporate landscaping design into GAI's design and coordinate landscape design with Martex Landscape, Inc. representing Gulf Side South Community. GAI will prepare and execute contract with Pittman Landscape Architecture.
3. GAI will prepare a power point presentation to present in one public meeting. GAI will attend one public meeting.
4. GAI will provide additional survey services for a tree survey plus additional area surrounding the existing Lift Station No. 3. See **Exhibit C** for details.

**III. DELIVERABLES**

1. Three (3) copies of drawings (11x17) and specifications for 60%, and 100% (final) submittal
2. One hard copy of drawing (22x34) for final submittal
3. One PDF digital copy of the final submittal.

**IV. PROJECT SCHEDULE**

We will complete the project within two months of notice to proceed.

**V. FEE**

The total fee is \$13,828, including Pittman Landscape Architecture fee as follow:

1. Landscaping Design, Cost Estimate and Renderings \$5,100 (Lump Sum)
2. Tree Mitigation Plan, Public Meeting and Reimbursable \$3,400 (Limited Amount Not-to-Exceed)

Fees do not include permitting or related fees. See **Exhibit D** for details.

## EXHIBIT B



**Pittman**  
LANDSCAPE ARCHITECTURE

ecological site design  
master planning  
urban design  
tree mitigation  
public participation  
landscape illustration

4049 San Servera Dr. North  
Jacksonville, Florida 32217

ph 904 327 7718  
fax 904 739 3068  
www.pittmanLA.com

September 2, 2015

Mr. Samuel Ramirez, PE  
Engineering Manager  
GAI Consultants, Inc.  
1301 Riverplace Blvd., Suite 900  
Jacksonville, FL 32207

Re: **Proposal for Consulting Services**  
**Landscape Plans for Pump Station No. 3**  
**Fernandina Beach, FL**

Dear Sam,

I am pleased to provide you with this fee proposal to provide consulting services for the above-referenced project. The following describes a scope of work for the project.

### **BASE PLANS**

To initiate preparation of new plans, accurate base plans must be assembled. GAI Consultants, Inc. (THE CLIENT) agrees to provide Pittman Landscape Architecture (PITTMAN LA) a current site survey in AutoCAD (or compatible) or PDF format of the property by a licensed surveyor that shows as applicable:

- Legal property boundaries
- On-site and ROW utilities
- Easements, buffers, and legal setbacks
- Existing buildings, driveways, walls, and other surface improvements
- Existing drainage features
- Existing topography

In addition to the site survey, THE CLIENT will provide PITTMAN LA with development plans and permits that affect the design development, especially any proposed site plans showing proposed buildings, roads, utilities, water bodies, easements, and other proposed features within the project boundary, along with building plans, elevations and details, adjacent development plans or features, development covenants, deeds, ordinances, and any other information necessary to interpret and complete the work. Proposed plan features such as buildings that have been prepared by others and that must be included in the mitigation plans shall be provided to PITTMAN LA in an AutoCAD (or compatible) format.

**TASK LA-1 LANDSCAPE PLANS**

PITTMAN LA will prepare landscape plans that meet Nassau County code requirements and needs for the subject property. The fee proposed for this effort includes:

- One site visit to evaluate existing conditions and record pertinent conditions needed for plan development
- Preparation of new base plans, inputting site visit information, and based on the engineering plans provided by THE CLIENT.
- Preparation of landscape plans to meet Nassau County requirements along with supporting details and specifications. Plans will be prepared to use Indigenous and/or Florida-Friendly plants as part of the planting plan.
- One meeting with Nassau County representatives and/or the utility provider to review plans if needed to answer questions or make changes.
- One meeting in Jacksonville with GAI to review plans and coordinate submittals.

Additional meetings beyond those specified above are in addition to the proposed fee and will be billed on an hourly basis according to PITTMAN LA's hourly rate (see Additional or Miscellaneous Services below).

Irrigation design is not included as part of this effort. PITTMAN LA will provide a separate (or supplemental) fee proposal for this effort if it is required or desired for this project (see Additional or Miscellaneous Services below).

This effort also includes time to sign and seal permit drawings as required; however, permitting services (making applications, delivering permit sets, etc.) are not included as part of this task.

