

CS-20-231

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1852 - TO40

CONTRACTOR INFORMATION

Name: Olsen Associates, Inc.

Address: 2618 Herschel St. Jacksonville FL 32204
City State Zip

Contractor's Administrator Name: Albert E. Browder Title: Principal Engineer/Vice-President

Tel#: (904) 387-6114 Fax: (904) 384-7368 Email: abrowder@olsen-associates.com

CONTRACT INFORMATION

Contract Name: Construction Period Coastal Engineering Svcs Contract Value: \$416,300.00

Brief Description: Beach Nourishment Construction Observation, Contract Admin, Permit Compliance, Reporting

Contract Dates : From: Execution to: Complete Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other

If Processing an Amendment:

Contract #: CM1852- TO40 Increase Amount of Existing Contract: \$0.00 (no cost change order)

New Contract Dates: Execution to Completion TOTAL OR AMENDMENT AMOUNT: \$416,300.00

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------|
| 1. | <u>Willie R Moore</u>
Department Head Signature | <u>6.7.21</u>
Date | <u>SAISSA</u>
Submitting Department |
| 2. | <u>[Signature]</u>
Contract Management | <u>6/17/2021</u>
Date | <u>SAISSA Special Assessment note</u>
Funding Source/Acct # <u>Series 2021</u> |
| 3. | <u>Megan Divil</u>
Office of Management & Budget | <u>6/23/2021</u>
Date | |
| 4. | <u>Michael S. Mullin</u>
County Attorney (approved as to form only) | <u>6/23/2021</u>
Date | |

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Pope AICP 6/23/2021
Taco E. Pope Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

MEMORANDUM



olsen
associates, inc.
Coastal Engineering

Date: 01 June 2021
To: W. Moore – SAISSA Project Manager
From: Albert E. Browder, Ph.D., P.E. *AEB*
Principal Engineer, Project Manager
Re: Task Order #40, CM 1852
Construction Period Coastal Engineering Services
for South Amelia Island Dredging and Beach Nourishment Project (CM #2992)
Amelia Island, Nassau County, FL

CHANGE ORDER #1 To Task Order #40 (No Cost)
Exhibit A - Clarification of Permits to be Reviewed for Compliance

The following no-cost Change Order #1 proposal is submitted for your consideration. The Change Order proposes that:

1) The last sentence of Page A-1, Paragraph 1 of Exhibit A to Task Order #40 shall be replaced in its entirety with:

“The work shall be performed in accordance with the contract specifications and drawings and the corresponding FDEP Joint Coastal Permit #0187721-013, USACE Department of the Army Permit 2001-03870, and Florida DEP Division of State Lands Use Agreement No. U-0470.”

2) The listed Relevant Permits, those to be assessed for permit compliance by the Contractor, on Page A-3 of Exhibit A to Task Order #40 shall be replaced in its entirety with:

Relevant Permits

- FDEP Joint Coastal Permit #0187721-013-JN (permit issued 22 March 2021)
- USACE Department of the Army Permit 2001-03870 (permit issued 21 May 2021)
- FDEP Division of State Lands Use Agreement No. U-0470 (proffered 06 May 2021)

Please do not hesitate to contact us with any questions. Thank you.

Enc. – Exhibit A – Revised 01 June 2021

APPROVAL: *Wallace*
Mr. Andrew L. Wallace, President, SAISSA

6-2-2021
Date:

SCOPE-OF-WORK: COASTAL ENGINEERING SERVICES**FOR****South Amelia Island Dredging & Beach Nourishment Project**
Amelia Island, Nassau County, FL**Construction Period Coastal Engineering Services****26 March 2021 (rev. 01 June 2021)**

The South Amelia Island Shore Stabilization Association, Nassau County, FL, and the Florida Park Service presently maintain 3.6 miles of the Atlantic Ocean shoreline at the southern end of Amelia Island in Nassau County, FL (**Figure 1**). As part of the ongoing comprehensive beach management of the engineered beach project, the project Owners will construct the third maintenance renourishment of the beach project in the Spring/Summer of 2021 (fourth project overall since 1994). The project shall consist of the dredging and placement of approximately 1,800,000 cubic yards of sand along the northernmost 3.2 miles of the project limits, including the SAISSA portion of the project and the northern portion of the State Park shoreline. Sand for the project shall be dredged by hydraulic cutterhead pipeline dredge from a channel-like borrow area located on the Nassau Sound ebb shoal off the south tip of Amelia Island. The work shall be performed in accordance with the contract specifications and drawings and the corresponding FDEP Joint Coastal Permit #0187721-013, USACE Department of the Army Permit 2001-03870, and Florida DEP Division of State Lands Use Agreement No. U-0470.

