

CHANGE ORDER APPROVAL FORM

CS-22-198

PROJECT: NAU FY22 Inflow and Infiltration Project (Design Consultant)

CHANGE ORDER NUMBER: 01

DATE: 4/28/2023

CONTRACT NUMBER: CM2786 WA12

TO CONTRACTOR: Florida Governmental Utility Authority

Description: Performance of Engineering and Capital Project Administration services during the design and bidding phases of the Nassau Amelia Utility Inflow and Infiltration Reduction Project.

Reason for Change Order: Extension of time.

Original Work Authorization Sum.....	\$	<u>39,954.21</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0</u>
Work Authorization Sum Prior to This Change Order.....	\$	<u>39,954.21</u>
Amount of this Change Order (Add).....	\$	<u>0</u>
New Work Authorization Sum Including this Change Order.....	\$	<u>39,954.21</u>

The Contract Time will be increased 449 days
 Previous Substantial Completion: 4/9/22 Previous Final Completion: 5/9/22
 New Substantial Completion: 7/2/23 New Final Completion: 8/1/23

APPROVED BY: Chris Lacambra DATE: 5/1/2023
 Department Head/Managing Agent

APPROVED BY: Janice Adams DATE: 5/2/2023
 Procurement

FP
 APPROVED BY: Chris Lacambra DATE: 5/1/2023
5/1/2023 Office of Management and Budget

APPROVED BY: Denise C. May DATE: 5/3/2023
DJ 5/3/2023 County Attorney

APPROVED BY: [Signature] DATE: 5/3/2023
 County Manager

APPROVED BY: N/A
 Klynt Farmer, Chairman

DATE: _____

ATTEST: N/A
 John A. Crawford, Clerk of Courts

DATE: _____

Account No(s). 71500535-563551 WW4

CHANGE ORDER REQUEST FORM

NAU FY22 Inflow and Infiltration Project (Design Consultant) No. 01
PROJECT

04/27/23

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
COUNTY Contract / Purchase Order No.: CM2786 WA12
CONTRACTOR Florida Governmental Utility Authority ENGINEER / ARCHITECT: N/A

The undersigned parties agree to amend this Contract to have a final completion date of August 1, 2023

Attachments:

<p>CHANGE IN CONTRACT PRICE</p> <p>Original Contract Price</p> <p>\$ <u>39,954.21</u></p>	<p>CHANGE IN CONTRACT TIMES</p> <p>Original Contract Times <u>180 days</u></p> <p>Ready for Final Payment: <u>5/9/2022</u> (days and dates)</p>
<p>Net change from previous Change Orders No. <u> </u> to No. <u>1</u></p> <p>\$ <u>0</u></p>	<p>Net change from previous Change Orders No. <u> </u> to No. <u>1</u></p> <p><u>0</u> (days)</p>
<p>Contract Price prior to this Change Order</p> <p>\$ <u>0</u></p>	<p>Contract Times Prior to this Change Order</p> <p>Substantial Completion <u>4/9/22</u></p> <p>Ready for Final Payment <u>5/9/22</u> (days and dates)</p>
<p>Net Increase (decrease) of this Change Order</p> <p>\$ <u>0</u></p>	<p>Net Increase (decrease) of this Change Order</p> <p><u>449</u> (days)</p>
<p>Contract Price with all approved Change Orders</p> <p>\$ <u>39,954.21</u></p>	<p>Contract Times with all approved Change Orders</p> <p>Substantial Completion <u>7/2/23</u></p> <p>Ready for Final Payment: <u>8/1/23</u> (days and dates)</p>

RECOMMENDED:
By: Teresa Inby-Butler
Engineer/Architect (Authorized Signature)
Date 04.27.23

APPROVED:
By: Chris Lacambra
COUNTY (Authorized Signature)
Date 4/28/2023

ACCEPTED:
By: Steve Spratt
Contractor (Authorized Signature)
Date 4/28/2023

**WORK AUTHORIZATION # CM2786-WA12
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Consultant:	Florida Governmental Utility Authority (FGUA)
Contract Number:	CM2786-WA12
Contact Name:	Steve Spratt
Contact Number:	407-629-6900
Email:	sspratt@govmserv.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Nassau Amelia Utilities 2022 I&I Reduction			
		CONTRACT OVERVIEW	
Date Submitted	10/08/21	Total of Previous Authorizations	\$1,699,870.98
Amount	\$39,954.21	This Work Authorization	\$39,954.21
Scheduled Completion	6 months from NTP	Current Contract Total	\$1,739,825.09

