

CHANGE ORDER APPROVAL FORM

PROJECT: Headworks and Aeration Piping -

CHANGE ORDER NUMBER: A

Replacement CEI Services

DATE: 03/21/2017

CONTRACT NUMBER: CM1831-WA10

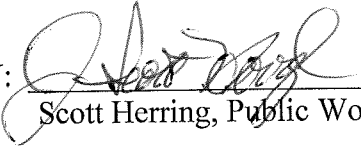
TO CONTRACTOR: GAI Consultants, Inc.

Reason for Change Order: At the February 13, 2017 Commission meeting, a change order was approved for the Headworks and Aeration Piping Replacement project construction contractor. This approved an additional 45 days to the contract for coating the surge and aeration basins. Therefore, the CEI for the project, GAI Consultants, Inc. will require a total of 54.5 additional days (436 hours), 45 days for construction inspection and 9.5 days for project administration and closeout.

Original Contract Sum.....	\$	<u>50,000.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>50,000.00</u>

Amount of This Change Order (Add/Deduct).....	\$	<u>46,150.60</u>
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New Contract Sum Including this Change Order.....	\$	<u>96,150.60</u>
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APPROVED BY: 
Scott Herring, Public Works Director

DATE: 3/20/17

APPROVED BY: _____
Shanea Jones, County Manager

DATE: _____

APPROVED BY: _____
Michael Mullin, County Attorney

DATE: _____

APPROVED BY: _____
Daniel B. Leeper, Chairman

DATE: _____

ATTEST: _____
John A. Crawford, Clerk of Courts

DATE: _____



Jacksonville Office
1301 Riverplace Boulevard
Suite 900
Jacksonville, Florida 32207

T 904.363.1110
F 904.363.1115

March 13, 2017

GAI Project No. A120925.10

Ms. Becky Hiers-Bray, PE
Nassau County
96161 Nassau Place
Yulee, Florida 32097

**Subject: WORK AUTHORIZATION AMENDMENT
Construction Administration and Inspection Additional Services Fee Proposal
for Headworks and Aeration Piping Replacement Projects
GAI Project No. – A120925.10**

Dear Ms. Hiers-Bray:

This letter provides GAI's request for additional scope in order to maintain field inspections during the remainder of Headworks Rehabilitation Project.

GAI Consultant, Inc. (GAI) is currently providing Construction Administration and Inspection Services for the NAU Headworks and Aeration Piping Replacement Projects. This was original scope was based on a "not to exceed - limited amount" of hours.

The original project scope assumed routine Construction administration and inspection services. However, upon draining of the tanks, the poor condition of the concrete structure required significant focus on the basins by inspection and coordination with the Contractor. This has and will continue to require more field inspection time than originally anticipated in order to assess and oversee repair of the structure.

Due to more intensive rehabilitation/repairs that are required of the tanks after inspection, a change order was issued to the contractor to repair the tanks. This included a significant coatings and rehabilitation process, which includes a time extension to the project. Additionally, with the concrete repair and coatings work, more oversight has been required including some weekend/overtime inspection. This will be necessary to complete coatings and reduce weather delays.

Based on the project time extension, additional inspection/oversight is anticipated. GAI is requesting an additional 436 hours of time for our field inspector. This includes time for additional field inspection along with some time for project closeout. This Amendment proposes additional construction administration and inspection services for Part A – Headworks Rehabilitation and Part B – Aeration Piping Replacement Projects to include:

Not to Exceed Limiting Amount

GAI Administration and Inspection for Part A – Headworks Rehabilitation.....	\$27,944.40
GAI Administration and Inspection for Part B – Aeration Piping Replacement.....	\$18,206.20
Grand Total.....	\$46,150.60

Enclosed are the following Exhibits for your review.

Exhibit A – Scope of Service and Budget

Ms. Becky Hiers-Bray
3/13/2017
A120925.10

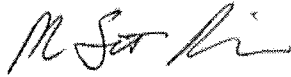
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This work will be completed with the same GAI inspector and team as is currently on-site. The attached proposal for this time consistent with our previously agreed upon rates. This will be charge on an hourly basis as needed for the project.

We appreciate the opportunity to continue to provide construction management and inspection services to Nassau County. If you have any questions or would like to discuss the recommended change, please do not hesitate to contact us.

Sincerely,

GAI Consultants, Inc.



Scott Richards

Sr. Engineering Manager - Water

321.319.3039 direct / 321.377.0753 cell

EXHIBIT "A"
SCOPE OF SERVICES – AMENDMENT 1

PART A – HEADWORKS REHABILITATION
PART B – AERATION PIPING REPLACEMENT
NASSAU COUNTY, FLORIDA

I. BACKGROUND

GAI Consultants, Inc. (GAI) is providing construction administration and inspection services during the construction of Part A – Headworks Rehabilitation and Part B – Aeration Piping Replacement. This scope amendment provides additional construction administration and inspection services time to the project.

