

**AGREEMENT FOR CONSTRUCTION ENGINEERING INSPECTION (CEI)  
SERVICES  
FOR CRAWFORD ROAD IMPROVEMENTS PHASE 1 & 2  
FOR NASSAU COUNTY, FLORIDA**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by and between the **NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS**, a political subdivision of the State of Florida, hereinafter referred to as "County", and **ENGLAND-THIMS & MILLER, INC.**, a Florida Profit Corporation, whose principle office address is located at 14775 Old St. Augustine Road Jacksonville, FL 32258, hereinafter referred to as "Consultant":

**WHEREAS**, the County desires to obtain professional construction engineering inspection (CEI) services for the proposed road improvements to Crawford Road; and

**WHEREAS**, said services are more fully described in the *Scope of Services*, Attachment "A", which is attached hereto and made a part hereof; and

**WHEREAS**, the Consultant desires to render certain professional construction engineering inspection (CEI) services as described in the *Scope of Services*, and has the qualifications, experience, staff and resources to perform those services; and

**WHEREAS**, the County, through a competitive selection process conducted in accordance with the requirements of law and County policy has determined that it would be in the best interest of the County to award a contract to Consultant for the rendering of those services described in the *Scope of Services*.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

**ARTICLE 1 - EMPLOYMENT OF CONSULTANT**

1.1 The County hereby agrees to engage Consultant, and Consultant hereby agrees to perform the services set forth in the *Scope of Services*.

## **ARTICLE 2 - SCOPE OF SERVICES**

**2.1** Consultant shall provide professional engineering construction inspection (CEI) services in accordance with the *Scope of Services* and any additional services as may be specifically designated and additionally authorized by the parties. Such additional authorizations will be in the form of a written amendment agreed upon by the parties.

## **ARTICLE 3 - THE COUNTY'S RESPONSIBILITY**

**3.1** Except as provided in the *Scope of Service*, the County's responsibilities are to furnish required information, services, render approvals and decisions as necessary for the orderly progress of Consultant's services. The County hereby designates the County Engineer, Engineering Services Department, to act on the County's behalf with respect to the Scope of Services. The County Engineer, under the supervision of the County Manager, shall have complete authority to transmit instructions, receive information, interpret and define County's policies and decisions with respect to materials, elements and systems pertinent to Consultant's services.

## **ARTICLE 4 - TERM OF AGREEMENT**

**4.1** The term of this Agreement shall begin on its complete execution and end nine (9) months from the execution date. 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 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 Consultant.

## **ARTICLE 5 - COMPENSATION**

**5.1** The County shall pay Consultant in accordance with the provisions contained in the "Fee Proposal", which is attached hereto as Attachment "B", and incorporated herein as if set forth in full.

**5.2** Consultant shall prepare and submit to the County Engineer, for approval, a monthly invoice for the services rendered under this Agreement. Invoices for services shall be paid in accordance with the Florida Prompt Payment Act. All invoices shall be accompanied by a report identifying the nature and progress of the work performed. The statement shall show a summary of fees with an accrual of the total fees billed and credits for portions paid previously. The County reserves the right to withhold payment to Consultant for failure to perform the work in accordance with the provisions of this Agreement, and the County shall promptly notify Consultant if any invoice or report is found to be unacceptable and will specify the reasons therefor.

**5.3** All representation, indemnifications, warranties and guaranties made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment and termination or completion of this Agreement.

**5.4** Final Invoice: In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the County. This indicates that all services have been performed and all charges and costs have been invoiced to the County and that there is no further work to be performed on the specific project.

## **ARTICLE 6 - STANDARD OF CARE**

6.1 Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional under similar circumstances and Consultant shall, at no additional cost to the County, re-perform services which fail to satisfy the foregoing standard of care.

## **ARTICLE 7 - DOCUMENTS**

7.1 The documents which comprise this Agreement between the County and the Consultant are attached hereto and made a part hereof and consist of the following:

7.2 This Agreement;

7.3 The Scope of Services attached hereto Attachment "A";

7.4 Fee Proposal attached hereto as Attachment "B";

7.5 Any work authorizations, written amendments, modifications or addenda to this Agreement.

## **ARTICLE 8 - EQUAL OPPORTUNITY EMPLOYMENT**

8.1 In connection with the work to be performed under this Agreement, Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

## **ARTICLE 9 - TRUTH-IN-NEGOTIATION/PUBLIC ENTITY CRIMES AFFIDAVIT**

9.1 Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the county determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. Consultant represents that it has furnished a Public Entity Crimes Affidavit pursuant to Section 287.133, Florida Statutes.