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Interlocal Agreement between Nassau County and Florida Governmental Utility Authority for Water and Wastewater Utility Capital Project and related Grant/Loan Administration and Special Assessment Services, dated December 12, 2019. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

The Consultant shall assist the County in carrying out all Engineering and Capital Project Administration services during the design and bidding phases of the Nassau Amelia Utility FY22 Inflow and Infiltration Reduction Project. Specifically, services provided shall be as detailed in the related Work Authorizations to Government Services Group, Inc. and Half Associates, Inc. attached hereto for reference.

ARTICLE 2. Time Schedule

The Consultant shall begin upon execution of this Work Authorization and shall complete within 6 months of the Notice to Proceed.

ARTICLE 3. Budget

The Consultant will perform the Engineering, Capital Project Administration scope of services outlined herein for a lump sum amounts of \$38,495.00 and \$1,459.21, respectively. A copy of the related Work Authorizations to Government Services Group, Inc. and Half Associates, Inc. are attached hereto for reference.

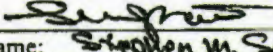
Article 4. Other Provisions

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: 
Print Name: Stephen M. Scott
Title: System Manager
Date: 10/19/21

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent:	<i>Teresa Inby-Butler</i>	11/1/2021
	Department Head/Managing Agent (Date)	
Contract Management:	<i>Marshall Eyerman</i>	10/29/2021
	Brian Simmons (Date)	
Office of Management & Budget:	<i>Marshall Eyerman</i>	10/29/2021
	Megan Diehl (Date)	
County Manager:	<i>Taco E. Pope AICP</i>	11/10/2021
	Taco E. Pope (Date)	
Ex-Officio Clerk:	N/A	
	John Crawford	(Date)
County Attorney:	<i>Denise L. May</i>	11/10/2021
	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.: 71500533 562002

Florida Governmental Utility Authority

Board Agenda Item

Thursday, October 21, 2021

Item

CA 23 Approval of Work Authorization No. HA 22-02 with Halff Associates, Inc. for Consulting Engineering Services related to the Nassau Amelia Utility FY22 Collection System Inflow and Infiltration Reduction Project, located in the Nassau Amelia Utility System, Nassau County

Summary

Provided for your review and consideration is Work Authorization No. HA 22-02 with Halff Associates, Inc. (HA), for Consulting Engineering Services related to the Nassau Amelia Utility (NAU) FY22 Collection System Inflow and Infiltration (I&I) Reduction Project, located in the Nassau Amelia Utility System, Nassau County. As the Board may recall, an Interlocal Agreement between Nassau County and the FGUA was approved in December 2019 which provides for the FGUA to assist the County with the delivery of their capital improvement program on a project-by-project basis. Related Work Authorization CM2786-WA12 to the FGUA authorizing this work is attached hereto and scheduled to be approved by the Nassau County Board of County Commissioners.

Previous evaluations completed as a requirement of a Florida Department of Environmental Protection Consent Order to Nassau County identified deficiencies within the NAU collection system resulting in excessive I&I. This project consists of the repair and rehabilitation of approximately 6.3 miles of existing sewer collection mains, reducing I&I into the Nassau Amelia Utilities (NAU), centralized sewer collection system. Under Work Authorization No. HA22-02, HA will provide an independent evaluation and confirmation of the proposed collection system repairs and suggested costs. Services include final design, bidding, and construction contract administration (A.4, A.5 and A.6 services). The lump sum fee for these services is \$38,495.00.

This design and bidding work is scheduled to be complete within four (4) months of issuance of the Notice to Proceed to HA. The construction phase services schedule of completion is TBD based upon issuance of the Notice to Proceed to the construction contractor.

Recommendation

Staff recommends approval of Work Authorization No. HA 22-02 with Halff Associated, Inc., for Consulting Engineering Services related to Nassau Amelia Utility FY22 Collection System Inflow and Infiltration Reduction Project, located in the Nassau Amelia Utility System, Nassau County in the lump sum amount of \$38,495.00, contingent upon approval of authorizing Nassau County Work Authorization No. CM2786-WA12.

