

CS-19-086

CONTRACT APPROVAL FORM

(Contract Management Use only)
CONTRACT TRACKING NO.
CM2777

CONTRACTOR INFORMATION

Name: Envrionmental Services, Inc
Address: 7220 Financial Way Suite 100 Jacksonville FL 32256
City State Zip
Contractor's Administrator Name: Patricia Davenport-Jacobs Title: Historic Preservation Group Mngr
Tel#: (904) 470-2234 Fax: (904) 470-2112 Email: pdavenport@esinc.cc

CONTRACT INFORMATION

Contract Name: Professional Service Agreement Contract Value: \$49,820.04
Brief Description: Professional Service Agreement for Historic Resources Survey; Bid NC19-025
Contract Dates : From: Execution to: 6/30/20 Status: New Renew Amend# WA/Task Order
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other

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.	<u>Bulke</u>	<u>11/13/19</u>	<u>PEO</u>
	Department Head Signature	Date	Submitting Department
2.	<u>Trayson Higgins</u>	<u>11/13/19</u>	<u>04005515-531000 NCHRS</u>
	Contract Management	Date	Funding Source/Acct #
3.	<u>[Signature]</u>	<u>11/15/19</u>	
	Office of Management & Budget	Date	
4.	<u>[Signature]</u>	<u>11/15/19</u>	
	County Attorney (approved as to form only)	Date	

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 11/15/19
Michael Mullin Date

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

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

**PROFESSIONAL SERVICE AGREEMENT
FOR NASSAU COUNTY, FLORIDA**

THIS AGREEMENT made and entered into this 18th day of November 2019, by and between the **Nassau County Board of County Commissioners**, a political subdivision of the State of Florida, hereinafter referred to as "County", and **Environmental Services, Inc.** located at 7220 Financial Way Suite 100, Jacksonville, Florida 32256, hereinafter referred to as "Consultant":

WHEREAS, the County desires to obtain professional services to conduct an historic resource survey to use as a policy and decision-making tool around historic and cultural resources in the jurisdiction, as well as providing educational information for County partners and other organizations in the community; 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 services as described in the *Scope of Services*, and has the qualifications, experience, staff and resources to perform those services; and

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 services in accordance with the *Scope of Services*.

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 Director of Planning & Economic Opportunity (PEO) to act on the County's behalf with respect to the *Scope of Services*. The Director of PEO, 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 the date of its complete execution and ending on June 30, 2020. 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 Consultant shall be compensated per the Lump Sum fee proposed in the *Scope of Services*.

5.2 Consultant shall prepare and submit to the Director of PEO, for approval, a monthly invoice for the services rendered under this Agreement. Invoices for services shall be paid within forty-five (45) days, in accordance with the Florida Prompt Payment Act. 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.

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 General Information and Minimum Insurance Requirements attached hereto as Exhibit "1".

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 Agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the county determines the Agreement 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 CONSULTANT

11.1 Consultant undertakes performance of the services as an independent Consultant 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" General Information and Minimum Insurance Requirements.

ARTICLE 15 – ACCESS TO PREMISES

15.1 The County shall be responsible for providing access to all project sites (if required), 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 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.

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. 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) 530-6250, DMOODY@NASSAUCOUNTYFL.COM, 96161 NASSAU PLACE, 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 Agreement 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 Consultant 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. 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 County 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
ghagins@nassaucountyfl.com

With a copy to the County Attorney at:

96135 Nassau Place, Suite 6
Yulee, Florida 32097

CONSULTANT:

Gary Howalt
Environmental Services, Inc.
7220 Financial Way, Suite 100
Jacksonville, FL 32256
(904) 470-2200
ghowalt@ESINC.CC

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.

26.2 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.

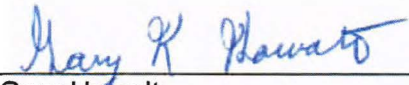
**Nassau County,
Board of County Commissioners**



Michael Mullin, County Manager
Its: Designee

Date: 11/21/19

Environmental Services, Inc.



Gary Howalt
Its: Department Manager I

Date: 11/8/2019



ENVIRONMENTAL SERVICES, INC.

A Terracon COMPANY

7220 Financial Way, Suite 100
 Jacksonville, Florida 32256
 P (904) 470 2200
 F (904) 470 2112
 environmentalservicESI/Terraconnc.com

17 October 2019

Mr. Grayson Hagins
 Contract/Purchasing Manager
 Nassau County Board of County Commissioners
 96135 Nassau Place, Suite 2
 Yulee, Florida 32097
 904-530-6040 | ghagins@nassaucountyfl.com

**RE: Formal Scope and Fee
 RFP Bid No. NC19-025**

Dear Mr. Hagins:

Environmental Services, Inc., A Terracon Company (ESI/TERRACON) appreciates the opportunity to present Nassau County with this proposal. An outline of the project, proposed scope of services, including schedule, deliverables and compensation are provided in the following sections.

Project Name: Nassau County -- Countywide Historic Resources Survey (HK197298)
Project Location: Nassau County, Florida

SCOPE OF SERVICES

Task 1:	Engagement	\$ 6,969.32
Task 2:	Background Research/Data Collection Field Survey	\$ 4,303.50
Task 3:	Field Survey	\$ 22,357.92
Task 4:	Draft Survey Report	\$ 4,729.80
Task 5:	Survey Report, FMSF Forms, & GIS Data	\$ 11,459.50
Total:		\$ 49,820.04

Scope of Work

ESI/TERRACON has evaluated the requirements of this project and defined five (5) tasks and (4) deliverables including Engagement; Background Research/Data Collection; Field Work; Draft Survey Reporting; GIS Data and Mapping; and Final Survey Report, FMSF Forms, & GIS Data Deliverable. ESI/TERRACON deliverables include FMSF forms and all associated data, a Survey Report, and GIS datasets. The final report will include an executive summary of the project; introduction of the report to include purpose and need; visuals clearly depicting survey areas; descriptions of architectural styles; historic map

and photo documentation; historical context and field methodologies; preservation regulations and tools for promoting preservation; recommendations for future planning initiatives to better deal with development and flood area threats; and an inventory with local or national significance. All references will be appropriately cited. A breakdown of each task and deliverable is listed below. ESI/TERRACON proposes that each deliverable be submitted to the County Project Manager for review two weeks prior to the due date and submittal to the State. ESI/TERRACON is willing to negotiate deliverable due dates and task specifics at the initial meeting, especially any deliverables and deadlines that adhere to the grant cycle outlined in the contract with the State of Florida.

Task 1: Engagement
November 2019

Upon approval of the submitted proposal, ESI/TERRACON will schedule an initial planning meeting with county staff within ten (10) days to discuss the scope of work, methodology and schedule. ESI/TERRACON proposes to meet in person with county representatives. A specific project timeline will be determined and agreed upon by both parties at this time.

Task 2: Background Research/ Data Collection
mid-November 2019 – December 2019

ESI/TERRACON proposes to conduct, in detail, all necessary research for the collection of the Historic Resources Survey and FMSF forms, with help and input from County Staff. An excel worksheet will be provided with a list of each address to be surveyed, both previously recorded structures and those never before recorded. Every effort will be made to provide and record the year built, construction/architectural style, street address, and any general notes to help determine significance and eligibility on each individual FMSF form. ESI/TERRACON GIS staff will geospatially rectify all previously recorded resources provided by FMSF, review demo list (if available) and confirm all year-built dates provided by the County Property Appraiser's Office.

Task 3: Field Work (Deliverable 1)
December 2019– mid-March 2020

ESI/TERRACON Staff will conduct a survey of structures 45 years or older within Nassau County, including the cities of Callahan and Hilliard, and excluding the City of Fernandina Beach. All structures, commercial and residential, will be recorded using the most recently updated FMSF forms, Structure Form 50. ESI/TERRACON will also record those resources related to transportation and engineering due to the county's railroad, timber, industry and logistic organizations (such as bridges, major thoroughfares and other like-minded structures). All work will be performed in compliance with the Secretary of the Interior's Standards as well as Chapter 1A-46 of the Florida Administrative Code. *ESI/TERRACON will deliver ten (10) FMSF sample forms, including maps and photographs to be included with the County's Second Progress Report due on January 31 to the State, for period ending December 31.*

Task 4: Draft Survey Reporting (Deliverable 2)
February 28, 2020

A draft of the Survey Report and Survey Log Sheet will be provided to the County PM no later than February 28th for review, feedback, and approval. Historic research conducted by ESI/TERRACON will include (but is not limited to) review and inspection of primary and secondary sources such as historic maps and aerial photographs, National Register records and other materials on file with the Department of State, Bureau of Historical Preservation and the National Park service; documents from the West Nassau Historical Society, Yulee Historic Council, Inc., Amelia Island Historical Society, State Archives of

Florida, the Jacksonville Public Library Special Collections, Nassau County archives, and information ascertained from the Nassau County Property Appraiser. Additional information gathered from local sources such as newspaper, journals, and private papers.

ESI/TERRACON will revise the draft report per direction of the County Project Manager and submit the revised draft, the Survey Log Sheet, and draft inventory and additional lists for submittal with the Third Progress Report, due April 30th, for the period ending March 31st. The draft survey report will conform to Chapter 1A-46, Florida Administrative Code.

Task 5: Final Survey Report, FMSF Forms, & GIS Data (Deliverables 3 & 4)

May 2020

Once all FMSF forms are complete, ESI/TERRACON will include findings, including suggested historic districts and/or individually eligible National Register structures, in the report. The report will also include all recommendations for county historic preservation initiatives and strategies, including (but not limited to) establishing a historic preservation program, historic preservation tax-incentives, the creation of a Historic Preservation Trust Fund, historic and cultural resource protections, incentives for establishing the county as a Certified Local Government, and informing future preservation planning steps. *ESI/Terracon will make necessary edits to the report and will supply the county with a final report, all FMSF forms, and GIS Data by May 30th for submittal with the final progress report due to the State DHR by June 30, 2020. Furthermore, ESI will work with the local PM to select a date in May or June, for a presentation of our findings to the County's interested parties.*

ESI/TERRACON is willing to negotiate the number of Final Report hardcopies the County will receive, but at least one (1) hardcopy and a digital copy of the of the Final Report will be provided to the County, along with one (1) hardcopy and a digital copy of all final FMSF forms, maps, photos, and associated data. A GIS geodatabase will be provided to the County. ESI/TERRACON will also submit one (1) hardcopy and a digital copy of the Final Report and FMSF forms and all associated data to the State of Florida, Division of Historical Resources Department once the County has given final approval. The final report will comply with Chapter 1A-46 Archaeological and Historical Report Standards and Guidelines and the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation.

If additional copies of the final report are necessary for Nassau County, ESI/TERRACON and County Project Manager can negotiate this need.

An ESRI file geodatabase (version 10.7) will be included with the final deliverable. The database will include tables of all collected and compiled data including features and fields, such as address, year built, architectural style, significance, and other general notes in association to the FMSF form.

TERMS:

- . ESI/TERRACON will complete the work described above in a timely manner unless delayed by Client's request, lack of information, or intervening factors beyond our control.
- . Client assures ESI/TERRACON that it has permission to work on the subject property and will advise ESI/TERRACON of proper procedures for accessing subject property.
- . Outside services and expenses such as subcontractors and special purchases will be invoiced with a handling fee of 15 percent.



- . A retainer of \$0.00 is required; the retainer will be subtracted from the last invoice and is required by ESI/TERRACON to initiate work.
- . Client will provide ESI/TERRACON with any special billing formats or considerations with the signed contract.
- . ESI/TERRACON rates change on March 1 of each year.

We are pleased to submit our formal Proposal and Scope of Services and appreciate your selection of ESI/TERRACON for the Nassau County Countywide Historic Resources Survey. If the scope of services and budget as described herein are acceptable, work may be initiated by returning an original copy of the Agreement for Services to our Jacksonville office. This proposal and the Agreement for Services shall constitute the exclusive terms and conditions for the services to be performed for this project. **This proposal is valid for a period of 60 days following the date of issuance.** We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you should have any questions or comments regarding this proposal, please contact either of the undersigned.

Sincerely yours,

ENVIRONMENTAL SERVICES, INC.
A TERRACON COMPANY

Gary K. Howalt
Department Manager I

Attachments:
Agreement for Services



Environmental Services, Inc., A Terracon Company, provides services in a variety of disciplines, please keep us in mind for your future environmental, cultural and sustainable resource needs.

Cultural Resource Management

- Archaeology Surveys
- Historic Structure Surveys
- Underwater Archaeology
- Conservation Analysis
- Predictive Modeling
- Cemetery Studies/Conservation

Forestry

- Tree Ordinance & Compliance
- Arboricultural Assessments & Landscape Planning
- Land Management Planning
- Fire Management & Prescribed Burning
- Timber Assessment & Management

Ecology

- Due Diligence
- Permitting & Compliance
- Wetland Delineation/ Assessment
- Endangered & Threatened Species
- Mitigation
- Soil & Site Evaluation
- Aquatic & Marine Assessments
- Erosion & Sediment Control

Site Assessment & Remediation

- Phase I & II Environmental Site Assessments
- Soil & Groundwater Assessments
- Soil & Groundwater Remediation
- Petroleum/Hazardous Materials Storage Tank Management
- Brownfields Assessments
- Industrial Hygiene
- HUD Environmental Assessments
- USGBC LEED Green Building

Questions? Email us at info@ESI/Terraconnc.cc

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

<u>Part Two</u> – 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
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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.

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	\$2,000,000
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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 Professional Liability (as applicable) insurance coverage 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 policy (ies). A copy of the endorsement(s) must be supplied to Nassau County Board of County Commissioners thirty (30) 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 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 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.

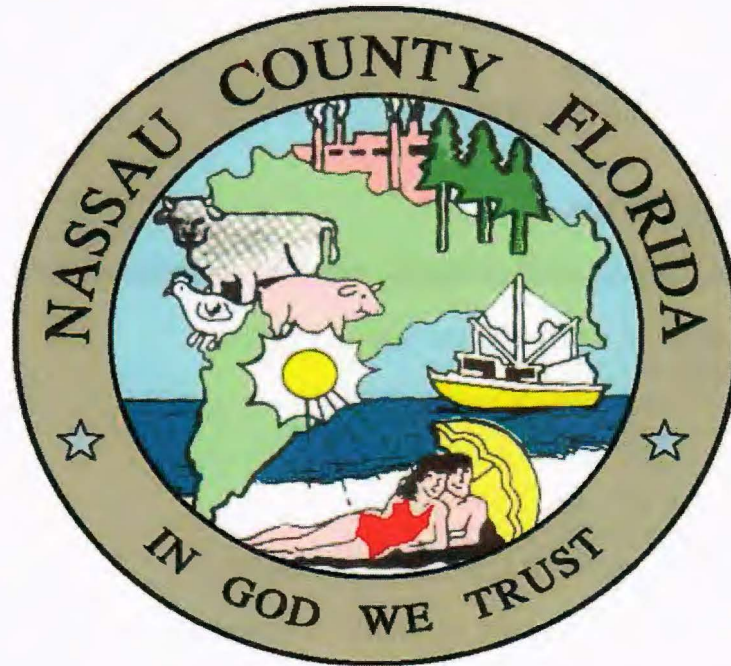
If the Contractor/Vendor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Contractor/Vendor, in which event, Contractor/Vendor shall pay the cost 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.

**NASSAU COUNTY
FLORIDA**



**REQUEST FOR PROPOSALS (RFP)
COUNTYWIDE HISTORIC RESOURCE SURVEY**

BOARD OF COUNTY COMMISSIONERS, NASSAU COUNTY

BID NO. NC19-025

PROPOSALS ARE DUE NOT LATER THAN 4:00 P.M.

October 09, 2019

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SECTION 1: GENERAL INFORMATION**1.1 ADVERTISEMENT:**

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Nassau County, Florida invites sealed proposals for:

**COUNTYWIDE HISTORIC RESOURCES SURVEY
BID NO. NC19-025**

1.2 INTRODUCTION: Nassau County, Florida is requesting proposals from qualified firms to conduct a Countywide Historic Resources Survey. The Nassau County government is comprised of the Board of County Commissioners and the following Constitutional Officers: Clerk of Circuit Court & Comptroller; Property Appraiser; Sheriff; Supervisor of Elections; and the Tax Collector.

1.3 SERVICES PURPOSE: Nassau County envisions the Historic Resource Survey serving as a policy and decision-making tool around historic and cultural resources in the jurisdiction, as well as providing educational information for County partners and other organizations in the community.

1.4 BACKGROUND: Nassau County, Florida, encompasses 726 square miles in the northeast corner of Florida bordering Georgia (north), the Atlantic Ocean (east), and Jacksonville (south). The land area for the County is equal to 652 square miles, with the remaining 74 square miles representing inland waterways. The County is divided into three incorporated areas: Hilliard in the northwest region, Callahan in the south mid-west and Fernandina Beach (the County seat) in the east.

