

## BOCC Agenda

**Agenda Date:** September 12, 2021

**Department Name:** SAISS MSBU

**Background:** This is a time and materials Task Order for Olsen Associates, Inc. for Miscellaneous Coastal Engineering Services for the 1st Quarter of FY2023 from October 1, 2022 through December 31, 2022. Attached is the task order Memorandum and Contract Approval Form. The SAISSA Board of Trustees unanimously recommend approval of this Task Order on August 10, 2021.

**Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:** The assessments are paid by the commercial and residential property owners within the SAISS-MSBU so there is no direct impact on general citizenry

**Action requested and recommendation:** Approve Task Order request effective October 1, 2022.

**Is this action consistent with the Nassau County Comprehensive Land Use Plan?**  
N/A

**Funding Source:** 43600539 531386

**Contract Number (assigned by Contracts Management):** CM1852-TO43

**For non-governmental agencies, has the document been sent to the vendor for signature?** Yes

**Does the document need to be recorded? If so, who will pay the recordation fee?**  
No recording required.

**Are there any special mailing instructions? (Include contact name, address, deadline for submittal, how to mail such as express mail, FedEx, etc.)** No, email is good.

**How many originals are needed? (Note: The Clerk's Office requires one original so please include one additional original for their record)** One (1). With emailed copy to SAISSA, [moor1706@bellsouth.net](mailto:moor1706@bellsouth.net) and to Olsen Associates, [abrowder@olsen-associates.com](mailto:abrowder@olsen-associates.com)

Reviewed by:

Department Head

**Print Name:**

William Moore

**Signature & Date:**

William Moore 8/18/22

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT  
TRACKING NO.

## CONTRACTOR INFORMATION

Name: Olsen Associates, Inc.  
Address: 2618 Herschel Jacksonville FL 32204  
City State Zip  
Contractor's Administrator Name: Albert E. Browder, Ph.d., P.E. Title: Vice President and Principal  
Tel#: (904) 387-6114 Fax: \_\_\_\_\_ Email: abrowder@olsen-associates.com

## CONTRACT INFORMATION

Contract Name: Continuing Contract for Prof. Coastal Engineering Serv. Contract Value: \$7,500(T&M-NTE)

Brief Description: Provide Misc. Coastal Engineering consultant Services related to the implementation of the SAISSA Beach Restoration Program for the 1st Quarter of FY 2023 to coincide with current Olsen Contract extension thru December 31, 2022.

Contract Dates : From: 10.01.2022 to: 12.31.2022 Status: \_\_\_\_\_ New \_\_\_\_\_ Renew \_\_\_\_\_ Amend# X WA/Task Order  
How Procured: \_\_\_\_\_ Sole Source \_\_\_\_\_ Single Source \_\_\_\_\_ ITB \_\_\_\_\_ RFP \_\_\_\_\_ RFQ \_\_\_\_\_ Coop. X Other Continuing Contract

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

## APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. Willie R Moore 8/18/22  
Department Head Signature Date
2. \_\_\_\_\_  
Procurement Date
3. \_\_\_\_\_  
Office of Management & Budget Date
4. \_\_\_\_\_  
County Attorney/Contract Management Date

SAISSA

Submitting Department

43600539 531386

Funding Source/Acct #

Comments: \_\_\_\_\_

## COUNTY MANAGER – FINAL SIGNATURE APPROVAL

\_\_\_\_\_  
Taco Pope

\_\_\_\_\_  
Date

## RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

Original: Clerk's Services; Contractor (original or certified copy)  
Copy: Department  
Procurement  
Office of Management & Budget  
County Attorney/Contract Management  
Clerk Finance

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

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

**Date:** 05 August 2022  
**Contract:** Coastal Engineering  
**Request Made By:** SAISSA  
**Request Received By:** Albert E. Browder, Ph.D., P.E.  
**Task Order No:** CM 1852-TO 43

**Task Order:** Miscellaneous Beach Restoration Project Related Consultant Services (SAISSA FY23 – Q1)

The Consultant shall provide miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program in the first quarter of the SAISSA fiscal year 2023 (1 October to 31 December 2022), including but not limited to: coordination of the FDEP 2022/23 Beach Management Funding Assistance Program, including the drafting and submittal of amendments for the County/FDEP cost-sharing agreements; ~~formulation of an FDEP funding application for FY 2024/25 if needed~~ (not required in Q1); coordination and permitting of scarp removal activities, if required; requested beach inspections; attendance and reporting at quarterly SAISSA Board meetings (upon request); liaison with SAISSA Legal Counsel; coordination and liaison with the U.S. Army Corps of Engineers and the Florida Park Service regarding potential sand resources at Ft. George Inlet; public outreach efforts, such as presentation preparation and delivery, assistance with printed and electronic media, and other associated beach restoration project public outreach needs; and other ancillary beach restoration project- and permit-related matters or issues. Invoicing will be on a T&M basis at prevailing rates. The NTE budget shall be \$7,500.00.

These Services are not eligible for State cost-sharing.

**Olsen Associates, Inc.**



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

Date: 05 August 2022

**SAISSA**



Mr. Andrew L. Wallace, SAISSA President

Date:

17-8-2022

**Nassau County Board of County Commissioners**

Attest to Chair  
Signature

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

Date:

Jeff Gray  
Its: Chairman

Date:

Approved As To Form and Legal Sufficiency:

Denise C. May

Date:

OLSEN ASSOCIATES, INC.

LABOR RATES

Nassau County, FL Contract CM1852  
Task Order #43

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Principal Engineer	\$192/hr
Senior Engineer	\$155/hr
Coastal Engineer I	\$137/hr
Coastal Engineer II	\$100/hr
Coastal Engineer III	\$ 90/hr
CADD Technician	\$ 73/hr
Administrative Assistant	\$ 77/hr

## MEMORANDUM

Date: 05 August 2022

To: W. Moore – SAISSA Project Manager

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

Re: Task Order #43, CM 1852  
FY 2023 – Quarter #1 Miscellaneous Coastal Engineering Services in support of the  
South Amelia Island Shore Stabilization Project  
Amelia Island, Nassau County, FL

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Attached please find our proposal for miscellaneous coastal engineering services supporting the engineered beach program for the first quarter of Fiscal Year 2023.

This Task Order is intended to address only the first quarter of SAISSA FY23, from October 1 to December 31 of 2022, in accordance with the termination date of Nassau County contract CM 1852.

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

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