## **ARTICLE 10 - INDEMNIFICATION**

**10.1** Consultant shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the consultant, in the performance of the contract.

#### **ARTICLE 11 - INDEPENDENT CONTRACTOR**

**11.1** Consultant undertakes performance of the services as an independent contractor under this Agreement and shall be wholly responsible for the methods of performance. The County shall have no right to supervise the methods used, but the County shall have the right to observe such performance. Consultant shall work closely with the County in performing services under this Agreement.

#### **ARTICLE 12 – EXTENT OF AGREEMENT**

**12.1** This Agreement represents the entire and integrated agreement between the County and Consultant and supersedes all prior negotiations, representations, or agreement, either written or oral.

**12.2** This Agreement may only be amended, supplemented, modified, changed or canceled by a duly executed written instrument.

#### **ARTICLE 13 - COMPLIANCE WITH LAWS**

**13.1** In performance of the services, Consultant will comply with applicable regulatory requirements including federal, state, and local laws, rules regulations, orders, codes, criteria and standards.

#### **ARTICLE 14 - INSURANCE**

**14.1** The Consultant shall purchase and maintain such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance as is appropriate for the services being performed hereunder by

Consultant, its employees or agents. The amounts and types of insurance shall conform to the requirements set forth in Exhibit "1".

## **ARTICLE 15 – ACCESS TO PREMISES**

**15.1** The County shall be responsible for providing access to all project sites, and for providing project-specific information.

## **ARTICLE 16 - TERMINATION OF AGREEMENT**

**16.1 Termination for Convenience:** This Agreement may be terminated by the County for convenience, upon thirty (30) days of written notice to Consultant. In such event, the Consultant shall be paid its compensation for services performed prior to the termination date. In the event that the Consultant abandons this Agreement or causes it to be terminated, Consultant is liable to the County for any and all loss pertaining to this termination.

**16.2 Default by Consultant:** In addition to all other remedies available to the County, the County may terminate this Agreement for cause should the Consultant neglect, fail to perform, or observe any of the terms, provisions, conditions, or requirements herein contained. Prior to termination the County shall provide written notice of the specific conditions warranting default, and the County shall allow thirty (30) days for Consultant to cure.

## **ARTICLE 17 - NONDISCLOSURE OF PROPRIETARY INFORMATION**

**17.1** Consultant shall consider all information provided by County and all reports, studies, calculations, and other documentation resulting from the Consultant's performance of the Services to be proprietary unless such information is available from public sources. Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of County or in response to legal process.

## **ARTICLE 18 - UNCONTROLLABLE FORCES**

**18.1** Neither the County nor Consultant shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

**18.2** Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

## **ARTICLE 19 - GOVERNING LAW AND VENUE**

**19.1** This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Nassau County.

## **ARTICLE 20 - MISCELLANEOUS**

**20.1 Non-waiver:** A waiver by either County or Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by

either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

**20.2 Severability:** Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

**20.3 PUBLIC RECORDS:**

The County is a public agency subject to Chapter 119, Florida Statutes. IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6010, [records@nassaucountyfl.com](mailto:records@nassaucountyfl.com), 96135 NASSAU PLACE, SUITE 1, YULEE, FLORIDA 32097. Under this Agreement, to the extent that the Consultant is providing services to the County, and pursuant to section 119.0701, Florida Statutes, the Consultant shall:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the consultant does not transfer the records to the public agency.
- d. Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public



records required by the public agency to perform the service. If the Consultant transfers all public records to the public agency upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**20.4** The provisions of this section shall not prevent the entire Agreement from being void should a provision, which is of the essence of the Agreement, be determined to be void.

## **ARTICLE 21 - SUCCESSORS AND ASSIGNS**

**21.1** The County and Consultant each binds itself and its director, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives.

## **ARTICLE 22 - CONTINGENT FEES**

**22.1** The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

## **ARTICLE 23 - OWNERSHIP OF DOCUMENTS**

**23.1** Consultant shall be required to work in harmony with other consultants relative to providing information requested in a timely manner and in the specified form.