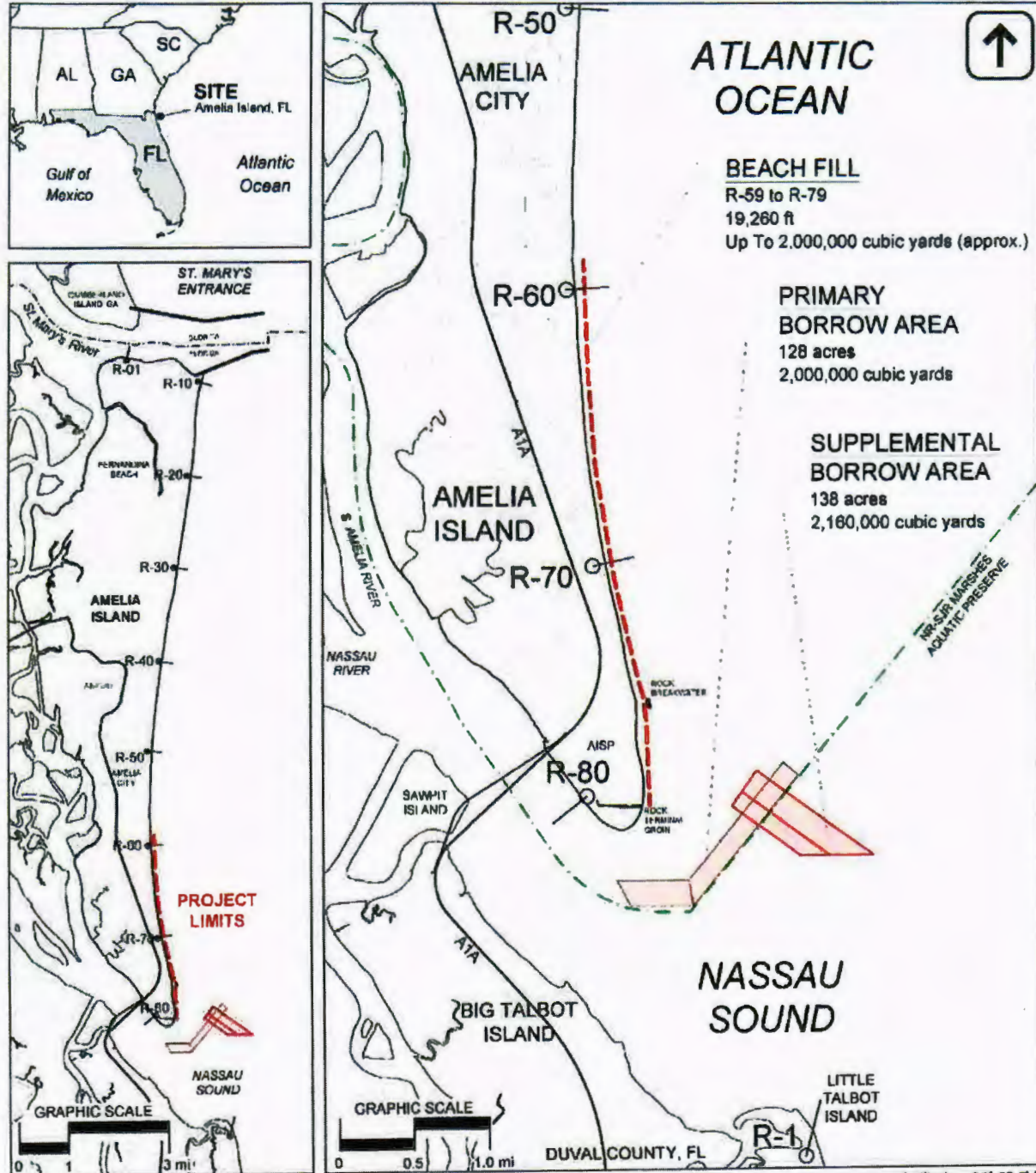
The following tasks are proposed to:

- a) Provide pre-construction coordination, contract administration, engineering oversight and in-project design services, sand and financial budget tracking, and sediment QA/QC services during the construction period.
- b) Provide on-site representation and construction observation services, daily dredge progress tracking, permit compliance, and progress reporting during the construction period.
- c) Permit-required completion certification and post-construction documentation.

EXHIBIT A (rev. 01 June 2021)
Task Order 40, CM1852

NASSAU COUNTY, FL

FOR PURPOSES OF PERMIT ONLY
 NOT FOR CONSTRUCTION



NOTES:
 1. EXCAVATION VOLUMES BASED ON JUNE 2018 CONDITIONS

Figure 1 Location Map – South Amelia Shore Stabilization Project, Nassau County, FL.

EXHIBIT A (rev. 01 June 2021)
Task Order 40, CM1852

Proposal Conditions

This proposal contemplates a construction period that extends from April/May 2021 to August 2021 (16 weeks, approx., including mobilization/demobilization activities), with more-or-less sequential beach fill construction. Pre-construction surveys by the Contractor of the beach profile monitoring transects (R-monuments and half-stations), and the channel borrow area would be scheduled for April 2021 (approx.) in order to utilize the data to adjust the borrow area and beach fill templates for the work. Post-construction surveys by the Contractor of the beach profile monitoring transects (R-monuments and half-stations), and the channel borrow area would be scheduled at the end of all dredging operations (August/September 2021), approx.). This proposal includes a pre-construction hydrographic survey of the entire Nassau Sound shoal complex (flood shoal, throat, ebb shoal) to serve as the pre- and post-construction surveys, respectively, for permit compliance with the physical monitoring plan for the project. *No additional physical surveys nor environmental or cultural resources data will be collected as part of this proposal.*

Relevant Permits

FDEP Joint Coastal Permit #0187721-013-JN (permit issued 22 March 2021)
USACE Department of the Army Permit 2001-03870 (permit issued 21 May 2021)
FDEP Division of State Lands Use Agreement No. U-0470 (proffered 06 May 2021)

1. CONSTRUCTION CONTRACT ADMINISTRATION/ENGINEERING REVIEW

Pre-Project Template Re-Design – Utilizing the pre-construction survey provided by the Contractor, the Consultant shall rebalance the beach fill template to account for changes in beach conditions since the bid document survey and maintain the desired pay volume in the construction template. Similarly, Consultant shall evaluate the pre-construction survey of the borrow area and make any necessary adjustments in its dimensions to achieve the intended post-construction design condition of the channel-like borrow area. Deliverables shall include revised design sheets as needed, modified Acceptance Sections, and berm width tabulations for survey control. Electronic copies of design data shall be provided to the Contractor for immediate implementation.

Review of Contractor Pre-Construction Submittals - The Consultant shall review, request revisions as needed, and coordinate the acceptance and distribution of the following typical Plans-of-Action or submittals required of the Contractor:

- a) Quality Control Plan (include QA/QC Plan compliance)
- b) Notice-To-Mariners (USGS)
- c) Survey and Construction Baseline Plan
- d) Grade Stake Recovery Plan (if grades stakes are used)
- e) Dredge Excavation Plan (Borrow Site); Pipeline Corridor Plan
- f) Environmental Protection Plan
- g) Accident Prevention Plan
- h) Severe Storm Plan

Notice of Commencement. At least forty-eight (48) hours prior to commencement of beach construction activity authorized by the State and Federal Permits, the Consultant shall submit to the Owner, the FDEP, USACE, and their associated regulatory agencies a written notice (via email) of commencement of construction indicating the actual start date and the expected completion date and an affirmative statement that the Owner and the Contractor have read the general and specific conditions of the permits and understand them.

