

**WORK AUTHORIZATION # CM2499-WA02
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
 RFQ/BID NO. NC17-006**

Consultant:	EltonAlan, Inc.
Contract Number:	CM2499
Contact Name:	Michael Holcomb
Contact Number:	904-891-0360
Email:	mike@eltonalan.com

CURRENT WORK AUTHORIZATION

Project Short Title: Development Review Services

		CONTRACT OVERVIEW	
		Total of Previous Authorizations	\$25,000.00
Date Submitted	2-13-18	Change Orders/Adjustments	\$0.00
Amount	\$35,000.0	This Work Authorization	\$35,000.00
Scheduled Completion	09/30/2018	Current Contract Total	\$60,000.00

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Continuing Contract for Professional Engineering Services for Nassau County, Florida, dated January 8, 2018. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

EltonAlan, Inc. will assist Nassau County's Develop Review Committee (DRC) process development submittals, pursuant to scope of services dated February 13, 2018, attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

The services under this Work Authorization will be conducted through and be completed by September 30, 2018.

ARTICLE 3. Budget

EltonAlan, Inc. will perform the scope of services outlined herein on a limited amount, not to exceed \$35,000.00

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.

RCVD COUNTY MGR
 2 MAR '18 PM2:30

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 9 APR '18 AM9:24

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: Michael C. Holcomb
Print Name: Michael E. Holcomb
Title: Vice President
Date: 2/13/18

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director: Rebecca Perry
Contract Management: Charlotte Young
Office of Management & Budget 4.4.18
County Manager: [Signature]

APPROVED by the County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 9th day of April, 2018.

ACCOUNT NO.: 03420541-531000

EXHIBIT A
SCOPE OF SERVICES
DEVELOPMENT REVIEW SERVICES
TASK ORDER
FOR
NASSAU COUNTY, FLORIDA
FEBRUARY 13, 2018

A. TASK ORDER DESCRIPTION

The intent of this task order is for EltonAlan to assist Nassau County's Develop Review Committee (DRC) process development submittals. EltonAlan will provide complete engineering reviews of Preliminary Binding Site Plan(PBSP) applications, Site Engineering Plan(SEP) applications, Plat/Rural Subdivision applications, and other applications as the County requires and for which EltonAlan is qualified.

B. TASK ORDER SCOPE

EltonAlan will provide engineering reviews of each submittal requested by the County, and provide the following in digital format as applicable to the specific submittal:

- Nassau County Engineering Services Technical Review Checklist
- Preliminary Binding Site Review Checklist
- Written comments resulting from our engineering review of design calculations and documentation submitted
- Written comments and corresponding plan "mark-ups" (scanned) as to the submittals consistency with the County's Land Development Code, 2030 Comprehensive Plan and other County requirements as applicable.

Upon receipt of the submittal notice from the County, EltonAlan will download the submittal from Dropbox or other agreed upon on-line source and provide a detailed review as described above, completed submittal checklists (as applicable), plan "mark ups" (in digital format) and detailed written plan comments in accordance with the following schedule:

1.-Preliminary Binding Site Plan(PBSP) applications:

- Initial application - 10 days from receipt of submittal
- Subsequent resubmittal(s) - 5 days from receipt of each re-submittal

2.- Site Engineering Plan(SEP) applications:

- Initial SEP application- 15 days from receipt of submittal
- Subsequent resubmittals - 10 days from receipt of each re-submittal

3.- Preliminary Plat/Rural Subdivision application:

- Initial application - 20 days from receipt of submittal
- Subsequent resubmittals - 20 days from receipt of each re-submittal

4.- Final Plat application:

- Note: Based upon review of the Final Plat Process info supplied it appears that the final plat submitted does not require review by Elton-Alan. However, it does require review by the County's reviewing Surveyor.

As part of this task order, EltonAlan will submit a Work Summary of our services provided during the previous month as well as a Status Report of the open applications for which we are providing reviews. These will be included with our invoice at the beginning of each month.

C. TASK ORDER COMPENSATION

EltonAlan will provide the services described herein on a unit cost basis based on the following Contract Rates included in our continuing contract NC17-006:

Project Manager	\$197.36
Sr. Designer	\$123.58
CADD / Admin	\$54.67

Any out of pocket expenses will reimbursed with no profit or fees attached. The limiting, not to exceed amount for this task order is \$35,000.

D. TASK ORDER SCHEDULE

The services included in this Task Order will be provided on an as-needed basis through September 30, 2018.