

**NASSAU COUNTY WORK AUTHORIZATION #03 CS-23-446**

<b>Contract Number:</b>	CM3501
<b>Consultant/Vendor:</b>	Pond & Company Corporation
<b>Consultant/Vendor Contact Name:</b>	Marco Migliaro
<b>Consultant/Vendor Contact Phone Number:</b>	904-559-0115
<b>Consultant/Vendor Contact Email Address:</b>	migliarom@pondco.com
<b>Project Short Title:</b>	Structural Analysis & Design – 30 S. 4 <sup>th</sup> St., Fernandina Bch, FL
<b>Total Amount of Previous Work Authorizations:</b>	385,495.67
<b>Amount of this Work Authorization:</b>	\$207,530.41
<b>New Contract Amount including this Work Authorization:</b>	\$593,026.08
<b>Funding Source:</b>	01073519-562002-NCPP7

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

**ARTICLE 1. Description of Services.** Consultant/Vendor shall provide the services as set forth in Exhibit “A” and “B”, attached hereto and incorporated herein.

**ARTICLE 2. Time Schedule.** Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit “B”, attached hereto and incorporated herein. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

**ARTICLE 3. Compensation.** Consultant/Vendor shall be compensated for the services detailed in Exhibit “A” and “B”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

**ARTICLE 4. Other Provisions.** This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

**RECOMMENDED AND APPROVED BY:**

Department Head/Managing Agent: Doug Podiak 6/5/2024  
Date

Procurement: Kenneth Belmont 6/5/2024  
Date

Office of Management & Budget: Chris Lacambra 6/5/2024  
Date

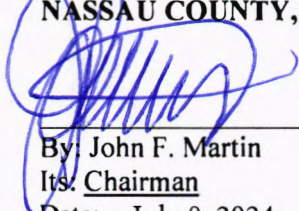
County Attorney: Denise C. May 6/6/2024  
Denise C. May Date

FP

DJ

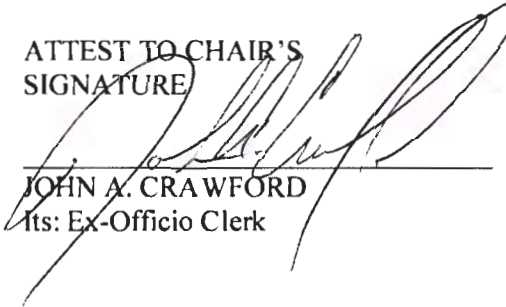
**IN WITNESS WHEREOF**, the Parties have caused this Work Authorization to be executed by its duly authorized representatives, effective as of the last date below.

**BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA**



By: John F. Martin  
Its: Chairman  
Date: July 8, 2024

ATTEST TO CHAIR'S  
SIGNATURE

  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

**POND & COMPANY CORPORATION**

BY: 

Print Name: ROBERT WILLIAMS  
Title: Chief Executive Officer / President  
Date: 6/5/2024

# EXHIBIT "A"

## SCOPE OF SERVICES AND SPECIFICATIONS ENGINEERING SERVICE WORK AUTHORIZATION

### Project Overview:

**Structural analysis and design utilization options for property located at 30 S. 4th St. Fernandina Beach Florida 32034**

### Project Intent

It is the county's direction to execute a complete structural assessment and related analysis of the property location of 30 S. 4th St. Fernandina Beach Florida 32034 **[Phase 1]**, explore various redevelopment scenarios **[Phase 2]**, and create construction drawings **[Phase 3]**.

