

**WORK AUTHORIZATION # CM2452-WA01
 NASSAU COUNTY
 BOARD OF COUNTY COMMISSIONERS
 RFQ/BID NO. NC16-033**

| | |
|-------------------------|-------------------------------|
| Consultant: | GAI Consultants |
| Contract Number: | CM2452 |
| Contact Name: | Scott Richards |
| Contact Number: | 407-423-8398 |
| Email: | S.Richards@gaiconsultants.com |

| CURRENT WORK AUTHORIZATION | | | |
|--|-------------|---|-------------|
| Project Short Title: Lift Stations No. 10 & 29 Rehabilitation | | | |
| | | CONTRACT OVERVIEW | |
| | | Total of Previous Authorizations | \$0.00 |
| Date Submitted | 9/29/17 | Adjustments/Change Orders | |
| Amount | \$87,991.51 | This Work Authorization | \$87,991.51 |
| Scheduled Completion | 1 year | Current Contract Total | \$87,991.51 |

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as GAI Consultants for the Continuing Contract for Miscellaneous Engineering Services for Nassau Amelia Utilities (NAU), Nassau County, Florida, dated September 20, 2017. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

GAI Team will provide the data collection, analysis, design, bidding and construction support of lift stations number 10 and 29 with accordance to the scope of services, attached hereto as Attachment "A".

ARTICLE 2. Time Schedule

Total expected time period for this work authorization one (1) year period starting upon the date of execution of this work authorization.

ARTICLE 3. Budget

The cost estimate to conduct the Work as described in the Scope of Services is \$87,991.51

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. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

In presenting this Work Authorization, Consultant agrees that:

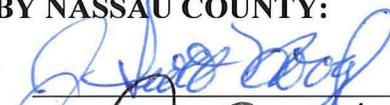
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:

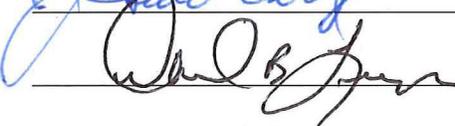
BY: 
 Print Name: Robert Schanck
 Title: Vice President
 Date: 10/16/17

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works Director:



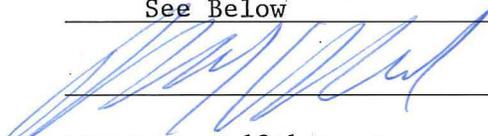
Board of County Commissioners, Chair



Ex-Officio Clerk:

See Below

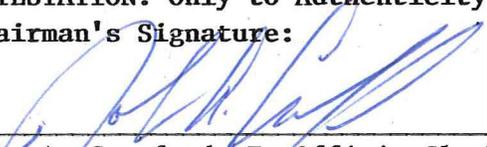
County Attorney:



APPROVED by the BOARD OF COUNTY COMMISSIONERS, this 13th day of November, 2017.

ACCOUNT NO.: 71500535-563551 LSSS

ATTESTATION: Only to Authenticity as to Chairman's Signature:



John A. Crawford, Ex-Officio Clerk

MES
11-14-17



Jacksonville Office
1301 Riverplace Boulevard
Suite 900
Jacksonville, Florida 32207

T 904.363.1110
F 904.363.1115

EXHIBIT A Scope of Services

Proposal for Professional Services – Contract No. CM2452 Work Authorization No. 1 Lift Stations No. 10 & 29 Rehabilitation

August 21, 2017

GAI Project No. A170003.01

GAI Consultants ("GAI" or "the Consultant") is pleased to submit this Scope of Services/Fee Proposal for Professional Services to the Nassau Amelia Utilities (NAU or "the Client") for the above-referenced project. This proposal reflects the anticipated Scope and related costs for services to be provided based on GAI's understanding of the project.

Project Background

NAU provides water and wastewater services to customers via its water utility system, which consists of a service area throughout the Amelia Island area. As part of its Rehabilitation and Replacement (R&R) program, NAU continues to improve its system.

For this project, NAU desires to rehabilitate two pump stations (Nos. 10 & 29). These are both suction lift style pump stations which serve residential neighborhoods. Lift Station No. 10 is located in Plantation Point and Lift Station No. 29 is located in Long Point near the golf maintenance facility.

These projects are necessary to continue meeting NAU's level of service. The listed infrastructures have exceeded their design life cycles. These infrastructures are experiencing repeated maintenance issues and are due for rehabilitation.

Project Understanding

The Scope of Service required in this agreement includes the data collection, analysis, design, bidding and construction support of the identified lift stations. For purposes of scoping, the anticipated project limits are generally to remain within the lift station parcels, with the exception of establishing a bypassing plan. The project will include a survey within the quantities and limits noted further in this scope. With this data and other collected data provided from the NAU, analysis and evaluation will occur. From there, construction documents will be developed at 60 and 100%/final levels.

In addition to the specific services detailed below (the "Services"), GAI will coordinate our work with the Client's representatives and the project team, monitor the project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of project progress.

