

**WORK AUTHORIZATION # CM2786-WA04  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Florida Governmental Utility Authority (FGUA)
<b>Contract Number:</b>	CM2786-WA04
<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: Amelia Island Booster Pump Station Replacement Bidding Services</b>			
<b>CONTRACT OVERVIEW</b>			
<b>Date Submitted</b>	10/15/2020	<b>Total of Previous Authorizations</b>	\$442,500.00
<b>Amount</b>	\$17,694.74	<b>This Work Authorization</b>	\$17,694.74
<b>Scheduled Completion</b>	03/19/2021	<b>Current Contract Total</b>	\$460,194.74

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:**

The Consultant shall assist the County in carrying out all bidding services necessary for the Amelia Island Booster Pump Station Replacement Project. These services shall include project management, selection and engagement of an appropriately qualified engineering firm, finalization of front-end bid documents, legal advertisement, pre-bid conference, preparation of meeting agendas and minutes, issuance of addenda, bid opening, evaluation of bids, bid tabulation, reference checks, and recommendation of contract award.

**ARTICLE 2. Time Schedule**

The Consultant shall begin upon execution of this Work Authorization and shall complete all work by 03/19/2021.

**ARTICLE 3. Budget**

The Consultant will perform the scope of services outlined herein for a lump sum amount of \$17,694.74.

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:

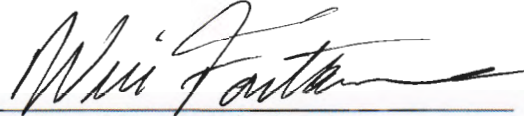
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:

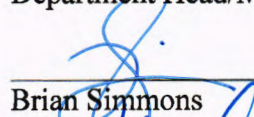
BY:   
Print Name: Stephen M. Spratt  
Title: FGUA System Manager  
Date: Dec 5, 2020

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

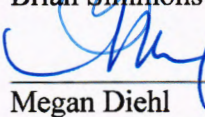
Department Head/Managing Agent:

  
\_\_\_\_\_  
Department Head/Managing Agent

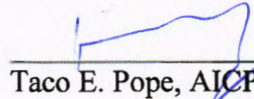
Procurement:

  
\_\_\_\_\_  
Brian Simmons

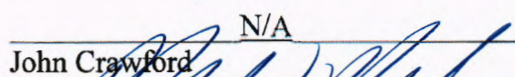
Office of Management & Budget:

  
\_\_\_\_\_  
Megan Diehl

County Manager:

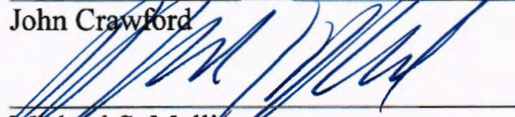
  
\_\_\_\_\_  
Taco E. Pope, AICP

Ex-Officio Clerk:

  
\_\_\_\_\_  
John Crawford

N/A

County Attorney/Contracts Management:

  
\_\_\_\_\_  
Michael S. Mullin

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS or their Designee, this  
14<sup>th</sup> day of December, 2020.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

N/A  
\_\_\_\_\_  
THOMAS R. FORD  
Chairman

ACCOUNT NO.: 71500533-531000 BPS

# Florida Governmental Utility Authority

## Board Agenda Item

Thursday, November 19, 2020

### Item

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**CA 1a      Approval of Work Authorization GSG 21-21 with Government Services Group to Perform Capital Project Administration Services for the Nassau County NAU Booster Pump Station Project on behalf of the FGUA**

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### Summary

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Provided for your review and consideration is Work Authorization GSG 21-21 for GSG, on behalf of the FGUA, to perform Capital Project Administration Services for Nassau County for the Nassau County NAU Booster Pump Station Project. As the Board may recall, an Interlocal Agreement between Nassau County and the Florida Governmental Utility (FGUA) was approved in December 2019 which provides for the FGUA to assist the County with capital improvement project administration, grant/loan administration and special assessment services on a mutually agreed upon project by project basis.

The Nassau Board of County Commissioners approved Work Authorization CM2786-WA04 for the FGUA to assist the County in carrying out bidding services required for the NAU Booster Pump Station Project. This county work authorization is attached for reference and includes \$17,694.74 to complete the required work. Of this amount, \$16,810.00 is allocated to GAI for bidding services, and \$884.74 to reimburse GSG for Capital Project Administration Services.

The lump sum fee for this work is \$884.74 and is fully funded work passed through Nassau County and paid to the FGUA. It does not require any FGUA system funding. This work is scheduled to be complete within four (4) months of Notice to Proceed.

### Recommendation

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Staff recommends approval of Work Authorization GSG 21-21 for GSG, on behalf of the FGUA, to perform Capital Project Administration Services for Nassau County for the NAU Booster Pump Station Project, in the lump sum amount of \$884.74.

