CHANGE ORDER APPROVAL FORM

PROJECT: Stratton Road Bridge Repair (Jacket Design) CHANGE	E ORDER NUMBER:1
DATE	November 5, 2018
	NUMBER: CM2286-WA02
TO CONTRACTOR: Civil Services, Inc	
Reason for Change Order: No Cost Time Extension for six months to M (plans and specifications) for the repair to the Stratton Road bridge.	arch 11, 2019 to finalize the design
Original Contract Sum\$	63,026.44
Net Change by Previous Change Order/Supplemental Agreement. \$	0.00
Contract Sum Prior to This Change Order\$	63,026.44
Amount of This Change Order (Add/Deduct)\$	0.00
New Contract Sum Including this Change Order\$	63,026.44
APPROVED BY: Rellela P	DATE: 11/13/18
Rebecca-Hiers Bray, Public Works Director	3.112.
APPROVED BY: Saylon Lagins	DATE: 11/13/18
Grayson Hagins, Contract/Purchasing Manager	
APPROVED BY:	DATE: 11/14/18
Justin Stankiewicz 11.14.18 Director of Office of Management & Budget	
1/	DATE: 1/6/16
APPROVED BY:	DATE:
Michael Mullin, Interim County Manager	



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Date: November 3, 2018

Josephine Craver

Nassau County Public Works Department

To: 96161 Nassau Place

Yulee, FL 32097

From: Ali Najafi

Civil Services, Inc.

Task Work Orders Time Extension

Stratton Road over Cushing Creek Bridge Repair TWO 2 Stokes Road over St. Mary's River Bridge Repair TWO 3

Ms. Craver,

Subject:

Civil Services, Inc. (CSI) is requesting an additional six months for a no cost time extension in order to get the plans and specifications for Stratton Road over Cushing Creek Bridge Repair (Task Work Order No. 2) and Stokes Road over St. Mary's River Bridge Repair (Task Work Order No. 3) reviewed and finalized.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Civil Services Inc.

Ali A. Najafi, P.E. Senior Project Manager

Cc: Becky Bray, P.E. Nassau County Public Work Director

Christopher Morse, P.E. CSI Fares Tannous, P.E. CSI



WORK AUTHORIZATION # CM2286-WA02 NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES RFQ/BID NO. NC14-026

Consultant:	Civil Services, Inc.	
Contract Number:	CM2286	
Contact Name:	Ali A. Najafi, P.E.	
Contact Number:	904-309-8593	
Email:	anajafi@civilserviceinc.com	

	CURRENT	WORK AUTHORIZATION					
Project Short Title: Str	atton Road over Cu	shing Creek Bridge Repair					
CONTRACT OVERVIEW							
Date Submitted	2/12/18	Total of Previous Authorizations	\$15,000.00 \$0				
Amount	\$63,026.44	Change Orders/Adjustments					
Scheduled Completion		This Work Authorization	\$63,026.44				
		Current Contract Total	\$78,026.44				

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

ARTICLE 1. Services Described as:

Civil Services. Inc. shall provide professional engineering services for the Stratton Road over Cushing Creek Bridge (#744010), pursuant to the scope of services dated February 1, 2018, attached hereto as Attachment "A".

ARTICLE 2. Time Schedule

The estimated time for completion of this work authorization is six (6) months from the issuance of a Notice to Proceed.

ARTICLE 3. Budget

Civil Service, Inc. will perform the scope of services outlined herein for a combination of not to exceed fee \$49,730.08 and limiting amount \$13,296.36, total \$63,026.44. See estimate of work effort, attached hereto as Attachment "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 are attached.

AGREED TO BY:

Print Name: Christopher E. Morse

Title: President

Date: March 5, 2018

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:

Board of County Commissioners, Chair

Ex-Officio Clerk:

County Attorney:

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this 12th day of March , 2018.

