

NASSAU COUNTY WORK AUTHORIZATION #04

Contract Number:	CM3499
Consultant/Vendor:	Peters and Yaffee, Inc.
Consultant/Vendor Contact Name:	Dow Peters
Consultant/Vendor Contact Phone Number:	904-265-0751
Consultant/Vendor Contact Email Address:	dpeters@petersandyaffee.com
Project Short Title:	2024 Mobility Plan Update
Total Amount of Previous Work Authorizations:	\$50,321.60
Amount of this Work Authorization:	\$129,425.99
New Contract Amount including this Work Authorization:	\$179,747.59
Funding Source:	East 36MB.408.541.54.020.0219.02181.531400. West 36MB.409.541.54.020.0219.02181.531400. ENCPA 36EN.407.541.54.020.0219.02181.531400.

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”, 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 “A”, attached hereto and incorporated herein, or no later than 114 days from the issuance of this Work Authorization. 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 in detailed in Exhibit “A”, 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: Robert Companion 10/11/2024
Date

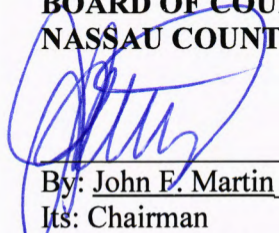
Procurement: Lanese Adams 10/16/2024
Date

Office of Management & Budget: Chris Lacambra 10/11/2024 *JP*
Date

County Attorney: Denise C. May, Esq., BCS 10/17/2024 *DM*
Denise C. May Date

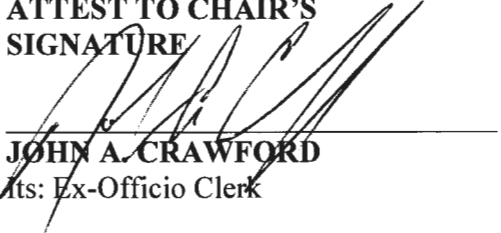
IN WITNESS WHEREOF, the Parties have caused this Work Authorization to be executed by its duly authorized representatives, effective as of the last date below.

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



By: John E. Martin
Its: Chairman
Date: 11-18-24

**ATTEST TO CHAIR'S
SIGNATURE**


JOHN A. CRAWFORD
Its: Ex-Officio Clerk

PETERS AND YAFFEE, INC.

BY: Dow Peters
Print Name: Dow Peters
Title: President
Date: 10/16/2024



June 27, 2024

Robert Companion, PE
Deputy County Manager / County Engineer
via email: rcompanion@nassaucountyfl.com
Nassau County, FL / Board of County Commissioners
96135 Nassau Place
Yulee, FL 32097

RE: Proposal for Nassau County GEC - 2024 Mobility Plan Update

Mr. Companion,

Peters and Yaffee, Inc. appreciates this opportunity to propose our services in connection with this important project. Enclosed, please find a copy of our Scope of Services, Compensation and Agreement for Professional Services for your review. If the proposal is acceptable to you, please execute and return to Peters and Yaffee as our notice to proceed with the included services.

Should you have any questions concerning the information provided, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Russell Yaffee", is written over a blue circular stamp.

Russell Yaffee, PE, PTOE
Vice President

Peters and Yaffee, Inc.
9822 Tapestry Park Circle, Suite 205
Jacksonville, FL, 32246
Phone: (904) 265-0751
Cell: (904) 735-6477



Exhibit A - Scope of Services

2024 Mobility Plan Update

Introduction

Peters and Yaffee (PY) is pleased to provide this proposal for professional services for the referenced project. This proposal has been prepared based on the expected services required to update the Nassau County Mobility Plan. Our fee and schedule are based on our understanding as shown below and described in more detail as follows:

- Task 1 – Data Review
- Task 2 – Preliminary Needs Assessment and Alternative Routes
- Task 3 – Detailed Needs Evaluation
- Task 4 – ENCPA Evaluation
- Task 5 – Calculation of Draft Mobility Fees
- Task 6 – Refine Fee Schedule
- Task 7 – Final Report
- Task 8 – Modification to Comprehensive Plan

Task 1 - Data Review

At the direction of the client, PY and its project team will review existing available traffic counts from the FDOT and TPO along segments that are identified on the Nassau County Transportation Analysis Spreadsheet. Additionally, we will review the existing Nassau County Comprehensive Plan policies and objectives.

