

**WORK AUTHORIZATION # CM2287-WA08
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
RFQ/BID NO. NC14-027**

Consultant:	Peters and Yaffee, Inc.
Contract Number:	CM2287-WA08
Contact Name:	Dow Peters
Contact Number:	904-265-0751
Email:	dpeters@petersandyaffee.com

CURRENT WORK AUTHORIZATION			
Project Short Title: SPRING LAKES ESTATES DRAINAGE STUDY			
		CONTRACT OVERVIEW	
Date Submitted	6/14/19	Total of Previous Authorizations	\$385,449.39
Amount	\$28,975.53	This Work Authorization	\$28,975.53
Scheduled Completion	30 Days from NTP	Current Contract Total	\$414,424.92

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 May 9, 2016. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Peters and Yaffee, Inc. shall provide a Drainage Study to determine the potential causes of stormwater flooding issues that are occurring in the Spring Lakes Estates Subdivision located near Callahan, Florida on Lem Turner Road in accordance with the proposal date April 23, 2019, attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Peters and Yaffee, Inc. shall begin upon written notification to proceed by County and will continue through completion of study which will be 30 calendar days

ARTICLE 3. Budget

Peters and Yaffee, Inc. will perform scope of services outlined herein for the lump sum amount of \$28,975.53. The 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. Additional terms or contract provisions whether submitted purposely


RCVD OMB
JUL 19 PM 1:06

inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

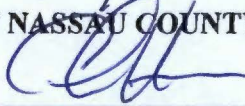
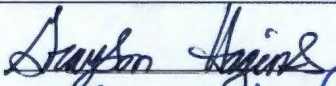
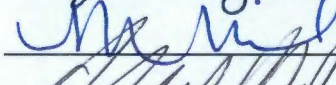
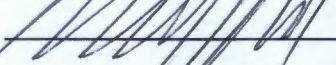
In presenting this Work Authorization, Consultant agrees that:

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: Dow W. Peters III
Title: President
Date: 7/9/2019

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Road and Bridge Director:  7-17-19
Contract Management:  7/19/19
Office of Management and Budget:  7/24/19
County Manager:  7/21/19

APPROVED by the County Manager, designee of the BOARD OF COUNTY COMMISSIONERS,
the 24th day of July, 2019

ACCOUNT NO.: 03402541-546510 SLEDR ✓

EXHIBIT A
SCOPE OF SERVICES
ENGINEERING SERVICES
FOR
Spring Lakes Estates Drainage Study
NASSAU COUNTY, FLORIDA
June 14, 2019

A. PROJECT DESCRIPTION

1. The intent of this project is to provide a Drainage Study to determine the potential causes of stormwater flooding issues that are occurring in the Spring Lakes Estates Subdivision located near Callahan, Florida on Lem Turner Road.
2. The scope of this project is based on discussions with Nassau County Staff.

B. PROJECT SCOPE

1. Data Collection

- a. *Existing Stormwater Permit Information* – includes gathering all pertinent information including construction plans, drainage computations and correspondence from the St. Johns River Water Management District's (SJRWMD) online database.
- b. *Field Review* – includes a site visit by two Peters and Yaffee personnel to review the existing condition of the stormwater collection and treatment systems serving the Spring Lakes Estates Subdivision.

2. Project General Tasks

- a. *Notice to Proceed Meeting* – The Consultant shall prepare for and attend one Notice to Proceed Meeting with Nassau County staff.
- b. *Project Status Meetings* – The appropriate members of the Consulting team shall attend up to two progress meetings with the County staff to discuss project progress and status, upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the Consultant. The Consultant shall prepare and distribute meeting minutes following each of these meetings.

- c. *Project Schedule* – The Consultant shall prepare and submit a project schedule for this project identifying major tasks, their duration and tasks relationships. The schedule shall be updated monthly and at other appropriate intervals.
- d. *Invoices/Progress Reports* – Invoices shall be prepared in the format prescribed by the County. Progress reports shall be submitted with each monthly invoice.
- e. *Quality Assurance/Quality Control* – The Consultant shall designate appropriate staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of all work products prior to submittals to the County.

3. Drainage Study

The Consultant will perform the necessary review of the SJRWMD permit documents and As-Built survey plans provided by Nassau County combined with onsite investigations to provide a discussion of the probable causes of the existing flooding issues and potential solutions. A technical memo will be completed that will summarize the investigation and potential solutions.

C. PROJECT DELIVERABLES

The Consultant shall contact the County prior to making a submission to verify the number of copies to submit. Up to five draft copies of the Drainage Study and required supporting documents will be submitted with the final submittal.

D. COMPENSATION

Peters and Yaffee, Inc. will perform the Scope of Services outlined herein for a lump sum fee of **\$28,975.53**.

Firm Name	Role	Fee Amount
Peters and Yaffee	Prime Consultant	\$18,335.53
ETM Surveying & Mapping, Inc.	Subconsultant	\$10,640.00
TOTAL		\$28,975.53

E. COUNTY RESPONSIBILITIES

1. Documents – The County shall provide access to any available plans, maps, survey data and other pertinent information under its control essential to the satisfactory completion of the work indicated herein.
2. Reviews – The County will provide timely reviews of the Consultant's work in accordance with the schedule agreed upon between the County and the Consultant. Each review period by the county shall be two weeks, at which time all comments will be forwarded to the Consultant.