Any and all documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by the County.

#### **ARTICLE 24 - FUNDING**

**24.1** This Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the Nassau County Board of County Commissioners in the annual budget for each fiscal year of this Agreement and is subject to termination based on lack of funding.

#### **ARTICLE 25 - NOTICE**

**25.1** Whenever either party desires or is required under this Agreement to give notice to any other party, it must be given by written notice either delivered in person, sent by U.S. Certified Mail, U.S. Express Mail, air or ground courier services, or by messenger service, as follows:

##### **COUNTY:**

Nassau County Contract Management  
96135 Nassau Place, Suite 2  
Yulee, Florida 32097  
904-530-6040  
[contracts@nassaucountyfl.com](mailto:contracts@nassaucountyfl.com)

With a copy to the County Attorney at:

96135 Nassau Place, Suite 6  
Yulee, Florida 32097

##### **CONSULTANT:**

Buckley Williams  
England-Thims & Miller, Inc.  
14775 Old St. Augustine Road  
Jacksonville, FL 32258  
904-642-8990  
[williamsB@etminc.com](mailto:williamsB@etminc.com)

**25.2** Notices shall be effective when received at the address specified above. Changes in the respective addresses to which such notice may be directed may be made from time to time by any party by written notice to the other party. Email and facsimile are acceptable notice effective when received, however, notices received (i.e.; printed) after 5:00 p.m. or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

**25.3** Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

## **ARTICLE 26-DISPUTE RESOLUTION**

**26.1** The County may utilize this section, at their discretion, as to disputes regarding agreement interpretation. The County may send a written communication to the Consultant by email, overnight mail, UPS, FedEx, or certified mail. The written notification shall set forth the County's interpretation of the agreement. A response shall be provided in the same manner prior to the initial meeting with the County Manager. This initial meeting shall take place no more than twenty (20) days from the written notification of the dispute addressed to the Consultant. The Consultant should have a representative, at the meeting that can render a decision on behalf of the Consultant.

If there is no satisfactory resolution as to the interpretation of the Agreement, the dispute may be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Consultant. Consultant shall not stop work during the pendency of mediation or dispute resolution.

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**

\_\_\_\_\_  
Daniel B. Leeper  
Its: Chairman

Date: \_\_\_\_\_

ATTEST TO CHAIR  
SIGNATURE

Approved as to form and legal  
sufficiency:

\_\_\_\_\_  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

\_\_\_\_\_  
MICHAEL S. MULLIN

ATTEST:

England-Thims & Miller, Inc.

\_\_\_\_\_  
(Corporate Secretary)

\_\_\_\_\_  
Signature of President/Owner

\_\_\_\_\_  
Type/Print Name of Corporate Secy.

\_\_\_\_\_  
Type/Print Name of President/Owner

(CORPORATE SEAL)

Date: \_\_\_\_\_

CORPORATE ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :SS

I HEREBY CERTIFY that on this day, before me, an Officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared

\_\_\_\_\_, of, \_\_\_\_\_  
A \_\_\_\_\_ Corporation, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged before me that he/she executed the same.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public  
State of Florida at Large

\_\_\_\_\_  
Print, Type or Stamp  
Name of Notary Public

- ☐ Personally known to me or  
☐ Produced Identification

\_\_\_\_\_  
Type of I.D. Produced

- ☐ DID take an oath, or  
☐ DID NOT take an oath.

**ATTACHMENT "A"**

**CONSTRUCTION ENGINEERING AND INSPECTION  
SCOPE OF SERVICES**

**FOR**

**Project Description: Crawford Road – Reconstruction**

**Project No.: NC14-016**

**SCOPE OF SERVICES**  
**CONSTRUCTION ENGINEERING AND INSPECTION**

**1.0 PURPOSE:**

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction projects listed below.

**2.0 SCOPE:**

The Consultant shall be responsible for providing services as defined in this Scope of Services, the referenced Contract Documents. The projects for which the services are required are:

Descriptions: Crawford Road Reconstruction  
County: Nassau

The Consultant shall exercise their independent professional judgment in performing their obligations and responsibilities under this Agreement.

Other projects developing within geographical area of Nassau County may be added at the County's discretion.

**3.0 LENGTH OF SERVICE:**

The Consultant's services for each Construction Contract shall begin upon written notification to proceed by County.

