

**WORK AUTHORIZATION # CM2786-WA01  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Florida Governmental Utility Authority (FGUA)
<b>Contract Number:</b>	CM2786-WA01
<b>Contact Name:</b>	Steve Spratt
<b>Contact Number:</b>	407-629-6900
<b>Email:</b>	sspratt@govmserv.com

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: Random Sample Household Income Survey</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	2/17/20	<b>Total of Previous Authorizations</b>	\$0
<b>Amount</b>	\$7,500.00	<b>This Work Authorization</b>	\$7,500.00
<b>Scheduled Completion</b>	2/27/20 -- 2/29/2020 (3 days)	<b>Current Contract Total</b>	\$7,500.00

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Interlocal Agreement between Nassau County and Florida Governmental Utility Authority for Water and Wastewater Utility Capital Project and related Grant/Loan Administration and Special Assessment Services, dated December 12, 2019. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Consultant shall conduct a random sample household income survey at American Beach to determine if the County will be eligible to apply for sewer construction grants and loans in accordance with the proposal dated February 17, 2020, attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Consultant shall begin upon execution of Work Authorization and will continue through completion of the of the project which is expected to last three (3) total days with an estimated start date of 2/27/20.

ARTICLE 3. Budget

Consultant will perform the scope of services outlined herein for the lump sum amount of \$7,500.00. Prime Consultant or Subconsultant fee amounts are detailed further in Exhibit "A".

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

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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: Stephen M. Spratt  
Title: System Manager  
Date: 2/25/2020



# AMERICAN BEACH NASSAU COUNTY FLORIDA

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Proposed Scope, Fee and Schedule  
for a  
Random Sample Household Income Survey

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***Project Contacts:***

***Government Services Group (GSG)***

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***Door to Door Survey Consultant:***

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**February 17, 2020**

## **Scope of Work, Fee and Schedule**

### Random Sample Survey

#### **Introduction**

Andy Easton & Associates (AEA) is pleased to offer this proposal to Government Services Group (GSG) to conduct a random sample household income survey of a study area at American Beach, which is located near Amelia Island in Nassau County.

It is our understanding that the number of households in the study area is 133. The purpose of the survey is to determine the income levels of the study area households. If the per capita income is found to be lower than the statewide per capita income, then the County (or Sewer Utility) would be eligible to apply for sewer construction grants & loans from the SRF program. Also, if the study area has a significant number of low to moderate persons, then it could benefit from CDBG funding.

The following provides a proposed project scope, fee, and schedule for conducting the household income survey.

#### **Project Scope**

A door to door random sample household income survey will be conducted using the survey methodology that is approved by the Community Development Block Grant (CDBG) program. The survey results will include:

- an estimate of the per capita income of the study area (for SRF funding application purposes)
- an estimate of the percent of low to moderate income persons (for CDBG funding application purposes).

#### **Tasks**

GSG will:

- Provide AEA with a list of addresses for all OCCUPIED households in the survey study area.
- Provide AEA with a map of the study area that shows the occupied households on the list of addresses. Each household on the map will have a unique identified number that can be keyed to the list of addresses.
- Provide AEA with an introduction letter to be used during the survey that includes name, address, and phone number of the County or Utility contact person. AEA will provide GSG with a sample introduction letter in this regard. Also, if feasible, the County or Utility will inform the residents in the study area ahead of time that a door to door household income survey will be conducted.

AEA will:

- Coordinate with GSS in the development of the study area map.
- Randomly select the households to be surveyed from the list of all occupied residential addresses in the study area.
- Conduct the door to door random sample household income survey.
- Tabulate the survey responses.

- Prepare a report of the survey results.

#### Fee and Schedule

- **The door to door random sample household income survey and the report of the survey results will be conducted by AEA for a lump sum fee of \$6,500.00. The survey will be conducted during February 27th, 28th, and 29th of 2020.**

### Appendix

#### Description of the Random Sample Methodology

##### Type of Survey

Residents within the study area will be contacted and interviewed by in person door-to-door interviews. The survey will be conducted by AEA representatives during morning, afternoon and evening hours over a 3 day time period.

##### Type of Questionnaire

The type of questionnaire that will be used is the household income survey form that is approved by CDBG grant program. The survey form will be used by an interviewer to obtain household information such as name, address, race, income, and number of people that live in the household.

##### Sample Selection

The list of the occupied household addresses in the study area will be used to select a random sample of residents to interview.

**Each household to be interviewed will be shown on a map and given a unique identifier number that corresponds to the list of occupied household addresses. Based on the sample size calculator on the website recommended by the CDBG program (surveysystem.com) a 95% confidence level and a confidence interval of 7 will be used. For a universe of 133 households, the web site's sample size calculator generated a sample size requirement of 79 households that are needed to respond to the survey based on a confidence interval of 7.**

**The next step is to determine which households are to be selected for an interview. This was done by using the random number calculator found at Random.org. The random numbers generated at this website are applied to the list of 133 households to select the households that are to be surveyed. For example, number 87 on the random number list means that the 87th household on the list of all households will be chosen for an interview. This number would also be the household number on the survey form which would correspond to the household number shown on the map.**

This process continues until at least 79 households are identified. To address the issue of residents not being home during the time of the survey, additional houses will be selected randomly to be interviewed as substitutes for the initially selected houses. For residents that are not home during the survey, a return visit to the house at a different time will be required. After three visits with no response, the surveyor can move on to the next additional randomly selected house for an interview.

Definitions:

The surveysystem.com website provides a short explanation of the difference between confidence level and confidence interval.

The confidence interval (also called margin of error) is the plus-or-minus figure usually reported in newspaper or television opinion poll results. For example, a poll or survey that uses a confidence interval of 7 where 50% of the respondents in a jurisdiction answered "yes" to a question, means that we can be "sure" that if the same question had been asked of all households in the jurisdiction, that between 43% (50-7) and 57% (50+7) would have answered "yes" to the question.

The confidence level tells you how sure you can be. It is expressed as a percentage and represents how often the true percentage of the population who would pick an answer lies within the confidence interval. The 95% confidence level means you can be 95% certain. The CDBG program requires a 95% confidence level, which will also be used for this American Beach survey project.

When you put the confidence level and the confidence interval together, you can say that you are 95% sure that the true percentage of households within the jurisdiction that would answer "yes" to the question is between 43% and 57%. The wider the confidence interval you are willing to accept, the more certain you can be that the whole population answers would be within that range.

**The household income survey for this project will use a confidence interval of 7. This would require 79 responses if the number of households in the service area (the universe) is 133.**

**Amendment**  
**to the American Beach Household Income Survey Agreement between**  
**Andy Easton & Associates and Florida Governmental Utility Authority (FGUA)**

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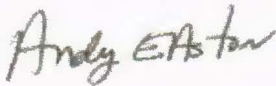
Whereas, Andy Easton & Associates has previously agreed to conduct a random sample household income survey of a study area located at American Beach for the Florida Governmental Utility Authority for a fee of \$6,500, and

Whereas, upon closer review of the actual household characteristics of the study area, particularly the number of apparent vacant households, an increased effort will be required to make personal visits with more properties to gain the required survey sample size.

Therefore, an amendment to the household income survey agreement is proposed to increase the fee from \$6,500 to \$7,500.

By signing below, the parties agree to this amendment.

**Andy Easton & Associates**



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Signature for Andy Easton & Associates

2/24/20

Date

**Florida Governmental Utility Authority**



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System Manager for the Authority

2/24/2020

Date