

**WORK AUTHORIZATION # CM2786-WA15
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Consultant:	Florida Governmental Utility Authority (FGUA)
Contract Number:	CM2786-WA15
Contact Name:	Steve Spratt
Contact Number:	407-629-6900
Email:	sspratt@govmserv.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Nassau Amelia Utilities Lift Station 27 Conversion Project			
		CONTRACT OVERVIEW	
Date Submitted		Total of Previous Authorizations	\$1,758,610.90
Amount		This Work Authorization	\$71,908.42
Scheduled Completion	6 months from NTP	Current Contract Total	\$1,830,519.32

This Work Authorization is to the AGREEMENT between Nassau County and the Consultant known as the Interlocal Agreement between Nassau County and Florida Governmental Utility Authority for Water and Wastewater Utility Capital Project and related Grant/Loan Administration and Special Assessment Services, dated December 12, 2019. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

The Consultant shall assist the County in carrying out all Engineering inclusive of design, bidding and construction administration and Capital Project Administration services during the design and bidding phases of the Lift Station 27 (LS27) Conversion Project. Specifically, services provided shall be as detailed in the related Work Authorizations to Government Services Group, Inc. and GAI Consultants, Inc. attached hereto for reference.

ARTICLE 2. Time Schedule

The Consultant shall begin upon execution of this Work Authorization and shall complete within 6 months of the Notice to Proceed.

ARTICLE 3. Budget

The Consultant will perform the Engineering, Capital Project Administration scope of services outlined herein for a lump sum amounts of \$69,300.00 and \$2,608.42 respectively. Note, the Capital Project Administration fee is based on the Total Project Costs (Design and Bidding Phases) of \$52,168.42. A copy of the related Work Authorizations to Government Services Group, Inc. and GAI Consultants, Inc. are attached hereto for reference.


Article 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. Additional terms or agreement provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT 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: 
Print Name: Stephen M. Spratt
Title: FGUA System Manager
Date: 1/28/22

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent:	<u>Teresa Inby-Butler</u>	2/15/2022
	Managing Agent	(Date)
Contract Management:	<u>Ranasi Holmes</u>	2/15/2022
	.	(Date)
Office of Management & Budget:	<u>DF Marshall Eyerman</u>	2/15/2022
	.	(Date)
County Manager:	<u>Taco E. Pope AICP</u>	2/18/2022
	Taco E. Pope	(Date)
Ex-Officio Clerk:	<u>John Crawford</u>	(Date)
County Attorney:	<u>Denise C. May</u>	2/18/2022
	.	(Date)

APPROVED by the BOARD OF COUNTY COMMISSIONERS or their Designee, this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

Aaron C. Bell
Chairman

ACCOUNT NO.: 4715005355356563551LSSS - Lift Station Submersible St Convert

LPB

2/18/2022

Work Authorizaton No. GAI 22-01

to

Professional Services Agreement Between the

Florida Governmental Utility Authority ("FGUA")

a legal entity and public body created by Interlocal agreement pursuant to
Section 163.01(7), Florida Statutes

and

GAI Consultants, Inc.

A. SUMMARY OF SERVICES TO BE RENDERED

This work authorization addresses the necessary engineering and design services required for the Nassau Amelia Utility (NAU) Lift Station 27 Conversion (LS27) Project, based on GAI's understanding of the project. This Work Authorization is issued pursuant to an interlocal agreement between Nassau County and the FGUA wherein FGUA is authorized to administer the delivery of various capital improvement projects.

Project Background

NAU provides water and wastewater services to customers via its water distribution and sewer collection systems. As part of its Renewal and Replacement (R&R) program, NAU continues to improve its system.

For this project, NAU desires to rehabilitate the Marsh Point Lift Station, LS27. The existing lift station is a suction lift style pump station that has extensive corrosive and mechanical wear. The lift station is at the end of its useful life. It requires extensive rehabilitation and should be converted to a submersible lift station for increased efficiency purposes.

The Scope of Services provided under this Work Authorization includes data collection and analysis, design, bidding and construction contract administrative services. For purposes of this Work Authorization, the anticipated project limits are generally to remain within the lift station parcel, with the exception of establishing a bypassing plan. The project will include a survey within the quantities and limits noted further in this scope. With this data and other collected data provided from NAU, hydraulic analysis and equipment evaluation will be provided. Subsequently, construction documents will be developed at 60 and 100%/final levels, based upon the previously completed Lift Station 10 and 29 CADD files as the template for design.

