

**WORK AUTHORIZATION # CM2287-WA05
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
 RFQ/BID NO. NC14-026**

Consultant:	Peters & Yaffee, Inc.
Contract Number:	CM2287
Contact Name:	Dow W. Peters III, P.E.
Contact Number:	904-265-0751
Email:	dpeters@petersandyaffee.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Mobility Plan & Mobility Fee Study			
		CONTRACT OVERVIEW	
Date Submitted	10/19/17	Total of Previous Authorizations	\$130,354.77
Amount	\$176,083.52	Change Orders/Adjustments	\$0
Scheduled Completion	32 Weeks	This Work Authorization	\$176,083.52
		Current Contract Total	\$306,438.29

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 May 9, 2016. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Peters and Yaffee, Inc. shall provide Mobility Plan and Mobility Fee for Nassau County projects, pursuant to the scope of services dated October 9, 2017, attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Peters and Yaffee, Inc. will provide all services included within the scope of services within a 32-week period. Schedule for each task duration is attached to this Work Authorization.

ARTICLE 3. Budget

Peters and Yaffee, Inc. will perform the scope of services outlined herein for a not to exceed fee \$176,083.52 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 are attached.

AGREED TO BY:

BY: Russell YH
Print Name: Russell Yaffee, PE, PTOE
Title: Vice President
Date: 3/22/2018

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:

Rebecca Boy

Board of County Commissioners, Chair

[Signature]

Ex-Officio Clerk:

signature below

County Attorney:

[Signature]

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this 23 day of April, 2018.

Account number(s):

Mobility Fund (36MB)

- 6M408541-531400 (Zone 1-East of I-95) \$ 59,367.90
- 6M409541-531400 (Zone 3-West of I-95) \$ 59,367.90

ENCPA Fund (36EN)

- 6E407541-531400 ENCPA Mobility Network \$ 57,347.72
- \$176,083.52

Attestation: Only to Authenticity as to
Chairman's signature:

[Signature]
John A. Crawford, Ex Officio Clerk

MES
04.24.18



October 9, 2017

via email: sherring@nassaucountyfl.com

Scott Herring, P.E.
Public Works Director
Nassau County
96161 Nassau Place
Yulee, FL 32097

RE: Proposal for Nassau County General Engineering Consulting – Mobility Fee Study

Mr. Herring,

Peters and Yaffee, Inc. is pleased to submit this Scope of Services and proposal in connection with the County's creation of a Mobility Plan and Mobility Fee. This estimate assumes final completion and adoption of the Mobility Plan and associated Mobility Fee. This agreement is made as of the date of signature for this contract between Nassau County Board of County Commissioners (Client) and Peters and Yaffee, Inc. (PY).

Sincerely,

Russell Yaffee, PE, PTOE
Vice President

Peters and Yaffee, Inc.
9822 Tapestry Park Circle, Suite 205
Jacksonville, FL 32246
904.265.0751 (Phone)
904.735.6477 (Cell)

**Exhibit A
Scope of Services**

**Nassau County General Engineering Consulting
Mobility Fee Study**

SCOPE OF SERVICES

The Client and PY have agreed to a list of Basic Services that will be provided. These services are listed below:

- Task 1 – Study Methodology
- Task 2 – Data Review
- Task 3 – Preliminary Needs Assessment and Alternative Routes
- Task 4 – Detailed Needs Evaluation
- Task 5 – ENCPA Evaluation
- Task 6 – Calculation of Draft Mobility Fees
- Task 7 – Refine Fee Schedule
- Task 8 – Final Report
- Task 9 – Modification to Comprehensive Plan

Task 1 - Study Methodology

At the direction of the Client, the PY Team will produce a study methodology document to be presented to and discussed with the County Staff prior to beginning of the analysis. This task will include one meeting with the County, as well as a draft and final methodology document.

Task 2 - Data Review

At the direction of the Client, the PY Team will review the existing data and vested trips while complying with the Nassau County Comprehensive Plan policies and objectives.

Additionally, we will model existing and proposed developments in an effort to reduce existing trip reservations and identify potential capacity on critical or deficient roadway links. Only deficient or critical links will be analyzed as part of this effort.

