

**WORK AUTHORIZATION # CM2419-WA02
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
RFQ/BID NO. NC16-029**

Consultant:	WSP USA Inc,
Contract Number:	CM2419
Contact Name:	Donna Knapp
Contact Number:	813-520-4384
Email:	Donna.Knapp@wsp.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Thomas Creek Road Resurfacing Project			
		CONTRACT OVERVIEW	
Date Submitted	11/7/17	Total of Previous Authorizations	\$15,000.00
		Change Orders/Adjustment	0
Amount	\$85,925.25	This Work Authorization	\$85,925.25
Scheduled Completion	See below	Current Contract Total	\$100,925.25

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Continuing Contract for Construction Engineering Inspection (CEI) Services for Nassau County, Florida, dated June 12, 2017. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

WSP USA Inc. shall provide Construction Engineering and Inspection staff to be on the Project site to observe the performance of the work for conformance with the approved contract drawings, plans, and specification the contract documents in accordance with the proposal dated November 7, 2017 attached hereto as Exhibit "A", for the Construction Engineering Inspection (CEI) Services Contract.

ARTICLE 2. Time Schedule

WSP USA Inc, will provide all services included within the scope of services within total construction time of 90 days plus 15 days prior to construction for project setup and 30 days for project closeout. Task completion for individual requests under this work authorization will be determined on a case by cases basis.

ARTICLE 3. Budget

WSP USA Inc. will perform the scope of services outlined herein for a not to exceed fee \$85,925.25. Performed services will be paid on an hourly rate basis per contract, attached hereto as Exhibit "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. 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 is attached.

AGREED TO BY:

BY: _____
Print Name: Kenneth B. Spillett, P.E.
Title: Construction Services Manager - Florida
Date: November 8, 2017

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:

Board of County Commissioners, Chair

Ex-Officio Clerk:

County Attorney:

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this 8th day of January, ~~2017~~ 2018

Attestation: Only To Authenticity as to Chairman's Signature

John A. Crawford, Ex-Officio Clerk

Account number: _____

MES
01-09-18



November 7, 2017

Subject: Thomas Creek Road Construction Engineering & Inspection (CEI) Services Request

Attn: J. Scott Herring, PE
Nassau County Public Works Director
96161 Nassau Place
Yulee, FL 32097

Dear Mr. Herring,

WSP (formerly WSP | Parsons Brinckerhoff, Inc.) is pleased to submit our proposed fee to Nassau County for CEI services for Thomas Creek Road Resurfacing. WSP is eager to continue our successful relationship with Nassau County and appreciates this opportunity to submit this proposal for consideration under the Continuing Contract for CEI Services under Contract CM2419.

As one of the world's leading engineering professional services consulting firms, WSP's construction experience comprises construction management, program management and CEI on traditional and alternative delivery approaches with public-sector clients such as FDOT, counties, municipalities, expressway authorities, aviation departments and school boards. Having operated in Florida since 1973, our staff of approximately 130 CEI individuals includes construction managers, contract support specialist, project engineers/administrators, inspectors, schedulers, project control specialists and support personnel, making us one of largest CEI/ construction management firms in Florida.

WSP proposes to provide services using our approved rates established in contract CM 2419. As requested, we are providing an initial fee estimate for the scope of work of \$85,925.25 with staffing. Please let us know if you have any questions, comments or concern. We look forward to working with Nassau County to complete this project.

WSP USA
Suite 300
1075 Oakleaf Plantation Parkway
Orange Park, FL 32065

Tel: +1 904 406 9532
wsp.com



Thank you, again for this opportunity and if you have any questions or require additional information, please contact either me at 813.390.5139.

Sincerely,
WSP USA

A handwritten signature in blue ink, appearing to read 'Patrick Stanford'.

