

## CHANGE ORDER APPROVAL FORM

PROJECT: Preliminary Design Update, Well and Septic Tank Phase-Out

CHANGE ORDER NUMBER: 1

DATE: 12/11/18

CONTRACT NUMBER: CM2452-WA06

TO CONTRACTOR: GAI Consultants

Reason for Change Order: Decrease amount of Work Authorization #6 to match Contract Rates.

Detail: Original Work Authorization was approved at \$6990.00 which did not match the Contract Rate total of \$6983.00 provided with the Work Authorization as Exhibit "B".

Original Contract Sum.....	\$	<u>6990.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>6990.00</u>
Amount of This Change Order (Add).....	\$	<u>(7.00)</u>
New Contract Sum Including this Change Order.....	\$	<u>6983.00</u>

APPROVED BY: N/A  
Becky Bray, Public Works Director

DATE: \_\_\_\_\_

APPROVED BY: Grayson Hagins  
Grayson Hagins, Contract/Purchasing Manager

DATE: 12/21/18

APPROVED BY: Justin Stankiewicz  
Justin Stankiewicz  
Director of Office of Management & Budget

DATE: 12/17/18

APPROVED BY: Michael Mullin  
Michael Mullin, Interim County Manager

DATE: 12/17/18

**WORK AUTHORIZATION # CM2452-WA06  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RFQ/BID NO. NC16-033**

<b>Consultant:</b>	GAI Consultants, Inc.
<b>Contract Number:</b>	CM 2452
<b>Contact Name:</b>	Jay Ameno, PE
<b>Contact Number:</b>	561-465-8001
<b>Email:</b>	j.ameno@gaiconsultants.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Preliminary Design Update, Well and Septic Tank Phase-Out – Phase I			
		CONTRACT OVERVIEW	
Date Submitted	July 18, 2018	Total of Previous Authorizations	\$392,351.51
Amount	\$6,990.00	This Work Authorization	\$6,990.00
Scheduled Completion	30 days from NTP	Current Contract Total	\$399,341.51

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:

The purpose of the following engineering scope of services is to update the technical memorandum (TM) prepared in May 2013 regarding the American Beach Well and Septic Tank Phase-Out. This project is to provide supporting documents for Nassau Amelia Utility (NAU), who is applying for the State Revolving Fund to finance the design and construction of water distribution system in American Beach.

GAI will perform a series of professional services associated with projects listed above. Details are enclosed in Exhibit A.

ARTICLE 2. Time Schedule

Total expected time period for this work authorization 30-day period starting upon the date of execution of this work authorization.

ARTICLE 3. Budget

Lump Sum \$6990.

Article 4. Other Provisions

See Exhibit A and Exhibit B

RCVD COUNTY MGR  
7 SEP '18 AM 9:07

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:

Title:

Date:

  
Kathleen Leo  
Vice President  
8/16/18

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

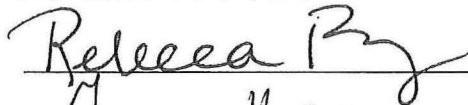

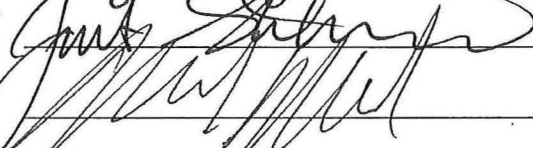
71500536-531000

Director of Engineering Services:

~~Contract Management~~  
~~Board of County Commissioners, Chair:~~

~~Office of Management and Budget~~  
~~Ex-Officio Clerk:~~

~~County Manager & Attorney~~  
~~County Attorney:~~

APPROVED by the BOARD OF COUNTY COMMISSIONERS, the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED by the County Manager, Designee for NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS, the 14 day of SEPTEMBER, 2018.