We will model existing (2025) and proposed TPO Cost Feasible Model for 2045 to determine projected future volumes on the roadway network. Other elements that may be considered/generated in this review/analysis are:

- Trip Generation using updated ITE data
- Trip Length will be updated based on the latest household survey
- Trip Distribution and Assignment will be conducted using the TPO model
- Trip Length Adjustment by Fee District will remain the same
- Conversion of Vehicle Trips to Vehicle Miles Traveled will be provided based on updated data
- Reduced Travel Demand for TND/TOD (Such as ENCPA) will remain the same
- Analysis of Population Projections, Future Land Use and suitability of TAZ's will be updated based on the updated model
- The model will be reviewed, and the model may be adjusted to ensure that major approved developments are represented in the model
- Verification of existing and future roadway network
- Travel Demand for different geographic areas in the County will be based on updated data from the model
- Adjustment of Model based on other input parameters as necessary

Additional traffic counts are not anticipated for the mobility plan update. Any available traffic counts (from any recent traffic studies submitted by others to Nassau County and FDOT Traffic Counts Data Portal) will be utilized. If recent traffic counts on study roadway links are not available, a growth factor method will be utilized to estimate traffic counts under current and future conditions using the model or other available tools. If actual traffic counts are needed it will be included within future task work(s), as necessary.

Task 2 – Preliminary Needs Assessment and Alternative Routes

Based on the results of Task, the PY Team will prepare a preliminary needs assessment and 2045 Needs Plan. We will work jointly with the County Staff to identify alternative transportation options to address any deficiencies found. This may include multiple meetings but is not anticipated to include transportation modeling for these proposed improvements. Many of the proposed improvements have Engineering cost estimates already which will be updated and up to five new projects will be added as part of this task. The mobility districts are planned to remain the same.

Task 3 - Detailed Needs Evaluation

At the direction of the client, PY and its project team will utilize the data generated from the model runs performed and evaluate the infrastructure needs of the County to address roadway deficiencies through the model end run year of 2045. This plan will consider the impacts to future capacity from previously approved projects, long term planning as a part of the County's Future Land Use Map, and costs to upgrade deficient segments and implement the plan. This plan will also evaluate the impact and need for providing capacity via alternative modes of transportation (such as Transit Facilities, Sidewalks, Bike Paths and Trails) in addition to the needed roadway improvements (vehicular capacity).

The needs plan will consider input from the County Staff as well as any elements created by the County as part of the County's Capital Improvement Plan. This needs plan will also consider the impacts from the ENCPA. However, the County's Mobility Plan will function independent of the ENCPA if the approval of the ENCPA Mobility Plan revision is delayed. The County will provide a one to two page "primer" of the projects that are included in the County's Mobility Plan.

Task 4 - ENCPA Evaluation

As requested by the Client, PY will review ENCPA's update to its' mobility plan. The review is anticipated to include new and updated land-use categories as well as updated construction costs for its construction estimates. This evaluation will follow the methodology included in the original ENCPA Transportation Analysis provided by the ENCPA applicant to Nassau County. However, the study roadway segments will be evaluated using the most recent maximum service volumes (MSVs) obtained from Florida Department of Transportation (FDOT) and Nassau County. This task will also include reviewing of existing ENCPA mobility agreement (language, improvements, cost estimates and consistency with the non-ENCPA mobility plan). A technical memorandum will be provided summarizing the results of this evaluation.