Patrick Stanford, P.E.
Project Manager
Patrick.Stanford@wsp.com

CONSTRUCTION ENGINEERING AND INSPECTION

SCOPE OF SERVICES

FOR

Nassau County

Project Description: Resurfacing Thomas Creek Road

Financial Project ID(s): 432604-1-54-01

Federal Project No.: N/A

SCOPE OF SERVICES
CONSTRUCTION ENGINEERING AND INSPECTION

INTRODUCTION

Nassau County (County), as part of Public Works Division, has requested WSP (formerly WSP | Parsons Brinckerhoff, Inc.) (CONSULTANT) to provide professional services (CEI Services) for the Resurfacing of Thomas Creek Road from US 301 (SR 200) to Duval C/L.

CONSULTANT will provide CEI services to coordinate and observe the activities of the parties involved in the Thomas Creek Road resurfacing. In general, CONSULTANT will observe the work, maintain records of construction activities and events, and utilize established procedures to assist COUNTY in monitoring the work to confirm that the project is constructed in conformance with the Contract Documents.

The CEI services will be performed in accordance with COUNTY's established procedures for construction contract administration. CONSULTANT will familiarize itself with COUNTY's relevant procedures and practices and with the Contract Documents for the above referenced project.

SCOPE OF SERVICES

CONSULTANT will provide Construction Engineering and Inspection staff to be on the Project site to observe the performance of the work for conformance with the approved contract drawings, plans, and specifications of the Contract Documents. CONSULTANT shall immediately advise the COUNTY of any observed omissions, substitutions, defects, and deficiencies in the work of the Contractor and may recommend corrective action. The CEI services provided by the CONSULTANT shall, in no way, relieve the Contractor of responsibility for the satisfactory execution of the Project work in accordance with the approved Contract Documents.

CONSULTANT shall provide specific CEI services described below:

1. Coordinate Review of Submittals:

Coordinate submittal data with the Engineer of Record (EOR) who will be responsible for the review and acceptance of shop drawing, submittals, and substitution requests. CONSULTANT will prepare a submittal log tracking submittal dates, re-submittals, EOR approvals, and monitor the process to facilitate timely review of submittals and the approval process.

2. On-site Observation

CONSULTANT will provide the CEI services of a full time Senior Inspector to observe the Contractor's on-site construction operations and materials entering into the work for conformance with the Contract Documents. CONSULTANT shall also provide the CEI services of an Asphalt Plant Inspector during all operations requiring the use of an approved asphalt mix design. CONSULTANT shall maintain a daily record of the Contractor's operations noting and recording significant events that affect the work. CONSULTANT's daily reports will be completed each day.

3. Testing:

CONSULTANT will review material and quality assurance test reports provided by an independent licensed laboratory hired by the CONSULTANT. CONSULTANT shall provide materials and roadway testing as required per FDOT specifications. Review of test reports will be for conformance with the requirements of the Contract Documents. CONSULTANT will immediately notify the COUNTY of test reports which do not conform to the Contract Documents. CONSULTANT will prepare a written notice to the Contractor of failed test reports or any apparent non-conforming work. CONSULTANT may make recommendations to the COUNTY and request the Contractor to carry out the acceptable corrective measures, as authorized by the COUNTY.

4. Contract Administration Services:

Consultant shall provide contract administration services to coordinate the activities of the parties involved in accomplishing work to complete the Project. Services will include the following:

- Attend and conduct a pre-construction conference with COUNTY, Contractor, and EOR.
- Maintain on a daily basis, a record of the activities and events relating to the project and a record of work observed including notation of quantities of pay items installed in accordance with the Contract Documents. Complete a daily report for the time the CONSULTANT's staff is on site observing the work. Record the daily report in the COUNTY's format each day.
- Attend construction progress meetings with the Contractor and COUNTY to discuss status of submittals, project schedule, work completed and to be completed, problems, conflicts, etc.
- Prepare an action item log documenting problems, conflicts, items needing timely resolution, etc. The action item log will include the item, responsible party, a target completion date, and status of completion. The action item log will be included in the weekly progress meetings.
- Maintain a log of materials and quality assurance testing performed and results.
- Review Contractor's monthly tabulation of quantities for all pay items submitted to-date. Verification of quantities will be based on observations of the work and contract records. Review the Contractor's monthly application for payment, accompanying data, schedules, and provide a recommendation for payment.
- On a monthly basis review Contractor's documentation of record information for completeness and general accuracy with the observed progress of work.
- Review changes to the plans, specifications, or contract provisions and extra work which appear to be necessary to carry out the intent of the Contract when it is determined that a change or extra work is necessary and such work is within the scope and intent of the original Contract.

