

**WORK AUTHORIZATION # CM2287-WA13  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RFQ/BID NO. NC14-027**

<b>Consultant:</b>	Peters and Yaffee, Inc.
<b>Contract Number:</b>	CM2287-WA13
<b>Contact Name:</b>	Dow Peters
<b>Contact Number:</b>	904-265-0751
<b>Email:</b>	dpeters@petersandyaffee.com

CURRENT WORK AUTHORIZATION			
<b>Project Short Title: Clements Road Drainage Study</b>			
		CONTRACT OVERVIEW	
<b>Date Submitted</b>	02/12/2021	<b>Total of Previous Authorizations</b>	\$743,996.07
<b>Amount</b>	\$39,590.68	<b>This Work Authorization</b>	\$39,590.68
<b>Scheduled Completion</b>	TBD	<b>Current Contract Total</b>	\$783,586.75

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:

The Consultant shall provide the services in accordance with the Scope of Services, attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

The estimated completion date shall be determined at a later date.

ARTICLE 3. Budget

The Consultant and its subconsultants shall complete the services detailed in the Scope of Services attached hereto as Exhibit "A" for a lump sum fee of \$39,590.68. The Consultant will be using billing rates established under Continuing Contract CM2287 and as set forth in Exhibit "B", attached hereto.

Article 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the CONTRACT referenced above and any of its attachments or schedules. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced CONTRACT when executed by both parties.

In presenting this Work Authorization, the 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: Dow Peters  
Print Name: Dow Peters  
Title: President  
Date: 3/12/2021

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

County Engineer:	<u>Robert Companion</u>	3/8/2021
	Department Head or Designee	Date
Procurement:	<u>[Signature]</u>	3/8/2021
	Brian Simmons	Date
Office of Management & Budget:	<u>Megan Diehl</u>	3/9/2021
	Megan Diehl	Date
County Manager:	<u>Taco E. Pope, AICP</u>	3/12/2021
	Taco E. Pope, AICP	Date
Ex-Officio Clerk:	<u>N/A</u>	
	John Crawford	Date
County Attorney/Contract Management:	<u>Michael S. Mullin</u>	3/12/2021
	Michael S. Mullin	Date

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS or their Designee, this  
-      day of April, 2021.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

N/A  
Thomas R. Ford  
Chairman

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**ENGINEERING SERVICES**  
**FOR**  
**Clements Road Drainage Study**  
**NASSAU COUNTY, FLORIDA**  
**February 12, 2021**

**A. PROJECT DESCRIPTION**

1. The intent of this project is to analyze the historical and current conditions of the drainage basins associated with existing wetland areas located on the north and south side of Clements Road near the existing residence at 95329 Clements Road. This study is being prepared to determine the cause(s) of roadway overtopping that has been occurring during moderate to heavy rainfall events.
2. This project is located Clements Road near 95329 Clements Road.
3. 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. *Existing Contour Information* – includes gathering all existing contour information for the project basins.
- c. *Field Review* – includes a site visit by two Peters and Yaffee personnel to review the existing condition of the stormwater system and document existing drainage infrastructure, including any associated with the pond located south of Clements Road.
- d. *Survey* – The Consultant shall provide survey services within the project limits as follows:
  - a. Prepare a survey map and digital file of the following items:

- i. Establish two site benchmarks.
  - ii. Survey approximately 350' of Clements Road, north of the unpermitted pond on the south side of Clements Road
  - iii. Locate and provide invert, pipe size and material information for any cross drains under Clements Road with the survey limits of Clements Road.
  - iv. Locate all visible discharge pipes from the unpermitted pond and provide invert, pipe size and material information.
  - v. Locate any visible highwater marks in the wetland area south of the unpermitted pond.
  - vi. Obtain a cross section of the existing berm on the southerly side of the unpermitted pond and include a top of water elevation and information on a control structure if it exist.
  - vii. Perform two wetland cross sections south of the unpermitted pond – one at the toe of the berm and one 50 feet southerly of the toe of berm through the wetlands. Each cross section will be approximately 500 feet in length.
  - viii. Provide survey of normal water level and top of bank elevations (contours) for the unpermitted pond located south of Clements Road.
- b. Surveyed data will be referenced to NAD83/2011 horizontal datum and NAVD88 vertical datum.
  - c. Survey deliverables will include a digital data (Cadd) files for the survey data in Microstation SS10 format and a signed and sealed survey map.