Scope of Services

Based on our understanding of the project requirements/criteria provided to date by the NAU, GAI will perform the following described Scope of Services:

Task 1 - Data Collection and Analysis

Data Collection & Kickoff Meeting - Collect data for preliminary analysis and review available existing site information. This shall include:

- Coordinate a project kick-off meeting with NAU staff and the design team.
- Collect, analyze, organize, and summarize pipeline/site data for reference in design and construction.
- Collect data on the existing pump stations (performance curves, motor horsepower, efficiency, run times). GAI will work with NAU staff to get the model and serial number of the pump and motor. If necessary, GAI will work with NAU staff to perform a pump performance test to measure pressure and flow.
- Collect record drawings and other available data for the existing lift stations.
- Visit, inspect, and evaluate the existing lift stations site and equipment condition.
- Recreate and evaluate the system total dynamic head curve, existing pump curve, and up to three proposed pump performance curves.

Survey - Perform a survey of the project area (limited to the site parcels and immediate upstream manhole) in compliance with standard practices of surveying and mapping of the State of Florida. The topography survey will locate topography and marked utilities within identified limits. Elevations will be obtained at a minimum 50 foot intervals. The survey will include:

- Review plats and determine the limits of the right-of-way.
- Utilize benchmarks on a NAVD88 datum.
- Location of existing visible above ground improvements & visible utilities within parcel/right-of-way.
- Capture any structures, driveways, sidewalks, landscape, fences, walls, signs, light poles, pavement, and other topographic features.
- Open and survey manholes, and capture painted utility locates.

Task 2 - Design

Preliminary Design Analysis - Based on the collected data in Task 1, GAI will review and develop a memorandum to document the findings, evaluations, and recommendations for the design. This document will be used to develop a design plan with NAU. This phase will include:

- Pump station capacity – Based on existing pump station data and run time data collected, evaluate the station capacity and potential design alternatives. Recommend options for pump types, sizing and arrangement.
- Bypass Plan – Consider alternatives for maintaining operation during station rehabilitation.
- Site Electrical – Evaluate electrical panel locations to avoid potential conflict with existing infrastructure. Investigate current electrical supply and confirm sufficiency of pumps.
- Develop a preliminary technical memorandum with schematic layout of the station, panel, and bypass arrangement. Identify the overall layout, materials, pump sizing, methods of construction, and note key potential conflicts which must be addressed further in detailed design.

Design - Develop construction documents for the lift station rehabilitation. Construction documents will be developed at 60 and 100%/final levels.

- Design shall include rehabilitation/coating requirements, replacement pumps, piping, tie-in, water service, new electrical/control panels. The existing wet wells are assumed to remain in place. If further modifications are required (such as a new relocated wet well), an additional scope may be required.
- Plans shall include a demolition plan, bypass plan, site plan, mechanical plan, electrical plan and standard details. Electrical design does not include a permanent generator, but will provide for generator hookup (connection type per NAU preference).
- Plan sheets are anticipated for the design, with profile sheets for the lift station layout and main connections. A JEA-style station is anticipated utilizing some JEA standard details.
- Drawings shall be in AutoCAD format, full size plans, developed on a 1"=20' scale.
- Technical specifications shall be provided for the design elements. Front end (Div 0, 1) are anticipated to be per NAU standard.
- The scope does not include roadway, landscape, or other specialty support elements.
- Statement of Probable Cost - GAI will prepare a statement of probable cost based on the design layout.
- Client Review Meetings – At each stage/submittal during the design process, GAI will openly discuss comments at review meetings with the client (either in person or by phone). As a result of the client review comments/meeting, GAI will consolidate comments and implement changes. For purposes of this scope, two (2) review meetings are anticipated in person with other meetings/discussion being by phone or e-mail.

Task 3 - Permitting/Outreach

GAI will determine required permits for FDEP, conduct pre-application meetings where beneficial and complete applications and coordination for permits including:

- FDEP Wastewater Construction Permit – Complete application for and obtain approval for the construction of the lift station improvements.

Note: All necessary permitting fees are assumed to be paid for by the NAU.

GAI will provide limited coordination and community outreach support during the design process, including:

- Assist NAU in providing outreach information such as design figures or maps of impacted areas.
- Attend neighborhood meetings or events for outreach. Up to two meetings are anticipated.
- Provide specific site meetings for key impacted areas if necessary. Up to two meetings are anticipated.

Task 4 - Post Design/CA Services

Bidding - Provide bidding coordination and support with NAU:

- Provide final "bid set" of plans and specifications. Electronic PDF format is anticipated for all posted bid documents.
- Attend pre-bid meeting
- Respond to bid RFI's and coordinate preparation of addenda where needed.
- Review bid proposals for accuracy and completeness.

Construction services – Provide construction services oversight and support, including:

- Attend pre-construction meeting
- Review shop drawings
- Respond to RFI's from the contractor
- Engineer site visits - During construction, provide engineer field inspections during construction. Up to six (6) inspection trips are anticipated during construction in this scope.
- Review change order requests
- Review pay requests
- Review and approve final as-built drawings.
- Coordinate substantial/final completion and coordinate paperwork with NAU to close out the project.
- Prepare certificates of completion for permitting agencies (FDEP).

