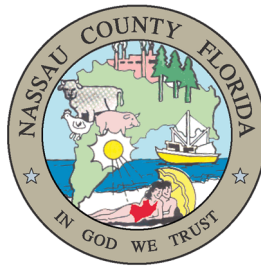


Orange Avenue Multi-Use Trail From First Coast Highway to Amelia Island Parkway

**Nassau County
Board of County Commissioners
Nassau County, Florida**



April 2019

Prepared By:



9822 Tapestry Circle, Suite 205
Jacksonville, Florida 32246
Certificate of Authorization No. 28258

EXHIBIT A
SCOPE OF SERVICES
ENGINEERING SERVICES
FOR

Proposed Improvements for Orange Avenue Multi-Use Trail

NASSAU COUNTY, FLORIDA

April 9, 2019

A. PROJECT DESCRIPTION

1. The intent of this project is to provide final construction documents and all required permits for the proposed construction of a multi-use trail along Orange Avenue and Sabal Palm Road to connect First Coast Highway to Amelia Island Parkway. The project includes approximately 650 feet of new trail construction. This new trail section will connect the existing Orange Avenue to the existing Sabal Palm Road. Both Orange Avenue and Sabal Palm Road will be converted from public roads to multi-use trail segments.
2. The project limits are from the First Coast Highway (A1A)/Orange Avenue intersection to the Sabal Palm Road/Amelia Island Parkway intersection for approximately 0.5 miles.
3. The scope of this project is based on recommendations provided by Nassau County to the Consultant. These improvements include the following:
 - a. Design for the construction of a 12' wide asphalt multi-use trail.
 - b. Design for the milling and resurfacing of existing Orange Avenue and Sabal Palm Road.
 - c. Design for all signing and pavement markings for the trail.
 - d. Design for all drainage improvements and utility coordination necessary to obtain all applicable permits.

B. PROJECT SCOPE

1. Data Collection
 - a. *Geotechnical* – These services include pavement cores and auger borings performed (6-foot depths) at two locations along the proposed trail

location. Laboratory classification and index property tests will be performed as necessary on selected soil and pavement core samples obtained at the test locations. An engineering report will be prepared that will include a review of available project information, a discussion and results of the conducted field and laboratory services, a discussion of site and subsurface conditions, table of pavement section thickness and photos of asphalt core samples.

- b. *Survey* – The consultant shall provide survey services within the project limits as follows:
 - i. Establish Horizontal and Vertical Control.
 - ii. Establish Baseline of Survey.
 - iii. Establish project Benchmarks and Reference Points.
 - iv. Locate existing Right-of-Way lines.
 - v. Topography for 50' intervals and 100' intervals based on project location.
 - vi. Survey geotechnical boring locations and any wetland flags.
 - vii. Provide survey data by electronic files.
 - viii. Two supplemental survey days included for unforeseen conditions.

2. Project General Tasks

- a. *Notice to Proceed Meeting* – The Consultant team shall prepare for and attend one Notice to Proceed Meeting with Nassau County staff.
- b. *Project Status Meetings* – The appropriate members of the Consulting team shall attend up to three progress meetings with the County staff to discuss project progress and status, upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the Project Team. The Consultant shall prepare and distribute meeting minutes following each of these meetings.
- c. *Other Coordination Meetings* – The appropriate members of the Consulting team shall attend other additional meetings with the appropriate agencies as appropriate.

- d. *Project Schedule* – The Consultant shall prepare and submit a project schedule for this project identifying major tasks, their duration and tasks relationships. The schedule shall be updated monthly and at other appropriate intervals.
- e. *Invoices/Progress Report* – Invoices shall be prepared in the format prescribed by the County. Progress reports shall be submitted with each monthly invoice.
- f. *Quality Assurance/Quality Control* – The Consultant shall designate appropriate staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of all work products prior to submittals to the County.

3. Trail Analysis and Plans

The Consultant will perform the necessary analyses and prepare construction plan sheets, notes and details for a complete set of construction documents to convey the intent and scope of the project for the purposes of construction. The consultant will develop a pavement design based on the existing traffic data provided by the County and pavement cores obtained as part of this scope. Included herein are also the analyses, plans and design details necessary for a safe and effective Maintenance of Traffic (MOT) Plan to move vehicular and pedestrian traffic during all phases of construction. The design will be prepared in accordance with FDOT Standard Plans, FDOT Design Manual, the FDOT Green Book and applicable Nassau County Standards. This task will also include the preparation of Standard Specifications and Special Provisions.

