

CS-16-95

CONTRACT APPROVAL FORM

CONTRACTOR INFORMATION

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1852-TOB9

Name: Olsen Associates, Inc.

Address: 2618 Herschel Street, Jacksonville, FL 32204

Contractor's Administrator Name: Erick J. Olsen, P.E. City: _____ State: _____ Zip: _____

Tel#: 904-387-6114 Fax: _____ Email: eolsen@olsen-associates.com

DEC - 1 PM 3:33

DEC - 1 PM 3:20

CONTRACT INFORMATION

Contract Name: Preliminary Damage Assessment in Response to Hurricane Matthew Impacts to SAISSP Engineered Beach (SAISSA FY 2017)

Contract Value: \$15,000.00

Brief Description: Consultant shall provide an initial assessment of ^{the} damage caused by the impacts of Hurricane Matchew to the engineered beaches of the South Amelia Island Shore Stabilization Project (SAISSP).

Contract Dates : From: 10-1-16 to 9-30-17 Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other Continuing Contract

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. Bill Moore 11/29/16 Date 43607539-531060HMATT Funding Source/Acct #
2. [Signature] 11/29/16 Date BT pending FP for 12/21/16 copy attached
3. [Signature] 12/5/16 Date Office of Management & Budget
4. [Signature] 12/7/16 Date County Attorney (approved as to form only)

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Ted Selby 12/9/16 Date

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

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

16 DEC 12 AM 10:49

RECEIVED
OFFICE OF CLERK OF COURTS
NASSAU COUNTY, FLORIDA

**NASSAU COUNTY - SAISSA
Task Order Memorandum
Contract CM1852**

To: Olsen Associates, Inc.
2618 Herschel St.
Jacksonville, FL 32204

Date: 28 October 2016
Contract: Coastal Engineering
Request Made By: SAISSA
Request Received By: Albert E. Browder, Ph.D., P.E.
Task Order No: CM 1852 - TO 19

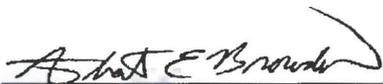
Task Order: Preliminary Damage Assessment in Response to Hurricane Matthew Impacts to SAISSP Engineered Beach (SAISSA FY 2017)

The Consultant shall provide an initial assessment of the damage caused by the impacts of Hurricane Matthew to the engineered beaches of the South Amelia Island Shore Stabilization Project (SAISSP). Through a qualified survey subconsultant, Consultant shall collect limited wading beach profile data at representative transects along the engineered beach fill project. Profile data shall be compared to pre-storm beach profile data (May 2016) to calculate volume losses attributable to the hurricane. Consultant shall collect representative photographs of the damages, and shall prepare a memorandum of findings suitable for submission as a Preliminary Damage Assessment to the Nassau County Department of Emergency Management, the State of Florida Division of Emergency Management (FL DEM), and the Federal Emergency Management Agency (FEMA) for purposes of documenting damages to the engineered beaches. Additional efforts necessary to acquire a comprehensive topographic/hydrographic survey of the beach and to develop a design repair plan for purposes to developing a FEMA Project Worksheet are not included in the Scope of this Task Order. Invoicing will be on a T&M basis at prevailing rates (attached). The NTE budget shall be \$15,000.

These Services are not expected to be eligible for State or Federal cost-sharing.

Olsen Associates, Inc.

SAISSA



Albert E. Browder, Ph.D., P.E.

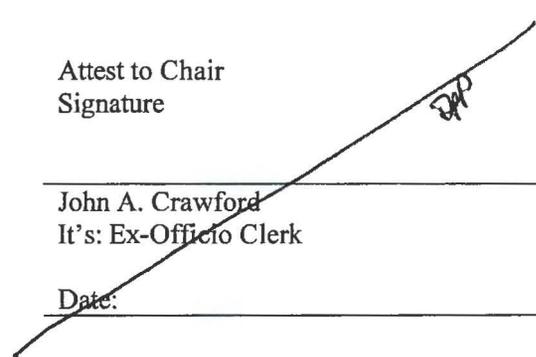


Mr. Andrew L. Wallace, SAISSA President

Date: 28 October 2016

Date: 9-11-2016

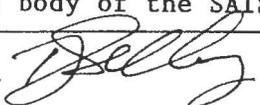
Attest to Chair
Signature



John A. Crawford
It's: Ex-Officio Clerk

Date:

