

**WORK AUTHORIZATION # CM2499-WA01
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
 RFQ/BID NO. NC17-006**

Consultant:	EltonAlan, Inc.
Contract Number:	CM2499
Contact Name:	Michael Holcomb
Contact Number:	904-891-0360
Email:	mike@eltonalan.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Coordination and Management Services for Crawford Road			
		CONTRACT OVERVIEW	
Date Submitted	2-6-18	Total of Previous Authorizations	\$0.00
Amount	\$25,000.0	This Work Authorization	\$25,000.00
Scheduled Completion		Current Contract Total	\$25,000.00

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 January 8, 2018. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

EltonAlan, Inc. will provide project coordination and management services to help facilitate the acquisition of items required for the construction of Crawford Road, pursuant to scope of services dated February 6, 2018, attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Completion of task is required prior to Nassau County being able to construct the current dirt Crawford Road.

ARTICLE 3. Budget

EltonAlan, Inc. will perform the scope of services outlined herein on a limited amount, not to exceed \$25,000.00

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.

RCVD COUNTY MGR
2 MAR '18 PM2:30

RCVD COUNTY MGR
9 APR '18 AM9:24

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: Michael E. Holcomb
Print Name: Michael E. Holcomb
Title: Vice President
Date: 2/13/18

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:

Rebecca Pomy

Contract Management:

Charlotte Young

Office of Management & Budget

cel 4.4.18

Just Sturdivant

County Manager:

[Signature]

APPROVED by the County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 9th day of April, 2018.

ACCOUNT NO.: 03420541-531000

EXHIBIT A
SCOPE OF SERVICES
COORDINATION AND MANAGEMENT SERVICES
TASK ORDER
FOR
CRAWFORD ROAD
NASSAU COUNTY, FLORIDA
FEBRUARY 06, 2018

A. TASK ORDER DESCRIPTION

The intent of this task order is to provide project coordination and management services in order to help facilitate the acquisition of the following two items required prior to Nassau County being able to construct the current dirt Crawford Road as a new 6.5 mile long, two lane roadway connecting CR 121 with the existing paved portion of Crawford Road just west of US 301:

- Temporary Construction Easement from the Norfolk Southern Railroad (NSRR)
- Agreement with Okefenokee Rural Membership Corporation (ORMC) to relocate their overhead electric utilities currently located along the existing dirt road onto the currently proposed right of way recently purchased by Nassau County (and/or property owned by Rayonier located adjacent thereto).

B. TASK ORDER SCOPE

The additional services included within this scope include EltonAlan labor necessary to coordinate and/or assist the County as necessary to obtain the documents described above. Although both of these tasks have been the County's responsibility heretofore, due to a lack of resources and other factors beyond their control, Nassau county requires EltonAlan to assist in their expedient completion. The following are brief descriptions of the efforts anticipated to be required:

1. Temporary Construction Easement from the Norfolk Southern Railroad (NSRR):
 - Contact the appropriate representative from NSRR, meet with Nassau County engineering / legal staff and research their files as necessary in order to determine the status of this proposed easement and develop a "Punch List" of items to be completed in order to obtain the desired construction easement.

- Coordinate with NSRR to help facilitate their technical review of the project – if/as necessary
 - If not completed already, coordinate with the property appraiser to help complete the appraisal of this property.
 - Coordinate with NSRR and the County to draft a temporary easement that will allow Nassau county to conduct construction activities within a defines area owned by NSRR required to construct Crawford Road
2. Utility Relocation Agreement with and Utility Easement with Okeefenokee Rural Membership Corporation (ORMC)
- Meet with Mark White and/or other staff within ORMC to hopefully confirm prior discussions that they will relocate their utilities (at no cost to Nassau county) from their current location to a new easement provided by Nassau County (at no cost to ORMC).
 - Develop a memorandum of understanding that describes the proposed agreement and all details included therein.
 - Coordinate with Nassau County, ORMC and/or Rayonier in order to develop and help facilitate the execution of the legal documents required for the proposed easement
 - Coordinate / assist ORMC to provide Nassau County with a binding utility relocation agreement and schedule

EltonAlan makes no guarantees or claims as to the results and/or timing of our efforts but make every effort to achieve the County's objectives as quickly as possible. As part of this task order, EltonAlan will provide a status update on both of these tasks along with our invoice on a monthly basis.

C. TASK ORDER COMPENSATION

EltonAlan will provide the services described herein on a unit cost basis based on the following Contract Rates included in our continuing contract NC17-006:

Project Manager	\$197.36
Sr. Designer	\$123.58
CADD / Admin	\$54.67

Any out of pocket expenses will reimbursed with no profit or fees attached. The limiting, not to exceed amount for this task order is \$25,000.