1. Structural/Mechanical Assessment **[Phase 1]**:
  - a. Complete facility structural and mechanical analysis in current condition.
    - i. This includes, all structural elements, foundation systems, mechanical elements, electrical, plumbing, HVAC, material testing, and any correlating components that may impact the adaptive reuse of the building and site.
  - b. The Contractor shall conduct periodic meetings with the County's project team during assessment process:
    - i. Kick-off meeting to include Phase 1 expectations and high-level discussions about adaptive reuse of the structure and space utilization.
    - ii. Up to three meetings to discuss analysis, findings, and related reporting, to include identification of any additional testing or analysis needed to execute the creation of redevelopment scenarios and potential limitations in the adaptive reuse of the structure. This will include a review of the final report and related findings prior to moving forward to creating redevelopment scenarios.
    - iii. In addition to the above, bi-weekly touchpoint meetings may be held with the County's designated project manager to ensure timely response to challenges, questions, and ensure the project remains on schedule. The time established for the bi-weekly touchpoint meetings can be used to facilitate the additional meetings referenced above to reduce project cost. The County may vary the meeting cadence meetings if biweekly meetings are not warranted.
2. Redevelopment Scenarios **[Phase 2]**:
  - a. Create a minimum of three preliminary redevelopment scenarios. At Nassau County sole discretion, the number of redevelopment scenarios created may be reduced to less than three in order to reduce project costs.
  - b. Define the process for redevelopment and potential regulatory hurdles.
    - i. The Contractor is to meet with City of Fernandina Beach Deputy Planning Director, Kelly Gibson, or her designee prior to kick-off for the purpose of discussing process, existing zoning/land-use, standards of review, and similar matters.
  - c. The Contractor shall conduct periodic meetings with the County's project team during plan creation process. At a minimum, the following meetings are included in this scope:
    - i. Kick-off
    - ii. 30% meeting

- iii. 60% meeting
  - iv. 90% meeting
  - v. Final meeting
  - vi. Up to two meetings with the City of Fernandina Beach Historic District Council during the design phase with intent to obtain HDC approval at the 90% plan set stage. The initial meeting may be at either the 60% or the 90% plan set stage, as deemed appropriate by the County.
  - vii. In addition to the above, bi-weekly touchpoint meetings should be held with the County's designated project manager to ensure timely response to challenges, questions, and ensure the project remains on schedule. The time established for the bi-weekly touchpoint meetings can be used to facilitate the additional meetings referenced above to reduce project cost. The County may vary the meeting cadence meetings if biweekly meetings are not warranted.
- d. Current project budget, inclusive of design, permitting, and construction, is \$2,000,000. Use the current budget as a target/starting point for the project budget. If the selected redevelopment plan exceeds the budget, additional funding will be considered through appropriate channels. While we must operate within reason and the project budget is \$2,000,000, funding should not limit creativity and long-term value adding improvements.
- e. The redevelopment scenario should consider the following overarching design principles:
- i. Embrace the mid-century modern architecture and don't attempt to make the building something it isn't.
  - ii. Maximize natural light.
  - iii. Maximize façade transparency. To the extent feasible replace brick façade with glass. With that said, be mindful of maintaining the integrity of the mid-century modern architecture.
  - iv. Maximize internal flexibility of space.
  - v. Interior space should be modern, clean, simple and designed for longevity.
  - vi. Maximize internal ceiling height and natural light.
  - vii. Restrooms should be sized to meet demand for an assembly use based on occupancy level.
  - viii. Maximize use of outdoor spaces by creating a functional and engaging sidewalk zone that integrates the public and private realm. The sidewalk zone should be activated to the maximum extent feasible. It should draw people to the space.
  - ix. Provide a functional rooftop social gathering area. Should be designed to host events and functions. In designing the rooftop social space, be cognizant of acoustic impacts on adjacent properties.
  - x. Recommendations to improve the aesthetic of the correlating parking area located across Ash Street from the facility. This is inclusive of the improvements within the public ROW.
  - xi. In all, evolve and transform the County holding to enhance and add value to downtown Fernandina Beach.
  - xii. There is no defined use for the structure at this time. Potential uses are:
    - 1. public space for meetings, gatherings, events, training, and other public and pseudo-public activities that promote the common good.