**TASK LA-2 TREE MITIGATION PLANS**

No protected trees are proposed for removal. However, in the event that protected trees require removal, PITTMAN LA will prepare tree mitigation plans that meet Nassau County code requirements for the subject property. We have provided an hourly, not-to-exceed budget that will cover anticipated time for this effort (10 hours at \$150/hr.). If additional time is required, PITTMAN LA will notify THE CLIENT for authorization to proceed (see Additional or Miscellaneous Services below). This budget does not include time for surveying existing, protected trees and assumes a tree survey by a professional surveyor will be provided by THE CLIENT, if needed.

**TASK LA-3 COST ESTIMATE**

PITTMAN LA will prepare an estimate of construction cost based on the client-approved final planting plan. Cost will cover materials and typical related costs associated with installation.

**TASK LA-4 PUBLIC MEETING**

PITTMAN LA will provide attendance and participation at public meetings on an as-needed, hourly basis to help present the project to attendees.

**TASK LA-5 PRESENTATION RENDERINGS**

PITTMAN LA will prepare colored renderings of the landscape plan suitable for presenting the project to the public in a typical public meeting forum. The cost for this effort assumes preparing four illustrations to visually communicate the plans: a plan view, a front elevation, and two perspective drawings as viewed from road-level at two locations. Renderings will be mounted on 24x36 foam-core boards. Depending on the scale of the final drawings, one or more may be mounted on each board, so the total number of boards may be less than four. Reproduction and mounting expenses are a reimbursable expense in addition to this fee.

**SCHEDULE OF WORK**

PITTMAN LA will commence upon receipt of an executed agreement and provide weekly project updates. We anticipate a three-week period to complete the permit plans from the date of execution, depending on time for agency review.

**DELIVERABLES**

PITTMAN LA will provide digital copies of plans, drawings, and reports upon completion in PDF format. PITTMAN LA will deliver prints on bond sheets at an appropriate size and scale, and signed and sealed if required, on an as-needed basis throughout the duration of the project. Plans will be prepared at a legible scale and may be prepared by hand or with AutoCAD software, whichever is most expedient and best serves THE CLIENT.

**COMPENSATION**

PITTMAN LA proposes to perform the work for the following fees:

Task LA-1: Landscape Plans	\$ 2,700.00	Lump Sum
Task LA-3: Cost Estimate	\$ 600.00	Lump Sum
Task LA-5: Presentation Renderings	\$ 1,800.00	Lump Sum
<b>Total Lump Sum Fee:</b>	<b>\$ 5,100.00</b>	
Task LA-2: Tree Mitigation Plans	\$ 1,500.00	Hourly Budget
Task LA-4: Public Meeting	\$ 1,200.00	Hourly Budget
<b>Total Hourly Budget:</b>	<b>\$ 2,700.00</b>	
Reimbursables	\$ 700.00	Budget
<b>Total Estimated Fee</b>	<b>\$ 8,500.00</b>	

**BILLING**

PITTMAN LA will invoice THE CLIENT monthly for the time spent on the project.

**SERVICES NOT INCLUDED**

This proposal does not include the following:

- Environmental Evaluations
- Professional Surveying Services
- Architecture
- Professional Engineering (Civil, Structural, Electrical, etc.)
- Irrigation Design
- Agency Permitting
- Construction Phase Services (such as bidding, answering RFIs, and completion inspections)

One or more of the above services may be required for PITTMAN LA to complete the subject project. PITTMAN LA will inform THE CLIENT of the need for any of the above-mentioned services and can aid in the selection of a qualified firm to perform these additional services. Invoices for these services will be billed directly to THE CLIENT by the firm performing the work.

**ADDITIONAL OR MISCELLANEOUS SERVICES**

PITTMAN LA proposes to provide Additional or Miscellaneous Services outside the scope of work on an hourly basis using PITTMAN LA's current hourly billing rate plus reimbursable expenses. If the scope is definable, PITTMAN LA may provide either a Lump Sum Fee or Not-to Exceed Fee based upon the current hourly rate. In either case, PITTMAN LA will obtain written authorization from THE CLIENT to perform any work outside the scope of this contract.

If this proposal meets with your approval, please execute both copies and return one copy for our files. We look forward to the opportunity of working with you on this project.

Sincerely,

**Pittman Landscape Architecture**

A Florida Landscape Architect Business LC26000443



Buck Pittman, MLA, PLA  
President

Registered Landscape Architect (LA-1601)  
ISA Certified Arborist (FL-5742A)

**Approved and Authorized by THE CLIENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and title

EXHIBIT "C"



July 27, 2015

Mr. Sam Ramirez, P.E.,  
c/o NAU

**Scope of Services Letter  
Nassau County Utility pump station survey**

Dear Mr. Ramirez:

GAI Consultants, Inc. (GAI) is pleased to submit this proposal for Professional Surveying Services in connection with the above-referenced project.

