

CS-21-194

**WORK AUTHORIZATION #CM2287-WA 18  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Peters & Yaffee, Inc.
<b>Contract Number:</b>	CM2287-WA16
<b>Contact Name:</b>	Dow Peters
<b>Contact Number:</b>	904 265-0751
<b>Email:</b>	dpeters@petersandyaffee.com

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: Chester Road Drainage Study</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	1-28-22	<b>Total of Previous Authorizations</b>	<b>\$825,670.1</b>
<b>Amount</b>	\$47,819.09	<b>This Work Authorization</b>	<b>\$47,819.09</b>
<b>Scheduled Completion</b>	May 3, 2022	<b>Current Contract Total</b>	<b>\$873,489.19</b>

This Work Authorization is to the AGREEMENT between Nassau County and Peters & Yaffee, Inc. ("Vendor") for Professional Services in Nassau County, Florida, dated September 3, 2021. The services to be provided under this Work Authorization are as follows:

**ARTICLE 1. Services Described as:**

A safety study report that will analyze the historical and current conditions of of the drainage basins associated with existing wetland areas located East of Chester Road, North of Heron Isles Parkway, South of Green Pine Road/Blackrock Road and West of Blackrock Road. The study will determine the cause(s) of flooding that is occurring in the Glen Laurel Subdivision.

Under the scope of work for this Work Authorization, Peters & Yaffee, Inc. will prepare hydrologic and hydraulic calculations to include the existing wetland systems, permitted stormwater ponds, amenity ponds and cross drains. The Consultant will prepare and submit a Drainage Study summarizing the results of the analysis and calculations.

**ARTICLE 2. Time Schedule**

Work under the Scope of Services provided will begin no later than one week after this Work Authorization is fully executed and Peters & Yaffee has received Notice to Proceed.

**ARTICLE 3. Budget**

The cost estimated to perform the work as described is \$47,819.09. Costs incurred will be performed as outlined in the Scope of Services for a lump sum fee amount. The County will be notified when the overall project budget is nearing its limit.

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 contract 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, Vendor agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Vendor. 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: 1/31/2022

Account number(s):

**03420541-531000**

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

County Engineer:	<u>Robert Companion</u>	1/28/2022
	Department Head or Designee	
Procurement:	<u>Marshall Eyerman</u>	1/28/2022
	Marshall Eyerman	
Office of Management & Budget:	<u>Marshall Eyerman</u>	1/28/2022
	Marshall Eyerman	
County Manager:	<u>Taco Pope</u>	1/31/2022
	Taco E. Pope, AICP	
Ex-Officio Clerk:	<u>N/A</u>	
	John A. Crawford	
County Attorney:	<u>Denise C. May</u>	1/31/2022
	Denise May	

DF

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS, this \_\_\_\_ day of \_\_\_\_\_, 2022

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

N/A  
**Thomas R. Ford**  
Chairman

ACCOUNT NO.:  
03420541-531000

# BOCC CONTRACT APPROVAL FORM

(Contract Management Use only)  
**CONTRACT TRACKING NO.**

## GENERAL INFORMATION

Requesting Department Engineering Services  
Contact Person: Robert Companion  
Telephone: (904) 530-6225 Fax: ( ) \_\_\_\_\_ Email: rcompanion@nassaucountyfl.com

## CONTRACTOR INFORMATION

Name: Peters & Yaffee, Inc.  
Address: 19822 Tapestry Park Circle, Suite 205, Jacksonville, FL 32246  
City State Zip  
Contractor's Administrator Name: Dow Peters Title: President  
Telephone: (904) 265-0751 Fax: ( ) \_\_\_\_\_ Email: dpeters@petersandyaffee.com

**IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)**

Authorized Signatory Name: Dow Peters  
Authorized Signatory Email: dpeters@petersandyaffee.com

## CONTRACT INFORMATION

Contract Name: Continuing Contract for Engineering Design Services  
Description: Chester Rd Drainage Study CM2287-WA18  
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.  
Terms: Payment Period: Payable upon execution of agreement Amount per Period: \_\_\_\_\_  
Total Amount of Contract: \$47,819.09 this WA; \$825,670.1 total contract  
APPROXIMATE IF NECESSARY  
Source of Funds: 03420541-531000 Termination/Cancellation: \_\_\_\_\_  
Authorized Signatory: Contract signed in 2016; this WA to be approved by Taco E. Pope, County Manager  
IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC  
Contract Dates: From: 05/09/2016 to: 5/8/2022  
Status:      New      Renew      Amend# X WA/Task Order  
How Procured:    Sole Source    Single Source    ITB    RFP    RFQ    Coop.    Other   