Account number: 634700541-563100 BRIDG

ATTESTATION: Only to Authenticity as to

Chairman's Signature:

John A. Crawford, Ex-Officio Clerk

NES.18



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February 1, 2018

Mrs. Becky Hiers-Bray, P.E. Nassau County Public Works Department 96161 Nassau Place Yulee, FL 32097

Re:

Stratton Road over Cushing Creek Bridge Repair

Bridge No. 744010

Dear Mrs. Bray:

Civil Services, Inc. (CSI) is pleased to submit the following proposal for providing professional engineering services for the Stratton Road over Cushing Creek Bridge. This Exhibit forms an integral part of the agreement between the Nassau County Public Works Department (hereinafter referred to as the "COUNTY") and Civil Services, Inc. (CSI) (hereinafter referred to as the "CONSULTANT") relative to the transportation facility described as follows:

Description:

The purpose of this project is to provide design services for repairs on the Stratton Road over Cushing Creek Bridge - Bridge No. 744010 (Nassau County)

I. PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the COUNTY in connection with design services for the above project. It shall be the CONSULTANT'S responsibility to utilize the very best engineering judgment, practices and principles possible during the prosecution of the work commissioned under this contract.

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the COUNTY and Florida Department of Transportation Bridge Maintenance Office and others as necessary, management of time and resources and documentation.

II. PROJECT OBJECTIVE

The project objective is that CONSULTANT will design and prepare a set of construction plans suitable for bidding purposes.

All of the design is to be conducted in accordance with the latest standard specifications adopted by AASHTO, FDOT Standard Specifications, FDOT Design Standards and directions provided by the COUNTY.

CSI shall design and prepare a complete set of construction plans suitable for bidding purposes.

The construction plans will detail the following repairs and rehabilitation:

- Repair detail for Pile 4-4.
- · Replace deteriorated shims

A. Design Approach

CSI will thoroughly review the project. The key personnel involved in designing the project will participate in field reviews. Data collection will be done at the very beginning of the project. A thorough field review by members of the design team will be accomplished to become familiar with the project details. The plan sheets anticipated include Key Sheet, Summary of Pay Items, Summary of Quantities, General Notes, Traffic Control Plans and Bridge Plans.

B. Roadway Design

CSI will develop roadway plans, cost estimates and recommendations for review and approval by the COUNTY and Florida Department of Transportation. CSI will perform any necessary field reviews to obtain dimensions not shown on existing plans. The roadway design shall include but not be limited to the following:

- General Project Information which includes general plan and details and other miscellaneous details
- 2. Provide cost estimates.
- Utilities: Address the impact of existing utilities (above ground) during the construction phase. Identify all impacted utilities including type, location and contact information for utility coordination.

C. Bridge Repair Plans Design

Phase I: 30% Plans

CSI will develop 30% Design Bridge Repair Plans for review and approval by the Florida Department of Transportation and COUNTY. The 30% submittal shall include but not be limited to the following:

- 1. General Project Information which includes existing bridge location
- 2. Substructure: Preliminary design of structural repairs.
- 3. The structures design will be performed with input from the field investigations and provided inspection reports.
- Utilities: Address the impact of existing utilities for the proposed bridge repairs (if applicable).
- 5. Design Computations, Cost Estimates and Recommendations: Provide preliminary design computations, structures quantities and construction cost estimate.
- 6. Structures submittal will include Plan and Elevation Sheets and Repair Detail Sheets.

Phase III: 90% Plans Submittal:

After the approval of the 30% Plans Submittal including recommended preliminary design plans, preliminary design computations, preliminary Engineer's Cost Estimate, and after resolving all the Structures Plans review comments, CSI will submit 90% Structures Plans, and Design Computations for review and approval by the County and Florida Department of Transportation. The Bridge Load Rating will not be included as part of this work. The 90% Plans Submittal will contain substantially completed design details which include but not be limited to:

- 1. Project Key Sheet.
- 2. Summary of Quantities
- 3. General Notes
- 4. Plan & Elevation
- 5. Pile Jacket Details
- 6. Repair Detail Sheet (Shim Replacement)

Phase IV: 100% Plans Submittal:

The 100% Plans will incorporate all 90% review comments (not through ERC system) from FDOT and COUNTY and response to review comments.

D. Traffic Control Plans:

The maintenance of traffic plans to be designed by Civil Services, Inc. Design the appropriate Maintenance of Traffic concept. Prepare the MOT sheet(s) showing all signage and appropriate notations per FDOT Design Standards.

E. Utility Coordination:

The CSI team will provide all utility coordination for the project. The CSI will identify which utilities exist within the corridor by calling Sunshine 811 "design" ticket listing all utility owners within the project limit. CSI will prepare a Utility Conflict Matrix for all utilities which may be impacted by construction activities. CSI will prepare the minutes of the utility meetings. CSI will review the Utility Work Schedules (if project requires it) to make sure that they are compatible with the construction plans.