Budget Impact

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

Board Action

Moved by:

Seconded by:

Action Taken:

Work Authorization No. HA 22-02

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
Halff Associates, Inc.
Project Name: NAU FY22 I&I Reduction Program
Amelia Island Sanitary Sewers Rehabilitation

A. SUMMARY OF SERVICES TO BE RENDERED

This work authorization (WA) addresses the necessary engineering services for the rehabilitation of certain gravity sanitary sewer collection systems components located in the Nassau-Amelia Utility (NAU), Nassau County, Florida. The project involves the rehabilitation of gravity sanitary sewers and manholes. The rehabilitation will consider in-situ lining of the sewers and lining or coating rehabilitation of the manholes. Specific rehabilitation methods will be defined during the evaluation and recommendations phase.

Halff Associates, Inc. (Consultant) has been requested to provide design consulting services to support the FGUA as it works to reduce infiltration and inflow into the NAU sewer collection system. Services expected include desktop evaluation of system conditions via CCTV recordings provided by FGUA, preparing recommendations for lining rehabilitation methodologies of sanitary sewer pipes and recommended rehabilitation methodologies for sanitary sewer manholes. The scope also includes assisting FGUA to prepare bid documents, prepare technical specifications, plans, provide bid process support and engineering consulting services during construction.

This scope is further detailed as identified below.

A.4 - Final Design Services

Consultant will conduct a desktop review of data available including closed caption television recordings, plans and other information made available. Based on observations, recommendations for rehabilitation methodologies will be provided and Bid Documents prepared.

The following tasks will be performed:

- Task A.4.1 - Data Collection, Project Initiation and Kickoff
- Task A.4.2 - Data review and Analysis
- Task A.4.3 - Summary of noted deficiencies and recommendation of rehabilitation methodologies.
- Task A.4.4 - Prepare a bid tabulation form to be included with Bid Documents and provide an engineer's opinion of probable construction costs (EOPCC).
- Task A.4.5 - Prepare required technical specifications and list of required submittals. Additionally, Consultant will edit the standard FGUA Division 0 specifications and combine with the technical specifications into a single Project Manual.

- **Task A.4.6 – Prepare plans as may be necessary to convey scope of the project and project requirements, to be included as part of the Bid Documents.**

Task A.4.1 - Data Collection, Project Initiation and Kickoff

A project initiation and kickoff meeting will be held to identify the information needed to accomplish the work. A preliminary list of information needed from FGUA would include the following:

- General Site Location Maps for each System's service area.
- Reports relating to the description of the physical assets of the utility.
- CCTV video recordings.
- A three-year history of operation/maintenance activities where available.
- Copies of prior inspection reports or studies.
- Copies of all system maps (digital copies of AutoCAD or equivalent).

Task A.4.2 – Data Review and Analysis

Review and analysis will be made based on available condition information to confirm the current condition of each system's fixed assets.

Task A.4.3 - Summary of noted deficiencies and recommendation of rehabilitation methodologies.

After review of materials collected in Task A.4.1 and analysis under Task A.4.2, Consultant will summarize the observed deficiencies, identify corrective measures and recommend rehabilitation methodology for each component of the project.

Task A.4.4 – Bid tabulation form and EOPCC

A bid tabulation form will be prepared that will breakdown the project in logical segments. The proposed rehabilitation methodology will be specified for each component. Consultant will prepare an EOPCC utilizing the bid tabulation breakdown.

Task A.4.5 – Technical specifications and list of submittals

Consultant will prepare technical specifications required to complement plans and Bid Documents to provide guidance to contractors in execution of the project. A list of submittals required for review and approval will be prepared. Additionally, Consultant will edit the standard FGUA Division 0 specifications and combine with the technical specifications into a single Project Manual.

Task A.4.6 – Preparation of project plans.

Prepare plans as may be necessary to convey scope of the project and project requirements, to be included as part of the Bid Documents.

A.5 – Bidding Services

After completion of the Final Design phase services, Consultant shall assist the FGUA

during bidding as follows:

Task A.5.1 – Pre-Bid Meeting

Consultant will assist FGUA in organizing and conducting a pre-bid meeting, including preparation of meeting agendas and minutes.

Task A.5.2 – Project Addenda

Consultant will issue addenda as appropriate to clarify, correct, or change the Bid Documents.

Task A.5.3 – Bid Tabulation and Recommendation

Prepare bid tabulation, assist the FGUA in evaluation of bids and provide Consultant's recommendation of award.