This survey is seeking recording and/or updating of FMSF forms of historic structures, objects, sites and cultural landscapes. Cemeteries and archaeological resources have been identified through a prior survey effort. Historic residential, commercial, agricultural, and religious structures are likely candidates for identification or FMSF updates. Because of the County's history related to railroads, timber, industry, and logistics, historic sites related to transportation and engineering such as bridges or other transportation structures may also be identified and/or in need of updated FMSF forms. The survey should also result in recommended preservation strategies. The County received a Florida Division of Historical Resources Small Matching Grant to complete this project.

1.5 FORM OF GOVERNMENT: The County operates under a non-charter commission/administrator form of government, with a governing board consisting of five county commissioners, elected at-large to staggered four-year terms. Each commission member must meet district residency requirements.

1.6 SUBCONTRACTING/JOINT PROPOSALS: The BOCC is not interested in any subcontracting/joint proposals.

1.7 INSURANCE: Each respondent shall furnish its Certificate of Insurance evidencing insurance coverage within ten (10) calendar days after award. See Attachment "B" for General Information and Minimum Insurance Requirements. Failure to provide a Certificate of Insurance that complies with the General Information and Minimum Insurance Requirements within the ten (10) calendar days shall provide the basis for termination of award

SECTION 2: SCOPE OF WORK

- 2.1 Nassau County is facing tremendous growth pressure and it is a critical time to inventory and plan for historic and cultural resources. The proposed scope of work for the Nassau County Countywide Historic Resources Survey is comprised of three parts: 1) Update existing Florida Master Site File forms for sites already included on the Florida Master Site File, 2) Survey areas for potential additions to the Florida Master Site File, and 3) Suggest comprehensive recommendations for preservation strategies in Nassau County.

Nassau County is one of the oldest counties in Florida, dating to c.1824. Of course, the history in the county precedes that date extensively. Numerous archaeological sites in the county record evidence of prehistoric communities, and Nassau was the site of early European contact, dating to 1562, with the arrival of the French on present day Amelia Island. The County has seen occupation by the French, English, Spanish, and Americans, and Revolutionary War and Civil War action. Nassau County tells the story of industry, agriculture, seafaring, railroads, tourism, and life in early Florida in general.

Previous surveys conducted include the following. Other Florida Master Site File data and surveying exists related to Florida Department of Transportation project and specific surveys relative to development of private property.

#	Survey	Date Completed
1	Rural Baker, Duval and Nassau County Historic Resource Survey	8/1/1985
2	Nassau County Archaeological Study	6/5/2004
3	American Beach Historic Resource Survey	9/1/1998

The primary threat to historic resources in Nassau County is growth and development. Documentation of the growth that Nassau County can expect over the coming years is outlined in the Growth Trends report included as an attachment to this grant application. The eastern portion of the County has seen the most growth over the last two decades; however, the area is in large part already developed or entitled for development, and the western portion of the County is prime space for future growth. External drivers such as job centers in northern Duval County, and internal drivers such as anticipated industrial development in western Nassau, are increasing pressures on western Nassau County.

A secondary threat to historic resources in Nassau County is flooding and weather impacts. Nassau County is a coastal and riverine community, with numerous creeks and tributaries throughout. It has been demonstrated that Nassau County has one of the highest numbers of cemeteries at risk from sea level rise in the state of Florida. Because the County does not have a baseline for other historic resources aside from cemeteries, it is unknown at this time what other resources are at risk from flooding, storm surge, and associated weather impacts.

Nassau County does not have a dedicated funding source for historic preservation. Future funding would likely come from the Planning and Economic Opportunity budget or future grant applications. The City of Fernandina Beach offers both the state-authorized historic preservation tax incentives, and this is something the County could explore as an incentive to property owners. The City also authorized creation of a Historic Preservation Trust Fund, which is a program the County could also explore.

The first component of the survey project is to update existing Florida Master Site File forms for currently included sites. Nassau County has many listings on the Master Site File, that

describe a range of historic and cultural resources. Archaeological sites, homes, commercial buildings, churches, barns, chicken houses, syrup sheds, bridges, railroad beds, and cemeteries are just an example of the diversity of historic resources already included on the Master Site File. However, many of these site file listings are thirty or forty years old. It is not known whether many of these sites are still extant. Because an archaeological survey was done for the County in 2004 and an archaeological predictive model for Amelia Island was done in 2012, archaeological sites will be excluded from this survey; however, should the budget and scope allow, cemeteries will be included in this survey. Also excluded from the survey will be any sites within the incorporated limits of the City of Fernandina Beach, which had a Citywide Reconnaissance-level survey done in 2010, and which is currently undergoing an updated survey of the City historic districts. Sites shall have updated Master Site Files completed.

The second portion of the survey project will be to survey areas for potential additions to the Florida Master Site File. Areas of unincorporated Nassau County should be included, in addition to possible sites in the incorporated cities of Callahan and Hilliard. This survey work should take into account current best practices in historic preservation. Sites for possible survey and inclusion are included but not limited to: underrepresented history sites, cultural landscapes, sites related to agriculture and transportation, and mid-century resources and sites related to early and mid-century tourism. In addition, sites particularly vulnerable to flooding and storm surge should also be researched and noted, including those sites already on the Master Site File. New sites shall have Florida Master Site File forms completed.

Historic sites associated with African Americans, women, and other traditionally underrepresented groups are beginning to get the attention they have deserved. There is a growing recognition that prior preservation efforts have not told the entire story of our country or communities, and that the contribution of all individuals should be celebrated and recognized. As part of this survey, it is anticipated that sites will be identified in the County associated with traditionally underrepresented communities and have Florida Master Site File forms updated or created accordingly. Nassau County's three individually listed properties on the National Register of Historic Places are associated with the county's African American history. This survey will provide an opportunity to expand upon those previously recognized sites and knowledge of the county's unique and diverse history. Survey results can be shared and utilized to help the County and other community partners tell a fuller history of our area that reflects the entire community's story.

The last section of the survey should recommend preservation strategies for the County. These strategies will be utilized to inform planning efforts throughout Nassau County. The County does not have a historic preservation program. Individual comprehensive plan policies address historic and cultural resources (Objectives H.06, CS.12, and FL.05), but there is not a historic preservation or cultural resource element. The current Land Development Code has a historic and archaeological resource section, but it is incomplete and does not formalize protections for historic and cultural resources. The County is not a Certified Local Government. A baseline survey updating our historic resource information will help in bringing the Plan and Code up to date and inform future steps in preservation planning. Other recommendations could include options for prioritizing historic resources for preservation and incentive options for historic preservation.

Information from the survey will be shared with local historic societies and museums. Education and outreach programs around the survey information will be conducted to generate interest and support for preservation projects in Nassau County. The County is currently undertaking an initiative around planning for the western portion of the county, and the County Planning and Zoning Board has formed a subcommittee, the Western Nassau

Heritage Preservation Committee. Information from this updated survey will be invaluable in those planning efforts in particular, but will also provide a way to engage the community, seek historic information from long-time residents and families, and incorporate place-based decision-making into community discussions in all of Nassau County.

- 2.2 **DELIVERABLES:** Deliverables for the survey project include a narrative report, Master Site File forms, and maps. Hard copy and digital versions of all data shall be shared with the County, including data in its native format, such as GIS shapefiles.

2.2.1 Update existing Florida Master Site File forms for currently included sites.

2.2.2 Survey areas for potential additions to the Florida Master Site File.

2.2.3 Recommended preservation strategies for Nassau County.

2.3 ASSISTANCE TO BE PROVIDED TO THE SELECTED CONSULTANT

- 2.3.1 The Planning and Economic Opportunity Department staff will be available during the process to assist the selected consultant.

SECTION 3: INSTRUCTION AND INFORMATION TO RESPONDENTS

3.1 TENTATIVE SCHEDULE OF CALENDAR OF EVENTS/SELECTION PROCESS

Event	Date
Request for RFP Available	Wednesday, September 25, 2019
Deadline for Questions	Wednesday, October 2, 2019
Proposal Due Date	Wednesday, October 9, 2019
Committee Evaluation/Ranking	Friday, October 11, 2019
Oral Presentations (if applicable)	To Be Determined
Recommendation/Award	Wednesday, October 16, 2019
Contract Negotiations	No later than October 25, 2019
Board Approval and execution of contract	Monday, November 18, 2019

These dates are estimates only and the County reserves the right, in its sole discretion, to alter this schedule, as it deems necessary or appropriate.

- 3.2 **SUBMISSION OF PROPOSALS:** Respondents must submit one (1) response marked “Original” and three (3) copies marked “Copy” for a total of four (4) complete packages, plus one (1) electronic copy on a CD or flash drive of the proposal, and place in a sealed envelope and clearly marked on the outside: **“Request for Proposals – Countywide Historic Resources Survey, Bid No. NC19-025”**.

Proposals must be in writing, and may be submitted by the Respondent in person, by courier or overnight to: Nassau County Board of County Commissioners, c/o John A. Crawford, Ex-Officio Clerk, 76347 Veterans Way, Suite 456, Yulee, Florida 32097. **Proposals must be received no later than Wednesday, October 9, 2019 at 4:00 p.m.** Facsimile or electronic proposals are not acceptable. Any proposals received after this date and time will be rejected and returned unopened to the respondent. Proposals will be opened at the office of the Ex-Officio Clerk, Nassau County on Thursday, October 10, 2019 at 10:00 a.m. or soon thereafter.

In addition to the information as stated above to be marked on the outside of the envelope, it should also provide the date and time of opening and company name and address.

Proposals submitted by mail shall be enclosed in another sealed envelope and addressed to: Nassau County Board of County Commissioners, c/o John A. Crawford, Ex-Officio Clerk, Robert M. Foster Justice Center, 76347 Veterans Way, Suite 456, Yulee, Florida 32097.

- 3.3 **EXAMINATION OF RFP DOCUMENTS:** Each Respondent shall carefully examine the RFP and other contract documents and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent will in no way relieve the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the scope of work, or be in doubt as to their meaning, Respondent shall at once notify the County's Contract Management Division in writing.

- 3.4 **INTERPRETATIONS/ADDENDA:** No oral interpretations will be made to any potential Respondent as to the meaning of the contract. Any ambiguity, conflict, discrepancy, omissions or other error discovered in this solicitation must be reported immediately in writing to the jurisdiction and a request made for modifications or clarification. Any inquiry or request for interpretation received seven (7) or more days prior to the date fixed for opening of responses will be given consideration. All such changes or interpretation will be made in writing in the form of an addendum and, if issued, will be mailed or sent by available means to all known prospective Respondents prior to the established response opening date. All addenda are a part of the contract documents and each Respondent will be bound by such addenda, whether or not received. It is the responsibility of each Respondent to verify all addenda issued have been received before responses are opened. Request for additional information or clarifications will be received by letter, or email. The request must contain the respondent's name, address, phone number, facsimile number, and email address and addressed to:

Grayson Hagins, Contract/Purchasing Manager
Nassau County Contract Management Division
96135 Nassau Place, Suite 2
Yulee, Florida 32097
(904) 530-6040
Email: ghagins@nassaucountyfl.com

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Respondents should not rely on any representations, statements or explanations other than those made in this solicitation or in any addendum to this solicitation. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the respondent's responsibility to be sure all addenda were received. The respondent should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Respondents are required to acknowledge the number of addenda received as part of their submission of the proposal. Respondents shall submit the Addendum Acknowledgment form attached hereto as Attachment "A".

- 3.5 **POINT OF CONTACT:** Respondents are directed not to contact evaluating committee members, County Commissioners, Elected Officials, County departments or divisions until award has been made by the Board of County Commissioners. ALL QUESTIONS FROM

RESPONDENTS SHALL BE ADDRESSED IN WRITING TO THE CONTRACT MANAGEMENT DEPARTMENT (see contact information above).

- 3.6 **PROPOSALS AND PRESENTATION COST:** The County will not be liable in any way for any cost incurred by the Respondents in the preparation of their proposal in response to the RFP nor for the presentation of their proposals or participation in any discussions or negotiations.
- 3.7 **PROPOSAL REQUIREMENTS:** The submission in response to this RFP shall be clear and concise and provide the information requested herein. The Respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration.
- 3.8 **PREPARATION OF PROPOSAL – SUBMITTAL FORMAT (Required Content).** To facilitate and expedite review, the County asks that all respondents follow the response format outlined below. Failure to submit your response in the format requested may result in the reduction of your overall evaluation score. To assist you in preparing your response, the County's selection procedures are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size.

Introduction

Provide a cover letter no longer than two (2) pages in length, signed by an authorized representative. The cover letter should contain the following:

- A brief statement of the respondents understanding of services to be provided under this contract.
- The name, title, phone number, fax number, e-mail address, and street address of the person who will respond to questions about the proposal.
- Highlights of the Respondents qualifications and ability to perform the required services.

The table of contents should follow the cover letter.

Table of Contents

Include a clear identification of the material included in the proposal by page number.

Tab 1 – Firm Information

Please provide the following information:

- a. Provide a brief description of your organization, structure and philosophy.
- b. Provide background and years of experience in performing services being solicited
- c. Describe any significant or unique awards received or accomplishments for previous, similar engagements.

Tab 2 – Qualifications and Experience

Please provide the following information regarding your qualifications and experience:

- a. Describe your ability to provide quality, cost effective, professional historic preservation services.

- b. Describe experience and expertise on similar Florida Governmental engagements.
- c. Describe how your organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- d. Describe experience regarding projected or required schedules, and your demonstrated ability to meet those schedules.

Tab 3 – Survey Team/Staff

Respondents shall express the general and specific related experience and capability of in-house staff and their functions as they relate to the Scope of Services detailed in this RFP. Include a project team organizational chart. Provide the names, experience and qualifications of the individuals that would be primarily responsible for performing the survey services. Resume format is acceptable. For each key person that would be assigned to provide services, include:

- a. A one or two-page résumé that includes a summary of relevant professional qualifications, ability and experience, job skills, relevant project experience, education, training and professional registration.
- b. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed and registered to practice in Florida.
- e. Describe the scope of services the individuals will provide to Nassau County.
- f. Contact information (name, title, phone number, fax number, e-mail address).

Tab 4 – Survey Approach

The proposal should set forth a work plan, including an explanation of the methodology to be followed and to perform the services required in this request for proposal.

Tab 5 – Related Experience and References -

Provide three to five (3-5) references of current or previous clients with similar engagements. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.

Include the following information:

- Client name, address, **phone numbers and email addresses**
- Client Contact name and contract information (if different from above)
- Description of all services provided and other relevant information
- Performance period
- Total amount of contract

Tab 7 – Price Proposal

Interested firms should include an all-inclusive total fee for the services requested.

Tab 8 – Attachments

All Attachment/Forms required by the RFP shall be fully executed by the respondent and submitted in the following order. Failure to do so will diminish your score.

- Addendum Acknowledgement (Attachment “A”)
- Public Entities Crimes Statement (Attachment “C”)
- Drug Free Workplace Certificate (Attachment “D”)
- Certificate of Insurance (Proof of coverage) (See Attachment “B”, General Information and Minimum Insurance Requirements, for coverages.)

- 3.9 FIRM OFFER: Proposals must include the information that is specifically requested herein, as well as such additional information as a Respondent deems relevant to the process. Each Respondent agrees that the proposal submitted constitutes a firm offer to the Board that cannot be withdrawn for sixty (60) days from the proposal due date. Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the criteria contained in this section.
- 3.10 RIGHT TO REJECT/WAIVE FORMALITIES IN RFP RESPONSE: The County reserves the right to waive formalities in any response, to reject any or all responses with or without cause and to waive technical and non-technical or non-material defects in the solicitation or submittal of any responses.
- 3.11 INTENT OF AGREEMENT: It is the intent of Nassau County to enter into an agreement with the successful firm for the duration of this project. Any contract extension will be upon mutual agreement by all parties and based upon the availability of funds and the need for services. These additional services will be added to the contract by contract amendment or change order.
- 3.12 REIMBURSEMENT OF EXPENSES: It is expressly understood that the Board's preference/selection of any proposal does not constitute an award of a Contract with the County. It is further expressly understood that no Contractual relationship exists with the County until a Contract has been formally executed by both the County and the selected Respondent. No Respondent may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.
- 3.13 DISQUALIFICATION OF RESPONDENTS:
- a. **Public Entity Crimes.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity, may not submit response/bids on leases or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes. Attachment "C" must be completed, signed and included in the Respondent's proposal.
- The County will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under section 287.133(3)(d), Florida Statutes
- b. **Conflict of Interest.** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.
- c. **Prohibited Communication.** Any form of communication, except as to the Contract Manager, shall be prohibited regarding this particular Request for Proposals, between:
- Any person or person's representative or any person on behalf of anyone seeking an award from such competitive solicitation; and
 - Any County Commissioner, Audit Committee member, County Manager, County Attorney, or any county employee not identified as a point of contact for this Request for Proposals.

