

**WORK AUTHORIZATION # CM2499-WA04  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS  
CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES  
RFQ/BID NO. NC 17-006**

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

CURRENT WORK AUTHORIZATION			
Project Short Title: Engineering oversight of DRC and other Engineering Support			
		CONTRACT OVERVIEW	
Date Submitted	12/12/18	Total of Previous Authorizations	\$90,000.00
		Change Orders/Adjustments	\$0.00
Amount	\$47,000.00	This Work Authorization	\$47,000.00
Scheduled Completion	NTE 9 months	Current Contract Total	\$137,000.00

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 provide engineering oversight of Nassau County's Development Review Committee (DRC), pursuant to the scope of services dated December 12, 2018, attached hereto as Exhibit "A".

**ARTICLE 2. Time Schedule**

The services under this Work Authorization are on an As Needed basis, but will not exceed 9 months from execution.

**ARTICLE 3. Budget**

EltonAlan, Inc. will perform the Scope of services outlined herein on limited amount, not to exceed \$47,000.00

**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. 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: Michael E. Holcomb

Title: President

Date: 12/17/18

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Director of Engineering Services:

Contract Management:

County Attorney:

Office of Management & Budget:

Interim County Manager:

APPROVED by the Interim County Manager, designee for the BOARD OF COUNTY COMMISSIONERS, the 26<sup>th</sup> day of December, 2018.

Account No. 03420541-531000 and 04335515-531000

Amounts charged to accounts will be determined with each task per Engineering.

Pending BT.

BT Received 12/20/18 mms

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**DRC OVERSIGHT AND OTHER ENGINEERING SUPPORT**  
**TASK ORDER**  
**FOR**  
**NASSAU COUNTY, FLORIDA**  
**DECEMBER 12, 2018**

**TASK ORDER DESCRIPTION**

The intent of this task order is for EltonAlan to provide engineering oversight of Nassau County's Develop Review Committee (DRC) development reviews, signing of DRC approved plats, plans and final development plans and providing other engineering support services as outlined herein and/or as Nassau County requires until the Public Works Director position has been filled.

**TASK ORDER SCOPE**

**A. DRC Review Engineering Oversight**

EltonAlan will provide engineering oversight of the County staff reviews for all applicable DRC submittals in order to adequately certify that the County's standard review policies have been followed. Nassau County will provide the following data and information to assist EltonAlan with developing the level of comfort required prior to certifying a DRC submittal has been reviewed and/or approved in accordance with the County's standard procedures:

1. **Project Summary** – Nassau County will provide EltonAlan with a very brief summary of each project that includes the following information:
  - i. Project Name
  - ii. Names of Engineer, Surveyor, Developer and/or Owner
  - iii. Project Location/Address:
  - iv. Project Description:
  - v. Project Area (acres):
  - vi. Zoning and Land Use:



- vii. Site Development Plan Classification
- viii. Access Roadway & Jurisdiction (e.g. County, FDOT)
- ix. Proposed Offsite Improvements, if any:
  - x. Utilities Available to the Project Site
  - xi. Conceptual Site Plan

In addition, this project summary document will also include a list and current status of all past approved or pending submittals as well as all proposed future submittals that will be required. The county will be responsible to keep this list current throughout the life of the project.

2. **DRC Submittals** - Nassau County will provide EltonAlan with easy access (via Drop box or other cloud-based storage platform) to all DRC submittals including Preliminary Binding Site Plan Applications, Site Engineering Plan Applications, Plat submittals and PUD Applications. All associated exhibits, design calculations and other pertinent data included with the submittals will be provided as well.
3. **DRC Submittal Requirements Checklists** – Nassau County will provide EltonAlan with a checklist that identifies every piece of information required by County Ordinance along with a clear identification (check mark and/or associated comments) as to whether each piece of information was satisfactorily included with each submittal and if not, a brief explanation as to why it was either not required.
4. **County Staff Review Checklist** – Nassau County will provide EltonAlan with a checklist clearly indicating that every applicable project element has been reviewed in accordance with County Ordinances, standards and DRC procedures. Comments will also be provided as applicable to indicate any areas of concern or where additional evaluations by EltonAlan might be warranted.
5. **County Staff Review Certification** – After the County considers a submittal complete and has provided the necessary reviews to consider it approved, the County will provide EltonAlan with a signed documentation certifying as such.
6. **Periodic EltonAlan QA Reviews**- EltonAlan will, on a periodic basis make Quality Assurance reviews of randomly selected submittals as a due diligence measure to ensure reviews are being performed in accordance with County Ordinances, standards and DRC procedures on a consistent basis.

**B. Engineering Support**

EltonAlan will provide engineering support on an as-needed basis for capital improvement and grant projects, ordinance revisions, mobility study reviews and/or other engineering support roles that may arise.

**TASK ORDER COMPENSATION**

EltonAlan will provide the services described herein on a unit cost basis based on the following Contract Rates included in EltonAlan's 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 \$47,000.

**TASK ORDER SCHEDULE**

The services included in this Task Order will be provided on an as-needed basis over a time period not to exceed 9 months.