The following phase submittals shall adhere to the requirements of the FDOT Roadway Plans Preparation Manual for the project:

- Phase I (30%): Including 30% Bridge Plans. A preliminary estimated construction cost will be prepared.
- 2. Phase III (90%)
- 3. Phase IV (100%)

F. Specifications:

The CSI team will provide specifications including upfront bidding instructions, so the project will be ready for the bidding.

Our Total engineering fee for the above referenced tasks is \$49,730.08. A breakdown of fees is shown below.

F. Permitting and Post Design Services

The permitting and post design tasks will be based on time and materials on an as needed basis. The Limiting Amount for these services is \$13,296.36.

BREAKDOWN OF PROPOSED FEES

TAS	<u>sk</u>	<u>FEE</u>
I.	Project Management & Roadway Design (Civil Services, Inc.)	\$ 19,538.55
П.	Bridge Design (Civil Services, Inc.)	\$ 30,191.53
1.77	TAL LUMP SUM FEE TAL LIMITING AMOUNT FEE	\$ 49,730.08 \$ 13,296.36
TOT	TAL LUMP SUM & LIMITING AMOUNT	\$ 63,026.44

Upon your review and concurrence, please sign and return one copy of this proposal for our record.

Sincerely,

CIVIL SERVICES, INC.

Christopher Morse, P.E.

President

Approved:

NASSAU COUNTY PUBLIC WORKS DEPARTMENT

Becky Hiers-Bray, P.E.

Nassau County Public Works

Attachment "B"

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: County: FPN: FAP No.:

0 NA

Stratton Road over Cushing Creek Bridge No. 744010 Nassau

Consultant Name: Civil Services
Consultant No.: enter consultants proj. number
2/1/2018

Estimator: insert name

FAF NO	NA					- Alled			The state of the s				Estimator.	HISEIT HOHIC		
Staff Classification	Hours From "SH Summary -	Project Manager	Senior Bridge Engineer	Drainage & Hydrulics Engineer	Engineer	Designer	GIS/CADD	Secretary	Staff Classi- fication 8	Staff Classi- fication 9	Staff Classi- fication 10	Staff Classi- fication 11	Staff Classi- fication 12	SH By	Salary Cost By	Average Rate Per
	Firm"	\$58.55	\$66.63	\$42.31	\$43.85	\$26.00	\$24.50	\$24.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0,00	Activity	Activity	Task
3. Project General and Project Common Tasks	75	6	2	15	19	17	15	2	0	0	0	0	0	76	\$2,810	\$36.98
4. Roadway Analysis	43	3 .	1	9	11	9	9	1	0	0	0	0	0	43	\$1,584	\$36.84
5. Roadway Plans	52	4	2	10	13	11	10	1	0	0	0	0	0	51	\$1,916	\$37.57
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
7. Utilities	4	0	0	1	1	1	1	0	0	0	0	0	0	4	\$137	\$34.17
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	115	8	26	0	35.00	48	0	0	0	0	0	0	0	115	\$4,866	\$42.32
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
12. Structures - Bridge Repair Plans	120	6	28	0	36	50	0	0	0	0	0	0	0	120	\$5,096	\$42.46
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0,00
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0,00
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	so	\$0,00
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	so	\$0,00
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	\$0.00
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0,00
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
34. Inteligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0.00
Total Staff Hours	409	25	59,00	35.00	115.00	136	35	4	0	0	0	0	0	409	***	40.00
Total Staff Cost	703	\$1,463.75	\$3,931,17	\$1,480,85	\$5,042,75	\$3,536.00	\$857.50	\$96.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	709	\$16,408.94	\$40.12

Survey Field Days by Subconsultant 4 - Person Crew:

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.

2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:					\$16,408.94
OVERHEAD:		180.010%			\$29,537.73
OPERATING MARGIN:		20.000%			\$3,281.79
FCCM (Facilities Capital Cost Mo	oney):	0.347%			\$56.94
EXPENSES:		2.710%			\$444.68
Survey (Field - if by Prime)	0		\$	/ day	\$0.00
SUBTOTAL ESTIMATED FEE:					\$49,730.08
Subconsultant: Sub 1					\$0.00
Subconsultant: Sub 2					\$0.00
Subconsultant: Sub 3					\$0.00
SUBTOTAL ESTIMATED FEE:					\$49,730.08
Geotechnical Field and Lab T	esting				\$0.00
SUBTOTAL ESTIMATED FEE:					\$49,730.08
Optional Services					\$0.00
GRAND TOTAL ESTIMATED F	EE:				\$49,730,08

Check = \$16,408.94

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project:

County:

FAP No.

