

**WORK AUTHORIZATION # CM2419-WA03
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
RFQ/BID NO. NC16-029**

Consultant:	WSP USA Inc,
Contract Number:	CM2419
Contact Name:	Paul Smith, Senior Project Manager
Contact Number:	813-520-4354 Cell# 813-382-4251
Email:	Paul_Smith@wsp.com

CURRENT WORK AUTHORIZATION			
Project Short Title: CEI Services for Nassau Oaks Improvement Project – Ditch Work Phase			
		CONTRACT OVERVIEW	
Date Submitted	1-31-18	Total of Previous Authorizations	\$100,925.25
		Change Orders/Adjustment	0
Amount	\$30,353.00	This Work Authorization	\$30,353.03
Scheduled Completion	See below	Current Contract Total	\$131,278.28

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 June 12, 2017. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

WSP USA Inc. shall provide Construction Engineering and Inspection services to coordinate and observe the activities of the parties involved in the Nassau Oaks outfall ditch clearing and grading phase of the Nassau Oaks Improvements project, in accordance with the proposal dated January 31, 2018 attached hereto as Exhibit "A."

ARTICLE 2. Time Schedule

WSP USA Inc, will provide all services included within the scope of services based on a total construction time of 90 days plus 15 days prior to construction for project set up and 30 days for project closeout.

ARTICLE 3. Budget

WSP USA Inc. will perform the scope of services outlined herein for a limiting fee not to exceed \$30,353.03. Performed services will be paid on an hourly rate basis per contract, attached hereto as Exhibit "B".

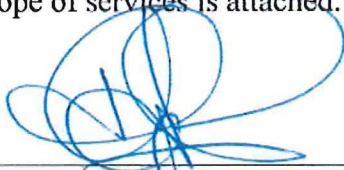
Article 4. Other Provisions

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 is attached.

AGREED TO BY:

BY: 

Print Name: Kenneth B. Spillett, P.E.

Title: Construction Services Manager - Florida

Date: March 20, 2018

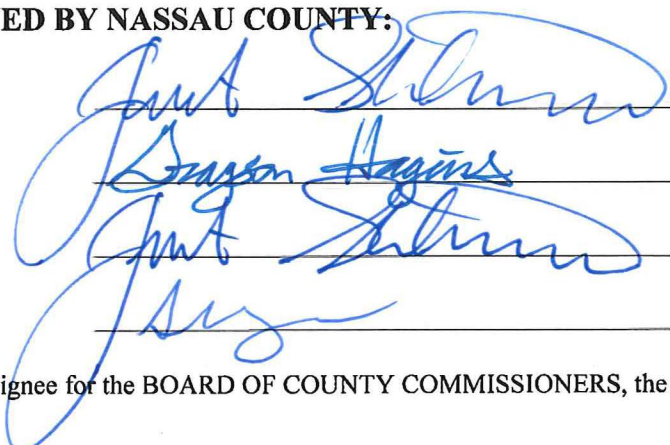
RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:

Contract Management:

Office of Management & Budget:

County Manager:



APPROVED by the County Coordinator, designee for the BOARD OF COUNTY COMMISSIONERS, the 20th day of March, 2018.

ACCOUNT NO.: 03402541-563365 NORUP



January 31, 2018

Becky Hiers-Bray, P.E.
Nassau County Road & Bridge Director
37356 Pea Farm Road
Hilliard, FL 32046

Re: Fee Estimate & Scope 188812 WS Nassau Oaks
Ditch – Phase I - Scope of Services and Fee Estimate

Dear Ms. Bray:

WSP USA Inc (formerly Parsons Brinckerhoff, Inc) is pleased to submit our proposed fee and scope of services to Nassau County for CEI services for Nassau Oaks Task Order. As requested the proposal has been split into two distinct work packages. WSP is eager to continue our successful relationship with Nassau County and appreciates the opportunity to submit this proposal for consideration under the Continuing Contract for CEI Services, Contract CM2419.

WSP proposes to provide inspection services for Phase 1 (Ditch) in the amount of \$ 30,353.

The scope of services for Phase 1 is to monitor the Contractors work and provide positive drainage on Ditches 1 – 7 including ditch clearing and grading for Nassau Oaks.

We look forward to our continued relationship under this contract.

Should you need any additional information, please contact me at your convenience 813-382-4251.

Kind Regards,

WSP USA Inc.

A handwritten signature in blue ink, appearing to read 'P.D. Smith'.