The prohibited communication shall be in effect as of the date of release of this RFP. The provisions of this section shall terminate at the time the Board awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

A violation of the prohibited communication section shall be cause for disqualification of the bid or proposal. The determination of a violation shall be made by the Audit Committee and communicated to the respondent.

- 3.14 **REUSE OF DOCUMENTS AND WORK PAPERS:** Nassau County declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the County.
- 3.15 **INDEMNIFICATION:** The Respondent shall defend, indemnify and hold harmless the Nassau County BOCC, its officers agents and employees from any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney's fees, court costs, expenses, caused or alleged to be caused by intentional or negligent acts of, or omission of agent/broker, its agents or employees or officers or accruing from the subject matter of an approved contract. Agent/broker shall defend any lawsuit or proceeding brought against the County by reason of such claim or action arising out of the approved contract.

SECTION 4. EVALUATION/SELECTION OF SHORT-LIST

- 4.1 **RFP EVALUATION COMMITTEE:** A RFP Evaluation Committee will be responsible for evaluating and ranking each proposal submitted. The Committee consists of the County Grants Coordinator, Planning + Economic Opportunity Director, and Planning + Economic Opportunity Planner.
- 4.2 **RANKING/SCORING OF PROPOSALS:** The RFP Evaluation Committee will meet and rank the respondents based on the evaluation criteria set forth herein. A example scoresheet will be provided upon request to the Contract Management Department.
- 4.3 **EVALUATION CRITERIA:** A 100-point formula scoring system will be utilized based upon the following criteria:
- 1. Qualifications and Experience - 50 Points**
 - a. The firm's demonstrated ability to provide quality, cost effective, professional historic preservation services.
 - b. The firm's experience and performance on comparable Florida government engagements.
 - c. Ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
 - d. Experience regarding projected or required deadlines, and their demonstrated ability to meet those deadlines.
 - 2. Team/Staff – 20 Points**
 - a. The quality and experience of the firm's professional personnel to be assigned to this engagement
 - b. Team's length of experience in comparable survey projects. Staff's previous experience that demonstrates success in completing similar projects.
 - 3. Survey Approach – 15 Points**
 - a. Methodology proposed for accomplishing Scope of Services and requested Deliverables.
 - 4. Previous Engagements/References – 10 Points**

- a. Firm's references with emphasis on similar engagements. Proposal will be evaluated on the basis of experiences that include the services outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.

5. Price Proposal– 5 Points

- a. Price proposals will not be the primary factor in the selection of the survey firm.
- b. The maximum points will be awarded to lowest price submitted and reduce on a sliding scale based upon to all Respondent's price.

4.4 SHORT LIST/COMPETITIVE SELECTION: The RFP Evaluation Committee shall short-list a minimum of three (3) firms or individuals based upon the scores as outlined in Section 4.3 and make recommendation to the Board of County Commissioners, who has final approval authority. If there is consensus from the RFP Evaluation Committee that less than three (3) firms or individuals should be selected, the RFP Evaluation Committee will record its reasons for presentation to the Board. During the evaluation process, the committee reserves the right where it may serve the County's best interest, to request additional information or clarifications from respondents.

4.5 ORAL PRESENTATIONS: The County reserves the right to make selections based on the written submittals only or to request oral presentations with the top ranked firms or individuals before determining the final ranking. Oral presentations, may also be requested as a tie-breaker. *It is anticipated that oral presentations will not be held for this RFP.*

If the County request oral presentations from the short-listed firms or individuals, a separate evaluation process will be conducted. Such oral presentations will provide Firms the opportunity to answer questions the RFP Evaluation Committee may have on a Firms Proposal. **Oral presentations will be evaluated at a maximum 25 points and added to the short-listed firm's 100 point total outlined above.** The evaluation criteria and scoring that will be used for the ranking of the oral presentations will be provided prior to the presentation date.

4.6 RECOMMENDATION OF SHORT LIST/AWARD: The RFP Evaluation Committee will make a final ranking of the short-listed Firms and make their recommendation of the top ranked Firm for approval by the Nassau County Board of County Commissioners. Recommendation to award will be made for the survey firm deemed to receive the highest ranking based on the evaluation criteria included in this Request for Proposals. Upon approval, the County and the highest ranked firm will enter into negotiations with the end result being an awarded contract. The County Commission reserves the right to award the contract to that respondent who will best serve the interest of the County. The County Commission may accept the commendation of the RFP Evaluation Committee or may re-rank the respondents based upon the criteria. The County Commission must adopt a motion to independently rank the respondents based upon the criteria set forth herein.

SECTION 5. CONTRACT PROCEDURES

5.1 PRESENTATION TO THE BOARD: County staff shall submit an agenda item for presentation to the Nassau County Board of County Commissioners requesting consideration and approval to award based on the recommendation of the RFP Evaluation Committee according to the overall ranking and request authorization to negotiate a contract with the top-ranked firm or individual.

- 5.2 BOCC RIGHT TO REJECT: The BOCC reserves the right to reject any and all proposals, to waive informalities in any or all proposals, to re-advertise for proposals, and to separately accept or reject any item or items and to award and/or negotiate a contract in the best interest of the Nassau County BOCC.
- 5.3 CONTRACT NEGOTIATIONS: Approval of the recommendation to award by the Nassau County Board of County Commissioners will constitute authorization to negotiate with the top-ranked firm or individual. The County Manager and the County Attorney, or their designees, shall prepare a contract, based upon the RFP for the number one ranked respondent in accordance with this RFP. The proposal package, signed by the successful respondent, along with documentation included in the proposal as required by this RFP and other additional materials submitted by the respondent, and accepted by the County, shall be the basis for negotiation of a contract. Nassau County shall negotiate a contract with the top ranked firm or individual for services at compensation which Nassau County determines is fair, competitive, and reasonable. The approval of the contract is the decision of the County Commission.
- 5.4 UNABLE TO NEGOTIATE: Should Nassau County be unable to negotiate a satisfactory contract with the top ranked firm or individual considered to be the most qualified at a price the County determines to be fair, competitive, and reasonable, negotiations with that firm or individual must be formally terminated. The County shall then undertake negotiations with the next top ranked firm or individual. Failing accord with the next top ranked firm or individual, the agency must terminate negotiations. The County shall then undertake negotiations with the next top ranked firm or individual. Should the County be unable to negotiate a satisfactory contract with any of the selected firms or individuals, the County may select additional firms in the order of their competence and qualification and continue negotiations in accordance with this paragraph until an agreement is reached.
- 5.5 CONTRACT: A contract shall be drafted and forwarded to the County Attorney's office for review and approval. After final review the contract will be forwarded to the firm or individual for review and execution.
- 5.6 FULL CONTRACT EXECUTION: County staff shall prepare an agenda item presenting the contract between the successful firm or individual and the Board of County Commissioners and request authorization for the Chairman to execute the agreement. The Board of County Commissioners retains full discretion to approve or to reject the contract.

ATTACHMENT "A"**Addendum Acknowledgment**

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period. BID NO. NC19-025	Addendum # ____ through # ____ Initial: Date:
Person Completing RFP (Signature)	
Name (Printed):	Title:

>>>Failure to submit this form may disqualify your response<<<

ATTACHMENT "B"**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)	\$ 300,000
Medical Expense Limit (any one person)	\$ 10,000
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
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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.

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	\$2,000,000
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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 Professional Liability (as applicable) insurance coverage 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 policy (ies). A copy of the endorsement(s) must be supplied to Nassau County Board of County Commissioners thirty (30) 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 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 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.

ATTACHMENT "C"

NASSAU COUNTY

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**TO BE RETURNED WITH BID**

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.
2. This sworn statement is submitted by _____ (entity submitting sworn statement), whose business address is _____ and its Federal Employee Identification Number (FEIN) is _____. (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).
3. My name is _____ (please print name of individual signing), and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a

person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

Date

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
_____, who, after first being sworn by me, affixed his/her signature in the
space provided above on this ____ day of
_____, 2018.

(Notary Public)

My Commission Expires: _____

(seal)

ATTACHMENT "D"**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____
_____ (print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of a drug free work place program.

“As a person authorized to sign a statement, I certify that the above named business, firm, or corporation complies fully with the requirements set forth herein.”

Authorized Signature

Date Signed

State of: _____

County of: _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Personally known _____ or Produced Identification _____

(Specify type of Identification)

Notary Public

My commission expires

ATTACHMENT "E"**SAMPLE/DRAFT AGREEMENT**

The Sample Contract will be subject to review and modification by the County Attorney's Office

**PROFESSIONAL SERVICES CONTRACT FOR COUNTYWIDE HISTORIC
RESOURCES SURVEY**

THIS AGREEMENT made and entered into this ____ day of _____ 20__, by and between the **NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS**, a political subdivision of the State of Florida, hereinafter referred to as "County", and _____, a Florida Profit Corporation, whose principle office address is located at _____, hereinafter referred to as "Consultant":

WHEREAS, the County desires to obtain professional survey services on an____; 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 engineering 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

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 services in accordance with the Scope of Services set forth in Attachment "A", attached hereto and incorporated by reference, and any additional services as may be specifically designated and additionally authorized by the parties.

ARTICLE 3 - THE COUNTY'S RESPONSIBILITY

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 Department of Planning and Economic Opportunity Deve to act on the County's behalf with respect to the Scope of Services. The Director of Engineering Services, 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

The term of this Agreement shall begin upon the date of its complete execution and end upon completion. 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 one (1) year increments. Total contract length and individual one (1) year extensions 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 “Loaded Billing Rates”, 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 Director of Engineering Services, 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.

5.5 Each project shall have its own specific value on a “stand alone” basis.

5.6 Labor Unit rates shall be established at the beginning of this Agreement and may be adjusted annually upon written agreement of the parties beginning with the

next assigned project issued after the anniversary date of the Agreement. The labor unit rates are set forth in Attachment "B".

ARTICLE 6 - STANDARD OF CARE

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

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:

- 7.1 This Agreement;
- 7.2 The Scope of Services attached hereto Attachment "A";
- 7.3 Fee Schedule/Loaded Billing Rates attached hereto as Attachment "B";
- 7.4 Any work authorizations, written amendments, modifications or addenda to this Agreement.

ARTICLE 8 - EQUAL OPPORTUNITY EMPLOYMENT

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

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

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

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

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

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

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 CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6250, DMOODY@NASSAUCOUNTYFL.COM, 96161 NASSAU PLACE, YULEE, FLORIDA 32097. Under this agreement, to the extent that the contractor is providing services to the County, and pursuant to section 119.0701, Florida Statutes, the contractor 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 contract if the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, 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 contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor 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

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

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

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

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 County Commission of the County of Nassau 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
Fax: 904-321-2658
ghagins@nassaucountyfl.com

With a copy to the County Attorney at the same address.

CONSULTANT:

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

The County may utilize this section, at their discretion, as to disputes regarding contract interpretation. The County may send a written communication to the Vendor by email, overnight mail, UPS, FedEx, or certified mail. The written notification shall set forth the County's interpretation of the contract. 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 Vendor. The Vendor should have a representative, at the meeting that can render a decision on behalf of the Vendor.

If there is no satisfactory resolution as to the interpretation of the contract, 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 Vendor. Vendor 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**

[current]

Its: Chair

Date: _____

ATTEST TO CHAIR
SIGNATURE

Approved as to form and legal
sufficiency:

JOHN A. CRAWFORD
Its: Ex-Officio Clerk

MICHAEL MULLIN

ATTEST: **[consultant]**

(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 _____ :
:SS
COUNTY OF _____ :

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.



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Contract Management Department
96135 Nassau Place, Suite 1
Yulee, Florida 32097
904-530-6040

Grayson Hagins
ghagins@nassaucountyfl.com

TO: All Bidders
FROM: Grayson Hagins, Contract/Purchasing Manager
SUBJECT: Addendum #1
Invitation to Bid, Bid Number NC19-025
Countywide Historic Resources Survey
October 3, 2019

REMINDER: This addendum must be acknowledged, on the Addendum Acknowledgment Form Attachment "A". Failure to comply may result in disqualification of your submittal.

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Part 1 – Questions

1. How many resources/districts currently have FMSF documentation in Nassau County?

Archaeological FMSF records = 236; Cemetery FMSF records = 55; Resource Group FMSF Records = 33; Structure FMSF records = 968 (majority within City of Fernandina Beach limits, not included in this survey); Bridge FMSF records = 38

2. Would the FDHR be open to an abbreviated or modified FHSF that limits the required resource data and allows room to document vulnerability factors?

This is a question for DHR. More clarity around the question would be helpful – by abbreviated or modified, the question seems to be asking about perhaps a Resource Group submittal. That might be applicable depending on the resources, but the goal of this project is to have as many individual sites documented as possible since it has never been done comprehensively.

3. What is the anticipated project schedule and duration?

This is a DHR-funded grant project due by June 30, 2020.

4. What is the preferred format of the GIS data deliverable?

Shapefiles.

5. What type of GIS data will Nassau County be sharing with the selected consultant (tax parcel data, existing resource data, etc.)?

We can share whatever is needed that we have access to through our Property Appraiser.

6. Is the previous survey data in any available database format? Will the consultant have access to an FDHR data to facilitate mapping of existing FMSF documentation?

We can request FMSF data in a specific format from DHR.

7. As cost is not the primary factor in consultant selection, should we assume there could be potential phasing of the project or additional sources of funding?

We are hoping to do as much of the project in this grant as possible. The caveat made in the application was that cemeteries may not be included if it is anticipated structures will take the majority of the scope. If we have to modify the scope based on responses, we would have to clear that through DHR.

ATTACHMENTS:

N/A

NOTE: You are required to acknowledge receipt of this addendum on the Addendum Acknowledgment Form Attachment "A".

End of Addendum #1

YULEE, FLORIDA
October 10, 2019

Pursuant to advertisement, Invitations to Bid (ITB) were received for "COUNTYWIDE HISTORIC RESOURCES SURVEY" - Bid No. NC19-025." Proof of publication was present. The Requests for Proposals (RFPs) were due by 4:00 p.m. on October 9, 2019 and opened at 10:00 a.m. on October 10, 2019 by Grayson Hagins, Contract/Purchasing Manager; and Peggy Snyder, Deputy Clerk, at the Robert M. Foster Justice Center, 76347 Veteran's Way, Yulee, Florida.

Environmental Services, Inc.
7220 Financial Way, Suite 100
Jacksonville, Florida 32256

Bid Received 10-9-19 at 2:21 p.m.



ENVIRONMENTAL SERVICES, INC.

A Terracon COMPANY

7220 Financial Way, Suite 100
 Jacksonville, Florida 32256
 P (904) 470 2200
 F (904) 470 2112
 environmentalservicesinc.com

Nassau County Board of County Commissioners
 c/o John A. Crawford, Ex-Officio Clerk
 76347 Veterans Way, Suite 456
 Yulee, Florida 32097

Dear Nassau County Commissioners:

Environmental Services Inc., a Terracon Company (ESI), is pleased to provide Nassau County with our qualifications for the Florida Division of Historical Resources funded grant, "Nassau County, Countywide Historic Resource Survey." The tasks outlined in the Solicitation are typical of those handled routinely by the ESI historical preservation team, however, each project presents different challenges unique to their history and geographic region and our goal is to address the County's concerns for historic resources and exceed the County's expectation for quality.

Headquartered in Jacksonville, Florida, ESI provides efficient, professional services in a variety of disciplines. Through our commitment to quality, responsiveness, and diversity, we are a leading environmental consulting firm regionally and internationally. We take pride in our reputation for accomplishing high quality, professional work and strive to maintain it. Our team is organized with a diverse group of preservation professionals from a variety of backgrounds, each of whom bring a unique perspective to projects which helps strengthen each part of the venture. ESI's historic preservation team has worked on a range of projects together, including surveys of the Cities of Sarasota, Lake Worth, Titusville, and St. Augustine, and conditions assessment and restoration of the African-American Pinehurst Cemetery in Jacksonville.

Nassau County has taken a proactive step for the county's historic preservation efforts with the initiation of this survey, demonstrating the county's forward-thinking approach to the threats that face the county's historic resources. We understand this Historic Resources Survey for Nassau County will include an inventory update of historic resources (excluding the City of Fernandina Beach) included on the Florida Master Site File, original forms for the Site File with a focus on underrepresented communities/resources and those under development and flooding threats. Research will be conducted using institutional organizations, as well as community and social organizations not as well known, but possibly more well-versed in the community and social history of the county. The final report will include our findings, other survey areas in the county for potential additions to the Florida Master Site File, and comprehensive preservation recommendations and strategies for the County.