A.6 – Construction Contract Administration Services

Consultant will assist FGUA during the construction phase of the project to ensure execution is according to contract documents.

The following tasks will be performed:

Task A.6.1 – Review and address contractor requests for information (RFI)

Task A.6.2 – Review and approve contractor submittals

Task A.6.3 – Limited construction observation to include site visits, photographic documentation, and presentation of observation reports to FGUA. Any observations requiring attention and possible suspension of the work will be brought to FGUA immediately.

Task A.6.4 – Assist FGUA with construction contract management activities to including review of contractor applications for payment, review FGUA inspection reports, identify defective work by means of observations or data provided and attend the substantial and final construction inspections and issue the substantial and final construction certificates.

B. PROJECT COST PROJECT No.: NAU FY22 I&I Reduction Project**Tasks: A.4 Design and A.5 Bidding Services**

	Billing Rate	Hours	Costs Extended
Principal / Associate	\$160.00	20	\$3,200.00
Project Manager	\$135.00	85	\$11,475.00
Engineer, EI	\$115.00	108	\$12,420.00
Construction Engineer	\$90.00	7	\$630.00
		Actual Costs	\$27,725.00

Task A.6 Construction Services

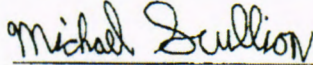
	Billing Rate	Hours	Costs Extended
Principal / Associate	\$160.00	2	\$320.00
Project Manager	\$135.00	46	\$6,210.00
Engineer, EI	\$115.00	0	\$0.00
Construction Engineer	\$90.00	36	\$3,240.00
Expenses			\$1,000.00
		Actual Costs	\$10,770.00

TOTAL LUMP SUM COST \$38,495.00

C. PROJECT SCHEDULE:

Task A.4 -Design, Recommendations, Contract Documents and EOPCC - 45 Days from NTP
 Task A.5 - Bidding Services - 60 Days from Bid Advertisement
 Task A.6 - Construction Contract Administration Services - TBD per construction schedule

D. NOTICE/PROJECT MANAGER OF CONSULTANT



Michael Scullion, P.E., BCEE
Halff Associates, Inc.
902 North Sinclair Avenue
Tavares, Florida 32778
(352)343-8481

Board Chair
Florida Governmental Utility Authority
280 Wekiva Springs Road, Ste 2070
Longwood, Florida 32779
(407)629-6900

Certification that Sufficient Funds are Available:

David DiLena, CPA
Chief Financial Officer

Robert W. Dickson, P.E.
Capital Program Manager

Dated this ____ day of _____, 2021

Florida Governmental Utility Authority

Board Agenda Item Thursday, October 21, 2021

Item

CA 23a **Approval of Work Authorization No. GSG 22-18 with Government Services Group, Inc. for Capital Project Administration Services related to the Nassau Amelia Utility FY22 Inflow and Infiltration Reduction Project, located in the Nassau Amelia Utility System, Nassau County**

Summary

Provided for your review and consideration is Work Authorization No. GSG 22-18 with Government Services Group, Inc. (GSG) for Capital Project Administration Services for the design and bidding phases of the Nassau Amelia Utility FY22 Inflow and Infiltration Reduction Project, located in the Nassau Amelia Utility System, Nassau County. As the Board may recall, an Interlocal Agreement between Nassau County and the Florida Governmental Utility (FGUA) was approved in December 2019 which provides for the FGUA to assist the County with capital project administration, consulting engineering, grant/loan administration and special assessment services on a mutually agreed upon project-by-project basis.

Previous evaluations completed as a requirement of a Florida Department of Environmental Protection Consent Order to Nassau County identified deficiencies within the NAU collection system resulting in excessive I&I. This project consists of the repair and rehabilitation of approximately 6.3 miles of existing sewer collection mains, reducing I&I within the Nassau Amelia Utilities (NAU) centralized sewer collection system. In anticipation of an executed Work Authorization No. CM2786-WA12 to the FGUA pursuant to the Interlocal Agreement, Work Authorization No. GSG 22-18 provides for the required capital project administration services.

Specifically, under this Work Authorization, GSG will provide capital project administration services during the design and bidding phases of the project, as identified in Section 2.10 of the Amended and Restated Management Services Agreement. This lump sum for these services is \$1,459.21, which is based upon a fee of 5% of the design costs for the project. It does not require any FGUA system funding.