For estimating purposes, the Consultant will be allowed an accumulation of fourteen (14) calendar days to perform preliminary administrative services prior to the issuance of the Contractor's notice to proceed on the first project and thirty (30) calendar days to demobilize after final acceptance of the last Contract.

**4.1 ITEMS TO BE FURNISHED BY THE COUNTY TO CONSULTANT:**

The County, on as needed basis, will furnish the following Construction Contract documents for each project. These documents may be provided in either paper or electronic format.

1. Construction Plans,
2. Specification Package,
3. Copy of the Executed Construction Contract, and
4. Utility Agency's Approved Material List (if applicable).

**5.1 ITEMS FURNISHED BY THE CONSULTANT:**

**5.2 Vehicles:**

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement.

**5.3 Field Equipment:**

The Consultant shall supply survey, inspection and testing equipment, essential in order to carry out the work under this Agreement. Such equipment includes those non-consumable and non-expendable items, which are needed for a CEI project and are essential in order to carry out the work under this Agreement.

Hard hats shall have the name of the consulting firm visibly displayed.

Equipment described herein and expendable materials under this Agreement will remain the property of the Consultant and shall be removed at completion of the work.

Field office equipment shall be maintained and in operational condition at all times.

**6.0 LIAISON:**

The Consultant shall keep the County Engineer or their designee informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities under this Agreement, and seek input from the County Engineer or their designee in order for the County Engineer or their designee to oversee the Consultant's performance.

Agreement administrative duties relating to Invoice Approval Requests, Personnel Approval Requests, Time Extension Requests, and Supplemental Amendment Requests shall be reviewed and approved by the County Engineer or their designee.

**7.0 PERFORMANCE OF THE CONSULTANT:**

During the term of this Agreement and all supplements thereof, the County will review various phases of Consultant operations, such as construction inspection, materials sampling and testing, and administrative activities, to determine compliance with this Agreement. The Consultant shall cooperate and assist County representatives in conducting the reviews.

**8.1 REQUIREMENTS:**

**8.2 General:**

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.



The Consultant shall observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the County, and direct the Contractor to correct such observed discrepancies.

The Consultant shall advise the County Engineer or their designee of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor. Work provided by the Consultant shall not relieve the Contractor of responsibility for the satisfactory performance of the Construction Contract.

**8.3     On-site Inspection:**

The Consultant shall monitor only the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. The Consultant shall keep detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

**8.4     Sampling and Testing:**

The Consultant shall provide daily surveillance of the Contractor's Quality Control activities at the project site and perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project for verification and acceptance.

The Consultant shall be specifically responsible for job control samples determining the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc. The County will monitor the effectiveness of the Consultant's testing procedures through surveillance and obtaining and testing independent assurance samples.

Documentation reports on sampling and testing performed by the Consultant shall be submitted to responsible parties during the same week that the construction work is done.

The Consultant shall be responsible for transporting samples to be tested in an approved laboratory.

The Consultant will input verification testing information and data into the Consultant's database.

## **8.5     Engineering Services:**

The Consultant shall coordinate the Construction Contract administration activities of all parties other than the Contractor involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the County for failure of such parties to follow written direction issued by the Consultant.

Services include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract, maintaining complete, accurate records of all activities and events relating to the project, and properly documenting all significant project changes. The Consultant shall perform the following services:

- a. Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. Provide at least one inspector who has successfully completed the "Florida Storm water, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors".
- b. Analyze the Contractor's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-built, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. Verify the schedule conforms with the construction phasing and MOT sequences, includes all contract modifications, and the Contractor's plan for completing the project within the allowed contract time is reasonable. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns.
- c. Analyze problems that arise on a project and proposals submitted by the Contractor, work to resolve such issues, and process the necessary paperwork.
- d. If applicable, Monitor, inspect and document utility construction for conformance with Utility Agency's Water and Sewer Standards and the Utility Agency's Approved Materials List. Facilitate coordination and communication between Utility Agency's representatives, County's staff and contractors in execution of the work. Identify potential utility conflicts and assist in the resolution of utility issues.
- e. Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate processing of such information in order for the County to make timely payment to the Contractor.
- f. Provide Public Information services as required to manage inquiries from the public, public officials, and the news media. Prepare newsletters for distribution to adjacent property owners. The County Engineer or their designee shall approve all notices, brochures, responses to news media, etc., prior to release.