2. office space for government, non-profits, and other partner entities.
      3. market rate lease property for uses allowed by the existing zoning classification and land use designation.
      4. any combination of the above.
    - f. Preliminary cost estimates for each redevelopment scenario
      - i. Construction cost
      - ii. Fees/assessments from City
      - iii. Annual maintenance cost
- 3. Construction Drawings [Phase 3]**
  - a. Upon county decision of design direction, provide “Bid-Ready” City/County building-planning department approved engineered drawings of all improvements to include mechanical, electrical, utility, structural with product schedules for flooring, wall covering, ceiling components, fixtures, and finishes. Construction drawings should include all necessary elements for all disciplines required for project completion without modification.
- 4. Design/Project Material**
  - a. All graphics, analyses, renderings, photographs, drawings, estimates, and similar material shall be delivered to Nassau County in their native format upon completion of the project. Nassau County will own all material and will have ability to use the material as deemed appropriate by Nassau County.
- 5. Building History:**
  - a. The subject facility located at 30 S. 4th St Fernandina Beach Florida 32034 was constructed in 1958 with the original usage intended for the Nassau County Health Department. The primary construction utilized was made up of standard brick and block construction encompassing approximately 6474 square feet. The interior of the structure is comprised of a business office, patient exam room, Office space and waiting areas. In the mid 2000’s the facility underwent a series of upgrades and repairs to the mechanical systems with foundation repairs. Other various changes to the no-structural elements have been made within the last three decades. The structure sits within the Historic District Boundary of the City of Fernandina Beach, and is serviced by city pubic water and sewer services with Florida Public Utility [FPU] providing the electrical service. The structure covers the majority of the property area with on street parking along 4<sup>th</sup> Street and an adjacent 5000 sqft public parking lot located on the SE corner of 4<sup>th</sup> Street and Ash Street.



# EXHIBIT "B"

## REVISED VENDOR PROPOSAL

49 Park of Commerce Way, Suite 203 T: 912.228.3611  
Savannah, Georgia 31405 www.pondco.com

March 11, 2024 (*Revised June 5, 2024*)

David Hearn  
Deputy Public Works Director  
Nassau County  
Email: [dhearn@nassaucountyfl.com](mailto:dhearn@nassaucountyfl.com)

**Re: Task Order No. 2 – Structural Analysis and Desing Utilization Options for 30 S. 4<sup>th</sup> Street, Fernandina Beach, FL  
Architectural and Engineering Services  
Letter Fee Proposal**

Mr. Hearn,

Pond is pleased to submit this scope and fee proposal for Nassau County's Task Order No. 2 for architecture and building engineering services. Pond is fully qualified and capable of performing these design services with Marco Migliaro, Senior Architect, acting as your day-to-day Project Manager. Pond's Team is comprised of a group of qualified architects and engineers who have the talent and skills to carry out the necessary tasks.

### **Project Description**

Nassau County would like to execute a complete structural assessment and related analysis of the building located at 30 S. 4<sup>th</sup> Street in Fernandina Beach, Florida. The County would also like to explore various redevelopment scenarios for the building and then create Construction Documents based on the chose redevelopment scenario. Task Order No. 2 will have (3) Phases:

1. Structural assessment and related analysis
2. Redevelopment Scenarios
3. Construction Documents

It is our understanding that the current project budget, inclusive of design, permitting, and construction, is \$2.0 Million. If the selected redevelopment fee exceeds the budget, additional funding will be considered.

### **Scope of Work**

#### **1. (Phase I) Structural Assessment and Related Analysis of the Building and its Site:**

- a. Complete facility structural and mechanical analysis. This includes all structural elements, foundation systems, mechanical elements, electrical, plumbing, HVAC, material testing, and any components that may impact the adaptive reuse of the building and site.
- b. Periodic meetings with the County's project team during assessment process:
  - Kick-off meeting to include Phase 1 expectations and high-level discussions about adaptive reuse of the structure and space utilization.
  - Up to three meetings to discuss analysis, findings, and related reporting.
  - Bi-weekly touchpoint meetings may be held with the County's designated project manager to ensure timely response to challenges, questions, and ensure the project remains on schedule.

#### **2. (Phase II) Redevelopment Scenarios:**

- a. Create a minimum of three preliminary redevelopment scenarios. At Nassau County's sole discrepancy, the number of redevelopment scenarios created may be reduced to less than three to reduce project costs.
- b. Define the process for the redevelopment and the potential concerns.
- c. Meetings with the County's project team:

Architects  
Engineers  
Planners  
Constructors

- Kick- Off
- 30%
- 60%
- 90%
- Final
- Up to two meetings with the City of Fernandina Beach Historic District Council during the design phase with intent to obtain HDC approval at the 90% plan set stage. The initial meeting may be at either the 60% or the 90% plan set stage, as deemed appropriate by the County.
  - Additional meetings required for Historic Preservation approvals are not included in this fee proposal. Those will be billed at the approved hourly rate.
- Bi-weekly touchpoint meetings may be held with the County's designated project manager to ensure timely response to challenges, questions, and ensure the project remains on schedule.