In addition to the specific services detailed below (the "Services"), GAI will coordinate our work with the FGUA's representatives and the project team, monitor the project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of project progress.

Scope of Services

A.3. Preliminary Design Services

GAI will perform the following subtasks as part of the Preliminary Design Phase:

A.3.1. Data Collection and Analysis – Data Collection & Kickoff Meeting – GAI will collect data for preliminary analysis and review available existing site information. This shall include:

- a. Coordinate a project kick-off meeting with FGUA staff and the design team.
- b. Collect, analyze, organize, and summarize pipeline/site data for reference in design and construction.
- c. Collect data on the existing pump station (performance curve, motor horsepower, efficiency, run times). GAI will coordinate with NAU operations staff to obtain the model and serial number of the existing pump and motor.
- d. Collect record drawings and other available data for the existing lift station.
- e. Visit, inspect, and evaluate the existing lift station site and equipment's condition.
- f. Recreate and evaluate the system total dynamic head curve, existing pump curve, and up to three proposed pump performance curves.
- g. Force main pressure will be provided by the NAU operations staff.

A.3.2. Survey – GAI will conduct a survey of the project area (limited to the site parcel and immediate upstream manhole) in compliance with standard practices of surveying and mapping of the State of Florida. The topography survey will identify topography and marked utilities within identified limits. The survey will include:

- a. Review plats and determine the limits of the right-of-way.
- b. Utilize benchmarks on a NAVD88 datum.
- c. Location of existing visible above ground improvements & visible utilities within parcel/right-of-way.
- d. Capture any structures, driveways, sidewalks, landscape, fences, walls, signs, light poles, pavement, and other topographic features.
- e. Open and survey manholes, and capture painted utility locates.
- f. Locate property corners or easement dimensions, as necessary.
- g. If temporary construction easements are necessary that require legal description and sketch, this will be billed as a separate cost per easement, as indicated in the project cost table in Section B.

A.3.3. Preliminary Design Submittal - GAI will develop design drawings and specifications to a 60% level of design that illustrates the design intent. The preliminary design submittal will include the following:

- a. Rehabilitation/coating requirements, replacement pumps, piping, tie-in, water service, new electrical/control panels. The existing wet wells are assumed to remain in place. If further modifications are required (such as a new relocated wet well), an additional scope may be required.
- b. Demolition plan, bypass plan, site plan, mechanical plan, electrical plan, and standard details. Electrical design does not include a permanent generator but will provide for generator hookup (connection type per NAU preference).
- c. Plan sheets are anticipated for the design, with profile sheets for the lift station layout and main connections. The previously completed Lift Station 10 and 29

will be utilized as a template for the design.

- d. Drawings shall be in AutoCAD format, full size plans, developed on a 1" =20' scale.
- e. Technical specifications shall be provided for the design elements. Front end (Div. 0, 1) is anticipated to be per Nassau County standard.
- f. The scope does not include roadway, landscape, or other specialty support elements.
- g. Statement of Probable Cost - GAI will prepare a statement of probable cost based on the design layout.
- h. 60% Review Meetings – Subsequent FGUA's review and comment on the 60% design submittal, GAI will lead a review meeting (either in person or by phone). As a result of the client review comments/meeting, GAI will consolidate comments and implement changes.

A.3.4. Permitting - GAI will determine required permits for FDEP, conduct pre-application meetings where beneficial and complete applications and coordination for permits including:

- a. FDEP Wastewater Construction Permit – Complete application for and obtain approval for the construction of the lift station improvements. This task includes responding to up to two (2) requests for additional information. It is assumed that based on the Client's requested schedule that the permit application will be submitted at the 60% design completion milestone.

Note: All necessary permitting fees are assumed to be paid for by Nassau County.

A.4. Final Design - After the 60% design review comments have been addressed and any required revisions incorporated into the design by GAI, a complete bid package, including all Drawings, Division 0 and technical specifications, will be prepared and submitted to FGUA for final approval. GAI will also provide the FGUA with an updated detailed opinion of probable cost for review by the FGUA.

A.5. Construction Bid Services - Provide bidding coordination and support with the Client:

- a. Provide final "bid set" of plans and specifications. Electronic PDF format is anticipated for all posted bid documents.
- b. Attend pre-bid meeting
- c. Respond to bid RFI's and coordinate preparation of addenda where needed.
- d. Review bid proposals for accuracy and completeness.
- e. Provide a written recommendation for award.
- f. Prepare and provide the conformed documents and drawings once bidding is complete.