II. SCOPE OF SERVICES (Not-to-Exceed Limited Amount)

General Scope:

GAI will continue to provide administration and resident inspection services to check the quality of work, but will not be responsible for the means, methods, techniques, sequences, or procedures of the construction selected by the contractor(s) or the safety precautions and programs incidental to the work of the contractor(s).

III. ADMINISTRATION REQUIREMENTS

1. **Schedule and Shop Drawings** – The construction administrator (CA) will review, comment and accept construction schedules. The CA will track and transmit shop drawings to the engineer of record (EOR) and general contractor.
2. **Payment Request** – The CA will review, comment and accept the project schedule of value and the based payment request. The CA will review, comment and accept each payment request after the CA confirm production with the Inspector.
3. **Requests for Information (RFI) and Change Order (CO)** – The CA will administer the RFI process. The CA will coordinate with the EOR. If the RFI leads to a CO, the CA will negotiate and set-up the paper work for the County's approval.
4. **Authority** – The County gives the CA the authority to require the contractor to correct all work not in compliance with the approved COUNTY requirements and order the contractor to work under force majeure. If the contractor refuses or fails to take the required action, the CA shall immediately notify the COUNTY.
5. **Substantial Completion** – The CA will coordinate, solicit and issue the required documentation to comply with substantial completion of this contract.

Following the Substantial Completion inspection, the CA will issue the certification of substantial completion.

6. **Final Documentation** – The CA will coordinate, solicit and issue the required documentation to comply with closing out clauses of this contract.

Following the Final Completion inspection, the CA will issue the closing out documents. These documents include, but not limited to: AS-BUILT Drawings and Letter of Project Complete Notification to FDEP.

IV. INSPECTION REQUIREMENTS

7. **Site Inspections** – The inspector will be on site verifying that the project is constructed in accordance with the contract documents.
8. **MOT** – The inspector will check for compliance on the maintenance of traffic by the General Contractor (GC). It will inform the COUNTY if the GC fails to meet MOT requirements.
9. **NPDES Inspections** – Immediately following each rainfall event of ½" or greater, the inspector will inspect all erosion/sedimentation control measures, direct the contractor to repair or replace damaged erosion/sedimentation.
10. **Authority** – The County gives the inspector the authority to require the contractor to correct all work not in compliance with the approved COUNTY requirements. If the contractor refuses or fails to take the required corrective action, the Inspector shall immediately notify the COUNTY.
11. **Testing and Start-up** – The inspector will be responsible for verifying the all test required by the Contract Documents are conducted in accordance with the specifications and pass prior to a start-up of the systems. The inspector will be present during start-up of the systems.
12. **Inspector Logs** – The inspector shall maintain an inspection log throughout the duration of construction. This log shall be on forms provided by the GC. Entries shall include but not be limited to the following:
 - Location and description of construction operations taking place at time of inspection
 - Specific information regarding inspection/acceptance of all project materials
 - Information on construction problems and directions given to the contractor to resolve the problems
 - Summaries of conversations with the COUNTY personnel regarding changes to the approved contract.

On days where there is no construction or no construction requiring inspection, the daily log should note either that there was no activity or list the operations that were taking place (per the contractor) and state "No inspection required".

13. **Substantial Completion** – COUNTY shall be notified 7 calendar days in advance of the substantial completion inspection in order to allow COUNTY agencies time to make arrangements to participate.

Following the Substantial Completion inspection, a copy of the punch list of items to be completed along with a list of the persons attending the inspection shall be faxed to each of the above agencies. Substantial Completion shall be in accordance with the Nassau County contract documents.

14. **Final Documentation** – Consultant shall make 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 so that the Consultant may recommend approval, in writing, of final payment to the contractor. Prior to COUNTY acceptance of the project, the Inspector will turn over the following documents:
 - Original Inspector's Logs
 - All test reports for the project (including those tests that failed)

V. SCHEDULE

GAI will provide, as needed, the above described services during construction. Contract time for the construction contract is estimated at **291 days** (substantial completion), per the contract documents. The CEI Services as part of this contract will begin and end at COUNTY's discretion, not to exceed the hours scoped/available.

VI. ADDITIONAL SERVICES

Additional services may be added to this contract during the course of work based on negotiated fees. These respective fees shall be determined jointly by the COUNTY staff and the Consultant. No work shall be undertaken on any additional service tasks without the written authorization of the COUNTY.

VII. FEE

GAI Administration and Inspection grand total fee of \$46,150.60 (Not-to-Exceed Limited Amount).

- Part A – Headworks Rehabilitation fee of \$27,944.00
- Part B – Aeration Piping Replacement fee of \$18,206.20

POSITION TITLE	Billable Rate/Hour	Hr.	Cost
Senior Inspector for Part A	\$105.85	264	\$27,944.40
Senior Inspector for Part B	\$105.85	172	\$18,206.20
Not To Exceed Limited Amount Sum			\$46,150.60