Records Management. The Consultant shall ensure that a copy of the permits, complete with all conditions, attachments, modifications, and time extensions, and the approved plans and specifications shall be kept at the work site of the permitted activity. The Consultant shall maintain detailed electronic report logs, sediment QA/QC results, photographs and construction files (daily reports, environmental monitoring reports). Upon completion of construction activities, the Consultant shall conduct final file management and electronically transfer to the Owner one copy of the files for archival of records.

EXHIBIT A (rev. 01 June 2021)
Task Order 40, CM1852

Contractor Applications for Payment. The Consultant shall review the Contractor's progress and pay surveys and pay applications for all related work elements. The Consultant shall review the Contractor's periodic payment invoices for accuracy of computation and completeness and will make recommendations to the Owner for payment as appropriate. The Consultant shall make a volumetric comparison of the pre-construction survey and the Contractor's pay survey, in order to verify the sections were filled to specifications and assist the Owner in evaluating the periodic and final payments to the Contractor. The Consultant shall make observations of the conditions of the filled and graded acceptance sections of the beach requested by the Contractor for progress payment (prior to final completion). The Consultant shall assist the Owner in assembling the documentation needed for future reimbursement or cost sharing (State and Federal/FEMA).

Project-period Engineering Review and Design Services The Consultant shall track the progress of borrow area excavation and fill placement daily (approx.) and shall revise the beach fill design sections as necessary *during the course of the work* in order to maintain the integrity of the project volume and contract cost. The Consultant shall formulate multiple revisions to plan sheets and/or Change Orders, as-needed.

Notice of Anticipated Deviation. The Consultant shall notify the Owner and the FDEP in writing (via email) of any *anticipated* deviation from the FDEP permits prior to implementation so that the FDEP can determine whether a modification of the permit is required pursuant to Section 62B-49.008, Florida Administrative Code.

Project Closeout. Following notification by the Contractor that construction activities are complete and all payment sections have been approved and accepted by the Owner, the Consultant shall conduct a final visual inspection of the beach and staging areas and prepare a punch list of remaining equipment and material to be removed from the project site and the activities required for restoration of access and staging areas. This work includes any required dune restoration and revegetation. This list shall be furnished to the Owner and Contractor to ensure control of final clean-up, any repairs to infrastructure, etc.

The Consultant shall conduct a final inspection of the beach and staging areas following notice from the Contractor that final clean-up has been completed. If the earthmoving equipment and all grade stakes, construction fencing, and Contractor supplies and debris are completely removed, and access and staging areas restored, then the Consultant shall forward a recommendation to the Owner that final payment with release of retainage be made to the Contractor.

Project Deliverables – Task 1: Deliverables for this task shall be in the form of documentation from the pre-construction conference, including copies of the presentation and completed attendance sheets, Notices of Commencement, balanced fill template summaries,

written status reports to the Owner provided at appropriate intervals describing the beach fill and budget status, acceptance section fill submittals; fill adjustments made to maintain contract volume/budget throughout the period of construction; revised plan sheets (if/as required). submittal of hardcopies and data files of Contractor pay requests and recommendations for or against payment; Change Orders (if needed); Interim and Final Punch Lists; Notices of Substantial Completion and Final Completion; Certification of Completion; copies of pertinent correspondence with the Contractor; and submittals to the regulatory agencies (progress, etc.). Electronic PDF versions of documents shall be submitted to the Owner via e-mail or FTP upload.

2. CONSTRUCTION OBSERVATION & PERMIT COMPLIANCE

General. The Consultant shall provide engineers and engineering technicians that are trained in methods of the dredging and marine construction proposed under this contract. The Principal Engineer shall provide project management oversight. The Consultant's Project Engineer or Project Manager shall provide coordination, liaison, and quality assurance review. The Consultant's Site Representatives shall provide daily on-site observation, photo documentation, and reporting of construction activities and permit compliance to the Project Engineer.

Pre-Construction Conference – The Consultant shall prepare and administer a pre-construction conference, as required by project permits. This meeting is planned to be held in an electronic on-line format (e.g., Zoom or MS teams). The Consultant, along with project representatives, shall review the Plans and Permits with the Contractor and subcontractors prior to commencement of any construction activities, including mobilization. The conference shall address construction methodology and schedule, environmental protection requirements, survey requirements, and other permit terms and conditions. The Consultant shall establish and describe the chain of communication and reporting protocols required during construction. Attendees of the pre-construction conference shall include regulatory personnel of FDEP and USACE, the Contractor and subcontractors, including environmental monitors, Consultant and representatives, the Owner's representatives, local law enforcement, and other involved parties. The schedule for the pre-construction conference shall be as established by the project permits. An additional pre-conference meeting(s) shall be held on-site with Park Service personnel prior to mobilization.

Site Representation During Construction. The Consultant shall designate one (1) Site Representative to be present at the beach fill construction site, access corridors and staging areas during sand placement each working day for approximately 10 hours per day for the duration of construction activities. The Project Engineer or Site Representative(s) will be on call throughout the period of construction. Observations will be conducted to ensure that construction is in compliance with the construction plans, contract documents, and authorizations granted for the

EXHIBIT A (rev. 01 June 2021)
Task Order 40, CM1852

work. Through the Site Representative(s), the Consultant will monitor daily progress of the work, track Contractor delays, and notify the Owner or FDEP/USACE as appropriate.

The Consultant shall designate a Project Engineer, who will visit the site at least once every one to two weeks. The Project Engineer will serve as liaison between the Contractor and the Owner during all phases of construction. The Project Engineer or Site Representative shall address questions concerning the plans and specifications and address other issues requiring coordination or liaison, at a minimum. The Project Engineer or Site Representative shall attend periodic progress meetings with the Contractor and the Contractor's associated Sub-Contractors as appropriate during construction.

