

CS-22-242

**WORK AUTHORIZATION # CM2786-WA22
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Consultant:	Florida Governmental Utility Authority (FGUA)
Contract Number:	CM2786-W A22
Contact Name:	Steve Spratt
Contact Number:	407-629-6900
Email:	sspratt@.lwmserv.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Lift Station 27 Conversion and Rehabilitation Inspection and Capital Project Management			
		CONTRACT OVERVIEW	
Date Submitted	05/18/23	Total of Previous Authorizations	\$2,185,950.40
Amount	\$58,425.87	This Work Authorization	\$58,425.87
Scheduled Completion	6 Months after NTP	Current Contract Total	\$2,244,376.27

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 I. Services Described as:

The Consultant shall assist the County in carrying out all Capital Project Administration and Inspection services during the construction phase of the Lift Station 27 Conversion and Rehabilitation Project. Specifically, services provided shall be as detailed in the related Work Authorization to Government Services Group, Inc.

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 being issued to the Contractor, as described in the Scope of Services, attached hereto as Attachment "A".

ARTICLE 3. Budget

The Consultant will perform the Engineering, Capital Project Administration scope of services outlined herein for a lump sum amount of Thirty-One Thousand, One Hundred Thirty-Eight Dollars and 87/100 (\$31,138.87) and the Inspection scope of services for a not-to-exceed amount of Twenty-Seven Thousand, Two Hundred Eight-Seven Dollars and 00/100 (\$27,287.00). A copy of the related Work Authorization to Government Services Group, Inc., as described in the fee schedule, attached hereto as Attachment B.

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: Steve Spratt
Title: Senior Vice President
Date: 5/30/2023

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent:	<u>Chris Lacambra</u>	5/30/2023
	Department Head/Managing Agent (Date)	
Contract Management:	<u>Lanaee Gilmore</u>	5/30/2023
	Lanaee Gilmore (Date)	
Office of Management & Budget:	<u>Chris Lacambra</u>	5/30/2023
	Chris Lacambra (Date)	
County Manager:	<u>Taco E. Pope</u>	6/1/2023
	Taco E. Pope (Date)	
Ex-Officio Clerk: ATTESTATION: Only to Authenticity as to Chairman's signature.	<u>John Crawford</u>	6/21/2023
	John Crawford (Date)	
County Attorney:	<u>Denise C. May</u>	6/1/2023
	Denise May (Date)	

APPROVED by the BOARD OF COUNTY COMMISSIONERS or their Designee, this 21st day of June, 2023.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



Klynt Farmer
Chairman

ACCOUNT NO.: 71500535-563551 L555

Attachment A
Scope of Services

Capital Projects Administration Services

The FGUA will perform the following capital projects administration services.

- (A) Assist the County in establishing appropriate cost estimates and budgets for capital projects assigned to the FGUA.
- (B) Secure necessary work orders for design and supervision of construction of capital improvements, including repair and replacement activities, from the Authority's consulting engineers, hydro-geologists, and other professionals for Board approval, including:
 - (1) The preparation of all bid specification documents by the engineers;
 - (2) Review of all responses, work orders and contracts from the respondents from a technical aspect;
 - (3) Determination of the availability of funds and ensure consistency with programs and budgets; and
 - (4) Ensure consistency with overall goals and objectives of the Authority and the approval of the Board.
- (C) Manage activities of the consulting engineers, hydrogeologists, and other professionals to facilitate timely completion and permitting of capital improvement facilities in the following manner:
 - (1) The FGUA will meet on an ongoing basis with the professionals selected by the Authority to ensure that design concepts, construction standards, time frames and budgets are adhered to according to contract commitments.
 - (2) The FGUA will ensure that requirements necessary for the timely permitting of capital improvement facilities are coordinated and monitored.
 - (3) Issues regarding acquisition of easements or right-of-way permits will be reviewed by the FGUA and recommendations made to the County concerning interests to be acquired.
- (D) Coordinate new facility construction with activities of the county staff or operations contractor to minimize service disruption as follows:
 - (1) The FGUA will serve as liaison for coordination between the contract operators, customer service providers, and the design and construction engineers responsible for these projects. This will require numerous meetings regarding tie-ins to existing facilities, potential service interruption to customers, and any other impairment that may hinder the timely completion of these projects.
 - (2) The FGUA will meet on an ongoing basis with the engineers and the construction managers to provide an independent review of all design drawings, and construction documents. For each project, an analysis will be conducted to determine the potential for additional savings, to determine how to enhance continuing operations, to minimize maintenance costs, to resolve issues regarding design modifications, and to ascertain the impact of those modifications on the budget and schedule.
- (E) Ensure that recommendations for award of contract for the construction of capital improvement facilities are in accordance with Florida law and Authority policy.
 - (1) The FGUA shall prepare the initial specifications for design of improvements. In addition, once design concepts have been developed, the FGUA will oversee development of