### Budget Impact

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None. This work will be fully reimbursed by Nassau County and does not require FGUA funding.

### Board Action

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Moved by:

Seconded by:

Action Taken:

# **WORK AUTHORIZATION NO. GSG 21-21**

To

Management Services Agreement Between the

**Florida Governmental Utility Authority ("FGUA"),**  
a legal entity and public body created by interlocal agreement pursuant to  
Section 163.01(7), Florida Statutes

and

**Government Services Group, Inc. ("GSG") for the Nassau County NAU WWTF Booster Pump Station  
Project**

## **A. SUMMARY OF SERVICES TO BE RENDERED**

Under this Work Authorization, Government Services Group, Inc. (GSG) will perform Capital Project Administration Services for the Nassau County NAU Booster Pump Station Project on behalf of the FGUA for Nassau County pursuant to the December 12, 2019 Interlocal Agreement and related Work Authorization CM2786-WA04 approved by the Board of County Commissioners.

GSG shall assist the County in carrying out Capital Project Administration Services necessary to complete bidding and project award associated with this project. These services shall include selection and engagement of appropriately qualified consulting professional engineering firm(s) to complete the bidding services, scope review, facilitation of progress meetings, monitoring and tracking schedules and deadlines, and review of the bid award recommendation to the County. GSG will engage the engineer through the FGUA.

Of the total Nassau County-FGUA Work Authorization of \$17,694.74, the fee for the GSG portion of this amount for Capital Project Administration Service is \$884.74. This allocation is to be paid on a lump sum basis.

## **B. PROJECT COST**

**TOTAL Lump Sum \$884.74**

Payment shall be made to GSG on a one (1) time lump sum basis, due upon bid award recommendation to the County.

## **C. PROJECT SCHEDULE**

Complete within four (4) months of Notice to Proceed.

**D. NOTICE/PROJECT MANAGER OF CONSULTANT**

\_\_\_\_\_  
Stephen M. Spratt, Senior Vice President  
Government Services Group, Inc.  
1500 Mahan Drive, Suite 250  
Tallahassee, FL 32308

\_\_\_\_\_  
Chair / Vice Chair  
Florida Governmental Utility Authority  
280 Wekiva Springs Rd., Suite 2070  
Longwood, FL 32779

**Certification that Sufficient Funds are Available:**

\_\_\_\_\_  
David M. DiLena, CPA  
Chief Financial Officer

\_\_\_\_\_  
Eugene Adams, Esq.  
General Counsel

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2020**



# Florida Governmental Utility Authority

## Board Agenda Item

Thursday, November 19, 2020

### Item

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**CA 1 Approval of Work Authorization No. GAI 21-01 with GAI Consulting, Inc. for Consulting Engineering Services related to the Nassau County NAU Booster Pump Station Project on behalf of the FGUA**

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### Summary

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Provided for your review and consideration is Work Authorization No. GAI 21-01 with GAI Consulting, Inc. (GAI) for Consulting Engineering Services related to the Nassau County NAU Booster Pump Station project on behalf of Nassau County. As the Board may recall, an Interlocal Agreement between Nassau County and the Florida Governmental Utility (FGUA) was approved in December 2019 which provides for the FGUA to assist the County with capital improvement project administration, grant/loan administration and special assessment services on a mutually agreed upon project by project basis.

The Nassau Board of County Commissioners approved Work Authorization CM2786-WA04 for the FGUA to assist the County in carrying out bidding services required for the NAU Booster Pump Station Project. This county work authorization is attached for reference and includes \$17,694.74 to complete the required work. Of this amount, \$16,810.00 is allocated to GAI for bidding services, and \$884.74 to reimburse GSG for Capital Project Administration services.

The Work Authorization between the County and FGUA provides for the FGUA to select and engage an appropriately qualified consulting professional engineering firm(s) to complete the required bidding services. The scope of the attached Work Authorization GAI 21-01 includes finalization of front-end bid documents, organizing and conducting a pre-bid conference, preparation of meeting agendas and minutes, issuance of addenda, bid opening, evaluation of bids, bid tabulation, reference checks, and recommendation of contract award. The lump sum fee for this work is \$16,810 and is fully funded work passed through Nassau County and paid to the FGUA. It does not require any FGUA system funding. This work is scheduled to be complete within four (4) months of Notice to Proceed.

### Recommendation

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Staff recommends approval of Work Authorization No. GAI 21-01 with GAI Consulting, Inc., on behalf of the FGUA, to provide Consulting Engineering Services for Nassau County for its NAU Booster Pump Station project, in the lump sum amount of \$16,810.00.