- g. Video tape the pre-construction conditions throughout the project limits. Provide a digital photo log or video of project activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy.

The Consultant shall have a digital camera for photographic documentation of pre-construction state and of noteworthy incidents or events during construction. These photographs will be filed and maintained on the Consultant's computer.

## **9.1 PERSONNEL:**

### **9.2 General Requirements:**

The Consultant shall staff the project with the qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. Method of compensation for personnel assigned to this project is outlined in Exhibit "B."

### **9.3 Personnel Qualifications:**

The Consultant shall utilize only competent personnel, qualified by experience, and education.

### **9.4 Staffing:**

Once authorized, the Consultant shall establish and maintain an appropriate staff through the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the appropriate Construction Contract has been paid off.

Construction engineering and inspection forces will be required of the Consultant while the Contractor is working.

## **10.0 Offer of Final Payment:**

Consultant shall make a pre-final inspection to determine if the Project is substantially complete, and a final inspection to determine if the Project has been fully completed in substantial accordance with the Contract Documents and whether the contractor has fulfilled all of its obligations there under so that the Consultant may recommend approval, in writing, of final payment to the contractor.

## **11.0 INVOICING:**

Monthly invoices shall be submitted to the County in a format and distribution schedule defined by the County.

**12.1 OTHER SERVICES:**

Upon written authorization by the County Engineer, the Consultant will perform additional services in connection with the project not otherwise identified in this Agreement. The following items are not included as part of this Agreement, but may be required by the County to supplement the Consultant services under this Agreement.

- A. Assist in preparing for arbitration hearings or litigation that occurs during the Agreement time in connection with the construction project covered by this Agreement.
- B. Provide qualified engineering witnesses and exhibits for arbitration hearings or litigation in connection with this Agreement.
- C. Provide on- and off-site inspection services in addition to those provided for in this Agreement.

**13.0 POST CONSTRUCTION CLAIMS REVIEW:**

In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed this Agreement, the Consultant shall, upon execution by the County and the Consultant of an Amendment to this Agreement providing for compensation for such services, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplement to this Agreement.

**14.1 OTHER CONSIDERATIONS:**

- a. Consultant will not assume responsibility for the Contractor's means, methods, techniques, sequences or procedures of construction and it is understood that field services provided by Consultant will not relieve the Contractor of his responsibilities for performing the work in accordance with the plans and specifications.
- b. The words "supervision", "inspection", or "control" are used to mean periodic observation of the work and the conducting of tests by Consultant to verify substantial compliance with the plans, specifications and design concepts.
- c. Continuous inspections by Consultant's employees do not mean that Consultant is observing placement of all materials.
- d. Full-time inspection means that an employee of Consultant has been assigned for 40 hours per week.
- e. A certification that the project was built according to the plans, specifications and relevant portions of the contract documents.

- f. As needed, coordination with the FDOT in the field and responsibility for close out package submittal to FDOT and one original copy of same to Nassau County.
- g. Perform as the contract administrator and collect RFI's and distribute in accordance with provisions of the contract to the owner and/or EOR as required.
- h. Recommendation and preparation of any field changes and cost analysis and concurrence with contractor prices.
- i. Recommendation of all change orders (including weather days) and analysis and concurrence with contractor prices proposed.
- j. Bi-weekly status reports, field meetings, etc.
- k. Analysis of the QC plan for compliance (coordinate with EOR as applicable)
- l. Submittal of shop drawings to EOR and County as applicable.
- m. Keep daily reports and provide to County as necessary.
- n. Review submittals, (schedule of values, project schedules)
- o. Review of As-builts for needed corrections.
- p. Ensure the contractor is doing proper MOT, NPDES and other required reporting.
- q. Conduct pre-con meeting.
- r. Work with County and/or FDOT when appropriate to schedule and conduct inspection at substantial and Final Completion.
- s. Review and approve each pay request by Contractor (quantities and dollars) and confirm or deny for payment.
- t. Conduct a pre-pave meeting.
- u. Prepare notes and summaries of all meetings.
- v. Know the Contract and represent the County in the execution thereof.
- w. Collect and retain all asphalt, concrete and limerock "tickets"
- x. Ensure testing is done per the contract documents. Collect and retain all test results and inform County of any issues.
- y. Inform the County when approaching plan quantities so as to not overrun pay items.