We will also review the current traffic model performed by the East Nassau Community Planning Area (ENCPA) to determine accuracy and suitability for use in Nassau County (This model will be furnished by Nassau County upon receipt by ENCPA Consultants). Data from this model will be used to supplement existing data provided by Nassau County and other data generated from traffic modeling performed as part of this task. Other elements that may be considered/generated in this analysis are:

- Trip Generation, Trip Length, Trip Distribution and Assignment
- Trip Length Adjustment by Fee District
- Conversion of Vehicle Trips to Vehicle Miles Travelled
- Reduced Travel Demand for TND/TOD (Such as ENCPA)
- Analysis of Population Projections, Future Land Use and suitability of TAZ's
- Verification of existing and future roadway network
- Travel Demand for different geographic areas in the County
- Adjustment of Model based on other input parameters as necessary

Additional traffic counts may be required to perform 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. If actual traffic counts are needed it will be included within future task work(s), as necessary.

Task 3 - Preliminary Needs Assessment and Alternative Routes

Based on the results of the previous tasks, the PY Team will prepare a preliminary needs assessment and 2040 Needs Plan. We will work jointly with the County Staff to identify alternative transportation routes. This will include multiple meetings as well as transportation modeling for these proposed corridors. Engineering cost estimates for these proposed alternative routes will also be provided as part of this task. After alternative routes are identified and the needs assessment is complete, the project team will draft new mobility districts as part of this task.

Task 4 - Detailed Needs Evaluation

At the direction of the Client, the PY Team will utilize the data generated from the model runs performed and evaluate the infrastructure needs of the County to address mobility deficiencies through the model end run year of 2040. 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.

Task 5 - ENCPA Evaluation

As requested by the Client, the PY Team will provide an evaluation determining the impact of the proposed ENCPA on the existing state and county roadways within the mobility zone of the ENCPA as well as the other mobility zones of Nassau County. This evaluation (model runs and impact 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). Additionally, PY will review roads that border the ENCPA and determine how to handle impacts caused by development within the ENCPA. This would include a determination as to what situations would be appropriate for the use of ENCPA mobility fee money outside the formal boundary of the ENCPA. This scope will include determination of ENCPA impacts at 5 study intersections within ENCPA's boundary. A technical memorandum will be provided summarizing the results of this evaluation.

Task 6 - Calculation of Draft Mobility Fees

At the direction of the Client, the PY 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 (Schools and Churches up to 1275 seats) are anticipated to be exempt from the fee schedule.

The consideration of incentive development, as approved by the County staff, will also be included in the proposed fee schedule. This will include those areas and/or industries that the County wishes to incentive by potentially "buying down" proposed fees. It is estimated that these areas will be identified completely at one time so that fees can be calculated accurately and completely for this task. It is understood that the incentivized areas will change and the fee schedule will be modified accordingly under future tasks.

Task 7 - Refine Fee Schedule

At the direction of the Client, the PY Team will consider draft Mobility Fee Calculations, along with the consideration of incentivized areas, the ENCPA mobility fee schedule, and input from the County Staff, to create a final fee schedule for the Proposed Mobility Plan.

The PY Team will partner with County staff to participate in public workshops within the community to discuss the impacts and components of the Proposed Mobility Plan. It is anticipated that four (4) meetings will be necessary with the public 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 necessary.

Task 8 - Final Report

At the direction of the Client, the PY Team 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 and approval. The submittal schedule will be at 50% completion, 90% completion and 100% completion. County Staff may change this submittal schedule, but three progress submittals are incorporated within this scope.

Task 9 - Modification to Comprehensive Plan

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

**Exhibit B
 Compensation**

**Nassau County General Engineering Consulting
 Mobility Fee Study**

PROFESSIONAL FEES

Task 1 - Study Methodology

PY Principal (4 Hours)	\$	857.16
PY Project Manager/ Senior Engineer (8 Hours)	\$	1,463.12
PY Project Engineer (4 Hours)	\$	453.08
PY Designer (4 Hours)	\$	304.92
CTSi Principal/ Project Manager (12 Hours)	\$	1,980.00
CTSi Designer (2 Hours)	\$	190.00
Subtotal	\$	5,248.28

Task 2 - Data Review

PY Principal (2 Hours)	\$	428.58
PY Project Manager/ Senior Engineer (8 Hours)	\$	1,463.12
PY Project Engineer (8 Hours)	\$	906.16
PY Designer (8 Hours)	\$	609.84
CTSi Principal/ Project Manager (16 Hours)	\$	2,640.00
CTSi Designer (4 Hours)	\$	380.00
Subtotal	\$	6,427.70