Deliverables

As a result of these tasks, GAI will produce the following:

- Preliminary design report
- Plans
- Specifications
- Preliminary engineer's statement of probable cost
- Electronic files of each of the deliverables

Data Collection

Successful and timely completion of the project will require prompt data collection. Some of this data will be provided from NAU. GAI will closely coordinate with NAU to obtain the necessary data. An official data request will be provided upon project kickoff. At this time, the following are anticipated items GAI will require from NAU:

- Latest record drawings of the pump station
- Pump curve data
- System pressure information (force main)
- Maintenance and repair history.

Additional Services

If necessary, GAI will provide Additional Services as mutually agreed between GAI and the Client. An equitable adjustment to GAI's Scope of Services and Compensation will be made through a Supplement to this Work Order for any Additional Services. These may include but are not limited to:

- Revise drawings, specifications or other documents when such revisions are:
 - Inconsistent with approval or instructions previously given by the Client
 - Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents
 - Due to changes required as a result of the Client's failure to render decisions in a timely manner
- Significant changes to the overall project size, pipeline route or design intent.

- Meetings with Client or designated representatives in excess of those described.
- Additional permitting/coordination efforts related to the City or other agencies.
- Survey, Subsurface Utility Engineering or Geotechnical data requirements.

Schedule

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below. GAI will endeavor to complete its Scope of Services within the timeframe of the Client's schedule to complete the project, subject to excused delay occasioned by factors beyond GAI's reasonable control. From the date of notice to proceed, GAI anticipates the project design schedule to be 4 months, pending data collection and field investigation scheduling. A total schedule is anticipated at 12 months to include data collection, design, permitting, bidding and construction.

Compensation

Compensation for services rendered by GAI will be on a lump sum or hourly not to exceed basis (see chart below) in accordance with the Agreement for Professional Services between GAI and NAU. The hourly/allowance budgets are not meant to be inclusive or exhaustive and are estimates that are highly dependent upon the level of effort required for design, to achieve permitting requirements, and/or requested by the Client. As the budget is expended and/or additional requirements arise, the Client will be informed and additional compensation will be requested to continue to perform services beyond the estimated budgets. GAI will perform the above described professional services for the fee summarized below.

| | Description | Method of Payment | Fee |
|--------------|------------------------------|----------------------|--------------------|
| 1 | Data Collection and Analysis | Lump Sum | \$9,531.00 |
| 2 | Design | Lump Sum | \$44,613.51 |
| 3 | Permitting / Outreach | Hourly Not to Exceed | \$10,534.32 |
| 4 | Post Design | Lump Sum | \$23,312.68 |
| Total | | | \$87,991.51 |

Payment

Payment terms will be in accordance with the 2017 Professional Services Agreement Contract # CM2452 (Miscellaneous Engineering Services for Nassau Amelia Utility).

Assumptions and Understandings

GAI's Scope of Services, Schedule and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
2. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.

3. Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
4. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
5. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.

EXHIBIT B
Price (Breakdown of Labor by Task)



Jacksonville Office
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Jacksonville, Florida 32207

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December 18, 2017

GAI Project No. A120925.00

Ms. Becky Hiers-Bray, PE
Nassau County
96161 Nassau Place

**Continuing Engineering Services for Nassau Amelia Utilities
Engineer of Record Change**

Dear Ms. Hiers-Bray:

This letter serves to advise Nassau County of a change in GAI Consultants, Inc.'s (GAI) Engineer of Record for engineering services of our Continuing Engineering Contract with Nassau Amelia Utilities (NAU). This letter follows our letter dated December 18, 2017, which notified a change in the Project Manager for NAU. The following projects are currently under construction:

- Headworks and Aeration Piping Improvements

The previously letter notified that I, Jay Ameno, will be the PM for NAU. Additionally, this letter is to clarify that I will also perform as the Engineer or Record for the projects noted above. Janine Pardee will remain as the structural engineer and remain involved with the headworks rehabilitation.

The GAI Team is fully committed to successfully performing the work requests by NAU in a timely manner. Our team greatly appreciates the opportunity to provide engineering services to NAU. If you have any questions or would like to discuss this change, please do not hesitate to contact us.

Sincerely,

GAI Consultants, Inc.

A handwritten signature in blue ink, appearing to read 'J. Ameno'.

Jules Jay Ameno, Jr., PE
Sr. Engineering Manager

561.465.8001 direct / 561.531.4115 cell



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December 18, 2017

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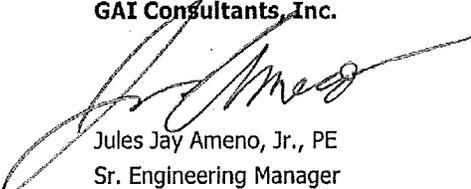
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