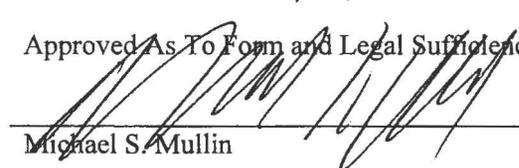
Nassau County Board of County Commissioners
as the governing body of the SAISS MSBU



Ted Selby
Its: County Manager

Date:

Approved As To Form and Legal Sufficiency:



Michael S. Mullin

Date: 12/7/16

OLSEN ASSOCIATES, INC.

LABOR RATES

Nassau County, FL Contract CM1852
Task Order #19

Principal	\$230/hr
Principal II	\$205/hr
Senior Engineer	\$174/hr
Coastal Engineer I	\$134/hr
Coastal Engineer II	\$110/hr
Coastal Engineer III	\$101/hr
CADD Technician	\$68/hr
Administrative Assistant	\$72/hr

12/21/2016

TRANSFERS:

1.) Fund: SAISSA MSBU Amount: \$ 80,000.00



Explanation: Budget transfer in the SAISSA MSBU Fund for storm related expenditures associated with Hurricane Matthew.

Support: Tab 1 Page A

RESOLUTIONS:

1.) Fund: General Amount: \$ 104.00

Explanation: Budget amendment in the General Fund for reimbursement of damaged/lost materials, as well as a donation, for the Nassau County Library System.

Support: Tab 2 Page A

2.) Fund: General Amount: \$ 122.00

Explanation: Budget amendment in the General Fund for reimbursement of damaged/lost materials, as well as a donation, for the Nassau County Library System.

Support: Tab 2 Page B

Budget Transfer Request

Requesting Dept: SAISSA Fund: 143-SAISS Maint Transfer # _____

Requested By: Bill Moore Date: 11/23/2016
 assisted by Cathy Lewis

Purpose: S Provide funding for storm related expenditures associated with Hurricane Matthew (proj #HMATT). SAISSA Trustees approved transfer 11/9/16 per B. Moore email 11/21/16 3:24 pm.

	Acct. Number	Acct. Description	Amount	Available Balance	Fin. Serv. Use Only Verified Available
Transfer:					
From:	<u>43999599-599211</u>	<u>Reserves-Storm Response</u>	<u>\$ (80,000.00)</u>	<u>\$ 265,000.00</u>	
<i>TO/</i> To:	<u>43607539-531060 HMATT</u>	<u>Prelim Damage Assessment</u>	<u>\$ 15,000.00</u>	<u>\$ -</u>	
<i>TO/</i> To:	<u>43607539-531061 HMATT</u>	<u>Survey, Analysis, FEMA</u>	<u>\$ 65,000.00</u>	<u>\$ -</u>	
To:	_____	_____	_____	_____	
From:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
From:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
From:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
From:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
			\$ -		
			\$ 80,000.00		

Approved By: _____ BOCC: _____ Clerk of Courts: _____
 Date: _____ Date: _____

Financial Services Use Only

Action Completed: _____
 Signature/Date _____

Budget Amendment

William R. Moore <moor1706@bellsouth.net>

Mon 11/21/2016 3:24 PM

To: Cathy Lewis <clewis@nassaucountyfl.com>;

Cc: David Pensante <dpensante@nassaucountyfl.com>; Drew Wallace <drewwallace2@gmail.com>; skaye10@comcast.net <skaye10@comcast.net>; abrowder@olsen-associates.com <abrowder@olsen-associates.com>;

1 attachments (1 MB)

Budget Transfer Source Memo.pdf;