Task 3 - Preliminary Needs Assessment and Alternative Routes

PY Principal (2 Hours)	\$	428.58
PY Project Manager/ Senior Engineer (8 Hours)	\$	1,463.12
PY Project Engineer (16 Hours)	\$	1,812.32
PY Designer (16 Hours)	\$	1,219.68
CTSi Principal/ Project Manager (16 Hours)	\$	2,640.00
CTSi Designer (4 Hours)	\$	380.00
Subtotal	\$	7,943.70

Task 4 - Detailed Needs Evaluation

PY Principal (4 Hours)	\$	857.16
PY Project Manager/ Senior Engineer (12 Hours)	\$	2,194.68
PY Project Engineer (24 Hours)	\$	2,718.48
PY Designer (24 Hours)	\$	1,829.52
CTSi Principal/ Project Manager (120 Hours)	\$	19,800.00
CTSi Designer (4 Hours)	\$	380.00
Subtotal	\$	27,779.84

Task 5 - ENCPA Evaluation

PY Principal (8 Hours)	\$	1,714.32
PY Project Manager/ Senior Engineer (60 Hours)	\$	10,973.40
PY Project Engineer (80 Hours)	\$	9,061.60
PY Designer (80 Hours)	\$	6,098.40
CTSi Principal/ Project Manager (150 Hours)	\$	24,750.00
CTSi Designer (50 Hours)	\$	4,750.00
Subtotal	\$	57,347.72



Task 6 - Calculation of Draft Mobility Fees

PY Principal (2 Hours)	\$ 428.58
PY Project Manager/ Senior Engineer (32 Hours)	\$ 5,852.48
PY Project Engineer (16 Hours)	\$ 1,812.32
PY Designer (8 Hours)	\$ 609.84
CTSi Principal/ Project Manager (100 Hours)	\$ 16,500.00
CTSi Designer (2 Hours)	\$ 190.00
Subtotal	\$ 25,393.22

Task 7 - Refine Fee Schedule

PY Principal (2 Hours)	\$ 428.58
PY Project Manager/ Senior Engineer (32 Hours)	\$ 5,852.48
PY Project Engineer (16 Hours)	\$ 1,812.32
PY Designer (8 Hours)	\$ 609.84
CTSi Principal/ Project Manager (16 Hours)	\$ 2,640.00
CTSi Designer (2 Hours)	\$ 190.00
Subtotal	\$ 11,533.22

Task 8 - Final Report

PY Principal (8 Hours)	\$ 1,714.32
PY Project Manager/ Senior Engineer (40 Hours)	\$ 7,315.60
PY Project Engineer (40 Hours)	\$ 4,530.80
PY Designer (40 Hours)	\$ 3,049.20
CTSi Principal/ Project Manager (40 Hours)	\$ 6,600.00
CTSi Designer (8 Hours)	\$ 760.00
Subtotal	\$ 23,969.92

Task 9 - Modification to Comprehensive Plan

PY Principal (4 Hours)	\$ 857.16
PY Project Manager/ Senior Engineer (24 Hours)	\$ 4,389.36
PY Project Engineer (24 Hours)	\$ 2,718.48
PY Designer (4 Hours)	\$ 304.92
CTSi Principal/ Project Manager (12 Hours)	\$ 1,980.00
CTSi Designer (2 Hours)	\$ 190.00
Subtotal	\$ 10,439.92

Subtotal / Total Fee

PY Subtotal (680 Hours)	\$ 89,143.52
CTSi Subtotal (560 Hours)	\$ 86,940.00
TOTAL (1,240 Hours)	\$ 176,083.52

OPTIONAL SERVICES (All Traffic Data)

Peak Hour Turning Movement Counts (Each)	\$ 200.00
72 Hour ADT Counts (Each)	\$ 300.00



FEE SCHEDULE

Upon agreement by both parties, any additional work to be performed outside the scope of services listed within this contract will adhere to the following hourly rates:

Nassau County Approved
RATE SCHEDULE
Peters and Yaffee, Inc.

Labor Grade	Hourly Billing Rate
PY Project Principal	\$ 214.29
Project Manager/ Sr. Engineer	\$ 182.89
Project Engineer	\$ 113.27
Engineering Intern	\$ 76.23
CADD Designer	\$ 69.91
Clerical	\$ 62.80

RATE SCHEDULE
CTSi (See "Attachment C")

Labor Grade	Hourly Billing Rate
CTSi Professional Engineer	\$ 165.00
CTSi Project Engineer/ Sr. Designer	\$ 110.00
CTSi Designer/ Sr. CADD Technician	\$ 95.00
CADD Technician	\$ 65.00
Clerical	\$ 50.00