**15.1 SERVICES EXCLUDED:**

The consultant shall not be responsible for the following services:

- Performance of any materials testing services,
- Review of MBE participation,
- Management of project through warranty period/claims,
- Geotechnical services or investigations (including underdrain evaluations),
- Engineering design services,
- OSHA or other Regulatory Safety Inspections,
- Survey or Construction Stakeout,
- Permitting or permit fees,
- As-built Survey and Certifications.
- Off-site inspections

## Attachment B

Consultant CEI: England-Thims & Miller, Inc. Project Name: Crawford Road - Reconstruction Bid No(s): NC14-016							
	2020 Hours	2020 Rates	2020 Labor	2021 Hours	2021 Rates	2021 Labor	Direct Labor
Senior Project Engineer	360.8	\$231.01	\$83,348.41	65.6	\$231.01	\$15,154.26	\$98,502.66
Project Administrator	820	\$163.12	\$133,758.40	73.8	\$163.12	\$12,038.26	\$145,796.66
Senior Inspector	1681	\$95.36	\$160,300.16	123	\$95.36	\$11,729.28	\$172,029.44
Inspector	738	\$103.85	\$76,641.30	41	\$103.85	\$4,257.85	\$80,899.15
	0	0	\$78.59	0	\$78.59	\$0.00	\$0.00
Sub-Total	3599.8			303.4			\$497,227.91

Total Hours 3903.2 Total Direct Labor \$497,227.91

\* Contractor excluded from working overtime, therefore no CEI overtime

Straight Overtime @ 0%

Direct Labor \$0.00

Subtotal \$497,227.91

Premium Overtime \$0.00

Subtotal \$497,227.91

Construction Contract

\$6,318,114.53

Percent of Construction

7.9

**TOTAL MAXIMUM LIMITING AMOUNT \$497,227.91**

**LUMP SUM**

Fee Subject to Adjustment if time exceeds 20%



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tel 904-642-8990 • fax 904-646-9485

14775 Old St. Augustine Road • Jacksonville, Florida 32256

April 18, 2019

Mr. Grayson Hagins  
Contract/Purchasing Manager  
Nassau County  
96135 Nassau Place, Suite 6  
Yulee, Florida 32097

RE: Professional Services Contract for Construction, Engineering & Inspection (CEI)  
Services  
RFQ Bid No. NC14-016  
**Requested Information for CEI Services – Crawford Road**

Dear Mr. Companion,

In response to your recent request and our recent Scope of Services discussion, England-Thims & Miller, Inc. is respectfully submitting for your review and approval our proposed Scope of Services and Loaded Billing Rate Fee Schedule on the above referenced project. Below, please find information related to loaded billing rates/fees. Per your request, we have included the requested information as follows:

### Multiplier

Salary	Requested OH (Audited Rates)	Requested Profit	Multiplier
1.0	181.44% (Office) 12.94% (Expense)	15%	3.10

### Loaded Billing Rates

Consultant Position	Current 2019 Rate (Avg. where indicated*)	Multiplier	Loaded Billing Rate
Senior Project Engineer	\$74.52	3.10	\$231.01
Project Administrator	\$52.62	3.10	\$163.12
Contract Support Specialist	\$30.76*	3.10	\$95.36
Senior Inspector	\$33.50*	3.10	\$103.85
Inspector	\$25.35*	3.10	\$78.59

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
Jacksonville • Palm Coast • Lake Mary  
CA-00002584 LG-0000316



Mr. Grayson Hagins  
Nassau County CEI Services Contract – Crawford Rd NC14-016

Page 2 of 2  
April 18, 2019

Please let me know if you have any questions or require additional information.