**Project Description:** Topographic Survey for pump station going from right-of-way line to edge of pavement of road plus tree survey to support Pittman Landscape Architecture. The site is located in Nassau County, Florida.

**A. Scope of Services**

**Task 1: Topographic Survey**

- Set or check control and benchmarks onsite: \$150.00
- Produce Topographic Survey: \$805.00
- Produce Tree Survey: \$250.00
- Tie to boundary and right-of-way: \$150.00
- Produce a Topographic Survey Map and CAD file of the above information and provide signed and sealed sets of the Survey: \$635.00
- Additional services will be charged at current hourly rates if approved by client

**B. Completion Schedule**

- GAI will start work not more than 48 hours after receiving a Notice-To-Proceed
- The Final Survey Map will be delivered two weeks from Notice-To-Proceed

**C. Lump Sum Fee**

The Lump Sum for the Professional Services outlined in the Scope of Services is.....**\$1,990.00**

We look forward to continuing our relationship with you on this project and trust this proposal is responsive to your request. If so, please contact us and we will send a formal agreement for execution. If you have any questions or comments, please do not hesitate to call.

Sincerely,

**GAI Consultants, Inc.**

Joseph K. Lek, P.S.M.  
Survey Manager

Kevin R. Leadbetter, P.E.  
Assistant Vice President

JKL/KRL:djz



<b>EXHIBIT D - BUDGET                      LANDSCAPING PROFESSIONAL SERVICES FOR                      LIFT STATION NO. 3 SITE                      Nassau, Florida</b>											
TASK	POSITION	Engineering Manager	Lead Engineer	Designer	Technician	Survey Manager	2-person Survey Crew/hour	Expenses	HOURS/ TASK	TOTAL FEE/ TASK	
	RATE	\$ 167.15	\$ 137.13	\$ 99.11	\$ 67.86	\$ 148.57	\$ 130.92	\$			
<b>1</b> Landscape Services (Pittman Landscape Architecture)											
1 Landscape Plans (LUMP SUM)		-	-	-	-	-	-	2,700	-	\$ 2,700.00	
2 Cost Estimate (LUMP SUM)		-	-	-	-	-	-	600	-	\$ 600.00	
3 Presentation Renderings (LUMP SUM)		-	-	-	-	-	-	1,800	-	\$ 1,800.00	
4 Tree Mitigation Plans (LIMITED AMOUNT NOT-TO-EXCEED)		-	-	-	-	-	-	1,500	-	\$ 1,500.00	
5 Public Meeting (LIMITED AMOUNT NOT-TO-EXCEED)		-	-	-	-	-	-	1,200	-	\$ 1,200.00	
6 Reimbursables		-	-	-	-	-	-	700	-	\$ 700.00	
<b>TASK 1 FEE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00		\$ 8,500.00	
<b>TOTAL PROJECT HOURS</b>											
<b>TOTAL PROJECT SUM</b>										\$ 8,500.00	
<b>2</b> Design/Coordination		8	-	-	4	-	-	60	12	\$ 1,668.64	
<b>3</b> Public Meeting		8	-	-	4	-	-	60	12	\$ 1,668.64	
<b>4</b> Survey		-	-	4	-	4	-	8	16	\$ 1,990.00	
<b>TASK 1, 2 &amp; 3 FEE</b>	\$ 5,207.28	\$ 2,674.40	\$ -	\$ 348.36	\$ 542.88	\$ 594.28	\$ 1,047.36	\$ 120.00		\$ 5,327.28	
<b>TOTAL PROJECT HOURS</b>	40	16	0	4	8	4	8		40		
<b>TOTAL PROJECT SUM</b>										\$ 5,328.00	
<b>TOTAL PROJECT LABOR FEE</b>	\$ 13,827.28	\$ 2,674.40	\$ -	\$ 348.36	\$ 542.88	\$ 594.28	\$ 1,047.36	\$ 8,620.00		\$ 13,827.28	
<b>TOTAL PROJECT HOURS</b>	40	16	0	4	8	4	8		40		
<b>TOTAL PROJECT SUM</b>										\$ 13,828.00	