- Review and recommend acceptance of the Contractor's baseline CPM schedule to the COUNTY. Review the Contractor's monthly progress updates against the baseline and conduct a monthly schedule update meeting with the Contractor. Monitor the Contractor's schedule and notify the COUNTY if the Contractor is behind schedule.
- When it is determined that a modification to the original contract for the project is required due to a necessary change in the character of work, assist the COUNTY with negotiated adjustments in Contract time and cost with the Contractor.
- In the event that the Contractor gives a notice, either written or verbal, that that certain work to be performed is beyond the scope of the Contract and the Contractor intends to claim additional compensation, the CONSULTANT shall maintain a record of observations of disputed work performed. Records of disputed work shall include manpower and equipment times and materials installed in the portion of the work in dispute.
- Review Contractor claims for additional time and/or compensation and prepare a recommendation to the COUNTY covering validity, accuracy, and reasonableness of charges. Assist COUNTY with negotiations of charges based on observation of the work, project records, and Contract Documents.
- Evaluate and confirm quantity estimates based on project records for final payment in accordance with Contract Documents.
- Monitor permit requirements as they relate to the construction of the project and report any discrepancies to the COUNTY.
- Field resident calls and respond to any resident mail or email regarding the project.
- Coordinate shop drawings, sample submittal, RFI's, and review status with the EOR and maintain a status log of each submittal as it progresses through the review and acceptance for incorporation into the work process.
- Participate in a substantial completion and final acceptance walk through, prepare punch lists, and follow up with the Contractor to verify completion.
- Review record information prepared by the Contractor, which reflect the as-constructed conditions for reasonable correctness. After review, assist the EOR in preparation of record drawings and final certification.
- Assist in the assembly of documentation for final project certifications and formal transfer to the operations phase by the EOR.
- Providing services after the termination of the construction phase through project close-out.
- Provide back-up/supporting documentation for COUNTY issuing stop work orders if the situation requires.
- Submit final project records on a USB drive/DVD to the COUNTY at project closeout.

CONSTRUCTION SERVICES NOT RESPONSIBLE FOR

The following services are not included in the Scope of Work:

- Applying for or securing any permits. Preparing or continuous monitoring of Stormwater Pollution Prevention Plans associated with NPDES, OI, ERP, and LP permits. It shall be the responsibility of the Contractor to submit his SWPPP, as well as the monitoring reports of compliance with the SWPPP.
- Acts or omissions of Contractor, any sub-contractor, of any of the Contractor's or sub-contractor's agents or employees or any other persons at the project site or otherwise performing any of the work on the project.
- Construction means, methods, techniques, sequences, or procedures selected by the Contractor or for any safety precautions and programs incidental to the work of Contractor or for any failure of the Contractor to comply with any laws, ordinances, rules, or regulation applicable to the construction in accordance with the Contract Documents.
- Providing professional services made necessary by the default of the Contractor or by major defects in the work of the Contractor in the performance of the Construction Contract.
- Providing services after the termination of the construction project and final closeout.
- Preparing to serve as an expert witness in connection with any public hearing, arbitration proceeding or legal proceedings.
- Issuance of stop work orders on the project.
- Providing surveying services.
- Services to be performed by the EOR such as preparation of Record Drawings and Final Certifications.

STAFFING OF THE PROJECT BY THE CONSULTANT

The CONSULTANT shall provide a Construction Project Manager, Project Administrator, Senior Inspector, Contract Support Specialist and staff acceptable to the COUNTY. The key personnel shall not be removed or replaced without prior notice to COUNTY's designated project representative. The CONSULTANT may add additional personnel to assist or serve as backup for the Construction Project Manager, Senior Inspector, and Asphalt Plant Inspector.