Paul D. Smith, P.E.
Senior Project Engineer

cc : Ken Spillet
Charlene Cianci, Donna Knapp, file

WSP USA
Suite 300
2202 North West Shore Boulevard
Tampa, FL 33607

Tel. +1 813 520-4444
Fax: +1 813 520-4290
wsp.com

CONSTRUCTION ENGINEERING AND INSPECTION

SCOPE OF SERVICES

FOR

Nassau County

Project Description: Nassau Oaks

(Phase 1 – Ditch work #1 through #7 and Phase 2 –Roadway work)

Financial Project ID(s): 432604-1-54-01

Federal Project No.: N/A

SCOPE OF SERVICES
CONSTRUCTION ENGINEERING AND INSPECTION

INTRODUCTION

Nassau County (County), as part of Public Works Division, has requested WSP (formerly WSP | Parsons Brinckerhoff, Inc.) (CONSULTANT) to provide professional services (CEI Services) for the Nassau Oaks project; consisting of two phases (Phase 1 – Ditch clearing and grading #1 through #7) and (Phase 2 – Nassau Oaks surface/neighborhood roadway improvements).

CONSULTANT will provide CEI services to coordinate and observe the activities of the parties involved in the Nassau Oaks outfall ditch clearing and grading and Nassau Oaks roadway improvements. In general, CONSULTANT will observe the work, maintain records of construction activities and events, and utilize established procedures to assist COUNTY in monitoring the work to confirm that the project is constructed in conformance with the Contract Documents.

The CEI services will be performed in accordance with COUNTY's established procedures for construction contract administration. CONSULTANT will familiarize itself with COUNTY's relevant procedures and practices and with the Contract Documents for the above referenced project.

SCOPE OF SERVICES

CONSULTANT will provide Construction Engineering and Inspection staff to be on the Project site to observe the performance of the work for conformance with the approved contract drawings, plans, and specifications of the Contract Documents. CONSULTANT shall immediately advise the COUNTY of any observed omissions, substitutions, defects, and deficiencies in the work of the Contractor and may recommend corrective action. The CEI services provided by the CONSULTANT shall, in no way, relieve the Contractor of responsibility for the satisfactory execution of the Project work in accordance with the approved Contract Documents.

CONSULTANT shall provide specific CEI services described below:

1. Coordinate Review of Submittals:

Coordinate submittal data with the Engineer of Record (EOR) who will be responsible for the review and acceptance of shop drawing, submittals, and substitution requests. CONSULTANT will prepare a submittal log tracking submittal dates, re-submittals, EOR approvals, and monitor the process to facilitate timely review of submittals and the approval process.

2. On-site Observation

CONSULTANT will provide the CEI services of a full time Senior Inspector to observe the Contractor's on-site construction operations and materials entering into the work for conformance with the Contract Documents. CONSULTANT shall also provide the CEI services of an Asphalt Plant Inspector during all operations requiring the use of an approved asphalt mix design. CONSULTANT shall maintain a daily record of the Contractor's operations noting and recording significant events that affect the work. CONSULTANT's daily reports will be completed each day.

3. Testing:

CONSULTANT will review material and quality assurance test reports provided by an independent licensed laboratory hired by the CONSULTANT. CONSULTANT shall provide materials and roadway testing as required per FDOT specifications. Review of test reports will be for conformance with the requirements of the Contract Documents. CONSULTANT will immediately notify the COUNTY of test reports which do not conform to the Contract Documents. CONSULTANT will prepare a written notice to the Contractor of failed test reports or any apparent non-conforming work. CONSULTANT may make recommendations to the COUNTY and request the Contractor to carry out the acceptable corrective measures, as authorized by the COUNTY.

4. Contract Administration Services:

Consultant shall provide contract administration services to coordinate the activities of the parties involved in accomplishing work to complete the Project. Services will include the following:

- Attend and conduct a pre-construction conference with COUNTY, Contractor, and EOR.
- Maintain on a daily basis, a record of the activities and events relating to the project and a record of work observed including notation of quantities of pay items installed in accordance with the Contract Documents. Complete a daily report for the time the CONSULTANT's staff is on site observing the work. Record the daily report in the COUNTY's format each day.
- Attend construction progress meetings with the Contractor and COUNTY to discuss status of submittals, project schedule, work completed and to be completed, problems, conflicts, etc.
- Prepare an action item log documenting problems, conflicts, items needing timely resolution, etc. The action item log will include the item, responsible party, a target completion date, and status of completion. The action item log will be included in the weekly progress meetings.
- Maintain a log of materials and quality assurance testing performed and results.
- Review Contractor's monthly tabulation of quantities for all pay items submitted to-date. Verification of quantities will be based on observations of the work and contract records. Review the Contractor's monthly application for payment, accompanying data, schedules, and provide a recommendation for payment.
- On a monthly basis review Contractor's documentation of record information for completeness and general accuracy with the observed progress of work.
- Review changes to the plans, specifications, or contract provisions and extra work which appear to be necessary to carry out the intent of the Contract when it is determined that a

change or extra work is necessary and such work is within the scope and intent of the original Contract.

