

**NASSAU COUNTY - SAISSA
Task Order Memorandum
Contract CM1852**

To: Olsen Associates, Inc.
2618 Herschel St.
Jacksonville, FL 32204

Date: 08 November 2019
Contract: Coastal Engineering
Request Made By: SAISSA
Request Received By: Albert E. Browder, Ph.D., P.E.
Task Order No: CM 1852-TO #37

Task Order: Coastal Engineering Services for Preparation of Contract Documents and Bidding/Negotiation Assistance
Beach Renourishment - South Amelia Island Shore Stabilization Project
Amelia Island, Nassau County, FL

Consultant shall perform those subtasks described in Exhibit A to create the construction manual (contract documents, plans, specifications) for the next maintenance beach renourishment of the South Amelia Island Shore Stabilization Project and to provide bidding and contract negotiation assistance. Costs associated with this work are eligible for State cost-sharing. Subtasks include:

Task I:	Final Design, Contract Documents, Plans/Specs	\$ 174,700.00 (Lump Sum)
Task II:	Bidding/Contract Negotiation Assistance	\$ 27,600.00 (Lump Sum)

Total Fee: \$ 202,300.00

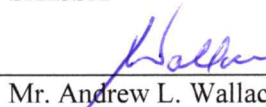
Requested Completion Date: 01 May 2021

Olsen Associates, Inc.


Albert E. Browder, Ph.D., P.E.

Date: 08 November 2019

SAISSA


Mr. Andrew L. Wallace, SAISSA President

Date: 13/11/2019

Nassau County Board of County Commissioners

Attest to Chair
Signature

John A. Crawford
It's: Ex-Officio Clerk

Date:

Justin M. Taylor
Its: Chairman

Date:

Approved As To Form and Legal Sufficiency:

Michael S. Mullin

Date:

SCOPE-OF-WORK: COASTAL ENGINEERING SERVICES

FOR

Maintenance Beach Renourishment
South Amelia Island Shore Stabilization Project
Amelia Island, Nassau County, FL

Contract Documents, Plans, Specifications, Bidding and Negotiation Assistance
08 November 2019

The South Amelia Island Shore Stabilization Association, Nassau County, FL, and the Florida Park Service presently maintain 3.6 miles of the Atlantic Ocean shoreline at the southern end of Amelia Island in Nassau County, FL (**Figure 1**). As part of the ongoing comprehensive beach management of the engineered beach project, the project Owners seek to acquire a set of 15-yr, multiple-nourishment permits to maintain the project via periodic dredging and beach nourishment. The proposed first renourishment of the engineered beach under the new permits would occur in the summer of 2021 (at the earliest) and would replace not only the expected average annual erosion losses from the project fill but also sand losses directly associated with Hurricanes Matthew and Irma (October 2016 and September 2017, respectively). The combined storm impacts and corresponding erosion have necessitated the renourishment of the shoreline to re-establish the full template of the engineered beach. At present, permits are being sought from the Florida Department of Environmental Protection and the U.S. Army Corps of Engineers.

General Work Plan

The Scope of Work for this Task Order assumes that the renourishment of the engineered beach at the southern end of Amelia Island will be accomplished via the excavation and placement of sand by ocean-going cutterhead-suction/pipeline dredge from a borrow area developed on the ebb shoal of Nassau Sound. The borrow area currently under permitting review resembles a tidal channel through a portion of the ebb shoal. Exhibit B summarizes the cost proposal.