construction standards, procedures and documents. The FGUA will work with the consulting engineers to determine contract specifications, performance standards, and budget. Each project will be reviewed and analyzed from the standpoint of inspection responsibility.

- (F) The FGUA shall provide for onsite general construction inspection services for all capital projects. The FGUA shall conduct necessary inspections and provide information collected and recorded to the engineer of record for preparation of record drawings and certification of construction as required by regulatory authorities. For each occasion where inspection services are required, the FGUA shall submit to the county for consideration a work authorization detailing the scope of services required and the estimated cost for said services. Notwithstanding the foregoing requirement, for small repair or replacement projects funded under the Miscellaneous Renewal and Replacement budget, the FGUA shall submit a work authorization for projected labor and associated costs related to inspection services for said projects.
- (G) As a part of project administration, the FGUA will be involved in and assist in the resolution of conflicts, relative to projects carried out by the Authority. These disputes may include: contract issues, change orders, service interruption issues, coordination with other utilities or governmental entities, and customer relations.
- (H) The FGUA will independently review project cost estimates.
 - (1) Due to the nature of these projects and the complexity of the agreements, independent cost estimates may be developed to ensure that the prices and fees being quoted by the contractors are reasonable.
 - (2) Pay request reviews and change order reviews will be performed by the FGUA.
- (I) The FGUA will attend and participate in presentations required to assure the County that projects are on schedule, and that appropriate information is being maintained to track and monitor such compliance. Periodic meetings will be held as necessary with neighborhood groups with the engineers and contract managers to explain the purpose of the projects, the interruptions that may occur, and a point of contact for customer complaints or anticipated concerns. Meetings with local governmental entities or other interested parties to provide necessary information regarding the progress of these projects will be conducted as necessary.

Special Assessment Services

(A) Establish the Full Revenue Requirement Establish the full cost of the County's most current project requirements. Advise the County in determining the total Capital Project revenue requirements to ensure the County recovers the costs of:

- (1) capital project revenue requirements
- (2) implementing the program
- (3) collecting the assessments.

(B) Update the Preliminary Assessment Roll Database Using the current ad valorem tax roll, update the preliminary assessment roll database. Test the sufficiency of the database by developing reports to access property information.

(C) Apply Apportionment Methodology to Database Apply the apportionment methodology to the updated preliminary assessment roll database to test the data validity and legal sufficiency.

(D) Calculate a Preliminary Proforma Schedule of Rates Using the developed assessment roll, calculate a proforma schedule of rates based on the developed apportionment methodology and revenue requirements for the assessment program.

(E) Prepare Assessment Memorandum Prepare the Assessment Memorandum, which documents the proposed apportionment methodology and proforma assessment rates

(F) Assist with Assessment Ordinance Advise and assist the County's legal counsel in the drafting of an assessment ordinance to establish the procedures for implementation of the assessment program.

(G) Assist with Assessment Resolutions Advise and assist the County's legal counsel in drafting the assessment resolutions that conform to the assessment ordinance and that implement the County's policy decisions and proposed methodology.