- Review and recommend acceptance of the Contractor's baseline CPM schedule to the COUNTY. Review the Contractor's monthly progress updates against the baseline and conduct a monthly schedule update meeting with the Contractor. Monitor the Contractor's schedule and notify the COUNTY if the Contractor is behind schedule.
- When it is determined that a modification to the original contract for the project is required due to a necessary change in the character of work, assist the COUNTY with negotiated adjustments in Contract time and cost with the Contractor.
- In the event that the Contractor gives a notice, either written or verbal, that that certain work to be performed is beyond the scope of the Contract and the Contractor intends to claim additional compensation, the CONSULTANT shall maintain a record of observations of disputed work performed. Records of disputed work shall include manpower and equipment times and materials installed in the portion of the work in dispute.
- Review Contractor claims for additional time and/or compensation and prepare a recommendation to the COUNTY covering validity, accuracy, and reasonableness of charges. Assist COUNTY with negotiations of charges based on observation of the work, project records, and Contract Documents.
- Evaluate and confirm quantity estimates based on project records for final payment in accordance with Contract Documents.
- Monitor permit requirements as they relate to the construction of the project and report any discrepancies to the COUNTY.
- Field resident calls and respond to any resident mail or email regarding the project.
- Coordinate shop drawings, sample submittal, RFI's, and review status with the EOR and maintain a status log of each submittal as it progresses through the review and acceptance for incorporation into the work process.
- Participate in a substantial completion and final acceptance walk through, prepare punch lists, and follow up with the Contractor to verify completion.
- Review record information prepared by the Contractor, which reflect the as-constructed conditions for reasonable correctness. After review, assist the EOR in preparation of record drawings and final certification.
- Assist in the assembly of documentation for final project certifications and formal transfer to the operations phase by the EOR.
- Providing services after the termination of the construction phase through project close-out.
- Provide back-up/supporting documentation for COUNTY issuing stop work orders if the situation requires.
- Submit final project records on a USB drive/DVD to the COUNTY at project closeout.

CONSTRUCTION SERVICES NOT RESPONSIBLE FOR

The following services are not included in the Scope of Work:

- Applying for or securing any permits. Preparing or continuous monitoring of Stormwater Pollution Prevention Plans associated with NPDES, OI, ERP, and LP permits. It shall be the responsibility of the Contractor to submit his SWPPP, as well as the monitoring reports of compliance with the SWPPP.
- Acts or omissions of Contractor, any sub-contractor, of any of the Contractor's or sub-contractor's agents or employees or any other persons at the project site or otherwise performing any of the work on the project.
- Construction means, methods, techniques, sequences, or procedures selected by the Contractor or for any safety precautions and programs incidental to the work of Contractor or for any failure of the Contractor to comply with any laws, ordinances, rules, or regulation applicable to the construction in accordance with the Contract Documents.
- Providing professional services made necessary by the default of the Contractor or by major defects in the work of the Contractor in the performance of the Construction Contract.
- Providing services after the termination of the construction project and final closeout.
- Preparing to serve as an expert witness in connection with any public hearing, arbitration proceeding or legal proceedings.
- Issuance of stop work orders on the project.
- Providing surveying services.
- Services to be performed by the EOR such as preparation of Record Drawings and Final Certifications.

STAFFING OF THE PROJECT BY THE CONSULTANT

The CONSULTANT shall provide a Construction Project Manager, Project Administrator, Senior Inspector, Contract Support Specialist and staff acceptable to the COUNTY. The key personnel shall not be removed or replaced without prior notice to COUNTY's designated project representative. The CONSULTANT may add additional personnel to assist or serve as backup for the Construction Project Manager, Senior Inspector, and Asphalt Plant Inspector.

The CONSULTANT shall provide personnel that meet Florida Department of Transportation requirements for their position. The Sr. Inspector shall have 2 years of roadway asphalt paving experience. *See Attachment "A" for personnel requirements.*

RESPONSIBILITIES OF THE COUNTY

Designate a person in writing to act as the COUNTY's representative with respect to the Construction Project. Such person shall have full and complete authority to transmit instructions, receive information, interpret and define the COUNTY's policies and decisions with respect to the CONSULTANT's services on the Construction Project.