The Site Representative team shall provide ongoing inspection of the construction works, including periodic aerial drone-based documentation, and inspection of the dredged material placed on the beaches for consistent delivery of compliant material. This inspection shall include an evaluation of sand color, material consistency (no debris, rock, etc.), and shell content, among other characteristics.

The Consultant shall obtain and review the Contractor's quality control reports (daily reports) through the duration of the project from mobilization through demobilization from the project site. The Consultant shall obtain and review, on a daily basis, the water quality monitoring reports (see below) and sediment QA/QC reports to be provided by the Contractor. Violations will be reported to the Contractor and FDEP.

Public Education/Liaison The Consultant shall assist the Owner in disseminating information required to educate or inform the general public, affected shorefront owners, FDEP, and the USACE regarding the scope and schedule of the project. Information regarding beach closures, traffic impacts, and construction schedules shall be updated throughout the construction period.

Sediment QA/QC –Consultant and Site Representative team shall track on a daily basis the sediment characteristics of the material being delivered to the beach and being reported upon by Contractor. On-beach sand samples of the project fill shall be taken in accordance with the project QA/QC Plan along the nourished beach at the time of construction. Sampling stations will be dictated by the Plan. Additional samples will be collected as needed during the course of construction for compliance purposes. Percentage fines and shell content will be estimated. Additional samples may be taken for future evaluation.

Water Quality/Turbidity Monitoring Reports. As addressed by Permit, the Consultant shall assemble and submit summaries of all water quality monitoring data collected by the Contractor's subconsultant to the FDEP within one week of collection with supporting documents containing the following information: (1) permit number; (2) dates and times of sampling and

EXHIBIT A (rev. 01 June 2021)
Task Order 40, CM1852

analysis; (3) a statement describing the methods used in collection, handling, storage and analysis of the samples; (4) a map indicating the sampling locations; and (5) a statement by the individual responsible for implementation of the sampling program concerning the authenticity, precision, limits of detection and accuracy of the data.

Periodic Progress Meetings and Reports. The Consultant shall coordinate weekly progress meetings with the Contractor and subcontractors, as appropriate, and other designated parties to discuss the progress of construction and compliance with the Permits and Contract, including but not limited to manpower, amount of work performed and by whom, equipment, problems encountered, method to correct problems, errors, omissions, deviations from Contract Documents, and weather conditions. Consultant shall prepare and submit a summary report of progress (via email) to the Owner and other designated parties. Interim reports will be prepared as needed.

Certification of Completion. Within 30 days after completion of construction authorized by the permits, the Consultant shall submit to the Owner, the FDEP, and the USACE a written statement of completion and certification by a registered professional engineer for each permit. These certifications shall state that all locations and elevations specified by the permits have been verified; the activities authorized by the permits have been performed in compliance with the plans and specifications approved as a part of the permits, and all conditions of the permits; or shall describe any deviations from the plans and specifications, and all conditions of the permits. Where/if the completed activity differs substantially from the permitted plans, any substantial deviations shall be noted and explained on two copies of as-built drawings.

Project Deliverable – Task 2: Deliverables for this task shall include pertinent correspondence with Contractor, and summaries of water quality reports, progress reports. Where applicable and appropriate, electronic PDF versions of documents shall be submitted to the Owner on CD-ROM or via e-mail.

Continued...

3. POST-CONSTRUCTION REPORTING/DOCUMENTATION

Nassau Sound shoal survey – Consultant, via a qualified hydrographic survey subconsultant, shall perform a hydrographic survey of the Nassau Sound ebb and flood shoal areas, consistent with prior project monitoring survey limits and line spacings. This survey shall be collected prior to the initiation of dredging for the 2021 project and shall serve as the baseline condition for the project-required monitoring of the Nassau Sound shoal complex. The Contractor shall collect the post-construction survey of the excavated borrow area and adjacent buffer zone. These data shall be collected in accordance with the FDEP monitoring guidelines for collection of survey data, as published in “*Monitoring Standards for Beach Erosion Control Projects*,” (FDEP, October 2014, as updated).”

Surveyor shall provide electronic copies of the survey data in the prescribed datums to the Engineer for formatting and distribution to the Owners (SAISSA, FPS, FDEP). Surveyor shall likewise provide to Engineer an electronically signed and sealed copy of the survey. Surveyor and Engineer shall develop and submit those portions of the FDEP data submittal requirements that are the primary responsibility of the Surveyor, including copies of the field book pages from the survey, monument control, QA/QC, surveyor reports, etc.

Post-Construction digital aerial orthophotography – As soon as possible following project completion, Consultant, via a qualified aerial photo subconsultant, shall acquire high-resolution digital aerial orthophotography of the Amelia Island shoreline, the Nassau Sound shoal complex, and the adjacent Big and Little Talbot Islands shorelines. These data shall be collected in accordance with the FDEP monitoring guidelines for collection of survey data, as published in “*Monitoring Standards for Beach Erosion Control Projects*,” (FDEP, October 2014, as updated).”

Digital copies of the aerial orthoimagery shall be provided to the Owner group and the FDEP on DVD-ROM disc or flash drive. Hardcopy prints of the aerials can be provided at additional cost. Digital copies of the oblique aerial images shall be provided to the Owner group on CD-ROM or DVD-ROM disc. Subconsultant and Engineer shall develop and submit those portions of the FDEP data submittal requirements, including copies of flight and camera calibration reports, etc.

