

**WORK AUTHORIZATION # CM2786-WA10
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Consultant:	Florida Governmental Utility Authority (FGUA)
Contract Number:	CM2786-WA10
Contact Name:	Steve Spratt
Contact Number:	407-629-6900
Email:	sspratt@govmserv.com

CURRENT WORK AUTHORIZATION			
Project Short Title: NAU Renewal of CUP No. 50087			
		CONTRACT OVERVIEW	
Date Submitted	05/11/2021	Total of Previous Authorizations	\$977,577.40
Amount	\$31,404.00	This Work Authorization	\$31,404.00
Scheduled Completion	04/30/2022	Current Contract Total	\$1,008,981.40

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 19, 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 services necessary to renew NAU Consumptive Use Permit No. 50087. These services shall include:

1. Project management and selection and engagement of an appropriately qualified engineering firm.
2. Pre-application meeting with the water management district.
3. Data Collection.
4. Impacts Analysis (if required by the water management district).
5. Preparation and submittal of final application forms and supporting documents to the water management district.
6. Payment of the permit renewal application fee to the water management district.
7. Response to Requests for Additional Information (RAIs). While although the extent of questions District reviewers may ask is unknown until the application is submitted, a contingency allowance has been included for RAI response (if needed).

The existing NAU Consumptive Use Permit No. 50087 is set to expire on December 31, 2021, and permit renewal is required to remain in compliance after this date. Engineer engagement and application preparation is typically initiated 6 months prior to permit expiration.

ARTICLE 2. Time Schedule

The Consultant shall begin upon execution of this Work Authorization and shall submit the renewal application to the water management district by 12/31/2021. RAI response shall be completed by 4/30/2022 (if needed).

ARTICLE 3. Budget

The Consultant will perform the scope of services outlined herein on a time and material basis as set forth in the 12/19/19 Interlocal Agreement for the not-to-exceed amount of \$31,404.00. Cost estimates related to the work are attached hereto for reference.

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.

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: Steve Spratt
Print Name: Stephen M. Spratt
Title: System Manager
Date: 7/29/2021

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent:	<u>Megan Diehl</u>	7/29/2021
	Department Head/Managing Agent	(Date)
Procurement:	<u>Brian Simmons</u>	7/29/2021
	Brian Simmons	(Date)
Office of Management & Budget:	<u>Megan Diehl</u>	7/30/2021
	Megan Diehl	(Date)
County Manager:	<u>Taco E. Pope, AICP</u>	7/30/2021
	Taco E. Pope, AICP	(Date)
Ex-Officio Clerk:	N/A	
	<u>John Crawford</u>	(Date)
County Attorney/Contract Management:	<u>Michael S. Mullin</u>	7/30/2021
	Michael S. Mullin	(Date)

APPROVED by the BOARD OF COUNTY COMMISSIONERS or their Designee, this ___ day of _____, 2021.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

N/A

Thomas R. Ford
Chairman

ACCOUNT NO.: 71500536 531000

Cost Estimate

CM2786-WA11 - NAU Renewal of CUP No. 50087

Amount	Description
\$ 22,904.00	TT 21-04 - Engineering Services for Renewal of NAU CUP No. 50087
\$ 1,000.00	Permit Renewal Application Fee
\$ 7,500.00	Contingency Allowance for Response to Requests for Additional Information

\$ 31,404.00 Total Not-to-Exceed Amount

FGUA & Tetra Tech
Work Authorization for CUP #50087 Renewal

Work Authorization No. TT 21-04

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
Tetra Tech, Inc.
Nassau Amelia Utilities Renewal of CUP No. 50087

A. SUMMARY OF SERVICES TO BE RENDERED

The Florida Governmental Utility Authority (FGUA) operates a consumptive use permit (CUP) for Nassau Amelia Utilities (NAU) on Amelia Island in Nassau County, Florida. The existing permit (CUP No. 50087) is in the St Johns River Water Management District (District) and will expire on December 31, 2021. Permit renewal is required for this consumptive water use to remain in compliance after that date. Engineering engagement and application preparation is typically initiated 6 months prior to permit expiration.