A.6. Construction Contract Administration – Provide construction services oversight and support, assuming an anticipated construction duration of 6 months, including:

- a. Chair pre-construction meeting.
- b. Engineer site visits - During construction, provide limited engineer field

observations during construction. Up to six (6) observation trips are anticipated during construction and will be conducted as part of the monthly progress meetings. It is assumed that the lift station startup will be one of the six observations.

- c. Facilitate six (6) monthly progress meetings to be combined with Engineer site visits.
- d. GAI shall prepare the reports/logs for the project meetings, including Shop drawings, testing, RFIs, etc.
- e. Review shop drawings.
- f. Respond to RFI's from the contractor.
- g. Review change order requests and provide recommendations as necessary.
- h. Review and approve final as-built drawings and Operation and Maintenance document, as provided by the contractor.
- i. Coordinate substantial/final completion and coordinate paperwork with NAU for project closeout.
- j. Prepare certificates of completion for permitting agencies (FDEP).

EXCLUSIONS

This scope does not include permitting fees. Permit fees shall be paid for by others as may be required. It is assumed that no backup generator will be required. If a backup generator is required or desired, a supplement will be provided at that time.

B. PROJECT COST

Project: Nassau County Amelia Island Lift Station 27

GAI will provide the services outlined in this work authorization as a lump sum fee for \$69,300.00.

The table below details the basis of cost by position, billing rate and hours.

	Billing Rate	Number of Hours	Cost Extended
Project Manager	\$230	68	\$15,640
Engineer 6	\$130	230	\$29,900
Designer 1	\$100	118	\$11,800
Administrative 5	\$75	16	\$1,200
Professional Surveyor	\$170	10	\$1,700
2-person Survey Crew	\$165	14	\$2,310
Electrical Eng. Subconsultant			\$4,250
Construction Easement			\$1,500
Expenses			\$1,000
Total			\$69,300

The table below details the basis of cost by task.

Task	Cost Extended
Design	\$39,970
Bidding	\$9,590
Construction Administration	\$18,240
Subtotal	\$67,800
Construction Easement Allowance	\$1,500
Total	\$69,300

C. PROJECT SCHEDULE

Task	Description	Total Days from NTP
Notice to Proceed (NTP)		0
A.2	Data Collection/Survey	30
A.3	Preliminary Design (60%)	75
A.4	Final Design (100%)	105
A.5	Construction Bid Services*	90*
A.6	Construction Contract Administration**	180**

*Construction Bid Services are anticipated to have an overall duration of 90 days.

**Construction Contract Administration services is anticipated to extend six (6) months after the construction contract's NTP is issued.

D. NOTICE/PROJECT MANAGER OF CONSULTANT



Digitally signed by Rebecca H. Bray
DN: E=R.Bray@gaiconsultants.com,
CN=Rebecca H. Bray
Date: 2022.01.11 14:39:28-05'00'

Sr. Engineering Manager

Rebecca Hiers Bray, P.E.
GAI Consultants, Inc.
12574 Flagler Center Boulevard, Suite 202
Jacksonville, FL 32258



System Manager

Stephen M. Spratt
Florida Governmental Utility Authority
280 Wekiva Springs Road, Suite 2070
Longwood, Florida 32779

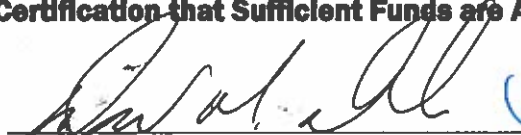


Digitally signed by Kathleen S. Leo
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Vice President

Kathleen S. Leo, P.E.
GAI Consultants, Inc.
618 E. South Street, Suite 700
Orlando, FL 32801

Certification that Sufficient Funds are Available:



David DiLena
Chief Financial Officer



Robert W. Dickson, P.E.
Capital Program Manager

Dated this 20th day of January, 2022

Florida Governmental Utility Authority

Board Agenda Item

Thursday, January 20, 2022

Item

CA 6 Approval of Work Authorization No. GSG 22-33 with Government Services Group, Inc. for Capital Project Administration Services related to the Nassau Amelia Utility List Station 27 (LS27) Conversion Project, located in the Nassau Amelia Utility System, Nassau County

Summary

Provided for your review and consideration is Work Authorization No. GSG 22-33 with Government Services Group, Inc. (GSG) for Capital Project Administration Services for the design and bidding phases of the Nassau Amelia (NAU) Utility LS27 Conversion Project, located in the Nassau Amelia Utility System, Nassau County. As the Board may recall, an Interlocal Agreement between Nassau County and the Florida Governmental Utility (FGUA) was approved in December 2019 which provides for the FGUA to assist the County with capital project administration, consulting engineering, grant/loan administration and special assessment services on a mutually agreed upon project-by-project basis.