FPN:

Nassau

Stratton Road over Cushing Creek - Bridge No. 744010 Permitting and Post Design

Consultant Name: Civil Services

Consultant No.: enter consultants proj. number Date: 2/1/2018

Estimator: insert nam

Drainage & SH Salary Average Staff Classi-Hours From Senior Bridge Stoff Classic Staff Classi-Staff Classi-Staff Classi-**Project** Staff Classification Hydrulics GIS/CADD "SH Manager Engineer fication 9 fication 10 fication 11 fication 12 Ву Cost By Engineer Rate Per Summary \$58.55 \$66.63 \$42.31 \$43.85 \$26,00 \$24,50 \$24.23 \$0.00 \$0.00 \$0,00 Activity Activity Firm" Task \$60,53 3. Project General and Project Common Tasks \$2,421 . Roadway Analysis \$0.00 \$0 5. Roadway Plans \$0.00 \$0 6a. Drainage Analysis \$0 \$0.00 6b. Drainage Plans SO \$0.00 7. Utilities \$0.00 3. Environmental Permits, Compliance & Clearances \$1,966 \$0.00 n 3. Structures - Misc. Tasks, Dwgs, Non-Tech. \$0.00 SO \$0.00 10. Structures - Bridge Development Report \$0 1. Structures - Temporary Bridge \$0.00 12. Structures - Bridge Repair Plans \$0 \$0.00 13. Structures - Medium Span Concrete Bridge \$0.00 14. Structures - Structural Steel Bridge \$0 \$0.00 15. Structures - Segmental Concrete Bridge SO \$0.00 п 16. Structures - Movable Span \$0 \$0.00 17. Structures - Retaining Walls \$0 \$0.00 O 18. Structures - Miscellaneous \$0 \$0.00 19. Signing & Pavement Marking Analysis \$0 \$0.00 20. Signing & Pavement Marking Plans \$0 \$0.00 21. Signalization Analysis \$0.00 22. Signalization Plans n \$0 20.02 \$0.00 23. Lighting Analysis n O 24. Lighting Plans SO \$0.00 25. Landscape Architecture Analysis \$0 \$0.00 \$0 \$0.00 26. Landscape Architecture Plans 27. Survey (Field & Office Support) \$0 \$0.00 28. Photogrammetry \$0 \$0.00 29. Mapping \$0 \$0.00 30. Terrestrial Mobile LiDAR en \$0.00 31. Architecture Development \$0.00 \$0 32. Noise Barriers Impact Design Assessment \$0 \$0.00 33. Intelligent Transportation Systems Analysis \$0 \$0.00 34. Intelligent Transportation Systems Plans \$0.00 35. Geotechnical SO \$0.00 **Total Staff Hours** \$0.00 \$0.00 \$0.00 \$4,387.27 \$52.86 \$234.20 \$2,132,16 \$1,100.06 \$920.85 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Total Staff Cost

> Survey Field Days by Subconsultant 4 - Person Crew:

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.

2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:					\$4,387,27
OVERHEAD:		180.010%			\$7,897.52
OPERATING MARGIN:		20.900%			\$877.45
FCCM (Facilities Capital Cost Money):		0.3470%			\$15.22
EXPENSES:		2.710%			\$118.90
		4-man crew			
Survey (Field - if by Prime)	0	days @	3	/ day	\$0.00
SUBTOTAL ESTIMATED FEE:					\$13,296.36
Subconsultant: Sub 1					\$0.00
Subconsultant: Sub 2					\$0.00
Subconsultant: Sub 3					\$0.00
SUBTOTAL ESTIMATED FEE:					\$13,296.36
Geotechnical Field and Lab Testing	1				\$0.00
SUBTOTAL ESTIMATED FEE:					\$13,296.36
Optional Services					\$0.00
GRAND TOTAL ESTIMATED FEE:					\$13,296.36