The CONSULTANT shall provide personnel that meet Florida Department of Transportation requirements for their position. The Sr. Inspector shall have 2 years of roadway asphalt paving experience. *See Attachment "A" for personnel requirements.*

RESPONSIBILITIES OF THE COUNTY

Designate a person in writing to act as the COUNTY's representative with respect to the Construction Project. Such person shall have full and complete authority to transmit instructions, receive information, interpret and define the COUNTY's policies and decisions with respect to the CONSULTANT's services on the Construction Project.

Assist the Consultant, by placing at the CONSULTANT's disposal, available information pertinent to the Construction Contract, including all relevant Contract Documents.

Approve design standards and criteria to be used on the Construction Project.

Attend meetings, as needed, with regulatory agencies and progress meetings with the CONSULTANT and Contractor.

Furnish the plans, specifications, and all relevant Contract Documents to the CONSULTANT along with any change orders, field directives, and designated procedures.

SCHEDULE

This scope of services and fee schedule is based on a total construction time of 90 days plus 15 days prior to construction for project setup and 30 days for project closeout. If the Contract Time is extended beyond this time, this scope of services and fee schedule may be amended by mutual agreement of COUNTY and CONSULTANT. *See Attachment "B" for fee schedule.*

ATTACHMENT A

SENIOR PROJECT ENGINEER/ PROJECT MANAGER - A Civil Engineer degree and be registered in the State of Florida as a Professional Engineer and six (6) years of engineering experience [(two (2) years of which are in major road or bridge construction)] or [(five (5) of which are in major bridge construction) - for Complex Bridge Projects], or for non-degreed personnel the aforementioned registration and ten (10) years of engineering experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with County standards. Also must have the following:

Qualification:

FDOT Advanced MOT

Attend the CTQP Quality Control Manager course and pass the examination.

Certifications: None

A Master's Degree in Engineering may be substituted for one (1) year engineering experience.

PROJECT ADMINISTRATOR-A Civil Engineering degree plus two (2) years of engineering experience in construction of major road or bridge structures, or for non-degreed personnel eight (8) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. To be in primary control, a Project Administrator must have supervised two or more inspectors as well as two or more support staff (Office Manager, Compliance Officer, and Secretary) and must have been directly responsible for all CEI services assigned.

Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must have the following:

Qualifications:

FDOT Advanced MOT

Asphalt Paving Level I

Asphalt Paving Level II

CTQP Final Estimates Level II

Certifications:

None

Other:

Attend CTQP Quality Control Manager Course and pass the examination.

A Master's Degree in Engineering may be substituted for one (1) year of engineering experience

CONTRACT SUPPORT SPECIALIST - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., CQR/LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.) or a Civil Engineering. Should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the County's Procedures covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties. Shall become proficient in Multi-Line and Engineering Menu.

Qualifications:

CTQP Final Estimates Level II

SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures. For CC2 bridge structures, be a high school graduate or equivalent and have five (5) years of general bridge construction experience of which two (2) years must have been with the type of CC2 bridge construction project for which CEI services are being provided by this scope. Additionally, a minimum of twelve (12) months of experience as the Senior Inspector in primary control of the type CC2 construction project for which CEI services are being provided by this scope. To be in primary control, a Senior Inspector must have supervised two or more inspectors and must have been directly responsible for all inspection requirements related to the construction operations assigned.

CPTS years of experience must have included a minimum of twelve (12) months of inspection experience in one or both of the following depending on which area the inspector is being approved for: (1) casting yard inspection; (2) erection inspection. In addition, two (2) years of geometry-control surveying experience is required for inspectors that perform or monitor geometry control surveying in a casting yard. CPTCB years of experience must include monitoring and inspection of the following: girder erection, safe use of girder erection cranes, girder stabilization after erection, false work for temporary girder support, and PT and grouting operations. MB years of experience must have included the inspection of MB mechanical components for machinery inspectors and MB electrical components/systems for electrical inspectors.