After our telephone conversation on Thursday and after individual consultations with Drew and Steve, we would like to request your assistance in preparing a budget Transfer of eighty thousand dollars (\$80,000.00) from Storm Reserves to two new storm expenditure accounts. The transfers are as follows:

- ★ 1. Transfer \$15,000.00 from Storm Reserves to a new expenditure Account for Preliminary Damage Assessment (Matthew). A suggested abbreviation is as follows: Prel Damage Assess (Matthew)
2. Transfer \$65,000.00 from Storm Reserves to a new Expenditure Account for Post-Hurricane Matthew Design Survey, Analyses and FEMA Worksheet Development. A suggested abbreviation is as follows: Survey, Analyses & FEMA Worksheet (Matthew)

Attached is a memorandum from me to the SAISSA Board of Trustees showing the specific source and breakouts in the \$265,000 Storm Contingency. I will be sending David two Task orders, TO19 and TO20 related to the expenditure side of the Transfer. The SAISSA Trustees meeting November 9, 2016 unanimously vote to request the budget Transfer.

Please let me know what I need to do to expedite this request.

Regards, Bill



William R. Moore AICP
5457 Marshview Lane
Amelia Island, Florida 32034
904.753.4178

MEMORANDUM

TO: Board of Trustees

From: Bill Moore *DM*

Date: October 31, 2016

Re: Agenda Item V (B) -Post Matthew Damage Assessment, Proposed Task Orders and Budget Amendments

1. In the last Fiscal Year, the Board of Trustees set aside \$265,000 as a Storm Contingency. The specific categories of the contained in the contingency are shown in the table. We request that a total of \$80,000 be allocated from the Contingency Reserve to the TO 19 & 20 as proposed below:

STORM CONTINGENCY FUND AND POST MATTHEW PROPOSALS

Storm Contingency Activity	Estimated Costs	Post-Matthew Proposal	Task Order #
★ Agency/client liaison & coordination, prelim assessment	\$ 15,000	\$ 15,000	TO 19
Post storm design survey	\$ 25,000		
Post storm engineering analysis	\$ 25,000	\$ 65,000	TO 20
FEMA documents	\$ 15,000		
Subtotals	\$ 80,000	\$ 80,000	
Additional scarp removal	\$ 15,000	\$ -	
Operational(i.e.consulting,engineering,legal) budget contingenc	\$ 20,000	\$ -	
Structural Maintenance,i.e. breakwater	\$ 50,000	\$ -	
Depending on how severe the damage is, dune, initial geo tubes and other damage might need temporary repairs	\$ 100,000	\$ -	
Subtotals	\$ 185,000	\$ -	
(Total Reserve approx. \$160 per residential property) GRAND TOTAL	\$ 265,000	\$ 80,000	

2. Immediately after Hurricane Matthew, President Wallace authorized Olsen Associates to undertake a Preliminary Survey and Storm Damage Assessment. The results of this Assessment were email to Trustees October 19, 2016 and shared with relevant Local, State and Federal Agencies.

3. Attached is **Task Order 19**, Preliminary Damage Assessment in Response to Hurricane Matthew Impacts to the SAISS Project Engineered Beach. This is an after-the-fact authorization of completed work.
Action Requested: Recommend approval of Task Order 19 to the Nassau County BOCC and the transfer of \$15,000 from the Fund 143 Reserves to support TO19.
4. If there is a Federal disaster declaration for FEMA Category G, Public Assistance, Olsen Associates have indicated that additional documentation will need to be prepared and presented to FEMA in further support of the declaration. Hopefully, this situation will be announced prior to the Board meeting on November 9th.
5. Assuming the Declaration is announced, attached is **Task Order 20**, Post-Hurricane Matthew Design Survey, Analyses, and FEMA Project Worksheet Development Assistance.
Action Requested: Recommend approval of Task Order 20 to the Nassau County BOCC and the transfer of \$65,000 from the Fund 143 Reserves to support TO 20 with the condition that the Task Order 20 recommendation be release by President Wallace only if a FEMA Declaration including Category G, Public Assistance (repairs to Public Facilities) is approved.