Reporting/Documentation – Consultant shall prepare a post-construction report suitable to demonstrate the ongoing eligibility of the project as an engineered beach per the definitions of FEMA for purposes of future post-storm assistance to repair the beach [*Public Assistance Program and Policy Guide* (FEMA PAPPG, 2020)]. The report shall address the permit requirements for the project. The report shall address the physical changes to the engineered beach (change in shoreline position, beach elevation, and beach volume) as well as the production rates and construction details for the Contractor. Utilizing the pre- and post-construction surveys

EXHIBIT A (rev. 01 June 2021)
Task Order 40, CM1852

provided by the Contractor (via licensed subconsultant), Consultant shall document the 'as-built' condition of the engineered beach project. The report shall include tabular and graphical presentations of volumetric changes and selected beach contours, reflecting the effects of the recent construction project. Aerial photography will be utilized to further document the post-construction condition of the shoreline. In compliance with the FDEP permit and physical monitoring plan, the Consultant shall document the pre-construction condition of the Nassau Sound shoal complex and the immediate post-construction condition of the borrow area and buffer zone. The report and the pre- and post-project survey data shall be prepared in general conformance with FDEP monitoring standards (FDEP, 2014). Additionally, the post-construction monitoring report and data shall be submitted to FDEP and the USACE in accordance with the project permits for monitoring. Consultant shall also the Owner group in developing project documentation suitable to seek reimbursement for Hurricane Matthew and Hurricane Irma damages.

Project Deliverables - Task 3 Deliverables for this task shall include electronic PDF submittal of the post-construction report, and electronic submittal of all survey data in the FDEP-specified formats (e.g. metadata, ASCII, EXCEL formats). Digital aerial orthophotography shall be provided to the Owner in georeferenced *.TIF and/or MrSid format via FTP upload and/or DVD-ROM disc (including camera calibration and flight control reports and metadata).

**NASSAU COUNTY - SAISSA
Task Order Memorandum
Contract CM1852**

To: Olsen Associates, Inc.
2618 Herschel St.
Jacksonville, FL 32204

Date: 26 March 2021
Contract: Coastal Engineering
Request Made By: SAISSA
Request Received By: Albert E. Browder, Ph.D., P.E.
Task Order No: CM 1852-TO 40

Task Order: Construction Period Coastal Engineering Services for
South Amelia Island Dredging and Beach Nourishment Project
Nassau County, FL, Project 21-008

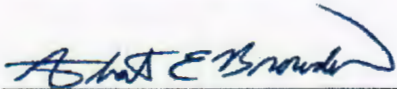
Consultant shall perform those subtasks described in Exhibit A for pre-construction and construction period coastal engineering period services for the above-referenced project. Costs associated with this work are eligible for State and FEMA / FL DEM cost-sharing. Subtasks include:

Task 1	CONSTRUCTION CONTRACT ADMINISTRATION/ENGINEERING REVIEW	\$ 97,200.00
Task 2	CONSTRUCTION OBSERVATION & PERMIT COMPLIANCE	\$ 171,400.00
Task 3	POST-CONSTRUCTION REPORTING/DOCUMENTATION	\$ 147,700.00
	Total Fee:	\$ 416,300.00


Requested Completion Date: 31 March 2022

Olsen Associates, Inc.

SAISSA



Albert E. Browder, Ph.D., P.E.

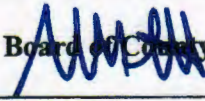


Mr. Andrew L. Wallace, SAISSA President

Date: 26 March 2021

Date: 4-16-2021

Attest to Chair
Signature



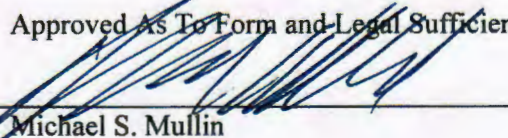
Nassau County Board of County Commissioners
Thomas R. Ford
Its: Chairman

John A. Crawford
Its: Ex-Officio Clerk

Date: May 10, 2021



Date: 5/12/21

Approved As To Form and Legal Sufficiency:


Michael S. Mullin

Date: May 10, 2021

SCOPE-OF-WORK: COASTAL ENGINEERING SERVICES**FOR****South Amelia Island Dredging & Beach Nourishment Project**
Amelia Island, Nassau County, FL**Construction Period Coastal Engineering Services****26 March 2021**

The South Amelia Island Shore Stabilization Association, Nassau County, FL, and the Florida Park Service presently maintain 3.6 miles of the Atlantic Ocean shoreline at the southern end of Amelia Island in Nassau County, FL (**Figure 1**). As part of the ongoing comprehensive beach management of the engineered beach project, the project Owners will construct the third maintenance renourishment of the beach project in the Spring/Summer of 2021 (fourth project overall since 1994). The project shall consist of the dredging and placement of approximately 1,800,000 cubic yards of sand along the northernmost 3.2 miles of the project limits, including the SAISSA portion of the project and the northern portion of the State Park shoreline. Sand for the project shall be dredged by hydraulic cutterhead pipeline dredge from a channel-like borrow area located on the Nassau Sound ebb shoal off the south tip of Amelia Island. The work shall be performed in accordance with the contract specifications and drawings and the corresponding FDEP and USACE permits.