At present, the NAU service area is anticipated to serve residential and commercial customers and allow for utility and water loss uses from a 2021 allocation of 2.90 million gallons per day (MGD) at an annual average day (AAD) rate. The existing permitted allocation assumes a household use of 150 gallons per person per day (gpcd). No change in allocation, source aquifer, or addition or replacement of supply wells is anticipated. The duration of 20 years will be requested for renewal.

This work authorization provides for professional services associated with preparing and submitting the aforementioned permit renewal application. Work includes: meeting with the District for one preapplication meeting, reviewing the water conservation plan, updating population and water demand projections, preparing the supporting documentation as described in the Applicant's Handbook, preparing the required application forms for public supply water use, and if needed preparing one impact analysis using a District-approved groundwater flow model. All regulatory fees will be paid by FGUA.

Task 1 – Nassau Amelia Utilities CUP

Task one includes the NAU CUP renewal. This task has four subtasks for the work to be completed as described below.

Subtask 1 – Project Kickoff and Pre-Application Meeting

Project Kickoff meeting with FGUA (in person in Altamonte Springs, FL or via Teams meeting) to discuss conditions and operations of the existing system, compliance with current CUP special conditions as related to sampling, recording, data submittals, preparation of required reports and to exchange information collected in preparation for undertaking the work. Tetra Tech will schedule a pre-application meeting with the District once we have reviewed data for the CUP and fully understand FGUA's goals for the CUP renewal. Fees assume the meeting will be via Teams meeting with the St Johns River Water Management District (District) review staff.

Project Kickoff Meeting. A kickoff meeting will be held to introduce the team members, identify points of contact, and define roles and responsibilities. Prior to the meeting Tetra Tech will prepare a data request for information not already provided or available from the District but necessary for the project. The status of the data request will be discussed at the kickoff meeting as well as the project schedule.

Pre-Application Meeting. Tetra Tech will attend a pre-application meeting with the Authority and review staff of the District's Jacksonville service center via Teams. In person attendance is not anticipated in the fee. We will use the pre-application meeting to convey the Authority's objectives for renewal of their existing allocation. We expect to receive the District's guidance on addressing potential issues related to changes from the existing CUP and requests for submittal timing or format (draft or formal) that will simplify permit review and will more likely result in approval of the requested CUP allocation and permit conditions.

Subtask 2 – Consumptive Use Permit Application Tasks

Tetra Tech will collect, review, and assemble information required for the CUP renewal. Tasks comprise review of data provided by FGUA and obtained from the District as well as generating new estimates of demand for the permit.

Data Collection. Tetra Tech will request from FGUA and the District documents and data to develop the background information needed to evaluate water demand projections, CUP compliance, historical water use, historical water quality data and pumpage records, and other information that may be discussed at the pre-application meeting with the District or may otherwise bear on completion of the CUP application. Data are expected to include, but not be limited to a minimum of five years of records needed to document water demand, pumpage, and source water quality comprising at a minimum:

- Number of service connections (active and otherwise),
- Monthly pumpage by well and in aggregate,
- Records of water use by metered account and non-metered water use,
- Records of water use audits,
- Water quality monitoring reports,
- Records of incidents of unbilled metered and unmetered water use such as line breaks, line flushing, utility use, fire flow, hydrant testing, and other uses not mentioned,
- Records of leak detection work and reports,
- Records of meter testing (certificates) or replacement,
- Records of water conservation audits, plans, and reports, and
- Records of existing nearby wells, MFL lakes and wetlands, and other publicly available data that could be used for modeling or assessing impacts.

Review data and supporting technical documents. Tetra Tech will review data supplied by FGUA for completeness and suitability. Current allocated residential per capita consumption will be compared to recorded per capita use over the past five years to determine an appropriate requested allocation. Tetra Tech will also evaluate changes in water quality as reported by FGUA for indications of upconing or encroachment of saltwater. If demand remained stable and predictable, and saltwater upconing or encroachment are not indicated, we will prepare the application for renewal as a request for an extended duration. We will update the water conservation plan, if needed.