### Budget Impact

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None. This work will be fully reimbursed by Nassau County and does not require FGUA funding.

### Board Action

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Moved by:

Seconded by:

Action Taken:

# Work Authorization No. GAI 21-01

to  
Professional Services Agreement Between the

**Florida Governmental Utility Authority ("FGUA")**,  
a legal entity and public body created by Interlocal agreement pursuant to  
Section 163.01(7), Florida Statutes  
and  
GAI Consultants, Inc.

## **A. SUMMARY OF SERVICES TO BE RENDERED**

This work authorization addresses the construction bidding services for the Nassau Amelia Utility (NAU) Booster Pump Station. The project includes assisting FGUA with the solicitation of formal bids for the reconstruction and rehabilitation of the NAU Booster Pump Station.

### **Project Background**

NAU provides water and wastewater services to customers via its water utility system, which consists of a service area throughout the Amelia Island area. As part of its Rehabilitation and Replacement (R&R) program, NAU continues to improve its system.

For this project, NAU desires to rehabilitate/replace the Booster Pump Station (BPS). The BPS building foundation has been continuously experiencing settlement and the ground storage tank has leaks. In May 2015, Nassau Amelia Utilities (NAU) authorized GAI to conduct a structural investigation of the Amelia Island BPS. GAI recommended the rehabilitation or replacement of the facility. Consequently, in December 2016, GAI was tasked with developing a hydraulic model for NAU's transmission water mains as a tool to project necessary upgrades to maintain and accommodate the future growth. Based on the hydraulic modeling analysis, a BPS upgrade has been designed with properly sized pumps, which will meet the required fire flow criteria and daily usage criteria. The replacement system will improve reliability and efficiency by upgrading to modern pumps, controls and back-up systems.

### **Project Understanding**

The NAU Capital Improvement Program and distribution system evaluation have recommended the replacement of the BPS system. The renovation design is complete and permitted by the FDEP. Time is of the essence considering the aging infrastructure at the BPS.

### **Scope of Services**

Upon receipt of the Notice to Proceed from the Client, GAI proposes the following tasks to accomplish the above:

#### **Task 1 - Bidding Assistance Services**

The Consultant will assist the Client with the solicitation of formal bids for the reconstruction and rehabilitation of the NAU Booster Pump Station. The Consultant will finalize the bidding documents, to include the front-end documents, provided by Nassau County.

After acceptance by Authority of the Bidding Documents and the most recent opinion of probable Construction Cost as determined in the Final Design Phase Consultant shall:



- a) Finalize the front-end bid documents in preparation for bidding.
- b) Assist Authority in, organizing and conducting pre-Bid conference, if any, including preparation of meeting agendas and minutes.
- c) Issue Addenda as appropriate to clarify, correct, or change the Bidding Documents.
- d) Provide Information or assistance needed by Authority in the course of any negotiations with prospective contractors.
- e) Consult with Authority as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the Works as to which such acceptability is required by the Bidding Documents.
- f) Determine the acceptability of substitute materials and equipment proposed with substitution is necessary because the specified item is incompatible with the Project or fails to comply with applicable codes.
- g) Attend the Bid opening, prepare Bid Tabulation sheets, and assist Authority in evaluating Bids or proposals and in assembling and awarding contracts for the Work.
- h) Provide Authority with a recommendation of contract award.

The Bidding Phase will be considered complete upon contract award by the Authority to the successful bidder.

**B. PROJECT COST**

**PROJECT: GAI 21-01**

	Billed At	Number of Hours	Cost Extended
Principal/Associate	\$270.00	6	\$1,620
Proj. Manager	\$230.00	13	\$2,990
Prof. Engineer 2	\$175.00	32	\$5,600
Engineer 7	\$150.00	12	\$1,800
Sub-Consultants			\$3,800
Expenses			\$1,000.00
		Total Cost	\$16,810

**Total Lump Sum Cost: \$16,810**

**C. PROJECT SCHEDULE:**

Complete within four (4) months of Notice to Proceed.

**D. NOTICE/PROJECT MANAGER OF CONSULTANT**

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GAI Consultants  
Rebecca Bray, P.E.  
Sr. Engineering Manager  
1301 Riverplace Blvd., Ste. 900  
Jacksonville, FL 32207

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Stephen M. Spratt  
System Manager  
Florida Governmental Utility Authority  
280 Wekiva Springs Road, Suite 2070  
Longwood, Florida 32779

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GAI Consultants  
Kathleen Leo, P.E.  
Vice President  
618 E. South Street  
Orlando, FL 32801

**Certification that Sufficient Funds are Available:**

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David DiLena  
Chief Financial Officer

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Robert Dickson, P.E.  
Capital Program Manager

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2020**