NASSAU COUNTY, FL

FOR PURPOSES OF PERMIT ONLY
NOT FOR CONSTRUCTION

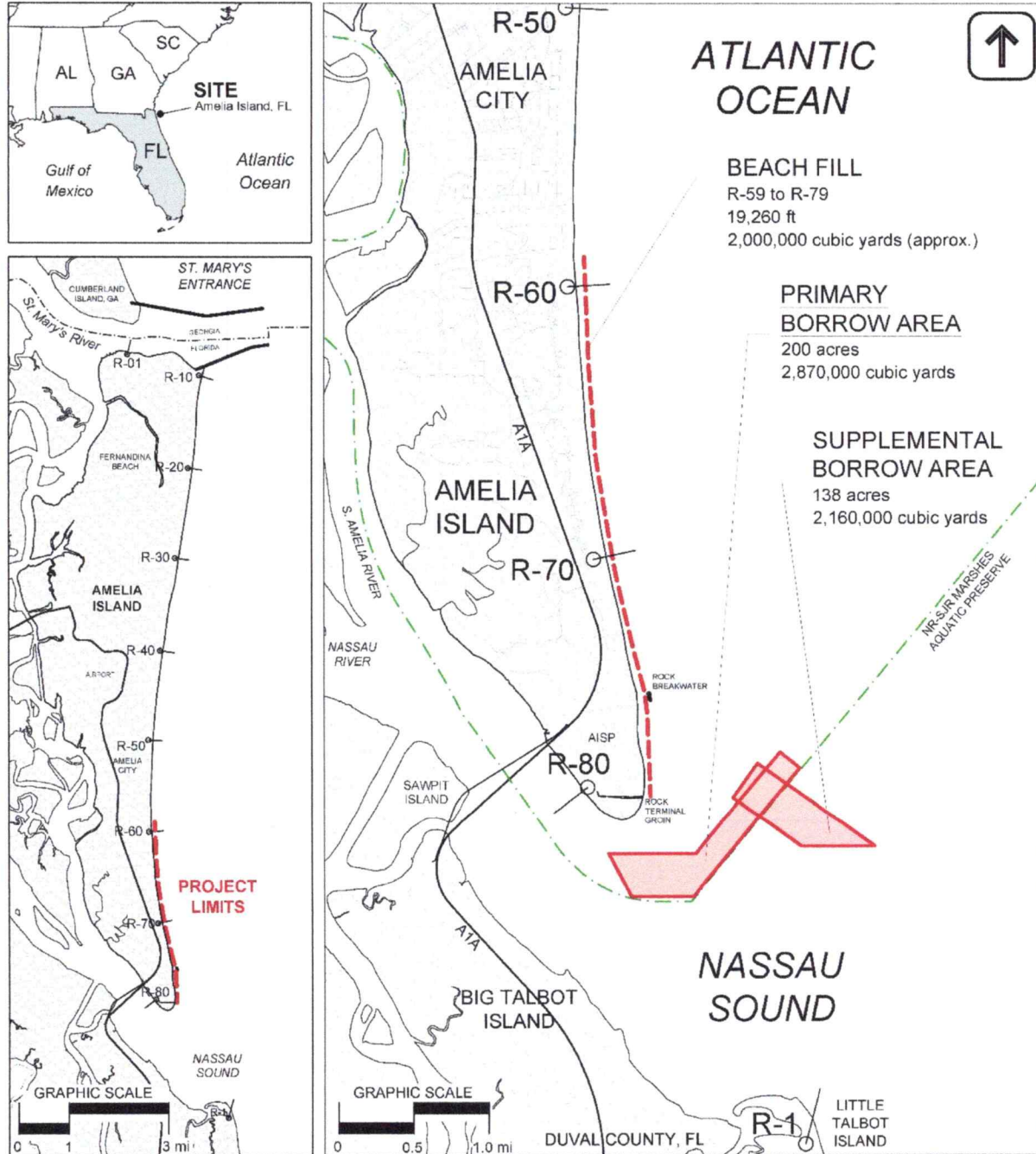


Figure 1 Location map – South Amelia Island Shore Stabilization Project and proposed borrow areas at Nassau Sound. The project is located at latitude 30°33.0'N, longitude 81°26.5W.

PROPOSAL CONDITIONS

The following proposal conditions apply:

- The design and plan drawings shall rely on the most recent beach profile survey data and digital aerial orthophotos available from the SAISS project monitoring program (conducted under separate Task Orders). These data are assumed to be collected as part of planned biennial monitoring in 2020. An updated hydrographic survey of Nassau Sound and the vicinity of the proposed borrow area is included as part of the current proposal. No additional new survey or geotechnical data or aerial photography shall be collected under this proposal.

TASK I – FINAL DESIGN & CONTRACT DOCUMENTS

Hydrographic Survey of Nassau Sound Consultant, with the assistance of a professional certified hydrographic surveyor (subconsultant) licensed pursuant to Chapter 472, F.S., shall acquire an updated bathymetric survey of the Nassau Sound ebb shoal complex. Consistent with prior surveys of the Sound, bank-to-bank (approx.) seabed elevation data shall be collected from west of the Atlantic Intracoastal Waterway (AIWW) and the confluence of the South Amelia and Nassau Rivers, through the A1A bridge and the throat of the Sound, and offshore to the -35ft to -40ft contour. Hydrographic surveys will extend along the adjacent shorelines north and south approximately 5,000 ft from the ebb shoal. These data shall be collected in accordance with the FDEP monitoring guidelines for collection of survey data.

Beach fill design. Consultant, through a qualified professional hydrographic survey subconsultant, shall collect an updated Consultant shall utilize the most recent beach profile data and digital aerial orthophotography collected through the project monitoring program to formulate a final bid-level design for the beach renourishment fill template and borrow area, based upon the most recent beach conditions (2020 conditions, assumed) and the terms and conditions of the issued permits from FDEP and USACE. Consultant shall prepare an updated Opinion of Probable Cost based on the final bid-level design and current market conditions in the dredge industry. Consultant shall coordinate with SAISSA and the County regarding the Cost Opinion and the final dimensions and quantities of the project to be advertised for bid.

