

**WORK AUTHORIZATION # CM2685-WA20
 NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
 CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
 SOLID WASTE LANDFILLS AND OTHER RELATED ANCILLARY FACILITIES
 FOR NASSAU COUNTY, FLORIDA
 RFQ/BID NO. NC19-001**

Consultant:	S2L, Incorporated
Contract Number:	CM2685
Contact Name:	Omar Smith, P.E., V.P.
Contact Number:	407-475-9163
Email:	osmith@s2li.com

CURRENT WORK AUTHORIZATION			
Project Short Title: 2020 Annual Solid Waste Management Report			
		CONTRACT OVERVIEW	
		Total of Previous Authorizations	\$941,751.80
Date Submitted	2/05/21	Adjustments/Change Orders	\$0
Amount	\$10,324.23	This Work Authorization	\$10,324.23
Scheduled Completion	90 days from NTP	Current Contract Total	\$952,076.03

This Work Authorization is to the CONTRACT between Nassau County and the Consultant known as the *Continuing Contract for Professional Engineering Services-Solid Waste Landfills and Other Related Ancillary Facilities for Nassau County, Florida*, dated July 26, 2019. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

This Work Authorization provides for the services required to prepare and submit Nassau County's 2020 Annual Solid Waste Management Report to FDEP. Under the scope of services for this Work Authorization, S2L, Incorporated (S2Li) and its subconsultant, Kessler Consulting, Inc. (KCI) (collectively known as the "S2Li Team") will perform the tasks set forth in the Scope of Services, a copy of which is attached hereto and incorporated herein as Attachment "A".

ARTICLE 2. Time Schedule

The total expected time period for this work authorization is 90 days from the notice to proceed with the report being submitted to FDEP by April 1, 2021.

ARTICLE 3. Budget

The cost estimate to perform the work as described in Attachment "A" is \$10,324.23. A detailed breakdown for each task in conjunction with the estimated labor hours, contract labor rates, and expenses are attached as Exhibit 1. Costs incurred will be invoiced on a time and material basis. The County will be notified when the overall project budget is nearing its limit.

ARTICLE 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the CONTRACT 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 CONTRACT 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: Amar E. Smith, P.E., V.P.
Print Name: Omar E. Smith, P.E., V.P.
Title: Regional Manager
Date: 3/3/2021

Account No.: 01357534-531000

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Public Works:	<u>Dany Podisk</u> Department Head or Designee	2/25/2021 17:09 EST
Procurement:	<u>Brian Simmons</u> Brian Simmons	2/25/2021 14:38 PST
Office of Management & Budget:	<u>Megan Diehl</u> Megan Diehl	3/3/2021
County Manager:	<u>Taco E. Pope AICP</u> Taco E. Pope, AICP	3/3/2021
Ex-Officio Clerk:	<u>N/A</u> John Crawford	
County Attorney/Contract Management:	<u>Michael S. Mullin</u> Michael S. Mullin	3/3/2021

Attachment "A"
Scope of Services
2020 ANNUAL SOLID WASTE MANAGEMENT REPORT
Nassau County

County Contract Number: CM2685-WA20

S2Li Project Number: 21-919

BACKGROUND

In March, the Florida Department of Environmental Protection (FDEP) begins the annual reporting process, as required by Florida Statute 403.706, by sending instructions and certified recycling reports to each county in the State. Each county is then responsible for compiling all solid waste and recycling data for the previous calendar year. The final data is submitted to the FDEP via the online data submission form required by the April 1st deadline. The purpose of this Scope of Services is to assist Nassau County (County) with the compilation and completion of this annual reporting process. The 2020 report process will be conducted similarly to the previous reports.

This Work Authorization provides for the services to prepare and submit Nassau County's 2020 Annual Solid Waste Management Report to FDEP. Under the scope of services for this Work Authorization, S2L, Incorporated ("S2Li") and its subconsultant, Kessler Consulting, Inc. (KCI) (collectively known as the "S2Li Team") will perform the following:

SCOPE OF SERVICES

The required data tables in the Annual Solid Waste Management Report submission will be completed utilizing a combination of FDEP certified reports, public facility data, municipal surveys and county-generated reports. Throughout the process, S2Li Team staff will work with County staff to ensure that staff is engaged in the process and all data is verified.