Assist the Consultant, by placing at the CONSULTANT's disposal, available information pertinent to the Construction Contract, including all relevant Contract Documents.

Approve design standards and criteria to be used on the Construction Project.

Attend meetings, as needed, with regulatory agencies and progress meetings with the CONSULTANT and Contractor.

Furnish the plans, specifications, and all relevant Contract Documents to the CONSULTANT along with any change orders, field directives, and designated procedures.

SCHEDULE

This scope of services and fee schedule is based on a total construction time of 90 days plus 15 days prior to construction for project setup and 30 days for project closeout. If the Contract Time is extended beyond this time, this scope of services and fee schedule may be amended by mutual agreement of COUNTY and CONSULTANT. *See Attachment "B" for fee schedule.*

ATTACHMENT A

SENIOR PROJECT ENGINEER/ PROJECT MANAGER - A Civil Engineer degree and be registered in the State of Florida as a Professional Engineer and six (6) years of engineering experience [(two (2) years of which are in major road or bridge construction)] or [(five (5) of which are in major bridge construction) - for Complex Bridge Projects], or for non-degreed personnel the aforementioned registration and ten (10) years of engineering experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with County standards. Also must have the following:

Qualification:

FDOT Advanced MOT

Attend the CTQP Quality Control Manager course and pass the examination.

Certifications: None

A Master's Degree in Engineering may be substituted for one (1) year engineering experience.

PROJECT ADMINISTRATOR-A Civil Engineering degree plus two (2) years of engineering experience in construction of major road or bridge structures, or for non-degreed personnel eight (8) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. To be in primary control, a Project Administrator must have supervised two or more inspectors as well as two or more support staff (Office Manager, Compliance Officer, and Secretary) and must have been directly responsible for all CEI services assigned.

Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must have the following:

Qualifications:

FDOT Advanced MOT

Asphalt Paving Level I

Asphalt Paving Level II

CTQP Final Estimates Level II

Certifications:

None

Other:

Attend CTQP Quality Control Manager Course and pass the examination.

A Master's Degree in Engineering may be substituted for one (1) year of engineering experience

CONTRACT SUPPORT SPECIALIST - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., CQR/LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.) or a Civil Engineering. Should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the County's Procedures covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties. Shall become proficient in Multi-Line and Engineering Menu.

Qualifications:

CTQP Final Estimates Level II

SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures. For CC2 bridge structures, be a high school graduate or equivalent and have five (5) years of general bridge construction experience of which two (2) years must have been with the type of CC2 bridge construction project for which CEI services are being provided by this scope. Additionally, a minimum of twelve (12) months of experience as the Senior Inspector in primary control of the type CC2 construction project for which CEI services are being provided by this scope. To be in primary control, a Senior Inspector must have supervised two or more inspectors and must have been directly responsible for all inspection requirements related to the construction operations assigned.

CPTS years of experience must have included a minimum of twelve (12) months of inspection experience in one or both of the following depending on which area the inspector is being approved for: (1) casting yard inspection; (2) erection inspection. In addition, two (2) years of geometry-control surveying experience is required for inspectors that perform or monitor geometry control surveying in a casting yard. CPTCB years of experience must include monitoring and inspection of the following: girder erection, safe use of girder erection cranes, girder stabilization after erection, false work for temporary girder support, and PT and grouting operations. MB years of experience must have included the inspection of MB mechanical components for machinery inspectors and MB electrical components/systems for electrical inspectors.

Must have the following:

Qualifications:

CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II

CTQP Earthwork Construction Inspection Level I

FDOT Advanced MOT

CTQP Final Estimates Level II

CTQP Drilled Shaft Inspection – *if applicable*

IMSA Traffic Signal Technician Level I – *if applicable*

Certifications:

Nuclear Radiation Safety

Or a Civil Engineering degree and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

INSPECTOR/ENGINEER INTERN - High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, plus the following:

Qualifications:

CTQP Asphalt Roadway Level I

CTQP Earthwork Construction Inspection Level I

CTQP Final Estimates Level I

CTQP Drilled Shaft Inspection – *if applicable*

IMSA Traffic Signal Technician Level I – *if applicable*

Certifications:

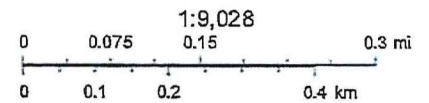
Nuclear Radiation Safety

Or a Civil Engineering degree with the ability to earn additional required qualifications within one year. (Note: Engineer Intern classification requires E.I.T. certificate.)