### 3. (Phase III): "Bid Ready" Documents for County's use in Bidding Process

#### Deliverables

Building Components Analysis Report

Up to (3) Redevelopment Scenarios, which would include floor plans and (1) Exterior Elevation

Final Redevelopment Scenario, which will include floor plan, exterior elevations, (1) exterior rendering

30% Documents for Review

60% Documents for Review

90% Documents for Review

"Bid Ready" Documents

#### Schedule

#### Assumed # of Weeks

• Notice to Proceed (NTP)	
• Kick-off Meeting with Nassau County (virtual)	1 week
• On Site Facility Assessment with Design Team and County Staff	1 week
• Building Components Analysis Report	4 weeks
• 30% Design Documents	4 weeks
• 60% Design Documents	6 weeks
• 90% Design Documents	6 weeks
• "Bid Ready" Documents	3 weeks

#### Fee Proposal

Based upon our understanding of the scope of work described above, Pond proposes to provide the services outlined above for a Lump Sum Fee of Two Hundred Seven Thousand, Five Hundred Thirty Dollars and Forty-One Cents (\$207,530.41).

Phase I:	\$30,066.75
Phase II:	\$31,317.08
Phase III:	\$146,146.58
<b>Total Fee:</b>	<b>\$207,530.41</b>

**Reimbursable Expenses:**

*(Per Master Contract)*

Thank you for this opportunity, and we look forward to working with you on this project. Please let us know if you have any questions or need additional information.

Sincerely,  
Pond & Company



Marco Migliaro, AIA  
Director of Architecture



Stephen G. Harrill, AIA  
Vice President



# Nassau County

30 S 4th Street  
Analysis, Redevelopment Scenarios, Bid Ready Docs  
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## SUMMARY BY Segment

### COST AMOUNT OF CONTRACT CHANGE ORDER PROPOSAL

4/19/2024

	PHASE AMOUNTS
Task 1 - Structural and Building Components Analysis	\$ 30,066.75
Task 2: Redevelopment Scenarios	\$ 31,317.08
Task 3: Bid Ready Documents	\$ 146,146.58
<b>TOTAL DESIGN COST FOR ALL SEGMENTS</b>	<b>\$ 207,530.41</b>

**Nassau County**  
Task 1 -summary

**PROJECT: 30 S 4th Street**

Task 1 - Structural and Building Components Analysis

PERSONNEL	EST. HOURS	RATE/HR.	COST \$	TOTALS
Principal-in-Charge	2	\$ 306.36	\$ 612.72	
Senior Architect	26	\$ 224.63	\$ 5,840.38	
Senior Electrical Engineer	2	\$ 230.00	\$ 460.00	
Senior Structural Engineer	10	\$ 226.78	\$ 2,267.80	
Structural Engineer	55	\$ 118.87	\$ 6,537.85	
Senior Civil Engineer	0	\$ 222.00	\$ -	
Civil Engineer	0	\$ 131.22	\$ -	
Electrical Engineer	16	\$ 155.00	\$ 2,480.00	
Mechanical/Plumbing Engineer	18	\$ 155.00	\$ 2,790.00	
Architect	60	\$ 151.30	\$ 9,078.00	
<b>TOTAL DIRECT LABOR</b>		189 Manhours	<b>\$ 30,066.75</b>	
<b>DIRECT COSTS (SPECIFY):</b>				
ITEM	UNIT COST	QUANTITY	TOTALS	
Typically Direct Cost, such as milage, is included in loaded rates.			\$ -	
Only use this section for unique material costs.			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>Direct Cost Total</b>			<b>\$ -</b>	
<b>SUBCONSULTANTS (LIST):</b>				
SUB CONSULTANT			TOTALS	
			\$ -	
			\$ -	
			\$ -	
<b>Subconsultant Sub Total</b>			<b>\$ -</b>	
<b>COST AMOUNT FOR PHASE</b>			<b>\$ 30,066.75</b>	