Task 1 – Data Compilation and Review

S2Li Team will work with County staff to review previous years' submissions and the steps taken to compile the data necessary to complete the annual report. S2Li Team will then request and review the certified reports for 2020, transmitted by FDEP to the County, for use in completing the required data tables. S2Li Team will also request and review the County's relevant landfill and recycling reports. Task activities will include the following:

- Receive and review FDEP instructions.
- Receive and review FDEP 2020 Certified Recovered Materials (CRM) and construction and demolition (C&D) debris.
- Compare the 2020 reports with the previous year(s) and check for potential discrepancies.
- Receive, review, and compile the County's relevant solid waste and recycling reports to determine the total quantity of waste generated within and/or managed by the County, including tons disposed and tons recycled. This report will be provided to the S2Li Team by the County.

- Request, review, and compile any and all data regarding the acceptance and diversion of materials, energy production, landfill cover, hazardous waste events, etc. that can be used to calculate renewable energy and recycling credits.

Task 2 – Hauler Surveys

To assist the County in identifying the solid waste tonnages, S2Li Team will survey haulers operating within the County to compile additional recycling tonnage that is not included in the CRM reports. The County will provide S2Li Team with a list of current haulers.

Task activities will include the following:

- Communicate with County-identified haulers to identify the following information:
 - Types and amounts of materials disposed and recycled in 2020.
 - Facilities to which materials were delivered for disposal or recycling.
 - Record any additional quantities of materials recycled and incorporate tonnage into County's annual tonnage data.

Task 3 – Data Compilation

Once the above-mentioned surveys and reports are assembled, S2Li Team will begin compiling the data necessary to complete the required FDEP tables and online submission form.

Task activities will include the following:

- Develop a spreadsheet detailing the compilation of all information as well as sources of information for future reference.
- Calculate (as applicable) additional recycling credits for:
 - Landfill cover
 - Renewable energy
 - Landfill gas
 - Fuel or fuel substitute
 - Process fuel
 - Tires
- Request, from County staff, other necessary County data such as:
 - Single-family residential, multi-family residential and commercial units in County.
 - Program participation information or best County staff estimates.
 - Current landfill tip fees.

Task 4 – Online Submission of County Data via FDEP Website

Utilizing the data compiled above, S2Li Team will complete the online data submission form now utilized by FDEP and transmit the final data to County staff for review. Once approved, S2Li Team will submit the final data to the FDEP.

Task activities will include the following:

- Complete the online submission form.
- Print and provide completed online submission form to the County for review.

- Submit all supporting documentation required by FDEP to verify the County's claims for additional recycling credit.
- Submit approved data to FDEP by April 1, 2021.

DELIVERABLES

- All deliverables will be transmitted electronically unless otherwise noted.
- Completed Excel spreadsheet showing all data calculations.
- Copy of completed online annual report submission forms.
- Supporting documentation required by the FDEP.
- Assistance responding to FDEP questions following submission.

SCHEDULE

The total expected time period for this work authorization is 90 days from the notice to proceed with the report being submitted to FDEP by April 1, 2021.

COST ESTIMATE

The fee estimate to conduct the Work as described in the above-listed Scope of Services is **\$10,324.23**. A detailed breakdown for each task, in conjunction with the estimated labor hours and expenses, are included in the attached Exhibit 1. Costs will be on a time and material basis. The County will be notified when the overall project budget is nearing its limit.

H:\PROPOSALS AND MISC CORRESPONDENCE\Nassau County\2020 Annual Solid Waste Management Report\WC Recycling Reports.sbl.docx

February 5, 2021
 Total Project Costs
 S2Li Fee Estimate

EXHIBIT 1

S2Li No. 21-919
 County No. CM2685-WA20

2020 ANNUAL SOLID WASTE MANAGEMENT REPORT

Nassau County, Florida

LABOR		LABOR CATEGORY AND RATE								TOTAL HOURS	SUBTOTAL LABOR
		Project Dir./ Principal \$250.00	Regional Manager/ QC Officer \$232.25	Principal Engineer \$190.26	Senior Engineer \$137.09	Project Engineer \$97.92	Associate Engineer/CADD \$72.21	Field Technician \$52.38	Office Manager \$76.24		
TASK	DESCRIPTION										
	2020 ANNUAL SOLID WASTE MANAGEMENT REPORT	1	3	0	0	0	0	0	2	6	\$ 1,099.23
	SUBTOTALS:	1	3	0	0	0	0	0	2	6	\$ 1,099.23

EXPENSES		Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)	Surveyor (est)		Kessler Consulting (see attached)		SUBTOTAL EXPENSES
TASK	DESCRIPTION									
	2020 ANNUAL SOLID WASTE MANAGEMENT REPORT	\$ -	\$ -	\$ -			\$ -	\$ 9,225.00	\$ -	\$ 9,225.00
	SUBTOTALS:	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 9,225.00	\$ -	\$ 9,225.00