Sincerely,

**ENGLAND-THIMS & MILLER, INC.**



Buckley K. Williams, C.C.C.A.  
Executive Vice President/Shareholder

cc: Robert Companion  
Kent Ponder  
File



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tel 904-642-8990 • fax 904-646-9485

14775 Old St. Augustine Road • Jacksonville, Florida 32258

April 18, 2019

I certify that the rates for the employees assigned to Nassau County Contract for Crawford Road CEI Services Bid No. NC14-016 are true and accurate as of April 17, 2019 and are shown as follows:

EMPLOYEE	POSITION	RATE
Kent A. Ponder	Senior Project Engineer	\$74.52
Carrie A. Smithheart	Project Administrator	\$52.62
Lisa Milford	Contract Support Specialist	AVG \$30.76
Deborah Whitaker	Contract Support Specialist	
Kenneth M. Bowen	Senior Inspector	AVG \$33.50
Jeremy J. Cronk	Senior Inspector	
Edward DeJesus	Inspector	AVG \$25.35
Francis R. Herbert	Inspector	
Justin McElhenny	Inspector	

Christopher K. Wilkey  
Controller

England-Thims & Miller, Inc.

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CA-00002584 LC-0000316



***Florida Department of Transportation***

**RICK SCOTT  
GOVERNOR**

605 Suwannee Street  
Tallahassee, FL 32399-0450

**MIKE DEW  
SECRETARY**

June 23, 2018

Shawn Barnett, Chief Administrative Officer/Chief Financial Officer  
ENGLAND, THIMS & MILLER, INC.  
14775 Old St. Augustine Road  
Jacksonville, Florida 32258

Dear Mr. Barnett:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 3      - Highway Design - Roadway
  - 3.1      - Minor Highway Design
  - 3.2      - Major Highway Design
  - 3.3      - Controlled Access Highway Design
- Group 6      - Traffic Engineering and Operations Studies
  - 6.1      - Traffic Engineering Studies
  - 6.2      - Traffic Signal Timing
- Group 7      - Traffic Operations Design
  - 7.1      - Signing, Pavement Marking and Channelization
  - 7.2      - Lighting
  - 7.3      - Signalization
- Group 10     - Construction Engineering Inspection
  - 10.1     - Roadway Construction Engineering Inspection
  - 10.3     - Construction Materials Inspection
  - 10.4     - Minor Bridge & Miscellaneous Structures CEI
  - 10.5.1   - Major Bridge CEI - Concrete
- Group 13     - Planning
  - 13.4     - Systems Planning
  - 13.5     - Subarea/Corridor Planning
  - 13.6     - Land Planning/Engineering
- Group 15     - Landscape Architect

[www.fdot.gov](http://www.fdot.gov)

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2019 for contracting purposes.

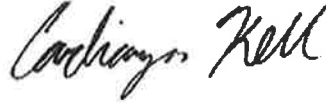
Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense
181.44%	150.40%	0.425%	Reimbursed	No	5.28%	12.94%*

\*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Should you have any questions, please feel free to contact me by email at [carliayn.kell@dot.state.fl.us](mailto:carliayn.kell@dot.state.fl.us) or by phone at 850-414-4597.

Sincerely,



Carliayn Kell  
Professional Services  
Qualification Administrator

# CEI Consultant Estimated Staffing for Man-Hours

Consultant CEI: England-Thims & Miller, Inc.  
 Project Name: Crawford Road - Reconstruction  
 Bid No(s): NC14-016  
 ETM Project No(s): 14-133-99

Year	PA = Project Award												SC/FC = Substantial/Final Completion Period												CO = Close-out											
	2020												2021																							
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	PROJECT TOTAL MAN MONTHS	PROJECT TOTAL MAN HOURS								
Month													2020														2021									
Project Staff																																				
Crawford Road - Reconstruction													0.40	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	2.2	2.2	2.6	425.4							
Senior Project Engineer													0.75	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	4.7	4.7	5.45	883.8							
Project Administrator													1.25	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.75	9.75	11	1804							
Senior Inspector													0.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	4.75	4.75	4.75	770							
Inspector													0.00													0	0	0	0							
ETM Survey Crew - ETM Surveying																																				
Sub-Total																											23.8	3903.2								
Award Date	October, 2020																																			

Award Date: October 2020  
 Start Construction: November 2020  
 Contract Duration: 299 Days = 14 Pre-Construction, 255 Construction, 30 Close-out  
 Completion: November 2021

## **Exhibit "1"**

### **GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS**

#### **COMMERCIAL GENERAL LIABILITY INSURANCE**

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Fire Damage Limit (any one fire)	\$ 50,000
Medical Expense Limit (any one person)	\$ 5,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

#### **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE**

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Part One – Workers' Compensation Insurance – Unlimited  
Statutory Benefits as provided in the Florida Statutes and