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increased Amount of Existing Contract: \_\_\_\_\_  
New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ Total or Amendment Amount: \_\_\_\_\_

Continued on next page

<b>CHECKLIST</b>		
<i>Complete and attach before sending contract for final signature</i>		
<b>Requirement</b>	<b>Description</b>	<b>Certified Complete By</b>
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract.	SC
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	SC
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	SC
Competition/Conflicts and Existing Contracts/ Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	SC
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	SC
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	SC
Term of Contract	Start and end dates of contract are included. Any renewals are included.	sc
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	sc
Insurance	Risk manager _____ has or _____ will approve insurance clauses. Levels confirmed ins requirements	SC
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	SC
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	n/a
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	sc

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

1. Robert Companion 1/28/2022  
 Robert T. Companion Department Head Signature Engineering Services  
 \_\_\_\_\_  
 Date Submitting Department  
 1/28/2022 03420541-531000
2. Marshall Eyerman  
 Marshall Eyerman, Procurement Date  
 \_\_\_\_\_  
 1/28/2022 Funding Source/Acct #
3. Marshall Eyerman  
 Marshall Eyerman, Office of Management & Budget Date  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Denise C. May 1/31/2022  
 Denise May County Attorney/Contract Management Date  
 \_\_\_\_\_

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

5. Taco Pope 1/31/2022  
 Taco E. Pope, County Manager Date  
 \_\_\_\_\_

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

**Original:** Clerk's Services; Contractor (original or certified copy)  
**Copies:** Department: Procurement; Office of Management & Budget; County Attorney; Contract Management; Clerk Finance





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

No. / ACTIVITY	Project Principal Rate = \$ 214.29		Project Manager Rate = \$ 182.89		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 Information	\$ -	2	\$ 365.78	10	\$ 1,132.70			12	\$ 1,498.48	
1b	Obtain and Review Existing Contour Information	\$ -	4	\$ 731.56	8	\$ 906.16			12	\$ 1,637.72	
1c	Field Review (1)	\$ -	8	\$ 1,463.12	8	\$ 906.16			16	\$ 2,369.28	
1d	Survey Services (Limiting Amount)									\$ 14,806.00	
	<b>Subtotal</b>	0	\$ -	14	\$ 2,990.46	26	\$ 2,945.02	0	\$ -	40	\$ 20,113.48
<b>TASK 2 - HYDROLOGIC/HYDRAULIC MODEL</b>											
2a	Develop Exist. Conditions ICPR Model	\$ -	8	\$ 1,463.12	55	\$ 6,229.85			63	\$ 7,692.97	
2b	Develop Prop. Conditions ICPR Model (from Exist. Conditions ICPR Model)	\$ -	8	\$ 1,463.12	30	\$ 3,396.10			38	\$ 4,861.22	
	<b>Subtotal</b>	0	\$ -	16	\$ 2,926.24	85	\$ 8,627.95	0	\$ -	101	\$ 12,554.19
<b>TASK 3 - DRAINAGE REPORT</b>											
3	Drainage Report Preparation	\$ -	6	\$ 1,097.34	24	\$ 2,718.48	24	\$ 1,677.84	54	\$ 5,493.66	
	<b>Subtotal</b>	0	\$ -	6	\$ 1,097.34	24	\$ 2,718.48	24	\$ 1,677.84	54	\$ 5,493.66
<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	\$ -	6	\$ 1,097.34	6	\$ 679.62	0	\$ -	12	\$ 1,776.96
<b>TASK 5 - PROJECT GENERAL TASKS</b>											
5a	Quality Assurance/Quality Control	4	\$ 857.16	10	\$ 1,828.90		\$ -		14	\$ 2,686.06	
5b	Supervision	6	\$ 1,285.74	12	\$ 2,194.68		\$ -		18	\$ 3,480.42	
5c	Coordination	8	\$ 1,714.32		\$ -		\$ -		8	\$ 1,714.32	
	<b>Subtotal</b>	18	\$ 3,857.22	22	\$ 4,023.58	0	\$ -		40	\$ 7,880.80	
	<b>Total</b>	18	\$ 3,857.22	64	\$ 11,704.96	141	\$ 15,971.07	24	\$ 1,677.84	247	\$ 47,819.09