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress. Civil Engineering graduates must obtain certifications within the first year of working as an inspector or Engineer Intern. Exceptions will be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.



ne 20, 2017



Sources: Esri, HERE, DeLorme, USGS, Inetmap, INCREMENT P, NRCan, E Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), Mapbox, NGCC, © OpenStreetMap contributors, and the GIS User Community

WSP USA Inc. (formerly Parsons Brinckerhoff, Inc.)
 PROJECT: Nassau Oaks -Phase 1 (Ditch)
 BID #: NC-17-002

Estimate - Phase 1 Ditch Only			
PERSONNEL CLASSIFICATIONS	HOURS	RATES	DIRECT LABOR
SR PROJECT ENGINEER	24.75	\$ 170.73	\$ 4,225.57
PROJECT ADMINISTRATOR	49.50	\$ 114.48	\$ 5,666.76
CONTRACT SUPPORT SPECIALIST	49.50	\$ 93.82	\$ 4,644.09
SENIOR INSPECTOR *	33.00	\$ 91.74	\$ 3,027.42
INSPECTOR *	148.50	\$ 72.23	\$ 10,726.16
	305.25		
		Direct Labor	\$ 28,289.99
		Straight Overtime @ % of straight labor	10% \$ 1,375.36
		SUBTOTAL	\$ 29,665.35
		Premium Overtime	\$ 687.68
		Subtotal - WSP	\$ 30,353.03
		CSI Geo Lab Testing	\$0.00
		TOTAL MAXIMUM LIMITING AMOUNT	\$ 30,353.03

WSP USA Inc. (formerly Parsons Brinckerhoff, Inc.)
 PROJECT: Nassau Oaks -Phase 1 (Ditch)
 BID #: NC-17-002

YEAR MONTH	DITCH - PHASE I										PROJECT TOTAL MAN MONTHS	PROJECT TOTAL MAN HOURS	
	Phase Firm	2018											
		JAN 1	FEB 1	MAR 1	APR 2	MAY 2	JUN 2	JUL	AUG	TOTAL 2018			
PERSONNEL CLASSIFICATIONS PROJECT STAFF													
SR PROJECT ENGINEER	WSP	0.05	0.05	0.05							0.15	0.15	24.75
PROJECT ADMINISTRATOR	WSP	0.10	0.10	0.10							0.30	0.30	49.5
CONTRACT SUPPORT SPECIALIST	WSP	0.10	0.10	0.10							0.30	0.30	49.5
SENIOR INSPECTOR *	WSP		0.10	0.10							0.20	0.20	33
INSPECTOR *	WSP	0.20	0.20	0.50							0.90	0.90	148.5
TOTAL IN MAN-MONTHS		0.45	0.55	0.85							1.85	1.85	305.25

* eligible for overtime

SCOPE: Monitor the Contractors work and provide positive drainage on Ditches 1 – 7 including Ditch clearing and grading for Nassau Oak

WSP USA INC.

SECRETARY'S CERTIFICATE

I, Hillary F. Jassey, Secretary of WSP USA Inc. (the "Corporation"), do hereby certify on behalf of the Corporation and not in my individual capacity that on June 1, 2015 the Board of Directors of the Corporation adopted the following resolution:

"RESOLVED, that parties authorized by the Delegation of Authority may sign RFPs, RFQs and any resulting project contracts or amendments in accordance with the Delegation of Authority."

I further certify that the resolution has not been revoked and that, as a Principal Project Manager/Senior Professional Associate, Construction Services Manager-Florida of the Corporation, Kenneth B. Spillett, P.E. is authorized by the Delegation of Authority to sign prime agreements, amendments, and task work orders, between Nassau County, the State of Florida, and the Corporation.

This Certification is valid from 01 January 2018 until 30 June 2018, at which time the responsibilities and authority conferred by this certificate will expire.


Hillary F. Jassey
Secretary

January 1, 2018
Date

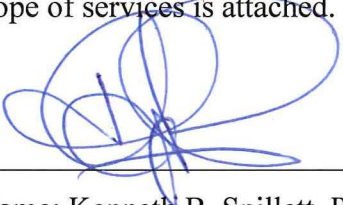
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AGREED TO BY:

BY: 
Print Name: Kenneth B. Spillett, P.E.
Title: Construction Services Manager - Florida
Date: March 20, 2018

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director: _____
Contract Management: _____
Office of Management & Budget: _____
County Manager: _____

APPROVED by the County Coordinator, designee for the BOARD OF COUNTY COMMISSIONERS, the
___ day of _____, 2018.

ACCOUNT NO.: _____