Contract Documents, Plans and Specifications. Consultant shall coordinate with Nassau County Contract Management to develop an acceptable form of the project contract to best suit the type of construction to be performed. Consultant shall develop the project manual, including contract forms, and construction plan drawings and technical specifications signed and sealed by a professional engineer, suitable to allow the County to solicit bids from qualified contractors to construct the proposed project. Consultant shall provide a draft version of the documents for review and approval by SAISSA and the County and shall make revisions as required. Task items to produce the project manual are expected to include, but not be limited to:

- Production of Bid Request Documents:
 - Bid invitation and instructions
 - Bid forms
 - Contractor's forms, including bid bond, affidavits, certifications
- Production of Draft Contract Documents
 - Draft agreement, including cost schedule of items for contract price
 - Draft contract forms, including bonds and affidavits
 - Draft general and supplemental conditions
- Production of Construction Plan Drawings and Technical Specifications
 - Drawings shall include
 - project location maps and aerials,
 - baseline and survey control information
 - bathymetric information,
 - oceanographic characterization of the site,
 - access and staging plan(s),
 - beach profile cross-sections from most recent survey,
 - dune/beach fill construction templates from final design,
 - borrow area geotechnical and cultural resources information,
 - borrow area layout and cross-sections from final design,
 - borrow area dredge plan (as applicable)
 - Technical Specifications
 - Establishment of general requirements for communications, safety, site access and storage, signage, surveys, submittals, protection of existing resources and structures, site cleanup
 - Development of the means and measures necessary to establish payment and to submit and process applications for payment,
 - Technical instructions/provisions for materials and execution of the work,
 - Environmental protection requirements, including permit compliance
 - Incorporation of project permits and integration of required permit conditions into the Technical Specifications.

Project Deliverable – Task I: SAISSA and the County shall receive copies of all reports and pertinent correspondence prepared as part of this Proposal. Deliverables for this task shall be electronically signed copies of the technical specifications and construction plan drawings, and electronic versions of the Contract Documents, provided in the proper formats (*.PDF, and MS WORD or other text format as needed) and delivered via USB thumb drive, CD-ROM disc, or other acceptable means). Two hardcopies of the Project Manual and the construction plan drawings shall be provided to the Client.

Approximate Schedule – Task I: 10 months from Task Order approval (approx.). The intent of the schedule for this Task is to provide a nearly-complete draft of the documents for County review 60 days before bid advertisement.

TASK II – BIDDING & CONTRACT NEGOTIATION ASSISTANCE

The Consultant shall assist SAISSA and the County in securing a qualified contractor for the project, shall consult in the review of bids received for the work, and shall assist in the final preparation and execution of a contract for construction of the beach renourishment project. This assistance shall include:

- Advance communication with known qualified Contractors to increase visibility of the project and attract competitive bids,
- Preparation of the Advertisement for Bids, and assistance with solicitation of Advertisement,
- Preparation, attendance, and participation in a pre-bid conference to present project intent, permit requirements, sand source information, and construction details,
- Preparation of responses to project (bid) related questions from Contractors during contract solicitation,
- Preparation and issuance of Addenda, as required, to the bid documents, draft contract, drawings, or technical specifications,
- Review of bids received for compliance with insurance and bond requirements, bidder experience, qualifications, schedule, etc., and options for contract implementation (bid options, quantities, that may affect the contract price),
- Preparation of a written bid recommendation,
- Revisions of draft contract documents for final execution.

The Consultant shall be available to appear before the Nassau County Board of County Commissioners and/or the SAISSA Board of trustees in order to answer questions regarding the capabilities and qualifications of the project bidders, the bid costs, potential negotiations with the apparent low bidder, relevancy to the M.S.B.U. or Bond/Financing requirements, etc.

Project Deliverable – Task II: SAISSA/County shall receive copies of all reports and pertinent correspondence prepared as part of this Proposal. Deliverables to the Client for this task shall be electronic (*.PDF, typical) copies of documents produced and pertinent correspondence with prospective bidders. Documents include the draft advertisement, plan holders list, pre-bid presentation and attendee sheet, bid tabulation, bid recommendation, draft contract revisions.

Approximate Schedule – Task II: 18 months from Task Order approval (approx.). The majority of the items associated with this task will occur during the bid advertisement period (30-45 days, typ.). The intent of the schedule for the post-bid items is for completion in 30-60 days from bid opening, dependent upon the County schedule for contract review and approval.