The history of Nassau County and Northeast Florida dates to the first European exploration in North America. In 1564, French Huguenots commanded by Jean Ribault constructed Fort Caroline along the south side of the St. Johns River. The Spanish, who "discovered" Florida in 1513, were immediately threatened and established a settlement in 1565 at present day St. Augustine. The Spanish attacked and destroyed the French settlement, beginning 200 hundred years of Spanish rule until 1740, when Florida was ceded to the British. In 1783, Florida was returned to Spain as a result of the American Revolution. Florida became a U.S. territory in 1822 and was divided into two counties, Escambia in the west and St. Johns in the east. In 1824, five other counties were created, including Nassau County, named after the Nassau River and Sound, which were named for the Duchy of Nassau in Germany. Florida became a state twenty-three years later in 1845.



Known for its supply of timber and turpentine stills, Nassau County was home to the original cross-Florida Railroad, under the direction of David Yulee, a Florida Senator. The Florida Railroad was constructed in 1856 from Fernandina to Cedar Key. The towns and villages of Callahan, Dahoma, Hero, Italia, Lofton, and Yulee were established at train stops along the Florida Railroad. The town of Yulee, originally known as Hart's Road, was renamed in 1893. The Town of Callahan was established around 1858. Many of the towns and cities are located along highways and railroad intersects and much of the population was involved with the timber industry, shrimping, and phosphate and paper mills. In the late 1930s, Rayonier constructed a multi-million-dollar plant and World War II brought large military facilities into Northeast Florida. Post-World War II development, including the construction of A1A, US 17, SR 200 and Interstate 95 increased the speed and convenience of travel, making the county more available to tourists. Along with the Florida Railroad, many other linear resources are also found in Nassau County, including portions of (but not limited to) Old Dixie Highway, Highway A1A, Harts Road, the Georgia, and Southern & Florida Railroad. As of 2010, Nassau County has an estimated population of 73,314 and an unincorporated population of 57,618.¹

Patricia Davenport-Jacobs, the Historic Preservation Group Manager with twenty years of experience, will serve as the primary contact for the proposal and project. She exceeds the minimum professional qualifications in architectural history under 36 CFR 61 and has formal Section 106 training. Ms. Davenport-Jacobs has carefully assembled a capable and experienced preservation team with a variety of backgrounds, including preservation planning, conservation, and archival research. ESI's team meets or exceeds the Secretary of the Interior's qualifications and will provide an efficient and professional final product that the county will be able to use for its future planning strategies. It is our hope, if chosen, county planning staff and developers alike will be able to incorporate our findings into future planning strategies and development.

patricia davenport-jacobs

Patricia Davenport-Jacobs, Historic Preservation Group Manger
Environmental Services, Inc., A Terracon Company
7220 Financial Way, Suite 100 | Jacksonville, FL 32256
904.470.2234 (D) | 904.470.2112 (F) | 912.844.1815 (M)
pdavenport@esinc.cc

¹ Information from Charlton W. Tebeau and William Marina's A History of Florida. Third Edition. University of Miami Press, Coral Gable, Florida. 2005; Sidney Johnston and Bland & Associates, Inc., "Florida Railroad Roadbed." National Register of Historic Places Registration Form. United States Department on the Interior, National Park Service. On file with the Division of Historical Resources, Florida Department of State, Site File No. NA00991; Guide to Florida's Historic Architecture, University of Florida Press, Gainesville. 1990. Florida Handbook by Allen Morris. Florida House of Representatives, Tallahassee, Florida. 2014.

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FIRM INTRODUCTION

ESI was acquired by Terracon in June 2019. All previous technical staff has remained the same and the acquisition has only added to ESI's resources and personnel. With that, Terracon brings an additional 54 years of expertise to ESI's 33 years of experience. Still headquartered in Jacksonville, Florida, we provide services in a variety of disciplines including cultural resource assessments, wetlands, mitigation, environmental contamination, and sustainability. Through our commitment to quality, responsiveness, and diversity, ESI is a leading environmental consulting firm regionally and internationally. We take pride in our reputation for accomplishing high quality, professional work and strive to maintain it.

Our firm works diligently to maintain a high degree of productivity and efficiency. We have the management and technical capability to assume multiple assignments and guarantee the availability of our project manager, Patricia Davenport-Jacobs, and the Historic Preservation team for this project. Our team is organized with a diverse group of preservation professionals, each of whom manage individual tasks for survey projects. Research and survey are led by our historian Meghan Powell, field survey efforts will be carried out by the entire team, and reporting is managed by our Preservation Planner Meagan Scott and Meghan Powell. Proposed preservation strategies and elements will be provided by Meagan Scott and ESI will consult with Ennis Davis, AICP, to assist with these efforts. GIS data will be managed by our GIS team Rusty Newman and Alban Ajdini. Mr. Newman will provide QA/QC over data, while Mr. Ajdini will manage the day-to-day oversight of GIS data entry.

Specifically, for research related tasks, ESI has an outstanding record of producing quality work in a timely fashion within the specified budget. During the history of our firm, we have served result-oriented clients, and, due to the nature of our business, environmental issues frequently affect critical paths in project design or construction. We have developed a sense of urgency for expeditious resolution of issues so that they will not have a negative impact upon project subsequent stages of development, no matter what type of project it is. We have always taken pride in addressing events outside of our control in a thoughtful, responsible manner. ESI is committed to meeting both time and budget requirements for all projects.

In order to achieve the highest level of quality control, ESI develops a strategy at the beginning of each project. Our internal process begins with the Project Manager, Patricia Davenport-Jacobs, assembling a team of technical staff that comprises individuals with expertise in all the disciplines needed to best serve the project. Ms. Davenport-Jacobs is involved with the scoping of every new project and all aspects of the project to ensure the highest level of service is being performed.

Ms. Davenport-Jacobs will supervise the project team and answer directly to the client. She is also responsible for developing the project schedule and budget and for ensuring that corporate quality assurance procedures and reviews are followed. She will assign tasks to the project team based upon the area of technical expertise required. Communication among the team members is essential for completing this project in the most efficient and accurate manner. This team has worked together on multiple projects, both large and small scale, and has developed a resourceful and proficient working relationship. Together, this team has been part of three historical resource projects, including Lake Worth Beach Historic Resource Survey, Phase III; Manatee Burying Ground Survey & Preservation Plan; and the City of Sarasota's Historic Preservation Survey.

ESI utilizes the initial meeting to negotiate each task and deliverable to receive critical feedback and remedy any issues that may arise in a timely manner. In addition to external review of each deliverable, we institute an internal peer review program underwriting quality assurance for our clients. This process will include submission of project deliverables to a Principal Investigator (Architectural Historian) from

another office for editorial observation. The process is internal and will have no bearing on the project deliverable schedule.

As part of the Terracon family of companies, ESI adheres to the Incident and Injury- Free (IIF) program. This program is about demonstrating care and concern for people. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. As Terracon's workforce has increased over the past decade, our key safety metrics: Lost Time Injury Rate (LTIR) and Experience Modification (EMR) have decreased. This is supported by an increase of the following leading indicators: Safety Check-Ins (Behavioral Observations), Positive Safety Feedback, and Near Miss Reporting. Terracon's safety journey has resulted in best-in-class safety performance and more broadly in building our culture of care and concern for our employees, families, and our clients.



QUALIFICATIONS & EXPERIENCE



The ESI cultural/historical resources team has performed over 1,750 projects over a 28-year period. ESI is a preservation leader in the Southeast and will provide Nassau County with a team whose members have extensive experience performing a variety of historic site services. From 2008-2018, ESI has recorded a total of 10,777 cultural resources in Florida. At the conclusion of 2019, ESI estimates that this number will double, showing our team's ability to make the process efficient with the use of technology, planning, and clear communication. Some of these completed projects in Florida include the Cities of St. Augustine, Sarasota, Jacksonville, Lake Worth Beach, Marathon, Titusville, Holly Hill, Oviedo, and New Smyrna, and St. Johns and Charlotte Counties. Our familiarity with state and

federal regulations, required reporting standards, and strong commitment to customer service will further enhance our ability to meet your needs. We offer the County diversity and depth of technical staff, knowledge of governmental procedures, high quality technical capabilities, and strong commitment to customer service.

ESI's Lead Historic Preservationist, Patricia Davenport-Jacobs, is an in-house, full-time, permanently employed specialist and exceeds the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation. Additionally, she has formal Section 106 training from the Advisory Council on Historic Preservation. ESI has conducted historical surveys, records research, surveys of properties potentially eligible for the National Historic Register, Section 106 compliance of the National Historic Preservation Act, and mitigation plans for historic properties; representative projects are provided in a subsequent section. Our team is highly flexible. Each member has a different background and offers diverse perspectives and trainings. Our open and continual communication and teamwork allows us to strengthen and streamline each step of the project and deliver a high-quality product that marries best practices with on-the-ground experience.

Grant Management

The cultural resources staff has conducted numerous survey projects that have been funded and administered by the State of Florida, Department of State, Division of Historical Resources, and particularly by Small Matching Grants which fund historical resource survey projects. Patricia Davenport-Jacobs and her team have completed nine similar projects in the past five years, resulting in the recordation of approximately 5,000 historic resources to the Florida Master Site File. Seven of these projects were grant related: two for the City of St. Augustine (Grant F1402, Architectural Survey of Anastasia Island Structures and Grant S1601, St. Augustine Inventory, an update to the inventory of resources within the St. Augustine National Register Historic District); three for the City of Lake Worth (Grant S1729, Historic Resource Survey Update, Phase I, Grant 18.h.sm.200.073, Historic Resource Survey Update, Phase II, and Grant 19.h.sm.200.080 Historic Resources Survey Update III); one for the City of Marathon (Grant P0258, DEO Community Planning Technical Assistance Grant); and one for the City of Titusville (Grant 18.h.sm.200.040). All grant projects require survey and reporting methods to comply with Chapter 1A-46, Florida Administrative Code. Currently, ESI is in the process of completing a city-wide survey for the City of Sarasota, Florida, which has resulted in the survey of over 11,000 resources and FMSF recordation of an

estimated 8,400 resources. While this survey is not funded by the State of Florida, ESI is required to follow state guidelines for the survey work and report.

Geographic Information System (GIS)

ESI has a wealth of experience using GIS techniques to provide the desired results for projects related to historic resources. The GIS team uses spatial data, in esri® geodatabase or shapefile format, as the foundation of their analysis. From there, we typically build multiple data sets based on the needs and deliverables required for the project.

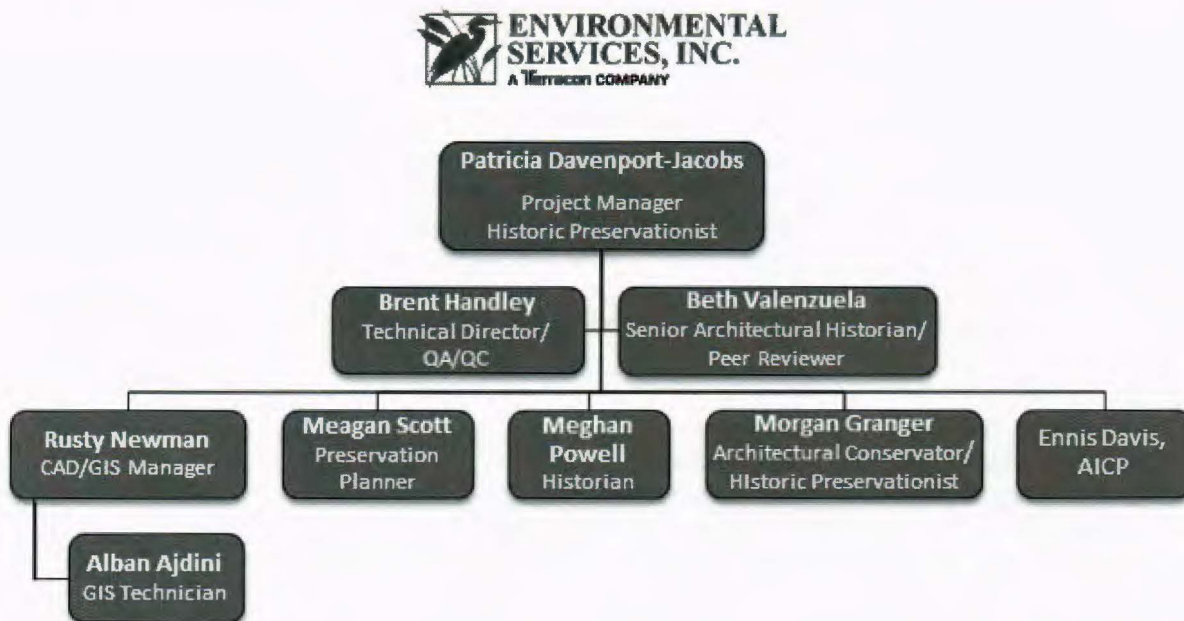
Typical Historic Resource Surveys utilize all available spatial and tabular resources from the state and local level to build the feature datasets and feature classes required. The team pays careful attention to the setup of coordinate system, domains, schema, etc. as expected in the client deliverables. From there, we build the necessary fields to accommodate the attribute values gathered through field data collection methodologies taking care to match local, State, and/or Federal standards. Maps, forms, photos and other associated data required for the client's report and/or state submittal are produced and all work products are exported to shapefile format and/or packaged as required by the expected deliverables in the project contract.

Projects of note involving use of GIS include:

- City of Sarasota Historic Preservation Project
- City of Lake Worth Historic Structure Survey, Phases I-III
- City of Marathon Survey and Master Plan of Historical Resources
- City of St. Augustine Downtown Historic Structure Survey
- City of St. Augustine Anastasia Island Historic Structure Survey
- City of Jacksonville Downtown Historic Structure Survey and National Register District Nomination
- City of Jacksonville Beach Historic Structure Survey

SURVEY TEAM/STAFF

ESI has established a team consisting of our project manager/historic resource specialist, a technical director, a historian, architectural conservator, preservation planner, and graphic and administrative staff. Resumes are included at the end of this section.



Patricia Davenport-Jacobs, Historic Preservationist



For this survey of Nassau County, Patricia Davenport-Jacobs, Project Manager and Historic Preservationist, will serve as the Project Manager and primary client contact. She will also assist with the survey, completion of the Florida Master Site File forms, and final reporting. She exceeds the minimum professional qualifications in architectural history under 36 CFR 61 and has formal Section 106 training from the Advisory Council on Historic Preservation. Ms. Davenport-Jacobs is a Historic Preservationist with 20 years of experience in project management, conservation, and the preservation of monuments, cemeteries, and historical resources. She has gained extensive knowledge by working with independent contractors, preservation firms, government agencies, municipalities, and historical societies.

Ms. Davenport-Jacobs performs Section 106 compliance reviews, architectural assessments, historic resource survey and cemetery restoration, and evaluations on invasive biological growth and plant material on historic structures for ESI/Terracon. She is experienced in archival research and reporting and has worked with organizations managing rehabilitation and adaptive use projects for historic structures as well as with firms focusing on material conservation and cemetery preservation and holds a Masters in Historic Preservation from Savannah College of Art and Design.

For this survey of Nassau County, she will serve as the Project Manager and primary client contact. She will

also assist with the survey, oversee production of the Florida Master Site File forms, and production and completion of the historic resources report.

Contact Information:

Email: pdavenport@esinc.cc
Phone: 904-470-2200
Cell: 912-844-1815
Fax: 904-470-2112

Brent Handley, RPA, Technical Director



Brent Handley, RPA, Technical Director, will assist (as necessary) with QAQC for reporting deliverables on this project. He meets the Secretary of the Interior's Professional Qualification Standards for Archaeology. Mr. Handley has spent 27 years in cultural resource management and has experience with all phases of cultural resource assessment and management including NEPA documentation, historic and archival research, archaeological survey and data recovery, and coordination with regulatory agencies, in addition to extensive experience with Section 106 of the National Historic Preservation Act.

Contact Information:

Email: bhandley@esinc.cc
Phone: 904-470-2200
Fax: 904-470-2112

Meghan Powell, Historian



Meghan Powell, Historian, will help develop the survey, forms, and resource report, as well as provide background research. Ms. Powell meets the Secretary of the Interior's Professional Qualification Standard in History. Ms. Powell is a native of Northeast Florida and holds a BA in History from Florida State University with an emphasis on social and cultural aspects of the United States Civil Rights Era. Prior to joining ESI, Ms. Powell gained practical experience in archival and museum studies and performed essential background research on historic architecture in Jacksonville while employed with a local historical library. She is highly skilled in historical research, field reconnaissance, developing historical narratives, documenting and evaluating historic resources, and assisting with historic resource conditions assessments.

