

**CONTRACT APPROVAL FORM**

(Contract Management Use only)

**CONTRACT  
TRACKING NO.****CM2666-A1****CONTRACTOR INFORMATION**Name: VRL Architects, IncAddress: 1449 Palm Avenue Jacksonville FL 32207  
City State ZipContractor's Administrator Name: Steve Lazar Title: Owner/PresidentTel#: (904) 723-3895 Fax: \_\_\_\_\_ Email: sflazar@vrlarchitects.com**CONTRACT INFORMATION**Contract Name: Architectural Services for NCSO Public Safety Complex Contract Value: \$75,400 (original)  
One-time Fee \$500/Annual \$0.2500Brief Description: Amendment #1 to agreement to add new services and revised term of agreementContract Dates : From: 3/20/19 to: 3/19/22 Status: \_\_\_\_\_ New \_\_\_\_\_ Renew X Amend# \_\_\_\_\_ WA/Task OrderHow Procured: \_\_\_\_\_ Sole Source \_\_\_\_\_ Single Source \_\_\_\_\_ ITB \_\_\_\_\_ RFP XX RFQ \_\_\_\_\_ Coop. \_\_\_\_\_ Other \_\_\_\_\_**If Processing an Amendment:**Contract #: CM2666 Increase Amount of Existing Contract: N/A \$24,850.00 (Amend #1)New Contract Dates: 3/20/19 to 3/19/20 TOTAL OR AMENDMENT AMOUNT: N/A \$100,250.00**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6**

1.	<u>Michael P. Edwards</u>	<u>10-01-2019</u>	<u>NCSO</u>
	Department Head Signature	Date	Submitting Department
2.	<u>Sharon Higgins</u>	<u>10/3/19</u>	<u>68031521-562000</u>
	Contract Management	Date	Funding Source/Acct #
3.	<u>Michael</u>	<u>10/7/19</u>	
	Office of Management & Budget	Date	
4.	<u>[Signature]</u>	<u>10/3/19</u>	
	County Attorney (approved as to form only)	Date	

Comments: \_\_\_\_\_

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**Michael Mullin10/3/19  
Date**RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:**

Original: Clerk's Services; Contractor (original or certified copy)

Copy: Department

Office of Management & Budget

Contract Management

Clerk Finance

**AMENDMENT NO. 1 TO THE**  
**AGREEMENT FOR PROFESSIONAL ARCHITECTURAL SERVICES**  
**SHERIFF'S OFFICE PUBLIC SAFETY TRAINING COMPLEX FOR**  
**NASSAU COUNTY**

THIS AMENDMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as "County") and **VRL ARCHITECTS, INC.**, 1449 Palm Avenue Jacksonville, Fl 32207, (hereinafter referred to as "Consultant").

**WHEREAS**, the parties entered into an Agreement dated March 20, 2019 for professional architectural services for the design of the Nassau County Sheriff's Office Public Safety Training Complex (hereinafter referred to as "Agreement"; and

**WHEREAS**, the Consultant would provide certain professional architectural services described in the *Scope of Services* attached hereto as Attachment "A" and incorporated herein as if set forth in full; and

**WHEREAS**, the County would like to add new services and fees to the *Scope of Services*, attached hereto as Attachment "B" and incorporated herein as if set forth in full; and

**WHEREAS**, ARTICLE 4 of the *Agreement* states: The term of this *Agreement* shall be for a three (3) year period beginning on the date of its complete execution. The performance period of this *Agreement* may be extended upon mutual agreement between both parties. Any extension of performance period under this provision shall be in one (1) year increments. Total contract length and individual one (1) year extensions shall be in the County's best interest and

sole discretion. Any agreement or amendment to the *Agreement* shall be subject to fund availability and mutual written agreement between the County and the Consultant.; and

**WHEREAS**, The County would like to change ARTICLE 4 of the *Agreement* to state: The Term of this *Agreement* shall be for one (1) year beginning on the date of its complete execution. The performance period of this *Agreement* may be extended upon mutual agreement between both parties in writing. Total contract length and individual extensions shall be in the County's best interest and sole discretion. Any agreement or amendment to the *Agreement* shall be subject to fund availability and mutual written agreement between the County and the Consultant.; and

**WHEREAS**, the parties desire to amend said Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. To add new services and fees to the *Scope of Services* as set forth in Attachment "B" which shall continue until termination of the Agreement.
2. Change ARTICLE 4 of the Agreement to state: The Term of this *Agreement* shall be for one (1) year beginning on the date of its complete execution. The performance period of this *Agreement* may be extended upon mutual agreement between both parties in writing. Total contract length and individual extensions shall be in the County's best interest and sole discretion. Any agreement or amendment to the *Agreement* shall be subject to fund availability and mutual written agreement between the County and the Consultant.

3. All other provisions of said Agreement not in conflict with this Amendment shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this amendment as of the day and year first stated above.

**BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA**

  
\_\_\_\_\_  
Michael Mullin  
Its: Designee

Date: 10/9/15

**VRL ARCHITECTS, INC.**

  
\_\_\_\_\_  
By: STEPHEN F. LAZAR  
Its: PRESIDENT

Date: 27 SEPT 2019



Attachment "A"



Architects, Inc.

License #AAC001735

Stephen F. Lazar, AIA, LEED®AP

1449 Palm Avenue  
Jacksonville, Florida 32207

Phone 904-723-3895

15 February 2019

Nassau County Board of County Commissioners  
Contract Management Department  
96135 Nassau Place, Suite 6  
Yulee, FL 32097

Attn: Mr. Grayson Hagins  
Contract/Purchasing Manager

Re: Nassau County Sheriff's Office  
Public Safety Training Complex

Subject: Proposal for Professional Services

Mr. Hagins:

Thank you for this opportunity to present our architectural and engineering professional services fee proposal for your consideration.

**PROJECT SCOPE OVERVIEW:**

As we currently understand, the project consists of an initial master plan for your 40 acre site in northern Nassau County in the Sandhill area. The master plan will consist of several development phases as future budgets identify. Directly following programming and related site due diligence will be Campus Phase 1 for initial entry roadway, parking and utility horizontal infrastructure from the property line to support vertical construction of gun range. Future Campus Phases for the Nassau County Sheriff's Office will be a training center and permanent gun range support building. Plus, future horizontal infrastructure and vertical training center and other support buildings/structures for the Nassau County Fire and Rescue.

**SCOPE OF SERVICES:**

The VRL Architects, Inc. design professional team consists of the following professional firms and their related specialized project contributions:

**VRL Architects (VRL)** will provide project management overview and coordination of all team members. We will provide design input for the campus master plan. After approval, VRL will design and provide contract bid documents for all Phase 1 vertical elements for the gun range.

**Gillette and Associates (G&A)** will provide initial site development due diligence and will closely coordinate with VRL to prepare the phased Master Plan until approval by all Nassau County user parties including Nassau County Land Development Code and SJRWMD. Then G&A will prepare contract bid documents for Phase 1 horizontal elements to support and access the Phase 1 gun range. These elements consist of site ingress/egress, stable roadway and drainage, stable practice range parking and drainage, sanitary septic tank, and a deep wells for both potable water and irrigation to support the phases.

**Eco Design and Consulting (ECO)** will provide any landscaping that may be required for the Phase 1 site development bid documents.

**Atlantic Engineering Services, Inc. (AES)** will provide structural engineering for all Phase 1 vertical building frames bid documents.

**M.V. Cummings Engineers (MVC)** will provide electrical engineering for any Phase 1 bid documents. This includes site lighting for roadway and firing range parking. Plus, electrical power and lighting design for the firing range.

VRL and our professional design team will continue to provide identical services for future phases as funding is identified.

**PROPOSED PROJECT DELIVERABLES:**

Upon approval of the Campus Master Plan the VRL Professional Team Contract Deliverables will be:

- A. Schematic Design for both horizontal and vertical infrastructure
- B. Design Development for both horizontal and vertical infrastructure
- C. 100% Contract Documents for both horizontal and vertical infrastructure
- D. Bid Phase Coordination with Nassau County Purchasing
- E. Construction Administration
- F. Project Closeout of Phase 1

**ITEMS NOT INCLUDED OR PROVIDED BY OTHERS:**

- 1. Boundary, topographic and tree surveys
- 2. Geotechnical Information
- 3. Wetland and wildlife (i.e gopher tortoise) surveys and mitigation
- 4. Other State and/or Federal permits outside of what is noted in the Scope of Services above.
- 5. Final pistol and rifle range parameters and specifications per Local, State and Federal regulations.

**PROPOSED PROJECT SCHEDULE:**

1. Contract issued with Notice to Proceed, March 2019	
2. <b>Master Plan Programming &amp; Site Investigation</b>	<b>2 weeks</b>
3. User Review & AE Team Meeting and Approval	1 week
4. <b>Master Plan Development</b>	<b>3 weeks</b>
5. User Review & AE Team Meeting and Approval	1 weeks
6. <b>Phase 1 Schematic Design Documents</b>	<b>2 weeks</b>
7. User Review & AE Team Meeting and Approval	1 week
8. <b>Phase 1 Design Development Documents</b>	<b>3 weeks</b>
9. User Review Team & AE Meeting and Approval	1 week
10. <b>Phase 1 - 100% Contract Documents</b>	<b>3 weeks</b>
<b>Subtotal for Design Phase Services:</b>	<b>17 weeks</b>
11. Phase 1 - Bid Period and Contract Negotiations	6 weeks
12. Phase 1 - Site and Building Permitting	4 weeks
13. Construction NTP to Substantial Completion	<u>24 weeks</u>
<b>Subtotal for Bid &amp; Construction Phase Services:</b>	<b>34 weeks</b>
<b>Total for Design and Construction Phase</b>	<b>51 weeks</b>

**PROPOSED VRL TEAM PROFESSIONAL FEE:** Refer to Attachment 1 and Attachment 2

Again, VRL and our professional engineers greatly appreciate this opportunity to serve your best interest. We will be glad to timely answer any of your questions. Lastly, we are ready and willing to serve upon notification.