SCOPE-OF-WORK: COASTAL ENGINEERING SERVICES

FOR

**Maintenance Beach Renourishment
South Amelia Island Shore Stabilization Project
Amelia Island, Nassau County, FL**

Contract Documents, Plans, Specifications, Bidding and Negotiation Assistance

08 November 2019

COST SUMMARY

Contract Documents, Plans, Specifications, Bidding and Negotiation Assistance		
Task I	FINAL DESIGN & CONTRACT DOCUMENTS	\$174,700.00 (Lump Sum)
Task II	BIDDING & CONTRACT NEGOTIATION ASSISTANCE	\$27,600.00 (Lump Sum)
TOTAL FEE:		\$202,300.00

South Amelia Island Final Design, Plans, Specs, Contract Docs, Bidding										ESTIMATED TOTAL	\$ 202,282.00	EXHIBIT B
T.O. CM 1852-#37												8-Nov-19
Task I - Final Design, Plans, Specs, Contract Docs												
										Subtotal	\$ 174,704.00	
DIRECT LABOR - ESTIMATED EFFORT										OUTSIDE SVCS/SUB-CONTRACTORS		
LABOR CATEGORY	ADMIN/ MGMT/ LIAISON	FINAL ENGR. ANALYSES/ DESIGN	COST ESTIMATING	TRAVEL	DOC. PREP & QA/QC	TOTAL HOURS	RATE	COST	SERVICE	COST		
Principal	32	40	16	18	80	186	\$ 192	\$ 35,712.00	Sound survey (ARC)	\$ 26,000.00		
Senior Engineer	8	48		8	120	184	\$ 155	\$ 28,520.00		\$ -		
Coastal Engineer III		120	24		120	264	\$ 137	\$ 36,168.00		\$ -		
Coastal Engineer II		40	16		80	136	\$ 100	\$ 13,600.00		\$ -		
Coastal Engineer I		120			40	160	\$ 90	\$ 14,400.00		\$ -		
Draftsman/Designer (CADD)		80			80	160	\$ 73	\$ 11,680.00		\$ -		
Administrative Assistant	24		8		80	112	\$ 77	\$ 8,624.00		\$ -		
SUBTOTAL DIRECT LABOR								\$ 148,704.00	subtotal	\$ 26,000.00		
Task II - Bidding, Contract Negotiation Assistance												
										Subtotal	\$ 27,578.00	
DIRECT LABOR - ESTIMATED EFFORT										OUTSIDE SVCS/SUB-CONTRACTORS		
LABOR CATEGORY	ADMIN/ MGMT	MEETING PREP	TRAVEL	BID ANALYSIS	DOC. REVIEW/ PREP	TOTAL HOURS	RATE	COST	SERVICE	COST		
Principal	24	8	16	16	8	72	\$ 192	\$ 13,824.00		\$ -		
Senior Engineer	8	8	6	4	16	42	\$ 155	\$ 6,510.00		\$ -		
Coastal Engineer III					24	24	\$ 137	\$ 3,288.00		\$ -		
Coastal Engineer II						0	\$ 100	\$ -		\$ -		
Coastal Engineer I						0	\$ 90	\$ -		\$ -		
Draftsman/Designer (CADD)		4			8	12	\$ 73	\$ 876.00		\$ -		
Administrative Assistant	8				32	40	\$ 77	\$ 3,080.00		\$ -		
SUBTOTAL DIRECT LABOR								\$ 27,578.00	subtotal	\$ -		

MEMORANDUM

Date: 08 November 2019

To: W. Moore – SAISSA Project Manager

From: Albert E. Browder, Ph.D., P.E. *AEB*
Senior Engineer, Project Manager

Re: Task Order #37, CM 1852
Coastal Engineering Services for
Preparation of Contract Documents and Bidding Assistance
Beach Renourishment - South Amelia Island Shore Stabilization Project
Amelia Island, Nassau County, FL



Attached please find our proposal for the creation of the project manual for the construction of the next maintenance renourishment of the South Amelia Island Shore Stabilization Project along the southern Atlantic Ocean shoreline of Amelia Island in Nassau County, FL. The task includes the design and preparation of the contract and construction documents -- including plans and specifications -- suitable for SAISSA and the County to solicit competitive bids from qualified contractors to construct the project. The task also includes assistance with the bid solicitation, bid-period tasks, and bid evaluation process, and assistance with the negotiation and execution of the construction contract.

Herein it is assumed that a subsequent Task Order would be implemented to perform contract management, construction clerking and observation services, permit compliance, and post-construction reporting.

Please do not hesitate to contact us with any questions. Thank you.

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