Jacksonville Office  
1301 Riverplace Boulevard  
Suite 900  
Jacksonville, Florida 32207

T. 904.363.1110  
F 904.363.1115

July 18, 2018

GAI Project A170003.06

Ms. Becky Hiers-Bray, P.E.  
Public Works Director  
Nassau County  
96161 Nassau Place  
Yulee, Florida 32097

**Proposal for Professional Services  
Contract No. CM2452, Work Authorization No. 6  
Preliminary Design Update, Well and Septic Tank Phase-Out – Phase I  
American Beach, FL**

Dear Ms. Hiers-Bray:

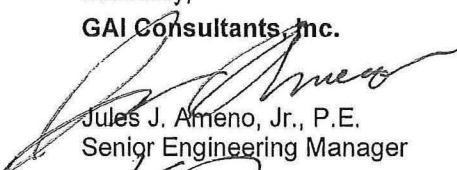
GAI Consultants, Inc. ("GAI" or "the Consultant") is pleased to submit this Scope of Services/Fee Proposal for Professional Services to the Nassau Amelia Utilities (NAU or "the Client") for the above-referenced project. This proposal reflects the anticipated Scope and related costs for services to be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

Transmitted herewith is an executed Work Authorization form, Exhibit A (Scope of Services) and Exhibit B (Labor Cost Table) for the preliminary design update, Well and Septic Tank Phase-Out in American Beach.

Please do not hesitate to contact me at 561.465.8001 if you have any questions or wish to discuss this Proposal.

Sincerely,

**GAI Consultants, Inc.**



Jules J. Ameno, Jr., P.E.  
Senior Engineering Manager



Kathy Leo, PE  
Vice President/Infrastructure/Southeast  
Community Development

Attachments: Exhibit A – Scope of Services  
Exhibit B – Labor Cost Table

Cc: Jill Grimaldi, BCES  
MJ Chen, PhD, PE

## **EXHIBIT A**

### **Scope of Services**

**Proposal for Professional Services – Contract No. CM2452**

**Work Authorization No. 6**

**Preliminary Design Update**

**Well and Septic Tank Phase-Out – Phase I**

**American Beach**

### **Project Understanding**

GAI Consultants, Inc. (GAI) is to update the technical memorandum (TM) prepared in May 2013 regarding the American Beach Well and Septic Tank Phase-Out. This project is to provide supporting documents for Nassau Amelia Utility (NAU), who is applying for the State Revolving Fund to finance the design and construction of the water distribution system in American Beach.

### **Scope of Services**

GAI will provide the following services:

1. Update TM– American Beach Well and Septic Tank Phase-Out-Program Phase I: review assumptions and proposed piping in the previous TM and make sure the proposed facilities to meet the current and future demands.
2. Update Opinion of Probable Construction Cost (OPCC) for the proposed facilities.

### **Deliverables**

- One (1) hard copy and one PDF digital copy for the updated TM.
- One (1) hard copy and one PDF digital copy for the updated OPCC.

### **Schedule**

Total expected time period to complete this work is approximately 30-days from the receipt of Notice to Proceed.

### **Additional Services**

Additional services may be added to this contract during the course of work based on negotiated fees. These respective fees shall be determined jointly by the Nassau County (COUNTY) staff and the Consultant. No work shall be undertaken on any additional service tasks without the written authorization of the COUNTY.

### **Fee**

The total lump sum fee is \$6,990. Fees do not include permitting or related fees.

## **Payment**

Payment terms will be in accordance with the 2017 Professional Services Agreement Contract No. CM2452.

## **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. At the time of each work request, the client will provide all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize. This includes any requirement for any statement of professional opinion or certification.
3. At the time of each work request, the client will provide all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information, etc. 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. 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

## Labor Cost Table

Proposal for Professional Services – Contract No. CM2452

Work Authorization No. 6

American Beach Preliminary Design Update

Date: 7/18/18

		CS Labor Code		203	203	205	209	212	216				
		Staff		Jay Ameno	Jill Grimaldi	Meifa Chen	Ni Chen	Blajie Zhao	Julie Luce			Hourly subtotal	Direct Expenses
		Bill Rate		\$203	\$203	\$168	\$139	\$115	\$53				Project Total
Task #	Task Name	Hrs	Fee	Hrs	Fee	Hrs	Fee	Hrs	Fee	Hrs	Fee	Directs	
1	Update TM	2	\$ 406	1	\$ 203	4	\$ 671	20	\$ 2,780	4	\$ 460	2	\$ 106
2	Update OPCC	4	\$ 812	1	\$ 203	0		8	\$ 1,112	2	\$ 230	15	\$ 2,357
Task 1 Sub-Totals		6	\$ 1,218	2	\$ 406	4	\$ 671	28	\$ 3,892	6	\$ 690	2	\$ 106
Project Totals		6	\$ 1,218	2	\$ 406	4	\$ 671	28	\$ 3,892	6	\$ 690	2	\$ 106

07-18-18