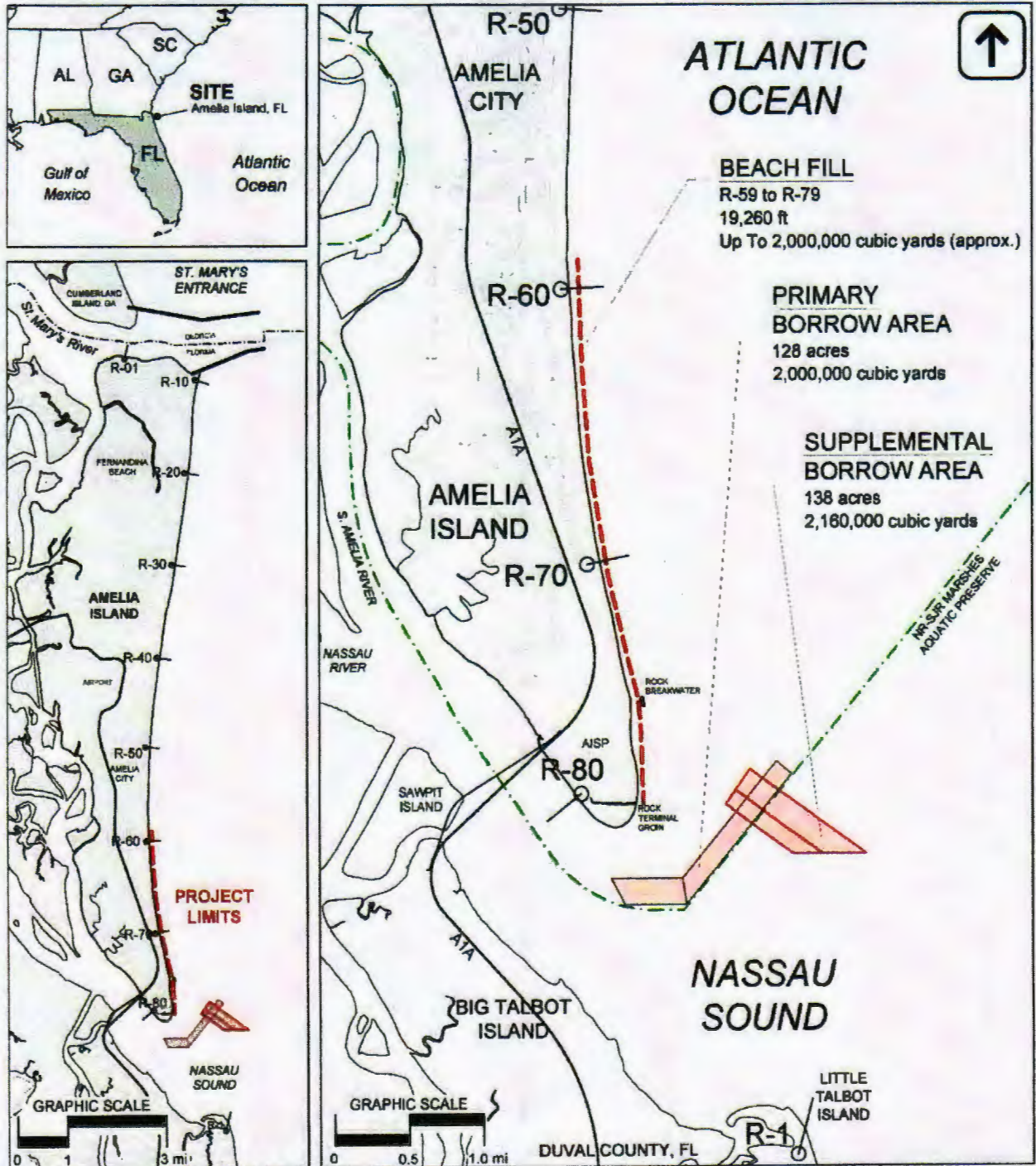
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EXHIBIT A
Task Order 40, CM1852

NASSAU COUNTY, FL

FOR PURPOSES OF PERMIT ONLY
 NOT FOR CONSTRUCTION



NOTES:

1. EXCAVATION VOLUMES BASED ON JUNE 2018 CONDITIONS

Latitude: 30° 33.0' N
 Longitude: 81° 26.5' W
 Sect: 1, 6, 38, 39
 Township: 1 N
 Range: 29 E
 Sect: 18, 22
 Township: 2 N
 Range: 28 E

Figure 1 Location Map – South Amelia Shore Stabilization Project, Nassau County, FL.

Proposal Conditions

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Relevant Permits

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USACE Department of the Army Permit SAJ-2001-03870 (pending)

1. CONSTRUCTION CONTRACT ADMINISTRATION/ENGINEERING REVIEW

Pre-Project Template Re-Design – Utilizing the pre-construction survey provided by the Contractor, the Consultant shall rebalance the beach fill template to account for changes in beach conditions since the bid document survey and maintain the desired pay volume in the construction template. Similarly, Consultant shall evaluate the pre-construction survey of the borrow area and make any necessary adjustments in its dimensions to achieve the intended post-construction design condition of the channel-like borrow area. Deliverables shall include revised design sheets as needed, modified Acceptance Sections, and berm width tabulations for survey control. Electronic copies of design data shall be provided to the Contractor for immediate implementation.

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EXHIBIT A
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review the Contractor's periodic payment invoices for accuracy of computation and completeness and will make recommendations to the Owner for payment as appropriate. The Consultant shall make a volumetric comparison of the pre-construction survey and the Contractor's pay survey, in order to verify the sections were filled to specifications and assist the Owner in evaluating the periodic and final payments to the Contractor. The Consultant shall make observations of the conditions of the filled and graded acceptance sections of the beach requested by the Contractor for progress payment (prior to final completion). The Consultant shall assist the Owner in assembling the documentation needed for future reimbursement or cost sharing (State and Federal/FEMA).

Project-period Engineering Review and Design Services The Consultant shall track the progress of borrow area excavation and fill placement daily (approx.) and shall revise the beach fill design sections as necessary *during the course of the work* in order to maintain the integrity of the project volume and contract cost. The Consultant shall formulate multiple revisions to plan sheets and/or Change Orders, as-needed.

Notice of Anticipated Deviation. The Consultant shall notify the Owner and the FDEP in writing (via email) of any *anticipated* deviation from the FDEP permits prior to implementation so that the FDEP can determine whether a modification of the permit is required pursuant to Section 62B-49.008, Florida Administrative Code.

Project Closeout. Following notification by the Contractor that construction activities are complete and all payment sections have been approved and accepted by the Owner, the Consultant shall conduct a final visual inspection of the beach and staging areas and prepare a punch list of remaining equipment and material to be removed from the project site and the activities required for restoration of access and staging areas. This work includes any required dune restoration and revegetation. This list shall be furnished to the Owner and Contractor to ensure control of final clean-up, any repairs to infrastructure, etc.

The Consultant shall conduct a final inspection of the beach and staging areas following notice from the Contractor that final clean-up has been completed. If the earthmoving equipment and all grade stakes, construction fencing, and Contractor supplies and debris are completely removed, and access and staging areas restored, then the Consultant shall forward a recommendation to the Owner that final payment with release of retainage be made to the Contractor.