Prepare Supporting Technical Documentation. Tetra Tech will prepare the supporting technical documentation to accompany CUP application forms. The attachments to the application forms will contain a narrative of and illustrations of the District model (either the NEF or NFSEG model) drawdown impact analysis (if required), water demand and population projection information, and copies of reports and certificates required as permit conditions but not already submitted (if any). Tetra Tech will prepare a cover letter to the application and all supporting technical documents to describe population changes / water demands / per capita rates, impact analysis (if any), water conservation, and a description of compliance with existing CUP conditions. The cover letter will conclude with the amount of water requested, the permit duration requested, and a description of how the request meets the District's requirements for permit issuance.

Subtask 3 – Application Forms

Following completion of Subtasks 1 and 2, Tetra Tech will proceed with the preparation of the CUP application forms.

Draft Application Forms and Supporting Documentation to FGUA. Tetra Tech will submit the draft documents and application forms to FGUA for review and comment. After receipt of the comments, Tetra Tech will incorporate them into the final document and deliver the application and supporting technical documentation for signature.

Submit Documentation and Application Forms to SJRWMD. Upon review of the application by FGUA and correction of the application by Tetra Tech (if required), Tetra Tech will submit the final application forms and supporting documentation to the District. All regulatory application fees will be paid by FGUA. Current District practice is to request submittals as drafts for informal review. The practice of informal review prior to submittal within formal regulatory timeframes seems to have improved the efficiency of the CUP permitting process.

Subtask 4 – Teleconference, Meetings, and Project Coordination

Tetra Tech has budgeted time for project coordination and teleconferences with FGUA and/or the District to discuss questions the District may have concerning the application and supporting technical documentation. These calls are not intended to respond to formal Requests for Additional Information (RAI). Tetra Tech has not budgeted for RAI responses because at this time the extent of questions District reviewers may ask are unknown.

Task 2 – Impacts Analysis (Additional/Alternative Work)

At the request of FGUA, Tetra Tech has provided a fee for an impact analysis to be completed. Tetra Tech will use a District-approved groundwater flow model (NEF or NFSEG) to simulate groundwater withdrawals based on the population and water demand projections. Tetra Tech will simulate withdrawals as described in the Applicant's Handbook and evaluate the potential impact on minimum flow and level (MFLs) water bodies in Nassau County and surrounding areas. If possible, Tetra Tech will recommend changes to pumping to minimize changes to water quality allowable within the constraints imposed by compliance with the District's MFLs. Predicted drawdown contour maps will be provided along with brief descriptions of the modeling efforts and descriptions of the impact modeling results. This task will not be undertaken unless requested by the District and authorized by correspondence from FGUA.

B. PROJECT COST**PROJECT NO: Operational Expense**

Task	Task Description	Cost	Add/Alt cost
1	Nassau Amelia Utilities CUP	\$15,154	
2	Impacts Analysis (Additional/Alternative Work)		\$7,750

Total Lump Sum Cost Tasks 1: **\$15,154**

Total Lump Sum Cost for Add/Alt Services Task 2: **\$7,750**

Total Lump Sum Cost for all Tasks 1-2: **\$22,904**

Task 2 is only to be completed if needed / if required by the water management district. Lump Sum Costs associated with this task will be reduced from the overall scope if not needed.

C. PROJECT SCHEDULE

Draft Application submitted to FGUA for Review – October 30, 2021

Final Application submitted to SJRWMD – December 2, 2021

D. NOTICE/PROJECT MANAGER OF CONSULTANT


Tetra Tech, Inc.
Jon D. Fox, Operations Manager
201 East Pine Street, Suite 1000
Orlando, FL 32801
407.839.3955

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

Certification that Sufficient Funds are Available:

David DiLena
Chief Financial Officer

William Fontaine
Operations Manager

Dated this _____ day of _____, 2021