**Nassau County**  
Task 2: summary

**PROJECT: 30 S 4th Street**  
Task 2: Redevelopment Scenarios

PERSONNEL	EST. HOURS	RATE/HR.	COST \$	TOTALS
Principal-in-Charge	2	\$ 306.36	\$ 612.72	
Senior Project Manager / Chief Engineer	44	\$ 257.00	\$ 11,308.00	
Deputy Project Manager / Transportation Engineer III	0	\$ 162.86	\$ -	
Senior Structural Engineer	4	\$ 226.78	\$ 907.12	
Structural Engineer	8	\$ 118.87	\$ 950.96	
Senior Civil Engineer	0	\$ 222.00	\$ -	
Civil Engineer	0	\$ 131.22	\$ -	
Senior Mechanical/Electrical Engineer	2	\$ 230.00	\$ 460.00	
Mechanical/Electrical Engineer	5	\$ 155.00	\$ 775.00	
Senior Architect	16	\$ 224.63	\$ 3,594.08	
Architect	84	\$ 151.30	\$ 12,709.20	
<b>TOTAL DIRECT LABOR</b>	<b>165 Manhours</b>		<b>\$ 31,317.08</b>	
<b>DIRECT COSTS (SPECIFY):</b>				
ITEM		UNIT COST	QUANTITY	TOTALS
Typically Direct Cost, such as milage, is included in loaded rates.				\$ -
Only use this section for unique material costs.				\$ -
				\$ -
				\$ -
				\$ -
<b>Direct Cost Total</b>				<b>\$ -</b>
<b>SUBCONSULTANTS (LIST):</b>				
SUB CONSULTANT				<b>TOTALS</b>
				\$ -
<b>Subconsultant Sub Total</b>				<b>\$ -</b>
<b>COST AMOUNT FOR PHASE</b>				<b>\$ 31,317.08</b>

**Nassau County**

Task 3: summary

**PROJECT: 30 S 4th Street**

Task 3: Bid Ready Documents

<b>PERSONNEL</b>	<b>EST. HOURS</b>	<b>RATE/HR.</b>	<b>COST \$</b>	<b>TOTALS</b>
Principal-in-Charge	2	\$ 306.36	\$ 612.72	
Senior Project Manager / Chief Engineer	52	\$ 257.00	\$ 13,364.00	
Senior Architect	184	\$ 224.63	\$ 41,331.92	
Senior Structural Engineer	20	\$ 226.78	\$ 4,535.60	
Structural Engineer	102	\$ 118.87	\$ 12,124.74	
Senior Civil Engineer	6	\$ 222.00	\$ 1,332.00	
Civil Engineer	30	\$ 131.22	\$ 3,936.60	
Architect	230	\$ 151.30	\$ 34,799.00	
Senior Mechanical/Electrical Engineer	15	\$ 230.00	\$ 3,450.00	
Mechanical/Electrical Engineer	100	\$ 155.00	\$ 15,500.00	
Senior Mechanical/Plumbing Engineer	12	\$ 230.00	\$ 2,760.00	
Mechanical/Pumbing Engineer	80	\$ 155.00	\$ 12,400.00	
<b>TOTAL DIRECT LABOR</b>	<b>833 Manhours</b>		<b>\$ 146,146.58</b>	
<b>DIRECT COSTS (SPECIFY):</b>				
<b>ITEM</b>	<b>UNIT COST</b>	<b>QUANTITY</b>	<b>TOTALS</b>	
Typically Direct Cost, such as milage, is included in loaded rates.			\$	-
Only use this section for unique material costs.			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			<b>Direct Cost Total</b>	<b>\$ -</b>
<b>SUBCONSULTANTS (LIST):</b>				
<b>SUB CONSULTANT</b>			<b>TOTALS</b>	
			\$	-
			<b>Subconsultant Sub Total</b>	<b>\$ -</b>
			<b>COST AMOUNT FOR PHASE</b>	<b>\$ 146,146.58</b>