Previous evaluations completed as a requirement of a Florida Department of Environmental Protection Consent Order to Nassau County identified deficiencies within the NAU collection system. As part of this evaluation, the need to rehabilitate/improve LS27 was identified and included in the current NAU adopted budget. This project consists rehabilitation of the lift station's wetwell and conversion of the lift station to a submerged-type lift station. In anticipation of an executed Work Authorization No. CM2786-WA15 to the FGUA pursuant to the Interlocal Agreement, Work Authorization No. GSG 22-33 provides for the required capital project administration services.

Specifically, under this Work Authorization, GSG will provide capital project administration services during the design and bidding phases of the project, as identified in Section 2.10 of the Amended and Restated Management Services Agreement. This lump sum for these services is \$2,608.42, which is based upon a fee of 5% of the total design and bidding phase costs for the project. It does not require any FGUA system funding.

This Work Authorization will be fully funded by Nassau County as referenced above and does not require any FGUA system funding. A copy of the draft Nassau County Work Authorization (CM2786-WA15) to the FGUA is attached for reference. This work is scheduled to be complete within six (6) months of issuance of the Notice to Proceed to GSG.

Recommendation

Staff recommends approval of Work Authorization No. GSG 22-33 with Government Services Group, Inc., for in the lump sum of \$2,608.42 for Capital Project administration services related to the Nassau Amelia Utility LS27 Conversion Project, located in the Nassau Amelia Utility System, Nassau County. Approval is contingent upon receipt of a fully executed Work Authorization No. CM2786-WA15, issued to the FGUA by Nassau County.

Budget Impact

None. This work will be fully funded by Nassau County and does not require FGUA funding.

Board Action

Moved by:

Seconded by:

Action Taken:

WORK AUTHORIZATION NO. GSG 22-33

To

Management Services Agreement Between the

Florida Governmental Utility Authority ("FGUA"),

a legal entity and public body created by interlocal agreement pursuant to
Section 163.01(7), Florida Statutes

and

Government Services Group, Inc. ("GSG")

for the Nassau Amelia Utility Lift Station 27 (LS27) Conversion Project

A. SUMMARY OF SERVICES TO BE RENDERED

Under this Work Authorization, Government Services Group, Inc. (GSG) will perform Capital Project Administration Services for the Nassau Amelia Utility LS27 Conversion Project, design and bidding phases, on behalf of the FGUA for Nassau County pursuant to the December 12, 2019 Interlocal Agreement and related Work Authorization CM2786-WA15 approved by the Nassau Board of County Commissioners.

Capital project administration services provided for the project shall be as identified in Section 2.10 of the Amended and Restated Management Services Agreement. Capital project administration services related to the construction phase will be authorized separately at the appropriate time.

B. PROJECT COST

Project No.: Funded by Nassau County

TOTAL Lump Sum \$ 2,608.42

Payments for the capital project administration will be made to GSG in six (6) equal installments of \$434.74, with the first payment made upon issuance of the Notice to Proceed to the Engineer. The fee equates to 5% of the total project costs related to the design and bidding phases, including engineering services and capital project administration fees. A summary of these costs are as follows:

Engineering Services:

Work Authorization No. GAI 22-01 (A.3, A.4 and A.5 Services) \$49,560.00

Capital Project Administration Fee:

Work Authorization No. GSG 22-33 \$2,608.42

Total Project Costs (Design and Bidding Phases) \$52,168.42

Payment is contingent on the timing and receipt of funding from Nassau County.

C. PROJECT SCHEDULE

Complete within six (6) months of Notice to Proceed. Issuance of Notice to Proceed by FGUA is contingent upon receipt of fully executed Work Authorization CM2786-WA15 from Nassau County.

D. NOTICE/PROJECT MANAGER OF CONSULTANT

DocuSigned by:

Steve Spratt

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Stephen M. Spratt, Senior Vice President
Government Services Group, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, FL 32308

DocuSigned by:

Ken Cheek

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Chair / Vice Chair
Florida Governmental Utility Authority
280 Wekiva Springs Rd., Suite 2070
Longwood, FL 32779

Certification that Sufficient Funds are Available:

DocuSigned by:

David DiLena

69541ED8096F468

David M. DiLena, CPA
Chief Financial Officer

20th January

Dated this ____ day of _____, 2022

DocuSigned by:

Howard E. Adams

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Eugene Adams, Esq.
General Counsel