F. ASSUMPTIONS

1. This effort does not include generation of Construction Plans for proposed improvements discussed in the Drainage Study.
2. This effort does not include identification of wetland areas and threatened or endangered species.



VISION • EXPERIENCE • RESULTS

www.etminc.com

tel 904-642-8550 • fax 904-642-4165

14775 Old St. Augustine Road • Jacksonville, Florida 32258

April 26, 2019

Mr. Dow Peters
Peters & Yaffee, Inc
9822 Tapestry Park Circle, Ste 205
Jacksonville, Florida 32246
Tel: (904) 265-0751
Email: dpeters@petersandyaffee.com

Reference: **Spring Lakes Estates Drainage Study ~ Surveying Services**

Dear Mr. Peters,

Pursuant to your request, ETM Surveying & Mapping, Inc., is pleased to submit a fee proposal for surveying services for a portion of Spring Lakes Estates in St. Johns County, Florida. Our proposed scope of services and fee schedule are as follows:

Limited Topographic/Drainage Survey:

Prepare Limited Topographic Survey of existing drainage structures as directed by the Client. Drainage structures will be documented with location, pipe type and size, and invert elevations. The deliverables will consist of digital data (Cadd) files of the survey and a signed and sealed limited topographic survey. The maximum limiting fee is based on 5, 10 hour crew days and 20 hours office support and cadd drafting.

Maximum Limiting Fee Hourly Rates..... \$10,640.00

Items Not Included

- | | |
|---------------------------------|--------------------------------------|
| Boundary Survey | Excavation of Underground Facilities |
| Jurisdictional Wetlands Survey | Construction Layout |
| As-Built Survey | Tree Survey |
| Plat Preparation | Sketch and Legal Description |
| County Plat Review | Mean High Water Line Survey |
| Plat Processing for Recordation | Document Processing for Recordation |
| Title Review | |

Cost such as additional printing and delivery services will be invoiced at direct cost plus 15%. Fees outlined hereon are valid for a period of 90 days from the above referenced date.



VISION • EXPERIENCE • RESULTS

www.etm-inc.com

tel 904-642-8550 • fax 904-642-4165

14775 Old St. Augustine Road • Jacksonville, Florida 32258

2019 Schedule of Hourly Rates

Administrative/Office Survey Support

Principal Surveyor	\$210.00 /Hour
Senior Surveyor - Vice President	\$189.00 /Hour
Senior Project Surveyor	\$168.00 /Hour
Project Surveyor	\$147.00 /Hour
Utility Coordination Manager	\$152.00 /Hour
Utility Coordinator	\$120.00 /Hour
Project Manager	\$115.00 /Hour
Administrative Support	\$81.00 /Hour
CADD Survey Technician	\$105.00 /Hour

Field Survey

Field Supervisor	\$126.00 /Hour
Survey Field Crew	\$157.00 /Hour
GIS Field Crew	\$125.00 /Hour
GIS Technician	\$105.00 /Hour

EXHIBIT B



ESTIMATE OF WORK EFFORT AND FEE Spring Lakes Estate Drainage Study - Nassau County

No. / ACTIVITY	Project Principal Rate = \$ 214.29		Project Manager Rate = \$ 182.89		Project Engineer Rate = \$ 113.27		Engineering Intern Rate = \$ 76.23		Clerical Rate =		Project Totals	
	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Hours	Costs
TASK 1 - DATA COLLECTION												
1a	SJRWMD Existing Permit Information	0	\$ -	0	\$ -	4	\$ 453.08	4	\$ 304.92			\$ 758.00
1b	Field Reviews	0	\$ -	12	\$ 2,194.68	12	\$ 1,359.24	0	\$ -			\$ 3,553.92
1c	Survey Services (Limiting Amount)											\$ 10,640.00
	Subtotal	0	\$ -	12	\$ 2,194.68	16	\$ 1,812.32	4	\$ 304.92			\$ 14,951.92
TASK 2 - PROJECT GENERAL TASKS												
2a-e	Project Coordination/Maintenance	10	\$ 2,142.90	20	\$ 3,657.80	0	\$ -	0	\$ -			\$ 5,800.70
	Subtotal	10	\$ 2,142.90	20	\$ 3,657.80	0	\$ -	0	\$ -			\$ 5,800.70
TASK 3 - DRAINAGE STUDY												
	Preparation of Drainage Study	1	\$ 214.29	6	\$ 1,097.34	40	\$ 4,530.80	6	\$ 457.38			\$ 6,299.81
	Quality Assurance/Quality Control	1	\$ 214.29	4	\$ 731.56	0	\$ -	0	\$ -			\$ 945.85
	Supervision	1	\$ 214.29	2	\$ 365.78	0	\$ -	0	\$ -			\$ 580.07
	Coordination	1	\$ 214.29	1	\$ 182.89	0	\$ -	0	\$ -			\$ 397.18
	Subtotal	4	\$ 857.16	13	\$ 2,377.57	40	\$ 4,530.80	0	\$ 457.38			\$ 8,222.91
	TOTAL	14	\$ 3,000.06	45	\$ 8,230.05	56	\$ 6,343.12	4	\$ 762.30			\$ 28,975.53