Contact Information:

Email: mpowell@esinc.cc
Phone: 904-470-2200
Fax: 904-470-2112

Meagan Scott, Preservation Planner



Meagan Scott, Preservation Planner, will assist with the survey, forms, resource report, and preservation strategy recommendations. Ms. Scott meets the Secretary of the Interior's Professional Qualification Standard in Architectural History. She is skilled preservation planner with extensive experience researching and documenting a wide range of historical resources. She has worked with both public and private clients to design and undertake surveys, as well as serving as team leader. In her previous position, Ms. Scott has undertaken National Register and local nominations, surveys, and historic reports for over 50 projects. Her background in pure and applied math, art history, and literature has taught her how to answer complicated, multi-layer questions, a skill she brings to every project.

Contact Information:

Email: mescott@esinc.cc
Phone: 904-470-2200
Fax: 904-470-2112

Morgan Granger, Architectural Conservator/Historic Preservationist



Morgan Granger, Architectural Conservator/Historic Preservationist, will assist with the field survey and forms. Prior to joining the ESI team, she served as the City Planner for the City of St. Marys, Georgia. She received a Joint Honours MA in History of Art and Architectural History from the University of Edinburgh in Scotland and a MS in Historic Preservation from Clemson University and the College of Charleston. During graduate school she worked primarily as a conservation and digital documentation specialist with projects including the Tucker House and Globe Theatre, St. George's, Bermuda; Biggin Church Ruins, Berkeley County, SC; the Jackson Street Cottages, Charleston, SC; the Fireproof Building, Charleston, SC; and Kings Mountain National Military Park, Kings Mountain, SC. Ms. Granger meets the Secretary of the Interior's Professional Qualification Standard in Architectural History.

Contact Information:

Email: mgranger@esinc.cc
Phone: 904-470-2200
Fax: 904-470-2112

Rusty Newman, CAD/GIS Senior Manager



Rusty Newman, CAD/GIS Senior Manager, manages and directs ESI's Geographic Information Systems (GIS) and Computer Aided Design (CAD) staff and departments throughout the company. Mr. Newman also oversees development of applications, standards and workflow to ensure the efficiency and quality of work across the board. He is in charge of the budget, financial, and training needs associated with the GIS/CAD departments and is also responsible for marketing services to each region, preparation of proposals, and the partnership with various divisions to advocate use and integration of geospatial technologies.

Contact Information:

Email: rnewman@esinc.cc
Phone: 904-470-2200
Fax: 904-470-2112

Alban Ajdini, GIS Technician



Alban Ajdini, GIS Technician, assists in all tasks associated with the collation and organization of data prepared and/or acquired for field use including post-processing, application customization/deployment, training assistance, device maintenance/management, and quality control. Mr. Ajdini supports ESI staff with data management/analysis, technical drawing, and thematic map production using GIS and CAD technologies. He plays a major role in the field collection workflow using Global Positioning Systems (GPS) and Total Station technologies as well as Field Collection applications developed for today's mobile devices.

Contact Information:

Email: aajdini@esinc.cc
Phone: 904-470-2200
Fax: 904-470-2112

Ennis Davis, AICP, Senior Planner



Ennis Davis, a Senior Planner in Jacksonville, brings a strong background in public policy, long-range and strategic planning methods, placemaking, historic preservation, resiliency, and land use regulation to this project, along with other areas of expertise. Mr. Davis will consult on our proposed preservation strategies and elements.

Contact Information:

Email: edavis@moderncities.com
Phone: 904-219-7499

SURVEY APPROACH

The Historic Resources Survey for Nassau County will include an inventory update of previously recorded historic resources located on the Florida Master Site File (FMSF), and the recordation of newly recorded resources in the county (excluding the City of Fernandina Beach). The final report will include a historical context, survey findings, preservation recommendations and strategies for the County, and an inventory of all recorded resources, both updates and originals. ESI recognizes that Nassau County is experiencing multiple threats to its historic resources, the most significant of which are growth and development and flooding/weather impacts. ESI proposes to record resources that are forty-five (45) years or older (those built in or before 1975), not just those structures that meet the fifty-year criteria of the State and NRHP. ESI also proposes to prioritize the survey based on those structures within new development areas and those within flood zones. Using map resources and spatial data, such as FEMA's Flood Hazard Zone, FIRMette, and NOAA Office of Coastal Management modeled results, ESI will cater its survey to the most highly affected previously recorded and newly recorded resources first. We propose this prioritization because the threats Nassau County's historic resources are combating will most likely be noticeable in years rather than decades. It is our hope that the additional five years will provide an extra buffer to historic resources as the County experiences continued growth issues related to development and natural threats, such as resources most likely lost to new development and sea-level rise.

The County estimates approximately 297 structural resources (including three National Register of Historic Places structures) within the county but outside of Fernandina Beach have previously been recorded. Because of Nassau County's history related to transportation, the timber industry, and agriculture, additional resources will also be included in this survey. According to the most recent data from FMSF, ESI has estimated that the county, outside of the City of Fernandina Beach, has thirty-nine (39) previously recorded bridges and twenty-eight (28) previously recorded Resource Groups (including linear resources, historic districts, rural historic landscapes, a mixed district, and a FMSF building complex). It is ESI's experience that properties or parcels may contain multiple structures. Many of the previously recorded resources in the County may be considered ancillary features, such as barns, chicken houses, and syrup sheds. Due to the unknown location of previously recorded structures and their wide-spread and inaccessible nature and private roads, we will provide a minimum of 550 site file forms, and up to 675. (This number includes both previously recorded structures and structures never before recorded.)

Prior to field work, ESI GIS staff will geospatially rectify all previously recorded resources provided by FMSF, review demolished list (if available) and confirm all year-built dates provided by the County Property Appraiser's Office. Since many of the previously recorded FMSF structures were recorded thirty to forty years ago, ESI is aware that many may no longer be extant. In this case, before field survey work begins, our team will confirm data provided by the Nassau County Property Appraiser's Office with previously recorded information from FMSF. This would be followed by a desktop reconnaissance and windshield survey. This process will confirm baseline data and ensure efficient field collection efforts. If our minimum number of resources cannot be met, ESI is prepared to negotiate the overall deliverables with county staff.

If time and budget allow, the fifty-one (51) previously recorded cemeteries can and will be updated. We will also pay close attention to unincorporated cities, including Callahan and Hillard, as well as underrepresented resources, which includes (but is not limited to) cultural landscapes; sites associated with traditionally underrepresented communities; agricultural-, tourist-, and transportation-related sites; and mid-century resources.

For the field data collection effort, ESI proposes to use Mobile Data Collection Devices including a custom form interface containing pre-populated data such as local Property Appraiser information and FMSF

information collected from previous surveys as a baseline for the architectural assessment survey. This type of digital collection allows for immediate access to data in the field, emphasis on recordation of altered features, as well as cloud storage and sync technology. Sync technology allows for automatic updates in a GIS geodatabase while in the field and constant backup to avoid accidental loss of information. The survey team will use these devices to record architectural data directly in the field and collect multiple digital images for each resource.

The custom form/geodatabase used for the data collection effort is designed to utilize the same schema and domains used by FMSF and their SmartForm product. This allows ESI to easily transfer data to the FMSF SmartForm upon the conclusion of the field collection, eliminating additional data entry efforts. Throughout the workflow, ESI will provide QA/QC review at every step. Beginning with data collection and rectification, to field collection and post-field assessment, and finally table/map production efforts. All data will be independently reviewed to ensure data integrity.

ESI proposes collecting previously recorded and newly recorded resources that fall within development and flood zone proximity and will consult with county staff to determine the order of resource collection. For those previously recorded resources that are no longer extant, ESI will provide a list of demolished structures, as opposed to updating the site file forms. These demolished structures will count towards ESI's overall structures surveyed, not towards the maximum of 675 resources recorded with FMSF forms. We will also consult with county staff to determine if there is a priority of resources collected -- for instance, all structures recorded followed by other historic resources (bridges, railroad beds, major thoroughfares, etc.) or a combination of structures and other historic resources collected in tandem.

These efforts will result in a final survey report that will include a determination for each property regarding eligibility for the National Register of Historic Places, recommendations for potential National Register Historic Districts and subsequent areas in which to focus surveys, and updates and original forms to the existing FMSF forms for a minimum of 550 structures and more, if time and budget allow. The report will also include comprehensive recommendations for preservation strategies in the County. These recommendations will draw heavily on tactics implemented by jurisdictions all across the United States with similar characteristics and threats to those experienced by Nassau County. We will also provide recommendations on how to integrate goals, actions, and policies into the county's planning documents in an all-inclusive and complete manner. All recommendations, strategies and policies provided will seek to aid planning efforts for future Section 106 projects due to rapid Nassau County growth and development.

Furthermore, ESI will work closely with County staff, specifically the local project manager, to assure that the surveyed resources are recorded appropriately. Specific attention will be given to pre-field work research, including a review of previous update surveys and past Nassau County surveys; the county's Property Appraiser; previously recorded FMSF data on file with the Division of Historical Resources and the National Park Service; Sanborn/Plat/Real Estate maps; and historic aerial photography and USGS topographic maps.

All survey work performed will include evaluations of resources for retention of integrity and significance to the National Register of Historic Places. Historical details and information will be gathered to provide a historical context and conclude whether there are necessary events and structures that should be added to the report. Review of primary and secondary resources at various local repositories, including the Amelia Island Historical Society, West Nassau Historical Society, and Yulee Historic Council, Inc., will be assembled from local sources such as newspapers, libraries, and private papers. ESI will also reach out to community and local social organizations for a more in-depth understanding of underrepresented cultural history. We also recognize that there have been previous cultural resource surveys that date back to the mid-1980s, including Rural Baker, Duval and Nassau County Historic Resource Survey (1985), American Beach Historic

Resource Survey (1998), and Nassau County Archaeological Study (2004).

ESI will include all required data, maps, and photographic documentation associated with the FMSF forms for reporting purposes. We perform quarterly downloads of new data from the site for use on projects and work closely with FMSF and county staffs to ensure they receive any new data in good form. All survey work and final reports will comply with the State of Florida Division of Historical Resources guidelines, and Chapter 1A- 46, Florida Administrative Code; administered through Section 267.0617, Florida Statutes.

All necessary documentation required for Florida Historic Resource Surveys will be provided (in hard copy and digital format) to Nassau County and the State of Florida Division of Historical Resources as part of the deliverables. ESI will provide the historical context, descriptions of the architectural styles found, detail of preservation regulations and agencies that promote preservation, an inventory of resources (including contributing and non-contributing resources), and a list of sites potentially eligible for the local and National registers.

ESI practices an Incident and Injury Free (IIF) work philosophy which is based on care, concern, and a commitment to everyone going home safely to their family every day. A commitment to safety is part of the company culture at ESI and we integrate it into each phase of our project. Before each meeting we have as a team, we will take time for an IIF moment – a reminder about current and relevant safety considerations affecting our project or work environment. For historic resource surveys, this can include inclement weather or surveying from a narrow ROW or road-shoulder. We have established procedures for each phase of the project, from proposal to project close-out that incorporate our core safety rules and practices. For example, prior to all field visits, we conduct a pre-task planning meeting to discuss the project, the site visit, safety issues to keep in mind, and tasks to be completed prior to the visit. The initial kick-off meeting will assist in our pre-task planning for fieldwork as we discuss the process for personnel access and necessary research that is required prior to our visit.

Scope of Work

ESI has evaluated the requirements of this project and designed six (5) tasks and (4) deliverables including Engagement, Background Research/Data Collection, Field Work, Draft Survey Reporting, and Final Survey Report, FMSF Forms, & GIS Data. ESI deliverables include FMSF forms and all associated data, a Survey Report, and GIS datasets. The final report will include an executive summary of the project; introduction of the report to include purpose and need; visuals clearly depicting survey areas; descriptions of architectural styles; historic map and photo documentation; historical context and field methodologies; preservation regulations and tools for promoting preservation; recommendations for future planning initiatives to better deal with development and flood area threats; and an inventory with local or national significance. All references will be appropriately cited. A breakdown of each task and deliverable is listed below. ESI proposes that each deliverable be submitted to the County Project Manager two to three weeks prior to the due date for review and submittal to the State. ESI is willing to negotiate deliverable due dates and task specifics at the initial meeting, especially any deliverables and deadlines that adhere to the grant cycle outlined in the contract with the State of Florida.

Engagement

November 18, 2020

Upon approval of the submitted proposal, ESI will schedule an initial planning meeting with county staff within ten (10) days to discuss the scope of work, methodology and schedule. ESI proposes to meet in person with county representatives.

Background Research/ Data Collection (Deliverable 1)

mid November – mid December

ESI proposes to conduct, in detail, all necessary research for the collection of the Historic Resources Survey

and FMSF forms, with help and input from County Staff. An excel worksheet will be provided with a list of each address to be surveyed, both previously recorded structures and those never before recorded. Every effort will be made to provide and record the year built, construction/architectural style, street address, and any general notes to help determine significance and eligibility on each individual FMSF form. ESI GIS staff will geospatially rectify all previously recorded resources provided by FMSF, review demo list (if available) and confirm all year-built dates provided by the County Property Appraiser's Office.

Field Work (Deliverable 2)

mid December – mid February

ESI Staff will conduct a survey of structures 45 years or older within Nassau County, including the cities of Callahan and Hilliard, and excluding the City of Fernandina Beach. All structures, commercial and residential, will be recorded using the most recently updated FMSF forms, Structure Form 50. ESI will also record those resources related to transportation and engineering due to the county's railroad, timber, industry and logistic organizations (such as bridges, major thoroughfares and other like-minded structures). All work will be performed in compliance with the Secretary of the Interior's Standards as well as Chapter 1A-46 of the Florida Administrative Code. Up to ten (10) sample FMSF forms and all associated data for review and feedback will be submitted by the end of January.

Draft Survey Reporting (Deliverable 3)

April 2020

A draft of the Survey Report and Survey Log Sheet will be provided to the County PM no later than April 30th for review, feedback, and approval. Historic research conducted by ESI will include (but is not limited to) review and inspection of primary and secondary sources such as historic maps and aerial photographs, National Register records and other materials on file with the Department of State, Bureau of Historical Preservation and the National Park service; documents from the West Nassau Historical Society, Yulee Historic Council, Inc., Amelia Island Historical Society, State Archives of Florida, the Jacksonville Public Library Special Collections, Nassau County archives, and information ascertained from the Nassau County Property Appraiser. Additional information gathered from local sources such as newspaper, journals, and private papers. ESI will also reach out to community and local social organizations for a more in-depth understanding of underrepresented cultural history.

ESI will revise the draft report per direction of the County Project Manager and submit the revised draft as the Final Report, including FMSF forms, the Survey Log Sheet, and all inventory and additional lists. The draft survey report will conform to Chapter 1A-46, Florida Administrative Code.

Final Survey Report, FMSF Forms, & GIS Data (Deliverable 4)

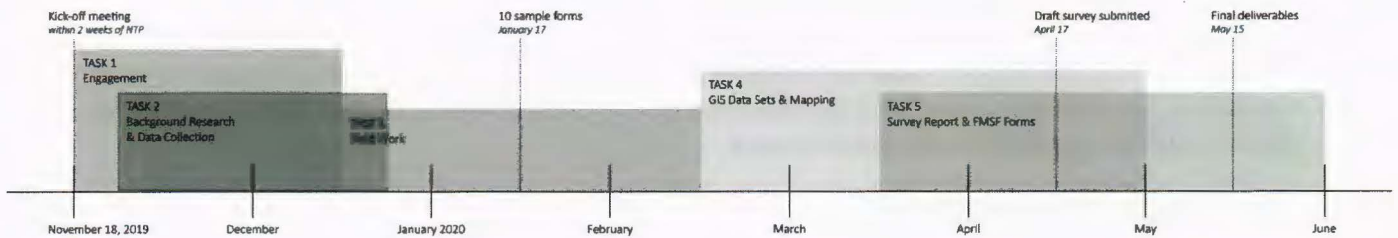
May 2020

Once all FMSF forms are complete, ESI will include findings, including suggested historic districts and/or individually eligible National Register structures, in the report. The report will also include all recommendations for county historic preservation initiatives and strategies, including (but not limited to) establishing a historic preservation program, historic preservation tax-incentives, the creation of a Historic Preservation Trust Fund, historic and cultural resource protections, incentives for establishing the county as a Certified Local Government, and informing future preservation planning steps. Between May and June, ESI will make any final edits as the County sees fit to meet the State's final June 2020 deadline.

ESI is willing to negotiate the number of final report hard copies the County will receive, but at least one (1) hard copy and a digital copy will be provided to the County, along with one (1) hard copy and a digital copy of all final FMSF forms, maps, photos, and associated data. If additional copies of the final report are necessary for Nassau County, ESI and County Project Manager can negotiate this need. A GIS geodatabase will be provided to the County. ESI will also submit one (1) hard copy and a digital copy of the Final Report and FMSF forms and all associated data to the State of Florida, Division of Historical Resources Department once the County has given final approval. The final report will comply with Chapter 1A-46 Archaeological

and Historical Report Standards and Guidelines and the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation.