Task 5 - Calculation of Draft Mobility Fees

At the direction of the Client, PY and its project team will consider the needs evaluation and calculate applicable mobility fees for future development. The intent is to generate a fee structure that will offset the costs outlined in the needs evaluation for future infrastructure. The fee schedule will be created for both residential and commercial development. The development of governmental projects will be exempted from the fee schedule. The consideration of incentive development, as approved by the Board of County Commissioners, will continue to be included in the proposed fee schedule with no changes.

Task 6 - Refine Fee Schedule

At the direction of the Client, PY will consider the following in order to refine the fee schedule: draft Mobility Fee Calculations, consideration of incentivized areas, ENCPA mobility fee schedule, and input from the County staff. PY will use these elements to create a final fee schedule for the 2024 Mobility Plan.

PY and its project team will partner with County staff to participate in public workshops within the community to discuss the impacts and components of the Mobility Plan. It is anticipated that four (4) meetings will be necessary with stakeholders as part of this task outside of typical staff meetings. It is also estimated that additional meetings with the public will also be necessary, and this will be included within future task work(s), as needed.

Task 7 - Final Report

At the direction of the Client, PY will prepare a final report which will incorporate all assumptions, methodologies, findings, and fee structure for use and adoption by the County. This report will be prepared such that it can be used for transmission to the Nassau County Planning and Zoning Board, Board of County Commissioners, and Department of Economic Opportunity for final adoption.

The report will be prepared and submitted incrementally to the County staff for review/approval. The submittal schedule will be at 90% completion and 100% completion. County staff may change this submittal schedule, but two progress submittals are incorporated within this scope.

Task 8 - Modification to Comprehensive Plan

At the direction of the Client, PY will work with the Nassau County Growth Management Department and County Attorney in drafting an ordinance to update and adopt the Mobility Plan and associated Mobility Fee. This will include meeting with County staff. We will also attend the requisite public hearings with the Nassau County Planning & Zoning Board and Board of County Commissioners if needed part of the adoption process.

Schedule

Nassau County will provide PY with a list of major developments to include in the model. PY will provide Nassau County with a draft mobility plan within 84 days and a final mobility plan within 30 days of comments being provided by Nassau County staff for a total of 114 calendar days.

Miscellaneous Services

A. Meetings and Project Coordination

Peters and Yaffee will attend up to three (3) meetings with the Client, other consultants, legal counsel, governmental agencies and others as requested by the Client. Any additional meetings as requested by the Client will be billed on an hourly time charge basis.

B. Additional Services

Additional services include any "Additional Services" described above and any other service requested by the Client that is not described in the Scope of Services.



Exhibit B – Compensation

2024 Mobility Plan Update

For the services described in Exhibit A, the CLIENT agrees to pay and the CONSULTANT agrees to accept the lump sum amounts delineated as:

Mobility Plan Update (Peters and Yaffee’s Tasks)	\$ 94,959.38
Mobility Plan Update (CTSi’s Tasks)	\$ 34,466.61
Total	\$ 129,425.99

which sum constitutes compensation for all of the CONSULTANT’s salary costs, general and administrative overhead, direct project expenses and profit. The CLIENT agrees to pay the CONSULTANT monthly based on the estimated percentage of total work completed through the billing period as certified by the CONSULTANT.

Services requested by the CLIENT beyond those described in Exhibit A will be considered to be additional services, for which the CLIENT agrees to pay the CONSULTANT monthly, for work completed, on the basis of the standard hourly billing rates in effect when services are provided by the CONSULTANT’s employees of various labor grades, currently, as shown below. In such cases, direct project expenses are also reimbursable at cost.

Rate Schedule (January 2024 thru December 2024)

Labor Grade	Hourly Billing Rate
Principal Engineer	\$ 325.50
Chief Engineer	\$ 241.82
Senior Engineer	\$ 190.00
Engineer 2	\$ 186.00
Engineer 1	\$ 139.00
Engineering Intern	\$ 110.50
Senior Designer	\$ 115.23
Engineering Technician	\$ 95.00

Note: Hourly Rates as per current Nassau County CES Contract