Must have the following:

Qualifications:

CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II

CTQP Earthwork Construction Inspection Level I

FDOT Advanced MOT

CTQP Final Estimates Level II

CTQP Drilled Shaft Inspection – *if applicable*

IMSA Traffic Signal Technician Level I – *if applicable*

Certifications:

Nuclear Radiation Safety

Or a Civil Engineering degree and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

INSPECTOR/ENGINEER INTERN - High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, plus the following:

Qualifications:

CTQP Asphalt Roadway Level I
CTQP Earthwork Construction Inspection Level I
CTQP Final Estimates Level I
CTQP Drilled Shaft Inspection – *if applicable*
IMSA Traffic Signal Technician Level I – *if applicable*

Certifications:

Nuclear Radiation Safety

Or a Civil Engineering degree with the ability to earn additional required qualifications within one year. (Note: Engineer Intern classification requires E.I.T. certificate.)

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress. Civil Engineering graduates must obtain certifications within the first year of working as an inspector or Engineer Intern. Exceptions will be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.

WSP (formerly WSP | Parsons Brinckerhoff, Inc.)
 PROJECT: Thomas Creek Road Resurfacing Project
 BID #: NC-17-002

October 23, 2017

YEAR MONTH	Firm	2018												TOTAL 2018	PROJECT TOTAL MAN MONTHS	PROJECT TOTAL MAN HOURS	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
PERSONNEL CLASSIFICATIONS PROJECT STAFF																	
SR PROJECT ENGINEER - P. Stanford/H. Le	WSP	0.05	0.05	0.05	0.05										0.20	0.20	33
PROJECT ADMINISTRATOR - H. Le or D. Hollis	WSP	0.15	0.15	0.10	0.05	0.05									0.50	0.50	82.5
CONTRACT SUPPORT SPECIALIST - D. Hollis	WSP	0.05	0.15	0.10	0.05										0.35	0.35	57.75
SENIOR INSPECTOR - D. DiTillio/T.W. Carter*	WSP	1.00	1.00	1.00	0.05										3.05	3.05	503.25
INSPECTOR - B. Peterson/J. Johnson*	WSP	0.50	0.20	0.20											0.90	0.90	148.5
TOTAL IN MAN-MONTHS		1.75	1.55	1.45	0.20	0.05									5.00	5.00	825.00

* Eligible for Straight Overtime

SUBCONSULTANT:

CM2419-WA02



Nassau County Public Works
96161 Nassau Place
Yulee, FL 32097

Rebecca Hiers-Bray, P.E.
Interim Public Works Director

January 22, 2018

Mr. Paul Smith, Senior Project Manager
WSP USA, Inc.
2202 North West Shore Blvd
Suite 300
Tampa, Florida 33607

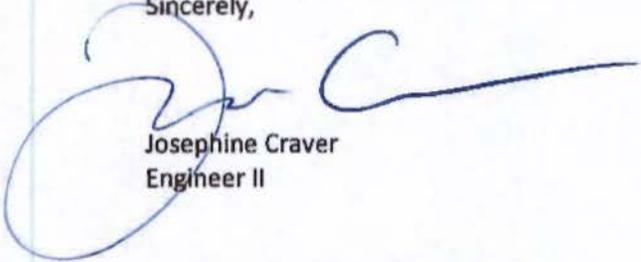
Subject: Notice to Proceed
CM2419-WA02
Thomas Creek Road Resurfacing

Dear Mr. Smith:

This letter shall serve as the contractual Notice to Proceed for the Thomas Creek Road Resurfacing Work Authorization #CM2419-WA02. All work must be conducted in accordance with the agreement referenced above.

Should you have any questions, please contact this office.

Sincerely,



Josephine Craver
Engineer II

cc: Brenda Linville, Deputy Clerk
Charlotte Young, OMB
Rebecca Hiers-Bray, P.E., Interim PW Director
Donna Knapp, WSP USA, Inc.