An ESRI file geodatabase (version 10.7) will be included with the final deliverable. The database will include tables of all collected and compiled data including features and fields, such as address, year built, architectural style, significance, and other general notes in association to the FMSF form.



RELATED EXPERIENCE & REFERENCES

City of Lake Worth Historical Resource Survey Update, Phases I – III
Jordan Hodges, Senior Preservation Coordinator
Community Sustainability Department | 1900 2nd Avenue N | Lake Worth Beach, FL 33460
561-586-1703 | jhodges@lakeworthbeachfl.gov

ESI has completed three phases of a historical resources survey in Lake Worth, including the South Palm Park, College Park, Northeast Lucerne, and Old Lucerne neighborhoods and the Historic Commercial District. Over the 3 phases, ESI's preservation team recorded over 1,700 structures for the Florida Master Site File. During Phases I-III, 800 resources had been previously recorded and 947 are newly recorded. Over 1,500 resources have been recommended as potentially eligible or contributing to a National Register Historic District. In both Phases II and III, between 550 and 650 structures were identified, recorded, and assessed for each survey.

Each phase: 10 months | Total Contract(s) Amounts: \$135,634 (grants)

City of Titusville Survey & Master Plan of Historical Resources
Bradley Parrish
555 S Washington Avenue | Titusville, FL 32796
321-567-3776 | Bradley.Parrish@titusville.com

In 2018, ESI assessed and recorded 150 properties, not previously recorded or listed on the NRHP and were at least 50 years old located within the incorporated limits of the City of Titusville. ESI was responsible for the completion of Florida Master Site File forms for all qualifying structures, management of the preservation plan – which consisted of an evaluation and recommendations to better preserve the city's historic resources – and a final survey report.

8 months | Contract Amount: \$50,000

Marathon Survey & Master Plan of Historical Resources
Brian Shea, AICP
9805 Overseas Highway | Marathon, FL 33050
305-289-4112 | sheab@ci.marathon.fl.us

ESI conducted a comprehensive windshield survey of 1,460 recent past structures in Marathon, Florida. Following the survey, 194 resources were documented for the Florida Master Site File. The team assessed their eligibility for listing in the National Register of Historic Places (NRHP) as well as potential eligibility to a local district. ESI also assisted in the development of a preservation plan in conjunction with the survey to serve as a working document for the city to help preserve their built history.

6 months | Contract Amount: \$40,000

St. Augustine National Register Historic District Inventory
Jenny Wolfe
PO Box 210 | St. Augustine, FL 32085
9042094326 | jwolfe@citystaug.com

ESI conducted an inventory of structures within the St. Augustine National Register Historic District for the City, in order to fulfill requirements under a Historic Preservation Small Matching Grant. The inventory of historic structures within the St. Augustine National Register Historic District was updated and all structures 45 years old or older were documented, as well as any reconstructions on original locations.

Final deliverables for this project included recommendations for updating the National Register district and the National Historic Landmark (NHL) district and established a list of eligible resources for inclusion in the proposed St. Augustine Town Plan NHL district. In addition, an electronic copy of project GIS data layers showing all surveyed resources at least 50 years of age and a color overlay map depicting the newly surveyed structures and the previously recorded structures was submitted to the City of St. Augustine and the Florida Department of State Division of Historic Resources.
9 months | Contract Amount: \$50,000

City of Jacksonville Survey
Christian Popoli (for Joel McEachin)
Ed Ball Building
241 N Hogan Street, Suite 300 | Jacksonville, FL 32202
904-255-7837 | cpopoli@coj.net

From 2014 to 2015, ESI conducted a historic structures survey in downtown Jacksonville, Florida. The goal of the investigation was to update the inventory of historic structures recorded within this same area. The resulting survey was used as a planning tool to guide the City in establishing historic district boundaries. ESI worked with the City's staff within the Planning Department to finalize the district boundaries and prepared the application to the State of Florida Division of Historical Resources for a National Register District nomination. As a result, the first commercial historic district for the City of Jacksonville was approved and listed in the NRHP on May 2, 2016.
8 months | Contract Amount: \$13,815



PRICE PROPOSAL

Engagement		\$6,969.32
Background Research/Data Collection	Deliverable 1	\$4,303.50
Field Survey	Deliverable 2	\$22,357.92
Draft Survey Report	Deliverable 3	\$4,729.80
Survey Report, FMSF Forms, & GIS Data	Deliverable 4	\$11,459.50

Total Amount: \$49,820.04

Patricia Davenport-Jacobs

HISTORIC PRESERVATION GROUP MANAGER

PROFESSIONAL EXPERIENCE

Patricia is a Historic Preservationist with over 20 years of experience in project management, monument conservation, architectural and cemetery restoration, and historic resource management. She has gained extensive knowledge by working with independent contractors, preservation firms, government agencies and historical societies.

Patricia performs Section 106 compliance reviews, architectural assessments and valuations on invasive biological growth and plant material on historic resources for ESI, a Terracon Company. She is experienced in archival research and reporting. In previous positions, she worked with organizations managing rehabilitation and adaptive use projects for historic structures as well as with firms focusing on material conservation and cemetery preservation.

PROJECT EXPERIENCE

- Historic Structure Survey – City of Sarasota, FL
- Historic Resource Survey Update Phase III – City of Lake Worth, FL
- Cemetery Survey, Marker Conditions Assessment and Preservation Plan for Manatee County Burying Grounds – Manatee County, Florida
- Research and Documentation of Historic CCC Structures within Cherokee National Forest
- Historic Resource Survey – City of Altamonte Springs, FL
- Historic Bridge Assessment – Collins Road Bridge Repair
- Historic Resource Survey – City of Marathon, FL
- Cemetery Survey, Marker Conditions Assessment and Treatment Recommendations for Pinehurst Cemetery – City of Jacksonville, FL
- Historic Resource Survey – City of Lake Worth, FL
- Large-scale architectural survey/ inventory of structures within The St. Augustine National Register Historic District – St. Augustine, FL
- Large-scale architectural survey of Anastasia Island – City of St. Augustine, FL
- Historic Resource Survey Update – Lake County, FL
- Historic Structure Survey, Meldrim Assessment – Effingham County, GA
- Historic Resource Survey, Bayview Garden – Pinellas County, FL
- Architectural survey of historic structures – City of Jacksonville, FL
- National Register Application/Nomination for Historic District – City of Jacksonville, FL
- New Hope Cemetery Delineation & Master Plan – Perry County, AL
- Delineation of Shelton Cemetery and Purvis Cemetery – Thiele Kaolin Mine, Warren County, GA
- HABS Documentation, St. Augustine Shipyards – St. Johns County, FL
- HABS Level III, Loran-C Tower Jupiter Inlet – Palm Beach County, FL
- Historic resources assessment survey, Northrop Grumman Hangars, St. Johns County, FL
- Archaeological and visual assessment, Peak Mt. – Ashe County, NC
- Architectural assessment and disturbance letter, Hamilton Beach – Beaufort County, NC
- Disturbance letter, 5GB0366 – Guilford County, NC
- Visual assessment and disturbance letter, 478-195 (AT&T) – Pender County, NC
- Conditions assessment for St. Peter's Episcopal Church Cemetery, grounds and monuments – Fernandina Beach, FL
- Arch assessment, Bushy Fork – Person County, NC
- Arch/visual assessment, Hyco Lake – Person County, NC
- Arch/visual assessment, Nixon's Farm – Surry County, NC
- Visual assessment, DT Wendell – Wake County, NC
- Arch disturbance letter and visual assessment, Raleigh Rooftop Tower – Wake County, NC
- Cultural resource assessment survey, First Coast YMCA – Duval County, FL



EDUCATION

Master of Fine Arts, Historic Preservation, Savannah College of Art and Design, 2007

Bachelor of Science, Environmental Design, Auburn University, 1999

AFFILIATIONS

National Trust for Historic Preservation

Florida Trust for Historic Preservation

American Institute for Conservation of Historic and Artistic Works - Associate

Association for Preservation Technology and Training

CERTIFICATIONS

Basic and Advanced Training Section 106 – ACHP

Cemetery Resource Protection Training - FPAN

YEARS OF EXPERIENCE: 20

YEARS AT FIRM: 8

Patricia Davenport-Jacobs (continued)

- Archaeological technician phase I and feature excavation for new CAT Intermodal Station – Savannah, Chatham County, GA
- Cemetery preservation including cleaning and consolidation of headstones and curbing, Randolph Cemetery – Columbia, SC
- Cemetery preservation including masonry repointing (double struck joint), tablet cleaning and vegetation removal, Prioleau Cemetery Naval Weapons Station – Charleston, SC
- Roundhouse Complex and Old Fort Jackson moat wall and interior casemates – Savannah, GA
- Monument preservation including cleaning and consolidation, preparation for pointing and patching, Baron Von Steuben and Marquis de Lafayette monuments in Washington DC, Sgt. William Jasper Monument in Madison Square – Savannah, GA, Colonial Park Cemetery and Laurel Grove Cemetery in Savannah, GA and Yeamans Hall Cemetery – North Charleston, SC
- Historic paint analysis, Universalists Unitarian Church of Savannah and Asbury United Methodist Church – Savannah, GA
- Historic Savannah Foundation and SCAD, building assessment, Ethel Tison House – Savannah, GA
- National Park Service and SCAD, architectural survey project updating National Register listings – St. Augustine, FL
- Auburn University Rural Studio, Lewis House construction and research on historic churches – Newbern, AL
- Graham Condominium Association and SCAD, historic research and architectural assessment
- Coastal Heritage Society – Old Central of Georgia Roundhouse Complex Project Manager: Tender Frame Shop rehabilitation and adaptive use for Preservation Team Offices; Boiler Room building assessment (including invasive vegetation growth and masonry deterioration); Compressor Room masonry assessment and roofing project
- Coastal Heritage Society – Old Central of Georgia Roundhouse Complex historic brick storm drain inspections with pipeline inspections team
- Developed protocols for testing and the removal of unwanted/invasive vegetation from historic brick structures at the Old Central of GA

PRESENTATIONS/ARTICLES/PAPERS

- Guest Lecturer Philosophy and Criticism “*Taking What You Learn and Putting it to Use*”, (SCAD – HP, Prof. Andres Gaviria) – Savannah, GA
- Guest Lecturer Conservation Laboratory, Instruction on Vegetation Control Issues for Historic Structures, (SCAD—HP, Prof. B.S. Robinson) – Savannah, GA
- Organized and hosted Historic Preservation Commission Training with the University of Georgia Outreach Program and GA Department of Community Affairs – Fitzgerald, GA
- Organized and hosted Hands-On Training course on design assistance for Main Street Directors with GA Trust Main Street Design Assistance Coordinator
- Organized Preservation Engineering Workshop on Non-Destructive Testing Methods, Association for Preservation Technology International and the National Center for Preservation Technology and Training – Charleston, SC
- ICLEI Software DATA Entry and report assistance for Greenhouse Gas Study with Trident Sustainability
- Contributor to the University of Florida PIN Guest Lecture Series in Nantucket, with Arthur I. “Buddy” Jacobs, Chairman of the Board of Directors for the Preservation Institute of Nantucket (PIN),
- Building Assessment II -- Instruction on paint analysis for Asbury United Methodist Church (Prof. Jim Abraham) for SCAD
- APT *Communique* co-Editor

Brent Handley, MA, RPA

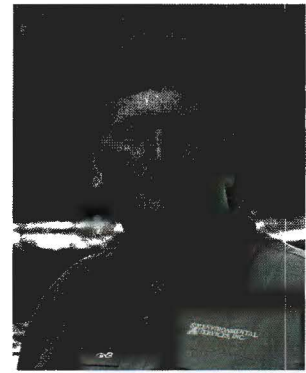
SENIOR ASSOCIATE/DEPARTMENT MANAGER I – CULTURAL RESOURCES

PROFESSIONAL EXPERIENCE

Brent is a registered professional archaeologist (RPA) with nearly 27 years of experience in academic research and cultural resource management projects. He is a senior associate and senior archaeologist at Environmental Services, Inc., A Terracon Company. Brent supervises all phases of cultural resource assessment, including logistical organization, daily field operations, primary and background research, artifact analysis, and the writing of final reports, as well as business development, people development and all financial performances of the Florida Cultural Resource Management department. Previous cultural resource management projects have included cultural resource assessment surveys (CRAS), monitoring, test excavations, block excavations, and remote sensing surveys in Alabama, Arizona, Connecticut, Florida, Georgia, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, Rhode Island, and South Carolina. These projects have been successfully completed for clients such as the United States Coast Guard, the Army Corps of Engineers, United States Navy, Army National Guard, National Park Service, United States Department of Agriculture, and the Department of Transportation, local, county and state agencies, as well as private companies, telecommunication companies, and public utility companies.

PROJECT EXPERIENCE

- Phase I CRAS of the 39-mile Plant Crist Pipeline, Escambia County, FL
- Due Diligence Study for 380-Mile FPL Pipeline, Various Counties in Florida
- Phase I CRAS of the Northeast Maritime Pipeline, Massachusetts, New Hampshire, and Maine.
- Phase I CRAS of the Santa Fe Solar Energy Center, Columbia County, FL
- Phase I CRAS of the Alliance Solar Energy Center, Hamilton County, FL
- Phase I CRAS of the Loncala Solar Energy Center, Gilchrist County, FL
- Phase I CRAS of the DEF Trenton Solar Farm Tract, Gilchrist County, FL
- Phase I CRAS of the Pelican Solar Energy Center Tract, St. Lucie County, FL
- Phase I CRAS of the RMS Solar Farm Tract, Escambia County, FL
- Phase I CRAS of the Mason-Jackson Solar Farm Tract, Jackson County, FL
- Phase I CRAS of the US-1 Sidewalk Project, St. Johns County, FL
- Phase I CRAS of the CR 473 Road Widening Project, Lake County, FL
- Phase I CRAS of the Derbyshire Neighborhood Sidewalk and Park Project, Volusia County, FL
- Phase I CRAS of the New Smyrna Beach Sidewalk Project (Phase I and II), Volusia County, FL
- Phase II and Phase III Data Recovery of Site 8SJ3732 (Deep Creek), St. Johns County, FL
- Data recovery investigation, Harrison Cove Site 8NA920, Nassau County, FL
- Phase I CRAS of the Stateline Landfill Expansion Tract, Nassau County, FL
- Phase I CRAS of the East Nassau Employment Center Central Planning Area, Nassau County, FL
- Phase III Data Recovery of White Oak, Nassau County, FL
- Data recovery, Site 8SJ53 of Twenty-Mile House, St. Johns County, FL
- Phase II and Phase III at Site 8SJ6440 and 8SJ6441, St. Johns County, Florida
- HABS analysis of three structures located within the St. Augustine Shipyard Tract, St. Johns County, FL
- HABS analysis of the Loran-C Radio Tower and Coast Guard Resident Housing, Martin and Palm Beach Counties, FL
- Phase II site evaluations, Site 8SJ53, 8SJ3705, 8SJ3708, 8SJ3722, and 8SJ3717, St. Johns County, FL
- Phase I/II Investigation of 27,000 acres at Camp Blanding Training Facility, Clay County, FL
- Historic structure analysis of 11 Armories/Readiness Centers for the Florida Army National Guard
- Archaeological investigation and management plan, Spruce Creek Mound, Volusia County, FL
- Cultural resource assessment survey, Pinkoson Tract, Alachua County, FL
- Intensive cultural resource assessment survey, Summer Beach/Amelia Island Industrial Park Tract, Nassau County, FL
- Large-scale architectural survey of Anastasia Island, City of St. Augustine, St. Johns County, FL



EDUCATION

Master of Arts, Anthropology,
University of Connecticut, 2000

Bachelor of Arts, Geography-
Anthropology, University of Southern
Maine, 1993

AFFILIATIONS

Registered Professional
Archaeologist

Florida Archaeological Council, Inc.