Part Two – Employer's Liability Insurance

Bodily Injury By Accident	\$500,000 Each Accident
Bodily Injury By Disease	\$500,000 Policy Limit
Bodily Injury By Disease	\$500,000 Each Employee

\*If leased employees are used, policy must include an Alternate Employer's Endorsement

#### **AUTOMOBILE LIABILITY INSURANCE**

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Automobile Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Combined Single Limit – Each Accident	\$1,000,000
---------------------------------------	-------------

Covered Automobiles shall include any auto owned or operated by the insured Contractor/Vendor, insured Sub-Contractor/Vendor including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective Contractor/Vendor or Sub-Contractor/Vendor.

#### **UMBRELLA LIABILITY INSURANCE**

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Umbrella/Excess Liability (Umbrella Form) insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000

### **PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)**

This additional coverage will be required for all projects involving consultants, engineering services, architectural or design/build projects, independent testing firms and similar exposures.

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Professional Liability insurance coverage for the life of this Contract.

If the contract includes a requirement for Professional Liability or Errors and Omissions insurance, the minimum amount of such insurance shall be as follows:

Each Occurrence/Annual Aggregate – <b>Project Specific Form</b>	\$1,000,000
<b>OR</b>	
Each Occurrence/Annual Aggregate – <b>Non Project Specific Form</b>	\$3,000,000

Design Professional Liability coverage will be provided on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Agreement. If provided on a Claims Made Form, the coverages must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

Contractor/Vendor shall require each of his Sub-Contractor/Vendors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage, Automobile Liability insurance and Umbrella Liability insurance, Professional Liability, Environmental Liability, insurance coverage (as applicable) meeting the same limit and requirements as the Contractor/Vendors insurance.

Certificates of Insurance acceptable to Nassau County Board of County Commissioners for the Contractor/Vendor's insurance must be received within ten (10) days of Notification of Selection and at time of signing Agreement.

Certificates of Insurance and the insurance policies required for this Agreement shall contain an endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.

Certificates of Insurance and the insurance policies required for this Agreement will include a provision that policies, except Workers' Compensation and Professional Liability, are primary and noncontributory to any insurance maintained by the Contractor/Vendor.

Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability, Umbrella Liability and Environmental Liability policy (ies). A copy of the endorsement(s) must be supplied to Nassau County Board of County Commissioners ten (10) days following the execution of the agreement or prior to the first date of services, whichever comes first.

CGL policy Additional Insured Endorsement must include Ongoing and Completed Operations (Form CG2010 11 84 **OR** Form CG2010 04 13 and GC2037 04 13 edition or equivalent). Other Additional Insured forms might be acceptable but only if modified to delete the word "ongoing" and insert the sentence "Operations include ongoing and completed operations".

CGL policy shall not be endorsed with Exclusion - Damage to Work performed by SubContractor/Vendors on Your Behalf (CG2294 or CG2295)

CGL policy shall not be endorsed with Contractual Liability Limitation Endorsement (CG2139) or Amendment of Insured Contract Definition (CG 2426)

CGL policy shall not be endorsed with Exclusion - Damage to Premises Rented to you (CG 2145)

CGL policy shall include broad form contractual liability coverage for the Contractor/Vendors covenants to and indemnification of the Authority under this Contract

Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision under General Liability, Auto Liability, Environmental Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.

All Certificates of Insurance shall be dated and shall show the name of the insured Contractor/Vendor, the specific job by name and job number, the name of the insurer, the policy number assigned its effective date and its termination date and a list of any exclusionary endorsements.

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Contractor/Vendor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Contractor/Vendor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Contractor/Vendor, in which event, Contractor/Vendor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Contractor/Vendor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Contractor/Vendors coverage based on the evidence of insurance provided by the Contractor/Vendor shall not be construed as a waiver by Nassau County Board of County Commissioners of Contractor/Vendor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Contractor/Vendors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of Contractor/Vendor's right under any policy with higher limits, and no policy maintained by the Contractor/Vendor shall be construed as limiting the type, quality or quantity of insurance coverage that Contractor/Vendor should maintain. Contractor/Vendor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Contractor/Vendor or any Sub-Contractor/Vendor contains deductible(s), penalty(ies) or self-insured retention(s), the Contractor/Vendor or Sub-Contractor/Vendor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Contractor/Vendor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.