COST SUMMARY				
TASK	DESCRIPTION	SUBTOTAL S2LI LABOR	SUBTOTAL EXPENSES Including Subconsultants	TASK TOTAL
	2020 ANNUAL SOLID WASTE MANAGEMENT REPORT	\$ 1,099.23	\$ 9,225.00	\$ 10,324.23
	TOTALS	\$ 1,099.23	\$ 9,225.00	\$ 10,324.23

February 5, 2021

2020 ANNUAL SOLID WASTE MANAGEMENT REPORT

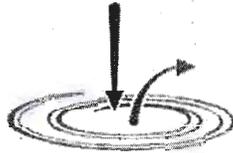
S2Li No. 21-919

County No. CM2685-WA20

Attachment - Kessler Consulting, Inc. Fee Estimate - Subconsultant

Nassau County, Florida

LABOR		LABOR CATEGORY AND RATE										TOTAL HOURS	SUBTOTAL LABOR
		Principal Consultant \$152.80	Senior Hydrogeologist \$123.50	Staff Hydrogeologist \$90.50	Field Technician \$88.35	Draftsperson/ CAD \$62.00	Clerk/ Word Process. \$39.50						
TASK	DESCRIPTION												
	2020 ANNUAL SOLID WASTE MANAGEMENT REPORT	0	0	0	0	0	0	0	0	0	0	0	\$ -
	SUBTOTALS:	0	0	0	0	0	0	0	0	0	0	0	\$ -
EXPENSES		Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)		Subcon-tractors (est.) (see attached)						SUBTOTAL EXPENSES
TASK	DESCRIPTION												
	2020 ANNUAL SOLID WASTE MANAGEMENT REPORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,225.00	\$ -					\$ 9,225.00
	SUBTOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,225.00	\$ -					\$ 9,225.00
TOTAL												\$9,225.00	



kessler consulting inc.
innovative waste solutions

NASSAU COUNTY

SCOPE OF WORK FOR 2020 ANNUAL SOLID WASTE MANAGEMENT REPORT FEBRUARY 1, 2021

BACKGROUND

In March, the Florida Department of Environmental Protection (FDEP) begins the annual reporting process, as required by Florida Statute 403.706, by sending instructions and certified recycling reports to each county in the State. Each county is then responsible for compiling all solid waste and recycling data for the previous calendar year. The final data is submitted to the FDEP via the online data submission form required by the April 1st deadline. The purpose of this Scope of Services is for Kessler Consulting, Inc. (KCI), as a sub-consultant under S2L, Incorporated (S2Li), to assist Nassau County (County) with the compilation and completion of this annual reporting process. KCI has prepared the report for the County for the previous three years. The 2020 report process will be conducted similarly to the previous reports.

Outlined below is our proposed scope of services. We would be happy to adjust as needed to meet the County's needs and objectives.

SCOPE OF SERVICES

The required data tables in the Annual Solid Waste Management Report submission will be completed utilizing a combination of FDEP certified reports, public facility data, municipal surveys, and county-generated reports. Throughout the process, KCI staff will work with County staff to ensure that staff is engaged in the process and all data is verified.

Task 1 – Data Compilation and Review

KCI will work with County staff to review previous years' submissions and the steps taken to compile the data necessary to complete the annual report. KCI will then request and review the certified reports for 2020, transmitted by FDEP to the County, for use in completing the required data tables. KCI will also request and review the County's relevant landfill and recycling reports.

Task activities will include the following:

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Task activities will include the following:

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- Request, from County staff, other necessary County data such as:
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 - Current landfill tip fees.

Task 4 – Online Submission of County Data via FDEP Website

Utilizing the data compiled above, KCI will complete the online data submission form now utilized by FDEP and transmit the final data to County staff for review. Once approved, KCI will submit the final data to the FDEP.

Task activities will include the following:

- Complete the online submission form.
- Print and provide completed online submission form to the County for review.
- Submit all supporting documentation required by FDEP to verify the County's claims for additional recycling credit.
- Submit approved data to FDEP by April 1, 2021.

DELIVERABLES

All deliverables will be transmitted electronically unless otherwise noted.

- Completed Excel spreadsheet showing all data calculations.
- Copy of completed online annual report submission forms.
- Supporting documentation required by the FDEP.
- Assistance responding to FDEP questions following submission.

PROPOSED BUDGET

KCI proposes to conduct this scope of work on a time-and-materials basis for an amount not to exceed \$9,225, including labor and expenses, without S2LI's prior approval.