St. Augustine Archaeological
Association

Southeastern Archaeological
Conference

Society of American Military
Engineers

YEARS OF EXPERIENCE: 27

YEARS AT FIRM: 21

Brent Handley (continued)

- Intensive cultural resource assessment survey, Sea Island Support Services Campus Tract, Glynn County, GA
- Intensive cultural resource assessment survey, Evergreen Landfill Cell 1 and 2B, Lowndes County, GA
- Intensive cultural resource assessment survey, Jekyll Island Club, Glynn County, GA
- Intensive cultural resource assessment survey, Keller Tract, Chatham County, GA
- Intensive Cultural Resource Assessment Survey of the Martin Marietta Aggregates-Junction City Quarry Expansion Tract and Phase II Site Evaluation at Site 9TA147 Talbot County, GA
- Intensive cultural resource assessment survey, Morgan Lakes Tract, Glynn County, GA
- Intensive cultural resource assessment survey, 1600-acre Tired Creek Fishing Lake Tract, Grady County, GA
- Intensive Archaeological Survey of the 900-acre Meriwether Park, Turkey Run Development Parcel, Meriwether County, GA
- Phase II Archaeological Site Evaluation at 9TW155, 9TW157, 9TW160, 9TW162, 9TW163, 9TW168 AND 9TW170, Twiggs County, GA
- Intensive Cultural Resource Assessment Survey of the 208-Acre Augusta Quarry Project Area, Richmond County, GA
- Intensive cultural resource assessment survey, Chickasaw Study Area, Mobile County, AL
- Intensive cultural resource assessment survey, Linden Alabama Archaeological Area, Marengo County, AL
- Intensive cultural resource assessment survey, Timberlands Escambia Project, Escambia County, AL
- 20 Collocation Node Research for University of Alabama
- Underwater Archaeological Remote Sensing Survey, Tarpein/Santee/Marion Logging Corridor, Orangeburg County, SC
- Archaeological Data Recovery of Site 38JA175, Telfair Development Parcel, Jasper County SC
- Phase I CRAS of the Tri-State Mining Expansion Tract, Hind County, MS
- Mapping and Documentation of the Montezuma Well Smokehouse Montezuma Castle National Monument, Camp Verde, AZ

PRESENTATIONS/ARTICLES/PAPERS

- An Osteometric Analysis of Prehistoric Dog Remains from Sites in New England and Long Island. Unpublished Master's Thesis, Department of Anthropology - University of Connecticut, Storrs.
- Preliminary results on determining dog types from prehistoric sites in the northeastern United States. In "Dogs Through Time: An Archaeological Perspective," ed. By Susan J. Crockford, BAR International Series 889.
- Preliminary Results in Determining Dog Types from Prehistoric Sites in Northeastern United States. Presented at the 8th Congress of the International Council of Archaeo-Zoologists in Victoria - British Columbia, Canada

Meghan Powell

HISTORIAN

PROFESSIONAL EXPERIENCE

Meghan is a native of Northeast Florida. She holds a BA in History from Florida State University with an emphasis on social and cultural aspects of the United States Civil Rights Era. Prior to joining ESI, Meghan gained practical experience in archival and museum studies and performed essential background research on historic architecture in Jacksonville while employed with the Jacksonville Historical Society. Her duties with ESI include historical research, field reconnaissance, documenting and evaluating historic resources, developing historical narratives, and assisting with historic resource conditions assessments. Meghan meets the Secretary of the Interior's Professional Qualification Standards in History.

PROJECT EXPERIENCE

- City of St. Augustine Architectural Survey, St. Augustine, FL
- Historic Structure Survey, City of Sarasota, FL
- Historic Resource Survey Update Phase III, City of Lake Worth, FL
- City of Albany Section 106 Assessment, Albany, GA
- Cemetery survey, marker conditions assessment and Preservation Plan for Manatee County Burying Grounds in Manatee County, Florida
- Research and Documentation of Historic CCC Structures within Cherokee National Forest
- Historic Resource Survey, City of Altamonte Springs, FL
- Historic Bridge Assessment, Collins Road Bridge Repair
- Historic Resource Survey, City of Marathon, FL
- Historic Structure Survey, Meldrim Assessment, Effingham County, GA
- Historic Resource Survey Update Phase II, City of Lake Worth, FL
- Historic Resource Survey, City of Titusville, FL
- CSXT Bridge S507.2 HABS Short-form Report
- Cemetery survey, marker conditions assessment and treatment recommendations for Pinehurst Cemetery, City of Jacksonville, FL
- Assist researchers with family histories, genealogy, and historic building information
- Assist non-profit with grant-writing for major funding from local government and other national institutions; participate in grant hearings and presentations.
- Archives Assistant: Accession of archival materials as assigned by Head of Archives; Prepare collections and items for processing, including stabilization, storage, inventory, and cataloging; research, plan and execute exhibits and setup of planned exhibits; coordinate and assist in collection-specific activities and functions; serve as secondary point of contact for answering Archives requests; provide training to volunteers and docents on best practices and software data entry; Supervise and update collection catalog using PastPerfect Museum Software.
- Event Coordinator: Coordinated all society events, including conferences, and educational program meetings for membership; scheduled, and planned educational field trips and organized events for corporations, local universities, non-profit organizations, and JHS members.
- Museum Docent: Leads tours through historic Museum; train volunteers for docent led tours; give educational field trips to 1st-8th graders through museum that provide historical perspectives on the social atmosphere of the city.



EDUCATION

Bachelor of Arts, Florida State University, 2012

Minor in Religion, Florida State University, 2012

AFFILIATIONS

Jacksonville Historical Society

St. Augustine Historical Society

Florida Historical Society

Florida Association of Museums

American Association for State & Local History (AASLH)

FPZA (Florida Planning and Zoning Association)

AIC Associate

CERTIFICATIONS

CRPT: Cemetery Resource Protection Training

NEPA & Section 106 Integration & Coordination, Advisory Council on Historic Preservation

BACE: Archival and Museum Studies Certification, AASLH and Council of State Archives

YEARS OF EXPERIENCE: 7

YEARS AT FIRM: 3

Meagan Scott

PRESERVATION PLANNER

PROFESSIONAL EXPERIENCE

Meagan is skilled preservation planner with extensive experience researching and documenting a wide range of historical resources. She has worked with both public and private to design and undertake surveys, as well as serving as team leader. In her previous position, Meagan has undertaken National Register and local nominations, surveys, and historic reports for over 50 projects. Her background in pure and applied math, art history, and literature has taught her how to answer complicated, multi-layer questions, a skill she brings to every project.

Focus areas include conducting community meetings, gathering institutional knowledge, architectural surveys, recordation and mapping community goals and visions. She is experienced in organizing team-oriented research and survey efforts and developing protocols for standardization of data.

PROJECT EXPERIENCE

- City of Sarasota, Large scale historic resources survey, Sarasota, FL
- City of St. Augustine Architectural Survey, St. Augustine, FL
- City of Lake Worth Architectural Survey, Lake Worth, FL
- City of Albany Section 106 Assessment, Albany, GA
- Old Manatee Burying Ground Preservation Plan, Bradenton, FL
- Fort Lauderdale Aquatic Complex building assessment, Fort Lauderdale, FL
- SCAT Veterans Building assessment, Brevard County, FL
- City of Auburn Master Plan, Connectivity section, WA
- Unreinforced masonry buildings survey and financing options for Preservation Green Lab and the UW Center for Preservation & Adaptive Reuse, Seattle, WA
- University of Washington Seattle Campus historic survey for the University of Washington and the City of Seattle, WA
- McKinley and South Tacoma historic surveys for the City of Tacoma, WA
- Bleitz Funeral Home Seattle landmark nomination, WA
- Olmsted Parks and Boulevard System National Register nominations for Mt. Baker, Frink, and Colman Parks for the City of Seattle, WA
- Johnson & Sons Funeral Home Seattle landmark nomination, WA
- Mossyrock Dam historic property inventories, Lewis County, WA
- Mid-Century Modern Residential Survey, King County, WA
- Key Arena vicinity survey, Seattle, WA
- Suzzallo Library historic report for the University of Washington, WA
- Asian Art Museum National Register nomination and historic preservation tax certification application, Seattle, WA
- Knights of Columbus Seattle and National Register landmark nominations and historic preservation tax certification application, Seattle, WA
- Masonic Lodge 242 Seattle landmark nomination, WA
- Crescent Apartments Seattle landmark nomination, WA
- Hotel Vendome/Lusty Lady historic report, Seattle, WA
- Conover Residence Seattle landmark nomination, Seattle, WA
- Stone Way Electric Seattle landmark nomination, WA
- Lake Cushman historic report, Mason County, WA
- King Broadcasting Building landmark nomination, Seattle, WA
- Gaslight Inn Seattle landmark nomination, WA
- Grand Central Building Seattle historic report, WA
- Pacific Telephone & Telegraph Exchange Seattle landmark nomination, WA
- Canada Dry Bottling Plant historic report for Seattle University, WA



EDUCATION

Master of Urban Planning, University of Washington, 2018

Bachelor of Arts, Mathematics, Coe College, 2012

AFFILIATIONS

American Planning Association

Society of Architectural Historians

Seattle Architecture Foundation

CERTIFICATIONS

Historic Preservation, University of Washington

TRAININGS

CRPT

ACHP Section 106 & NEPA

YEARS OF EXPERIENCE: 7

YEARS AT FIRM: 1

Morgan Granger

ARCHITECTURAL CONSERVATOR/HISTORIC PRESERVATIONIST

PROFESSIONAL EXPERIENCE

Morgan is an Architectural Conservator/Historic Preservationist with five years of experience in the field. Morgan's areas of interest and experience are diverse and include microscopic paint analysis, digital documentation, conditions assessments and building pathology, and cemetery assessment and restoration. Prior to joining the ESI team, she worked for the City of St. Marys, Georgia as the City Planner where she gained extensive knowledge of municipal regulations and flood plain management. Her experience, both domestically and internationally, has provided Morgan with a unique perspective to historic preservation, conservation, and restoration.

PROJECT EXPERIENCE

- City of St. Augustine Architectural Survey, St. Augustine, FL
- FCA Update, Department of Veteran Affairs, Continental District National Cemeteries, MT, CO, OK, TX, MS, and LA
- City of Sarasota, Large scale historic resources survey, Sarasota, FL
- City of Jacksonville Pinehurst Cemetery, Restoration Project, Jacksonville, FL
- City of Lake Worth Architectural Survey, Lake Worth, FL
- Old Manatee Burying Ground, Conditions Assessment and Preservation Plan, Bradenton, FL
- Kahal Kadosh Beth Elohim (KKBE) Cemetery, Charleston, SC. Working alongside Frances Ford cleaning stones, jahn repairs, assisting in re-setting stone, and repairing foundations
- Spanning the Sacred: An investigation of the suspended frame vaulting of Charleston, SC, MSHP thesis with case studies at Grace Church Cathedral and the Unitarian Church of Charleston, Charleston, SC
- How paint research and analysis can aid in reconstructing missing decorative ornamentation: a case study at 43 Legare Street, Charleston, South Carolina. Publication of poster exploring how paint analysis, combined with historic research, can allow for recreation of first-generation ornamentation. The poster discusses how careful conservation and new technology can aid in the recreation of missing woodwork using 43 Legare Street as a case study.
- St John's Lutheran Church Cemetery, Charleston, SC, excavating and re-setting toppled stones, masonry cleaning, and reassembling broken stones.
- Kings Mountain National Military Park CCC Era building conditions assessment and architectural drawings, Kings Mountain National Military Park, SC
- 43 Legare Street: The conservation laboratory project investigating an 18th century Charleston single house located in the downtown historic district.
- Biggin Church Ruins: Documentation, conditions assessment, and remediation recommendations for the chapel of ease ruins located in Moncks Corner, SC
- A Proposal for St George's Management Plan, Bermuda Government Planning Department and World Heritage Site Management Committees, St. George's, Bermuda
- A Proposal for St George's Interpretive Plan, Bermuda Government Planning Department and World Heritage Site Management Committees, St. George's, Bermuda
- Interpreting the Tucker House's Architectural History, Museum Panel Installed in the Bermuda National Trust Museum, St. George's, Bermuda
- Interpreting the Globe Hotel's Architectural History, Museum Panel Installed in the Bermuda National Trust Museum, St. George's, Bermuda
- Field Studies: St. George's, Bermuda, Co-presenter of presentation delivered to the Clemson Architectural Foundation in January 2017, summarizing fieldwork conducted in December 2016 in St. George's, Bermuda. The scope of work included addressing preservation issues in St. George's and documenting two Grade I listed buildings owned and operated by the Bermuda National Trust. The also included engaging with the UNESCO World Heritage Site Management Committee in a round table meeting
- Photogrammetry of the Aiken Rhett Outbuildings, Aiken Rhett House, Charleston, SC
- Total Station Survey at Hampton Park, Partial landscape mapping of Hampton Park, Charleston, SC



EDUCATION

Master of Science. Historic Preservation, Clemson University, and the College of Charleston, 2017

Master of Arts, Joint Honours, History of Art and Architectural History, University of Edinburgh, 2011

AFFILIATIONS

Association for Preservation Technology International

CERTIFICATIONS

CRPT

Section 106, Advisory Council on Historic Preservation

NEPA and Section 106 Integration, Advisory Council on Historic Preservation

YEARS OF EXPERIENCE: 5

YEARS AT FIRM: 1

Johnny R. Newman, Jr. (Rusty)

SENIOR CAD/GIS MANAGER



PROFESSIONAL EXPERIENCE

Before joining ESI, Rusty had 15 years of experience in the Civil/Transportation Engineering and Water/Wastewater Utility industries. His prior experience includes surveying, site and drainage design, roadway/interchange/bridge design, water/wastewater utility transmission improvements, and WTF/WWTF design upgrades. During that time, he helped integrate CAD (Computer Aided Design) technologies into the design workflow and developed a GIS (Geographic Information Systems) service area map series and spatial database to help facilitate operations and maintenance of the utility transmission and distribution infrastructure.

At ESI, Rusty's responsibilities include the management and direction of GIS/CAD staff. Rusty also oversees development of applications, standards, mobile technologies (GPS, Total Station, etc.), and associated workflows to ensure a high level of efficiency and quality of work. Duties also include the administration of budget, financial, and training needs associated within the department. He is also responsible for marketing services to the region, preparation of proposals, client presentations, and partners with various departments to advocate use and integration of geospatial workflows and technologies.

PROJECT EXPERIENCE

- Nocatee - Duval & St. Johns County, FL
- Bartram Park - Duval County, FL
- Silverleaf - St. Johns County, FL
- RiverTown - St. Johns County, FL
- Westlake - Duval County, FL
- St. Johns Town Center - Duval County, FL
- E-Town - Duval County, FL
- St. Augustine Road/ I-95 Interchange - Duval County, FL
- Hunters Ridge - Flagler County, FL
- North Carolina Department of Transportation (NCDOT) GIS Archaeological Predictive Model (APM) Project – Multiple Counties, NC
- Duval County GIS Archaeological Predictive Model (APM) - Duval County, FL
- Suwannee River Water Management District (SRWMD) Cultural Resource Site Probability Map - Multiple Counties, FL
- St. Johns County Archaeological Survey & GIS Archaeological Predictive Model (APM) - St. Johns County, FL
- St. Johns County Historic Architecture Survey - St. Johns County, FL
- Jacksonville Beaches Historic Architecture Survey - Duval County, FL
- City of Fernandina Beach Archaeological Predictive Model (APM) - Nassau County, FL
- Historic Resource Architectural Survey/Inventory of structures within downtown and surrounding urban-core of the City of Jacksonville and National Register Historic District nomination – City of Jacksonville, FL
- Historic Resource Architectural Survey/Inventory of The St. Augustine National Register Historic District – City of St. Augustine, FL
- Cemetery Survey, Marker Conditions Assessment and Treatment Recommendations for Pinehurst Cemetery – City of Jacksonville, FL
- Historic Resource Architectural Survey - City of Lake Worth, FL
- Historic Resource Architectural Survey - City of Titusville, FL
- Historic Resource Architectural Survey - City of Marathon, FL
- Historic Resource Architectural Survey of Anastasia Island - City of St. Augustine, FL
- Historic Resource Architectural Survey – City of Sarasota, FL
- Greens Creek Mitigation Bank - Clay County, FL
- St. Johns Mitigation Bank - St. Johns County, FL
- Highlands Mitigation Bank - Clay County, FL

AFFILIATIONS

GITA (Geospatial Information & Technology Association)

NEFGIS User Group

JAG (Jacksonville AutoCAD User Group)

FPZA (Florida Planning and Zoning Association) – First Coast Chapter – Past President

YEARS OF EXPERIENCE: 34

YEARS AT FIRM: 19

Johnny R. Newman, Jr. (Rusty) (continued)

- Longleaf Mitigation Bank - Duval County, FL
- IMG Mitigation Bank - Hendry County, FL
- Whites Ford Mitigation - St. Johns County, FL
- Big Cypress Mitigation - Hendry County, FL
- Longbranch Crossing GT Recipient Site - Clay County, FL
- Duke Energy – Levy County Nuclear Plant Mitigation Plan
- Duke Energy – Solar Farm Site Analysis - Multiple Counties, FL
- Progress Energy Carolinas – Harris Advanced Reactor Project
- JEA – Various GT Permitting and Utility Install/Relocation Projects
- University of North Florida (UNF) Burn Plan - Duval County, FL
- Mitigation Site Search GIS Analysis
- Land Suitability GIS Analysis
- KB Home Community and Marketing Maps - Multiple Counties, FL
- PCS Phosphate Land Base Map GIS Conversion - Beaufort, NC
- West Bay Peninsula - Bay County, FL
- FDEP Green Swamp - Polk County, FL
- 2004 Hurricane Timber Damage Assessment for Florida Department of Agriculture & Consumer Services Division of Forestry (DOF)
- USFS Proposed, Endangered, Threatened and Sensitive (PETS) Species Evaluation

Alban Ajdini

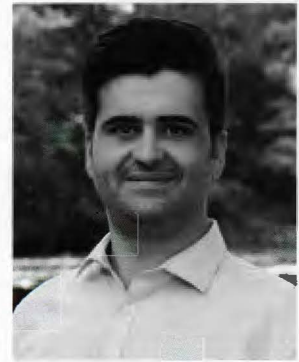
GIS/CAD TECHNICIAN

PROFESSIONAL EXPERIENCE

Alban supports ESI staff with data management/analysis, technical drawing, and thematic map production using GIS (Geographic Information Systems) and CAD (Computer Aided Design) technologies. He plays a major role in the field collection workflow using GPS (Global Positioning Systems) and Total Station technologies as well as Field Collection applications developed for today's mobile devices. He assists in all tasks associated with the collation and organization of data prepared and/or acquired for field use including post-processing, application customization/deployment, training assistance, device maintenance/management and quality control.