Project Deliverables – Task 1: Deliverables for this task shall be in the form of documentation from the pre-construction conference, including copies of the presentation and completed attendance sheets, Notices of Commencement, balanced fill template summaries, written status reports to the Owner provided at appropriate intervals describing the beach fill and budget status, acceptance section fill submittals; fill adjustments made to maintain contract volume/budget throughout the period of construction; revised plan sheets (if/as required).

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submittal of hardcopies and data files of Contractor pay requests and recommendations for or against payment; Change Orders (if needed); Interim and Final Punch Lists; Notices of Substantial Completion and Final Completion; Certification of Completion; copies of pertinent correspondence with the Contractor; and submittals to the regulatory agencies (progress, etc.). Electronic PDF versions of documents shall be submitted to the Owner via e-mail or FTP upload.

2. CONSTRUCTION OBSERVATION & PERMIT COMPLIANCE

General. The Consultant shall provide engineers and engineering technicians that are trained in methods of the dredging and marine construction proposed under this contract. The Principal Engineer shall provide project management oversight. The Consultant's Project Engineer or Project Manager shall provide coordination, liaison, and quality assurance review. The Consultant's Site Representatives shall provide daily on-site observation, photo documentation, and reporting of construction activities and permit compliance to the Project Engineer.

Pre-Construction Conference – The Consultant shall prepare and administer a pre-construction conference, as required by project permits. This meeting is planned to be held in an electronic on-line format (e.g., Zoom or MS teams). The Consultant, along with project representatives, shall review the Plans and Permits with the Contractor and subcontractors prior to commencement of any construction activities, including mobilization. The conference shall address construction methodology and schedule, environmental protection requirements, survey requirements, and other permit terms and conditions. The Consultant shall establish and describe the chain of communication and reporting protocols required during construction. Attendees of the pre-construction conference shall include regulatory personnel of FDEP and USACE, the Contractor and subcontractors, including environmental monitors, Consultant and representatives, the Owner's representatives, local law enforcement, and other involved parties. The schedule for the pre-construction conference shall be as established by the project permits. An additional pre-conference meeting(s) shall be held on-site with Park Service personnel prior to mobilization.

Site Representation During Construction. The Consultant shall designate one (1) Site Representative to be present at the beach fill construction site, access corridors and staging areas during sand placement each working day for approximately 10 hours per day for the duration of construction activities. The Project Engineer or Site Representative(s) will be on call throughout the period of construction. Observations will be conducted to ensure that construction is in compliance with the construction plans, contract documents, and authorizations granted for the work. Through the Site Representative(s), the Consultant will monitor daily progress of the work, track Contractor delays, and notify the Owner or FDEP/USACE as appropriate.

The Consultant shall designate a Project Engineer, who will visit the site at least once every one to two weeks. The Project Engineer will serve as liaison between the Contractor and

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the Owner during all phases of construction. The Project Engineer or Site Representative shall address questions concerning the plans and specifications and address other issues requiring coordination or liaison, at a minimum. The Project Engineer or Site Representative shall attend periodic progress meetings with the Contractor and the Contractor's associated Sub-Contractors as appropriate during construction.

The Site Representative team shall provide ongoing inspection of the construction works, including periodic aerial drone-based documentation, and inspection of the dredged material placed on the beaches for consistent delivery of compliant material. This inspection shall include an evaluation of sand color, material consistency (no debris, rock, etc.), and shell content, among other characteristics.

The Consultant shall obtain and review the Contractor's quality control reports (daily reports) through the duration of the project from mobilization through demobilization from the project site. The Consultant shall obtain and review, on a daily basis, the water quality monitoring reports (see below) and sediment QA/QC reports to be provided by the Contractor. Violations will be reported to the Contractor and FDEP.

Public Education/Liaison The Consultant shall assist the Owner in disseminating information required to educate or inform the general public, affected shorefront owners, FDEP, and the USACE regarding the scope and schedule of the project. Information regarding beach closures, traffic impacts, and construction schedules shall be updated throughout the construction period.

Sediment QA/QC –Consultant and Site Representative team shall track on a daily basis the sediment characteristics of the material being delivered to the beach and being reported upon by Contractor. On-beach sand samples of the project fill shall be taken in accordance with the project QA/QC Plan along the nourished beach at the time of construction. Sampling stations will be dictated by the Plan. Additional samples will be collected as needed during the course of construction for compliance purposes. Percentage fines and shell content will be estimated. Additional samples may be taken for future evaluation.

Water Quality/Turbidity Monitoring Reports. As addressed by Permit, the Consultant shall assemble and submit summaries of all water quality monitoring data collected by the Contractor's subconsultant to the FDEP within one week of collection with supporting documents containing the following information: (1) permit number; (2) dates and times of sampling and analysis; (3) a statement describing the methods used in collection, handling, storage and analysis of the samples; (4) a map indicating the sampling locations; and (5) a statement by the individual responsible for implementation of the sampling program concerning the authenticity, precision, limits of detection and accuracy of the data.

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Periodic Progress Meetings and Reports. The Consultant shall coordinate weekly progress meetings with the Contractor and subcontractors, as appropriate, and other designated parties to discuss the progress of construction and compliance with the Permits and Contract, including but not limited to manpower, amount of work performed and by whom, equipment, problems encountered, method to correct problems, errors, omissions, deviations from Contract Documents, and weather conditions. Consultant shall prepare and submit a summary report of progress (via email) to the Owner and other designated parties. Interim reports will be prepared as needed.

Certification of Completion. Within 30 days after completion of construction authorized by the permits, the Consultant shall submit to the Owner, the FDEP, and the USACE a written statement of completion and certification by a registered professional engineer for each permit. These certifications shall state that all locations and elevations specified by the permits have been verified; the activities authorized by the permits have been performed in compliance with the plans and specifications approved as a part of the permits, and all conditions of the permits; or shall describe any deviations from the plans and specifications, and all conditions of the permits. Where/if the completed activity differs substantially from the permitted plans, any substantial deviations shall be noted and explained on two copies of as-built drawings.