Sincerely,  
VRL Architects, Inc.

Stephen F. Lazar, A.I.A.

Enclosure: Proposed Team Professional Fee:



**ATTACHMENT 1****PROPOSED VRL TEAM PROFESSIONAL FEE:****VRL Architects**Providing overall Project Management, Master Planning and Architecture

Task 1: Overall Project Management	\$ 4,000
Task 2: Master Planning including review meetings to obtain user approval	\$ 8,500
Task 3: Master Plan Graphics and Formal Presentation	\$ 2,000
Task 3: Phase 1 Gun Range Structures: Architecture	\$12,400
Task 4: Reimbursable Allowance for Reprographics, Etc. (estimate)	\$ 750
<b>Sub-Total of VRL Fee:</b>	<b>\$27,650</b>

**Gillette and Associates**Providing site Due-Diligence, Master Planning and Site Civil Engineering

Task 1: Due-Diligence and Overall Master Planning	\$ 4,500
Task 2: Phase 1 Gun Range – Site Engineering Design	\$15,500
Task 3: Phase 1 Gun Range – Well and Septic Design	\$ 2,300
Task 4: Phase 1 Gun Range – Permitting	\$ 3,700
Task 5: Phase 1 Gun Range – Drought Study and Fire Protection	\$ 5,500
Task 6: Phase 1 Gun Range – Project Administration	\$ 3,000
Task 7: Reimbursable Allowance for Reprographics, Etc. (estimate)	\$ 750
<b>Sub-total of G&amp;A Fee:</b>	<b>\$35,250</b>

**Eco Design and Consulting**Providing Site Landscaping and Irrigation

Task 1: Phase 1 Site Landscaping and Irrigation Design Documents	\$ 4,100
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**Atlantic Engineering Services**Providing Structural Engineering for Architectural Structures

Task1:Phase 1 Gun Range Structures	\$ 2,400
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**M.V. Cummings Engineers**Providing Site Electrical Engineering for Roadway, Parking and Gun Range

Task1: Phase 1 Site Electrical Engineering	\$ 6,000
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**Total Mater Planning and Phase 1 Fee: \$ 75,400**

**ATTACHMENT 2**

**VRL Architects, Inc  
Hourly Rates for VRL Additional Services**

<b>Principal</b>	<b>\$ 159.50</b>
<b>Project Manager</b>	<b>\$ 134.75</b>
<b>Design Architect</b>	<b>\$ 118.25</b>
<b>Design/CAD Technician</b>	<b>\$ 88.00</b>
<b>Field Inspector / Specifications</b>	<b>\$ 134.75</b>
<b>Clerical</b>	<b>\$ 55.00</b>



ATTACHMENT "B"



Architects, Inc.  
License #AAC001735

Stephen F. Lazar, AIA, LEED® AP

1449 Palm Avenue  
Jacksonville, Florida 32207  
Phone 904-723-3895

**09 September 2019**

**Nassau County Board of County Commissioners  
Contract Management Department  
96135 Nassau Place, Suite 6  
Yulee, Florida 32097**

**Attn: Mr. Grayson Hagins  
Contract/Purchasing Manager**

**Re: Nassau County Sheriff's Office  
Public Safety Training Complex  
Bid Number NC18-006**

**Subject: Proposal for Additional Phase I Professional Services**

**Mr. Hagins:**

The initial Scope of Work for the above captioned project was intended to include portable restroom structures. As design work progressed, the Nassau County Sheriff's Office requested that permanent restroom structures be built for the ranges and, in addition, the Health Department has confirmed that permanent facilities are required. The Restrooms will be placed at three different locations. These structures consist of a uni-sex restroom for each men and women and a small storage space for range related equipment (e.g.: targets).

An elevated structure for the Range Master was added in order to comply with the FDLE requirements for certification. This frame structure will include ground level storage, an interior stair, and counter space with clear views of both pistol ranges and a cantilevered observation balcony at the second level.

VRL Architects will retain the services of Atlantic Engineering services for Structural Design and M.V. Cummings Engineers, Inc., for Mechanical, Electrical and Plumbing Services.

The additional fees for these structures are as follows:

**Restrooms/Storage Building**

VRL Architects, Inc.	\$1,600.00
AES (Structural)	\$4,000.00
MVC (MEP Engineering)	<u>\$4,200.00</u>
	<u>\$9,800.00</u>

**Range Master Building**

VRL Architects, Inc.	\$7,650.00
AES (Structural)	\$6,400.00
MVC (MEP Engineering)	<u>\$1,000.00</u>
	\$15,050.00

Total requested Additional Fees	\$24,850.00
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We appreciate your confidence in our Team and we enjoy our continued relationship with Nassau County.

Sincerely,  
**VRL Architects, Inc.**



**Stephen F. Lazar, Architect**

Cc: Mike Mullin, County Manager  
Michael Edwards, Nassau County Sherriff's Office