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**ENGINEERING SERVICES**  
**FOR**  
**Chester Road Drainage Study**  
**NASSAU COUNTY, FLORIDA**

September 3, 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 East of Chester Road, North of Heron Isles Parkway, South of Green Pine Rd/Blackrock Road and West of Blackrock Road This study is being prepared to determine the cause(s) of flooding that is occurring in the Glen Laurel Subdivision.
2. A project aerial is attached that details the project limits.
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. Locate seven cross drains and provide pipe size, material and inverts.
  - ii. Provide a cross section 5 feet upstream and downstream of each cross drain. The normal water level elevation visible on headwalls and up to 3 trees near the headwalls will be surveyed.
  - iii. A DTM survey will be provided of the areas north and south of the entrance to Breezeway Court and between the Chester Road edge of pavement and RW as shown in the attached Survey Exhibits A and B.
  - iv. TBM's will be set at each cross drain and elevations will be established from redundant RTK GPS observations on the TBM's. Vertical accuracy as reference to NAVD88 vertical datum will be +/- 0.15 feet. Vertical as-built data at cross drains will be relative to the TBM established at each cross drain.
- b. Surveyed data will be referenced to NAD83/2011 horizontal 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 systems, permitted stormwater ponds, amenity ponds and cross drains indicated on the attached aerial exhibit. Potential improvements to the existing system will include analyzing the addition of a cross drain that connects the North Wetland to the South Wetland.

**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 \$ 47,819.09. 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>\$33,211.09</b>
<b>ETM Surveying &amp; Mapping, Inc.</b>	<b>Subconsultant</b>	<b>\$14,608.00</b>
<b>TOTAL</b>		<b>\$47,819.09</b>

**D. COUNTY RESPONSIBILITIES**

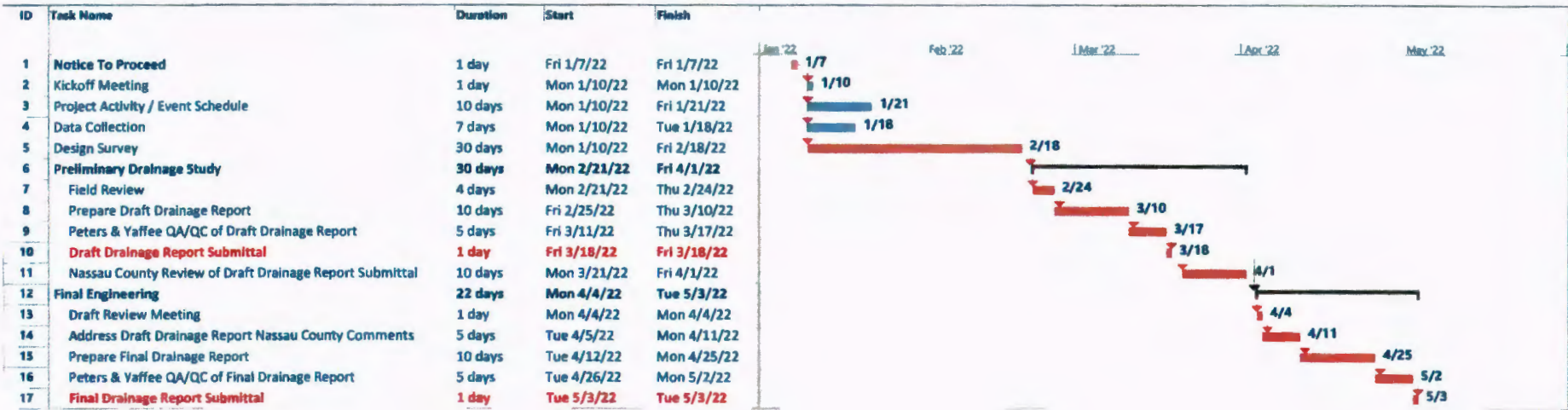
1. Documents – The County shall provide access to any available plans, maps, survey data and other pertinent information under its control essential to the satisfactory completion of the work indicated herein.


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.

### PROJECT SCHEDULE CHESTER ROAD DRAINAGE STUDY NASSAU COUNTY



	Task	Inactive Task	Manual Summary Rollup	External Milestone	Manual Progress
	Split	Inactive Milestone	Manual Summary	Deadline	Critical
	Milestone	Inactive Summary	Start-only	Critical Split	Progress
	Summary	Manual Task	Finish-only	Critical Split	
	Project Summary	Duration-only	External Tasks	Progress	