PROJECT EXPERIENCE

- Nocatee - Duval & St. Johns County, FL
- Bartram Park - Duval County, FL
- RiverTown - St. Johns County, FL
- Westlake - Duval County, FL
- Grand Oaks - St. Johns County, FL
- E-Town - Duval County, FL
- Shearwater - St. Johns County, FL
- Hunters Ridge - Flagler County, FL
- SJRWMD Black Creek Water Resources - Clay County, FL
- Cemetery Survey, Marker Conditions Assessment and Treatment Recommendations for Pinehurst Cemetery - City of Jacksonville, FL
- Historic Resource Survey - City of Lake Worth, FL
- Historic Resource Survey - City of Titusville, FL
- Historic Resource Survey - City of Marathon, FL
- Large-scale architectural survey - City of Sarasota, FL
- Dougherty County Stump Removal - Dougherty County, GA
- City of Albany Stump Removal - Dougherty County, GA
- Longleaf Mitigation Bank, Duval County, FL
- St. Johns Mitigation Bank - St. Johns County, FL
- Mitigation Site Search GIS Analysis - GT Site Search, multiple sites
- Jack Williams Property/Hawthorne GT Recipient Site, Putnam County, FL
- Davis 9B Gopher Tortoise Survey and Mitigation Plan, Duval County, FL
- RMS Solar Energy Center - Escambia County, FL
- Hatcher Solar Farm - Jackson County, FL
- Mason Jackson Solar Farm - Jackson County, FL
- HyDry Eagle Nest Protection - 3D Viewshed Analysis



EDUCATION

Bachelor of Science, Surveying Engineering

YEARS OF EXPERIENCE: 4

YEARS AT FIRM: 4

Ennis Armon Davis, AICP

6244 Devonhurst Drive
Jacksonville, FL 32258

904.219.7499
edavis@moderncities.com

Summary:

Experience in management, budgeting, and leadership. Strong knowledge of public policy, long-range and strategic planning methods, transportation planning, architecture, land development, cultural and natural resource planning principles, placemaking, historic preservation, resiliency, and land use regulation. Excellent writing and communication skills. Seasoned group coordinator and facilitator. Able to establish good relationships with co-workers, staff, elected officials, and the community.

Work Experience:

Alfred Benesch & Company, Jacksonville and Orlando, Florida

Senior Planner/Project Manager (July 2017-Present)

In-House Planning Consultant for the Florida Department of Transportation (FDOT) District 5, responsible for project management of public planning studies for a nine county area. Responsibilities include the management, review and coordination of long-range strategic planning initiatives, such as corridor design planning, large-scale community planning projects, resiliency planning, comprehensive planning, and land development code updates, community outreach and public engagement with local, regional, state, federal agencies and consulting firms on behalf of FDOT District 5 priorities. Tasks involve scope of services writing, contract estimating and negotiating, community engagement, data collection, GIS mapping, field review, safety assessment, existing and future conditions operations analysis, long-range needs assessment, alternatives development and analysis, utility verification, cost estimates, ROW estimates, environmental evaluations and concept plan development. Example studies and projects include:

- SR 535 Concept Development Plan, Orange County, FL
- US 1 Corridor Planning Study, Rockledge, FL
- Tav-Dora Trail Corridor Planning Study, Tavares, FL
- SR 507/Babcock Street Corridor Planning Study, Melbourne, FL
- SR 50 Corridor Planning Study, Clermont, FL
- Packing District Streetscape Plan, Orlando, FL

Ghyabi & Associates, Jacksonville, Florida

Senior Planner/Project Manager (August 2009-June 2017)

Served as planning project manager for public and private sector transportation planning projects throughout the state of Florida. Responsibilities included project management, proposal writing, scope of services writing, fee estimating and negotiating, community engagement, graphics production, data collection, GIS mapping, field review, safety assessment, existing and future conditions operations analysis, long-range needs assessment, alternatives development and analysis, utility verification, cost estimates, environmental evaluations and concept plan development. Example studies and projects include:

- 2030 Mobility Plan & Mobility Fee, Jacksonville, FL
- SR 40/Downtown Ocala Concept Development Plan, Ocala, FL
- US 92 Corridor Master Management Plan, Daytona Beach, FL
- SR 434/Alafaya Trail Corridor Planning Study, Orlando, FL

Powers Design Architects, Ponte Vedra Beach, Florida

Director of Land Planning (October 2003-August 2008)

Responsibilities included architectural and land use planning project management, research and analysis of best practices, highest and best use analysis, parcel sizing, proforma preparation, site evaluation, site identification, conceptual design, master site development planning, zoning entitlement representation, community engagement, and illustrative graphics for private sector commercial, residential, entertainment, recreational and mixed-use development projects. Example master site development projects include:

- Seminole Shoppes, Neptune Beach, FL
- Grand Woods, Palm Coast, FL
- Palm Coast Town Center, Palm Coast, FL
- White River Oak Master Site Plan, Camden County, GA

- Steamboat Commerce Park, Brunswick, GA
- Oakleaf Commons, Clay County, FL
- Dolphin Reef, Jacksonville, FL
- The Villages of Johns Creek, St. Johns County, FL

SCMH Architects, Lakeland, Florida

Graduate Architect (April 2001-October 2003)

Responsibilities included shop drawing review, schematic design, AutoCAD construction documents and scale model production for educational, civic, industrial, commercial and religious projects.

- Lake Mirror Park/Historic Magnolia Building Restoration, Lakeland, FL
- Cleveland Heights Animal Hospital, Lakeland, FL

Education:

Bachelor of Architecture

Florida Agricultural & Mechanical University,
Tallahassee, FL
April 2001

Professional Affiliations:

American Institute of Certified Planners (AICP), #026224
American Planning Association (APA)
APA Florida First Coast Section Chair 2017-Present
APA Florida First Coast Section Board Member 2012-Present
Clearly Jacksonville Board Member 2012-Present
Florida Trust for Historic Preservation Board of Trustees 2017-Present
Groundwork Jacksonville Board Member 2019-Present
Northeast Florida Regional Transportation Committee Board Member - Mayoral Appointee 2014-2018
Jacksonville Historic Society Board Member 2011-2014
Next City 2013 Vanguard Class Member
Mayor Alvin Brown Transportation Transition Team Member 2011
Springfield Area Merchants & Business Association Vice President 2008-2009

Specializations:

- | | |
|------------------------------|---------------------------------------|
| • Adobe Acrobat DC | • Illustrative Graphics |
| • Adobe Indesign | • Land Use Analysis |
| • Adobe Photoshop | • Land Development Codes |
| • African American Genealogy | • Master Planning |
| • ArcGIS 10.5 | • Microsoft Office Applications |
| • AutoCAD 2020 | • Neighborhood Revitalization |
| • Community Engagement | • Proposal Writing |
| • Comprehensive Planning | • Best Practice Research and Analysis |
| • Cultural Resources | • Scope of Services Writing |
| • Development Regulations | • Site Plan Development |
| • Digital Photography | • Transportation Planning |
| • Equitable planning | • Trimble Sketchup |
| • Growth Management | • Urban and Regional Planning |
| • Historic Preservation | |

Accomplishments:

- Alfred Benesch & Company 2018 Emerging Leaders Program
- City of Jacksonville Southeast Visioning Committee Member
- Hogans Creek Greenway Task Force Member
- Florida Times-Union Editorial Board - Citizen's Member 2017-2018
- JAX 2025 Steering Committee Member
- JTA Commuter Rail Citizen's Advisory Committee Member
- MetroJacksonville.com (co-founder)

Recognition & Awards

- ModernCities.com (co-founder)
- North Florida TPO 2030 Long Range Transportation Plan (LRTP) Stakeholder
- North Florida TPO 2040 Long Range Transportation Plan (LRTP) Stakeholder
- 2006 Downtown Jacksonville Action Plan Committee Member
- TheJaxsonMag.com (co-founder)
- TransForm Jax 5019(c)(3) urban advocacy group (co-founder)
- Author of Reclaiming Jacksonville (The History Press - 2012)
- Author of Cohen Brothers: The Big Store (The History Press - 2012)
- Author of Images of Modern America: Jacksonville (Arcadia Publishing - 2015)

Planning Websites & Community Blogs

- 2030 Mobility Plan - 2010 FPZA Outstanding Public Study Award
- 2030 Mobility Plan - 2011 APA Florida Project Award
- Jax Truckies – 2013 Folio Weekly's Best of Jax Local Trend Award
- MetroJacksonville.com – 2008 First Coast APA Excellence in Media Award
- MetroJacksonville.com – 2009 APA Florida Public Group of the Year Award
- MetroJacksonville.com – 2010 Jacksonville Historic Commission Heritage Education & Publication Award
- MetroJacksonville.com – 2010 Folio Weekly's Best of Jax Best Political Blog Award
- MetroJacksonville.com - 2016 FPZA Outstanding Journalism Award
- Reclaiming Jacksonville – 2012 Jacksonville Historic Commission Heritage Education & Publication Award
- The Jaxson Magazine (Partnership with WJCT Media) – www.thejaxsonmag.com
- Modern Cities, LLC. – www.moderncities.com

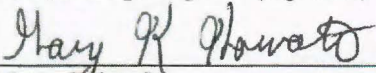
Speaking Engagements:

- Jax Chamber Downtown Council, *Maximizing Downtown Redevelopment*, August 2019
- ULI North Florida, *Springfield Neighborhood Development Tour*, April 2019
- MOSH After Dark, *Jacksonville's Early 20th Century Blues and Jazz History*, April 2019
- The Jaxson / WJCT, *Mobility and Jacksonville's Changing Demographics*, January 2019
- Rail~Volution Pittsburgh, *Placemaking & Gentrification - It's Complicated Panelist*, October 2018
- Jacksonville Public Library, *Bold New City Panelist*, October 2018
- Florida Trust for Historic Preservation, *Opening Session*, May 2018
- Florida Times-Union/University of North Florida, *African-American Neighborhood Bus Tour*, January 2018
- Jacksonville Public Library, *Maps & City Planning Panelist*, January 2018
- Florida American Planning Association, *Social Media & Ethics Panelist*, September 2017
- USGBC North Florida 20-40 Talks, *Metro Jacksonville Advocating for a Sustainable Jacksonville*, August 2017
- Leadership Jacksonville, *History of Jacksonville*, August 2017
- TEDxJacksonville, *Truth or Consequences: Why The Media Still Matters*, May 2017
- International Decade for People of African Descent Young Leaders Conference, *African-American History That You Probably Didn't Already Know*, February 2016
- Florida Planning and Zoning Association, *Public Engagement in The Information Age*, June 2014
- Murray Hill Preservation Society, *The Past, Present & Future of Murray Hill*, September 2013
- Florida American Planning Association, *Return of Planners as Advocates*, September 2012

Volunteer Activities:

APA Community Planning Assistant Team Lead, Wharton, TX	2018-2019
Future Cities Program, Planning Mentor, Lee High School, Jacksonville, FL	2013-2014

ATTACHMENT "A"**Addendum Acknowledgment**

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period. BID NO. NC19-025	Addendum # <u>1</u> through # <u>1</u> Initial: GHK Date: 10/9/2019
Person Completing RFP (Signature) 	
Name (Printed): Gary K. Howalt	Title: Department Manager

>>>Failure to submit this form may disqualify your response<<<

ATTACHMENT "C"

NASSAU COUNTY

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**TO BE RETURNED WITH BID**

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract for
RFP NC19-025.
2. This sworn statement is submitted by Environmental Services, Inc. (entity submitting sworn statement), whose business address is
7220 Financial Way, Suite 100, Jacksonville, FL 32256 and
its Federal Employee Identification Number (FEIN) is 59-2668974. (if the
entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____).
3. My name is Gary K. Howalt (please print name of individual signing),
and my relationship to the entity named above is Department Manager.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes,
means a violation of any state or federal law by a person with respect to and directly related to the
transaction of business with any public entity or with an agency or political subdivision of any
other state or with the United States, including, but not limited to, any bid or contract for goods or
services, any leases for real property, or any contract for the construction or repair of a public
building or public work, to be provided to any public entity or an agency or political subdivision
of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion,
racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida
Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an
adjudication of guilt, in any federal or state trial court of record relating to charges brought by
indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of
a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An entity under the control of any natural person who is active in the management of
the entity and who has been convicted of a public entity crime. The term "affiliate"
includes those officers, directors, executives, partners, shareholders, employees,
members, and agents who are active in the management of an affiliate. The
ownership by one person of shares constituting a controlling interest in another
person, or a pooling of equipment or income among persons when not to fair market
value under an arm's length agreement, shall be prima facie case that one person
controls another person. A person who knowingly enters into a joint venture with a

person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Gary R Howalt

(Signature)

10/9/2019

Date

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
Gary Howalt, who, after first being sworn by me, affixed his/her signature in the
space provided above on this 9 day of
October, 2018.

Kerry Olds
(Notary Public)



My Commission Expires: Oct. 24, 2019

(seal)

ATTACHMENT "D"**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____
Environmental Services, Inc. _____ (print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of a drug free work place program.

"As a person authorized to sign a statement, I certify that the above named business, firm, or corporation complies fully with the requirements set forth herein."

Gay R. Nawata

Authorized Signature

10/9/2019

Date Signed

State of: Florida

County of: Duval

Sworn to and subscribed before me this 9 day of October, 2019.

Personally known or Produced Identification _____

(Specify type of Identification)

Kerry Olds

Notary Public

Oct. 24, 2019

My commission expires



ATTEST:

[consultant]

Environmental Services, Inc.

[Signature]

Asst. (Corporate Secretary)

Patrick L. Courtney

Type/Print Name of Corporate Secy.

[Signature]

Signature of President/Owner

Donald J. Vrana/Executive VP, Treasurer

Type/Print Name of President/Owner

Date: October 8, 2019



CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas :
COUNTY OF Johnson :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 Donald J. Vrana, of, Environmental Services, Inc. A Florida 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 8th day of October, 2019.

[Signature]

Signature of Notary Public

State of Florida at Large

Cindy J. Cornell

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.

COUNTYWIDE HISTORIC RESOURCES SURVEY
Evaluation Committee Meeting 10/11/19
RFP NO. NC19-025

CRITERIA/SCORE VALUE		POINTS	Environmental Services, Inc	
A.	QUALIFICATIONS AND EXPERIENCE a. The firm's demonstrated ability to provide quality, cost effective, professional auditing services. b. The firm's experience and performance on comparable Florida government engagements. c. Ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability. d. Experience regarding projected or required deadlines, and their	0-50	50	0
B.	TEAM/STAFF a. The quality and experience of the firm's professional personnel to be assigned to this engagement b. Team's length of experience in comparable survey projects. c. Staff's previous experience that demonstrates success in completing similar projects.	0-20	20	0
C.	SURVEY APPROACH a. Methodology proposed for accomplishing Scope of Services and requested deliverables.	0-15	15	0
D.	PREVIOUS ENGAGEMENTS/REFERENCES a. References with emphasis on similar engagements. Proposal will be evaluated on the basis of experiences that include the services outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	0-10	10	0
E.	PRICE PROPOSAL a. Price proposals will not be the primary factor in the selection of the audit firm. b. The maximum points will be awarded to lowest price submitted and reduce on a sliding scale based upon to all Respondent's price.	0-5	5	0

TOTAL 100 0 0

Evaluation Committee Signatures:

Adrienne Burke
Doug McDowell
Carol Gilchrist

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