(H) Assist with Rate Adoption Process GSG will advise and assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolution and certification of the assessment roll in accordance with section 197.3632, Florida Statutes, including:

- (1) Produce Notice Roll** After verification of rates for the assessment program, GSG will create the notice roll by applying the rates to the assessment roll.
- (2) Distribution of First Class Notice** GSG will develop the first class notice and distribute to any affected property owners(only if required).

(I) Create Final Assessment Roll GSG will update the assessment roll with any corrections and updates received from the County. Final rates will be verified and extended to the updated data in order to create the final assessment roll. The final roll will be provided to the County.

(J) Certify, Export and Transmit the Final Assessment Roll in Conformance with Uniform Method Using the final assessment roll, GSG will prepare export files on compatible electronic medium capable of merger with the ad valorem tax roll files and will transmit the file to the Tax Collector in the prescribed format.

Grant/Loan Administration Services

Grant/Loan Administration services shall include, but not be limited to:

1. Serve as the County's administrator to seek and secure funding as well as manage the grant until close out, making sure all reporting requirements are met.
2. Research, seek, identify and write Federal, State, County and private grant proposals that are applicable to the County.
3. Develop strategies and prioritize schedules and timelines for each identified grant.
4. Manage the process of submitting required post-award reports to grantor/lender and assure that ongoing compliance is met.
5. Manage and monitor the funding agency requirements and file a progress report with the County staff assistance, as required.
6. Administer the grants in accordance with the requirement of the funding agency and attend meetings, audits, and prepare and file all necessary documentation to maintain compliance with the grant requirements.

7. Prepare and submit appropriate claim reimbursement requests and respond to questions associated therewith.
8. Monitor the changes to public grants and loans available to identify additional sources of potential financial support and alert the County with program specifics.
9. Meet with the County Manager or designees to identify grant/loan resource needs and opportunities for funding as directed.

ATTACHMENT B

**CONSULTING SERVICES FOR ASSISTING NASSAU COUNTY
WITH THE PROVISION OF CAPITAL PROJECT ADMINISTRATION,
GRANT/LOAN ADMINISTRATION AND SPECIAL ASSESSMENT SUPPORT
SERVICES**

DIRECT LABOR HOURLY RATES

Project Team Firm and Title	Direct Labor Hourly Rates [*]
Raftelis Financial Consultants, Inc.	
Principal	\$214.00
Associate	\$174.00
Managing Consultant	\$158.00
Supervising Consultant	\$143.00
Senior Consultant	\$128.00
Rate Consultant	\$118.00
Consultant	\$107.00
Senior Rate Analyst	\$ 97.00
Rate Analyst	\$ 87.00
Analyst	\$ 77.00
Assistant Analyst	\$ 67.00
U.S. Water Services Corporation	
Principal	\$199.00
Senior Project Manager	\$155.00
Project Manager	\$131.00
Government Services Group, Inc.	
Project/Operations Coordinator	\$92.00
Senior Inspector	\$115.00
Engineer Support	\$146.00
Admin Assistant/Account Clerk	\$71.00
Senior Management	\$246.00
Legal Services- Nabors, Giblin, Nickerson	
Partners	\$250.00
Associates	\$225.00

[*] Direct labor hourly rates effective twelve months after the date of execution of the Agreement, rates will be adjusted by not more than the net percentage change (but not less than 0%) in the Consumer Price Index – Urban Consumers per annum (rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter until project completion or termination of the Agreement between the parties

STANDARD COST RATES

Expense Description	Standard Cost Rates [1]
Mileage Allowance	IRS Standard Mileage Rate
Reproduction (Black and White) (In-House)	\$0.05 per Page
Reproduction (Color) (In-House)	\$0.25 per Page
Reproduction (Contracted)	Actual Cost
Computer Time	\$0.00 per Hour
Telephone Charges	Actual Cost
Delivery Charges	Actual Cost
Lodging/Other Travel Costs	Per State Statute