Project Deliverable – Task 2: Deliverables for this task shall include pertinent correspondence with Contractor, and summaries of water quality reports, progress reports. Where applicable and appropriate, electronic PDF versions of documents shall be submitted to the Owner on CD-ROM or via e-mail.

Continued...

3. POST-CONSTRUCTION REPORTING/DOCUMENTATION

Nassau Sound shoal survey – Consultant, via a qualified hydrographic survey subconsultant, shall perform a hydrographic survey of the Nassau Sound ebb and flood shoal areas, consistent with prior project monitoring survey limits and line spacings. This survey shall be collected prior to the initiation of dredging for the 2021 project and shall serve as the baseline condition for the project-required monitoring of the Nassau Sound shoal complex. The Contractor shall collect the post-construction survey of the excavated borrow area and adjacent buffer zone. These data shall be collected in accordance with the FDEP monitoring guidelines for collection of survey data, as published in “*Monitoring Standards for Beach Erosion Control Projects*,” (FDEP, October 2014, as updated).”

Surveyor shall provide electronic copies of the survey data in the prescribed datums to the Engineer for formatting and distribution to the Owners (SAISSA, FPS, FDEP). Surveyor shall likewise provide to Engineer an electronically signed and sealed copy of the survey. Surveyor and Engineer shall develop and submit those portions of the FDEP data submittal requirements that are the primary responsibility of the Surveyor, including copies of the field book pages from the survey, monument control, QA/QC, surveyor reports, etc.

Post-Construction digital aerial orthophotography – As soon as possible following project completion, Consultant, via a qualified aerial photo subconsultant, shall acquire high-resolution digital aerial orthophotography of the Amelia Island shoreline, the Nassau Sound shoal complex, and the adjacent Big and Little Talbot Islands shorelines. These data shall be collected in accordance with the FDEP monitoring guidelines for collection of survey data, as published in “*Monitoring Standards for Beach Erosion Control Projects*,” (FDEP, October 2014, as updated).”

Digital copies of the aerial orthoimagery shall be provided to the Owner group and the FDEP on DVD-ROM disc or flash drive. Hardcopy prints of the aerials can be provided at additional cost. Digital copies of the oblique aerial images shall be provided to the Owner group on CD-ROM or DVD-ROM disc. Subconsultant and Engineer shall develop and submit those portions of the FDEP data submittal requirements, including copies of flight and camera calibration reports, etc.

Reporting/Documentation – Consultant shall prepare a post-construction report suitable to demonstrate the ongoing eligibility of the project as an engineered beach per the definitions of FEMA for purposes of future post-storm assistance to repair the beach [*Public Assistance Program and Policy Guide* (FEMA PAPPG, 2020)]. The report shall address the permit requirements for the project. The report shall address the physical changes to the engineered beach (change in shoreline position, beach elevation, and beach volume) as well as the production rates and construction details for the Contractor. Utilizing the pre- and post-construction surveys provided by the Contractor (via licensed subconsultant), Consultant shall document the ‘as-built’

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condition of the engineered beach project. The report shall include tabular and graphical presentations of volumetric changes and selected beach contours, reflecting the effects of the recent construction project. Aerial photography will be utilized to further document the post-construction condition of the shoreline. In compliance with the FDEP permit and physical monitoring plan, the Consultant shall document the pre-construction condition of the Nassau Sound shoal complex and the immediate post-construction condition of the borrow area and buffer zone. The report and the pre- and post-project survey data shall be prepared in general conformance with FDEP monitoring standards (FDEP, 2014). Additionally, the post-construction monitoring report and data shall be submitted to FDEP and the USACE in accordance with the project permits for monitoring. Consultant shall also the Owner group in developing project documentation suitable to seek reimbursement for Hurricane Matthew and Hurricane Irma damages.

Project Deliverables - Task 3 Deliverables for this task shall include electronic PDF submittal of the post-construction report, and electronic submittal of all survey data in the FDEP-specified formats (e.g. metadata, ASCII, EXCEL formats). Digital aerial orthophotography shall be provided to the Owner in georeferenced *.TIF and/or MrSid format via FTP upload and/or DVD-ROM disc (including camera calibration and flight control reports and metadata).

**South Amelia Island
Dredging and Beach Nourishment Project
Amelia Island, Nassau County, FL**

Construction Period Coastal Engineering Services

26 March 2021

COST SUMMARY

Construction Period Coastal Engineering Services		
Task 1	CONSTRUCTION CONTRACT ADMINISTRATION/ENGINEERING REVIEW	\$97,200.00 (Lump Sum)
Task 2	CONSTRUCTION OBSERVATION & PERMIT COMPLIANCE	\$171,400.00 (L.S.)
Task 3	POST-CONSTRUCTION REPORTING/DOCUMENTATION	\$147,700.00 (L.S.)
TOTAL FEE:		\$416,300.00

Certificate Of Completion

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Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Amber Carter
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	acarter@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Amber Carter	Location: DocuSign
6/16/2021 2:23:28 PM	acarter@nassaucountyfl.com	

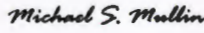
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Signature	Timestamp
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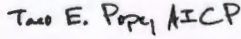
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<p>Megan Diehl mdiehl@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 6/17/2021 8:35:06 AM Viewed: 6/23/2021 10:30:33 AM Signed: 6/23/2021 10:30:48 AM</p>
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Electronic Record and Signature Disclosure:
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<p>Michael S. Mullin mmullin@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 6/23/2021 10:30:50 AM Viewed: 6/23/2021 10:42:52 AM Signed: 6/23/2021 10:42:56 AM</p>
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<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 6/23/2021 10:42:58 AM Viewed: 6/23/2021 11:27:34 AM Signed: 6/23/2021 11:27:44 AM</p>
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Electronic Record and Signature Disclosure:
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Editor Delivery Events **Status** **Timestamp**

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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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