## **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 Analysis

The Consultant will prepare hydrologic and hydraulic calculations to include the existing wetland system located north and south of Clements Road, existing drainage infrastructure at Clements Road and the unpermitted pond located south of Clements Road. Potential improvements to the existing system will also be analyzed including modifications to the existing pond. Tailwater elevations will be taken from existing permit information.

4. Drainage Plans

A drainage map on aerial background will be included in the Study.

5. Drainage Study

The Consultant will prepare and submit a Drainage Study summarizing the results of the drainage analysis and calculations.

**B. 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.

**C. COMPENSATION**

Peters and Yaffee, Inc. will perform the Scope of Services outlined herein for a lump sum fee of **\$39,590.68**. A breakdown of the fees is below.

<b>Firm Name</b>	<b>Role</b>	<b>Fee Amount</b>
<b>Peters and Yaffee</b>	<b>Prime Consultant</b>	<b>\$24,707.68</b>
<b>ETM Surveying &amp; Mapping, Inc.</b>	<b>Subconsultant</b>	<b>\$14,883.00</b>
<b>TOTAL</b>		<b>\$39,590.68</b>

**D. 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.

**E. ASSUMPTIONS**

1. This effort does not include delineation of wetland areas, identification of threatened or endangered species or any other environmental services.
2. This effort does not include survey of existing utilities or the collection of SUE designation information on existing utilities.
3. This effort does not include generation of cost estimates.

Exhibit "B"



ESTIMATE OF WORK EFFORT AND FEE  
Clements Road Drainage Study - Nassau County

No. / ACTIVITY	Project Principal Rate = \$ 214.29		Project Manager Rate = \$ 162.89		Project Engineer Rate = \$ 113.27		CADD Designer Rate = \$ 69.91		Project Totals		
	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Hours	Costs	
<b>TASK 1 - DATA COLLECTION</b>											
1a	Obtain and Review SJRWMD Existing Permit Informatic	\$ -	2	\$ 365.78	8	\$ 906.16			10	\$ 1,271.94	
1b	Obtain and Review Existing Contour Information	\$ -	2	\$ 365.78	8	\$ 906.16			10	\$ 1,271.94	
1c	Field Review (1)	\$ -	8	\$ 1,463.12	8	\$ 906.16			16	\$ 2,369.28	
1d	Survey Services (Limiting Amount)									\$ 14,883.00	
	<b>Subtotal</b>	0	\$ -	12	\$ 2,194.68	24	\$ 2,718.48	0	\$ -	36	\$ 19,796.16
<b>TASK 2 - HYDROLOGIC/HYDRAULIC MODEL</b>											
2a	Develop Exist. Conditions ICPR Model	\$ -	8	\$ 1,463.12	32	\$ 3,624.64			40	\$ 5,087.76	
2b	Develop Prop. Conditions ICPR Model (from Exist. Conditions ICPR Model)	\$ -	4	\$ 731.56	20	\$ 2,265.40			24	\$ 2,996.96	
	<b>Subtotal</b>	0	\$ -	12	\$ 2,194.68	52	\$ 5,890.04	0	\$ -	64	\$ 8,084.72
<b>TASK 3 - DRAINAGE REPORT</b>											
3	Drainage Report Preparation	\$ -	8	\$ 1,463.12	32	\$ 3,624.64	8.00	\$ 559.28	48	\$ 5,647.04	
	<b>Subtotal</b>	0	\$ -	8	\$ 1,463.12	32	\$ 3,624.64	8	\$ 559.28	48	\$ 5,647.04
<b>TASK 4 - MEETINGS</b>											
4a	Notice to Proceed Meeting (1)		2	\$ 365.78	2	\$ 226.54			4	\$ 592.32	
4b	Project Status Meetings (2)		4	\$ 731.56	4	\$ 453.08			8	\$ 1,184.64	
	<b>Subtotal</b>	0	\$ -	2	\$ 1,097.34	2	\$ 679.62	0	\$ -	4	\$ 1,776.96
<b>TASK 5 - PROJECT GENERAL TASKS</b>											
5a	Quality Assurance/Quality Control	8	\$ 1,714.32	\$ -	\$ -				8	\$ 1,714.32	
5b	Supervision	8	\$ 1,714.32	\$ -	\$ -				8	\$ 1,714.32	
5c	Coordination	4	\$ 857.16	\$ -	\$ -				4	\$ 857.16	
	<b>Subtotal</b>	20	\$ 4,285.80	0	\$ -	0	\$ -		20	\$ 4,285.80	
	<b>Total</b>	20	\$ 4,285.80	34	\$ 6,949.82	110	\$ 12,912.78	8	\$ 559.28	172	\$ 39,590.68