This Work Authorization will be fully funded by Nassau County as referenced above and does not require any FGUA system funding. A copy of the draft Nassau County Work Authorization (CM2786-WA12) to the FGUA is attached for reference. This work is scheduled to be complete within six (6) months of issuance of the Notice to Proceed to GSG.

Recommendation

Staff recommends approval of Work Authorization No. GSG 22-18 with Government Services Group, Inc., for in the lump sum of \$1,459.21 for Capital Project administration services related to the Nassau Amelia Utility FY22 Inflow and Infiltration Reduction Project, located in the Nassau Amelia Utility System, Nassau County.

Budget Impact

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

Board Action

Moved by:

Seconded by:

Action Taken:

WORK AUTHORIZATION NO. GSG 22-18

To

Management Services Agreement Between the

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

and

Government Services Group, Inc. ("GSG")
for the Nassau Amelia Utility FY22 Collection System Inflow and Infiltration Reduction Project

A. SUMMARY OF SERVICES TO BE RENDERED

Under this Work Authorization, Government Services Group, Inc. (GSG) will perform Capital Project Administration Services for the Nassau Amelia Utility FY22 Collection System Inflow and Infiltration (I&I) Reduction Project, design and bidding phases, on behalf of the FGUA for Nassau County pursuant to the December 12, 2019 Interlocal Agreement and related Work Authorization CM2786-WA12 approved by the Nassau Board of County Commissioners.

Capital project administration services provided for the project shall be as identified in Section 2.10 of the Amended and Restated Management Services Agreement. Capital project administration services related to the construction phase will be authorized separately at the appropriate time.

B. PROJECT COST

Project No.: Funded by Nassau County

TOTAL Lump Sum \$ 1,459.21

Payment shall be made to GSG on a one (1) time lump sum basis, due upon bid award recommendation to the County. The fee equates to 5% of the total project costs related to the design and bidding phases as follows:

Engineering Services:

Work Authorization No. HA 22-02 (A.4 and A.5 Services) \$27,725.00

Capital Project Administration Fee:

Work Authorization No. GSG 22-18 \$1,459.21

Total Project Costs (Design and Bidding) \$29,184.21

Payment is contingent on the timing and receipt of funding from Nassau County.

C. PROJECT SCHEDULE

Complete within six (6) months of Notice to Proceed. Issuance of Notice to Proceed by FGUA is contingent upon receipt of fully executed Work Authorization CM2786-WA12 from Nassau County.

D. NOTICE/PROJECT MANAGER OF CONSULTANT

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

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

Certification that Sufficient Funds are Available:

David M. DiLena, CPA
Chief Financial Officer

Eugene Adams, Esq.
General Counsel

Dated this ____ day of _____, 2021

Certificate Of Completion

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Subject: Complete with DocuSign: FGUA CM2786 WA12 CO1.pdf	
Source Envelope:	
Document Pages: 15	Signatures: 5
Certificate Pages: 2	Initials: 2
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Time Zone: (UTC-05:00) Eastern Time (US & Canada)	tpoore@nassaucountyfl.com
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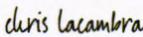
Record Tracking

Status: Original	Holder: Tracy Poore	Location: DocuSign
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Signer Events

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:
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chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/1/2023 8:40:34 AM Viewed: 5/1/2023 10:00:05 AM Signed: 5/1/2023 10:00:12 AM
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Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/1/2023 10:00:14 AM Viewed: 5/2/2023 10:42:39 AM Signed: 5/2/2023 10:42:45 AM
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Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/2/2023 10:42:47 AM Viewed: 5/3/2023 9:37:59 AM Signed: 5/3/2023 9:38:22 AM
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Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/3/2023 9:38:24 AM Viewed: 5/3/2023 9:43:35 AM Signed: 5/3/2023 9:43:44 AM
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Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 5/3/2023 9:43:46 AM Viewed: 5/3/2023 10:25:03 AM Signed: 5/3/2023 10:25:09 AM
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Electronic Record and Signature Disclosure:
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Teresa Irby Butler Tirbybutler@govemserv.com Security Level: Email, Account Authentication (None)		Sent: 5/3/2023 10:25:11 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	5/3/2023 10:25:03 AM
Signing Complete	Security Checked	5/3/2023 10:25:09 AM
Completed	Security Checked	5/3/2023 10:25:11 AM

Payment Events	Status	Timestamps
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