4. Utility Coordination

The Consultant shall be responsible for coordinating all design with the affected utility companies in order to minimize utility conflicts. The following services will be included:

- a. *Utility Coordination* – The Consultant shall coordinate with the known private and public utility companies within the project corridor and obtain plans of their existing facilities (both horizontally and vertically) within the project limits. The consultant shall re-contact these utilities and submit 60% design plans that include all known existing utilities. The consultant shall make a final contact with these utilities to submit 90% plans that show all proposed roadway and drainage improvements. The Consultant shall provide a list of utility contacts at the preliminary and final design.

5. Signing and Pavement Marking Analyses and Plans

The Consultant will perform the necessary signing and pavement marking analyses and prepare construction plan sheets, notes and details for a complete set of signing and pavement marking documents to convey the intent and scope of the project for the purposes of construction.

6. Permitting

The Consultant will provide all services (data collection, field surveys, coordination, agency meetings, permit and associated exhibit preparation, etc.) necessary to develop and apply for a Noticed General Permit (NGP) with the St. Johns River Water Management District pursuant to section 40C-400.443 F.A.C. and a Nationwide (NWP) 14 through the US Army Corps of Engineers. Ideally the proposed project can be designed and authorized through the NGP and the NWP permitting process, however should the project exceed the thresholds of these authorizations, additional services provided under a future scope of services will be required for the preparation and submittal of either a Standard General or Individual permits through those agencies.

7. Construction Cost Estimate

The Consultant will provide three construction cost estimates. The first will be a preliminary cost estimate to be provided at Notice to Proceed (NTP). The second will be provided at 60% and the third will be provided with final plans.

8. Bid Phase Services

The Consultant will prepare a bid package including front end documents and specifications for the bidding of this project. The consultant will also formally respond to questions during the bidding phase of the project and prepare a recommendation of the lowest qualified bidder based on the county prepared bid tabulations.

C. PROJECT DELIVERABLES

The Consultant shall contact the County prior to making a submission to verify the number of copies to submit. Up to five draft copies of the construction plans and required supporting documents (utility certifications, drainage and permit certifications, QC certifications, design calculations, letters, memos, etc.) will be submitted at the 60%, 90% and final stages of design.

D. PROJECT SCHEDULE

The Consultant will provide a revised project schedule for county no later than 10 days after NTP and meet all permitting requirements of this scope but timeliness of receipt of permits is out of the consultant's control.

E. COMPENSATION

Peters and Yaffee, Inc. and its subconsultants will perform the scope of services outlined herein for a lump sum fee of \$194,825.21. Prime consultant and subconsultant fee amounts are indicated in the table below.

Firm Name	Role	Fee Amount
Peters and Yaffee	Prime Consultant	\$162,325.21
Geotechnical Services	Subconsultant	\$5,000.00
Survey Services	Subconsultant	\$9,500.00
Landscape Architecture	Subconsultant	\$13,000.00
Environmental Services	Subconsultant	\$5,000.00

TOTAL \$194,825.21

F. COUNTY RESPONSIBILITIES

1. Documents – The County shall provide access to any available plans, maps, survey data and other pertinent information under its control essential to the satisfactory completion of the work indicated herein.
2. Reviews – The County will provide timely reviews of the Consultant's work in accordance with the schedule agreed upon between the County and the Consultant. Each review period by the county shall be two weeks, at which time all comments will be forwarded to the Consultant.

G. ASSUMPTIONS

1. This effort does not include any Contamination investigations or analysis. If areas are identified during the design, requiring further analysis, they will be addressed separately.

2. Utility relocation design services are not included in this scope of work. If relocations and/or upgrades are identified as necessary by utility agencies, the relocation design work will be addressed separately.
3. Wetland mitigation and/or threatened and endangered species mitigation efforts and/or designs are not included in this scope of services. If necessary, efforts will be addressed separately.
4. The County will be responsible for all agency permitting and/or application fees. These costs are not part of the Consultant's scope and proposal.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

**Nassau County,
Board of County Commissioners**

Its: Chair

Date: _____

ATTEST TO CHAIR
SIGNATURE

Approved as to form and legal
sufficiency:

JOHN A. CRAWFORD
Its: Ex-Officio Clerk

MIKE MULLIN

ATTEST:

Peters and Yaffee, Inc.

(Corporate Secretary)

Signature of President/Owner

Russell Yaffee, PE
Type/Print Name of Corporate Secy.

Dow W. Peters III, PE
Type/Print Name of President/Owner

Date: _____