

CS-20-233

BOCC CONTRACT APPROVAL FORM

(Contract Management Use only)
CONTRACT TRACKING NO.
CM3017

GENERAL INFORMATION

Requesting Department: Facilities Maintenance

Contact Person: John Cox

Telephone: (904) 530-6120 Fax: (904) 879-3751 Email: jcox@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: Manzie and Drake Land Surveying

Address: 117 S 9th St Fernandina Beach FL 32034

City State Zip

Contractor's Administrator Name: Michael Manzie Title: President

Telephone: (904) 491-5700 Fax: Email: mikemanzie@gmail.com

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: _____

Authorized Signatory Email: _____

CONTRACT INFORMATION

Contract Name: WSRP Topo Survey

Description: Topographic Survey

GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Terms: Payment Period: _____ Amount per Period: \$49,000

Total Amount of Contract: \$49,000

APPROXIMATE IF NECESSARY

Source of Funds: 68075572-563355 WSRP Termination/Cancellation: _____

Authorized Signatory: Taco E. Pope, AICP, County Manager

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution to: Sixty (60) days from execution

Status: New _____ Renew _____ Amend# _____ WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other

If Processing an Amendment:

Contract #: _____ Increased Amount of Existing Contract: _____

New Contract Dates: _____ to _____ Total or Amendment Amount: _____

Continued on next page

CHECKLIST*Complete and attach before sending contract for final signature*

Requirement	Description	Certified Complete By
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract.	
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	
Term of Contract	Start and end dates of contract are included. Any renewals are included.	
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	
Insurance	Risk manager _____ has or _____ will approve insurance clauses. Levels confirmed ins requirements	
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. *Dany Podich* 6/18/2021 Fac Maint Dept
Department Head Signature Date Submitting Department
2. *[Signature]* 6/18/2021 68075572-563355 WSRP
Procurement Date Funding Source/Acct #
3. *Megan Diehl* 6/24/2021 _____
Office of Management & Budget Date
4. *Michael S. Mullin* 6/24/2021 _____
County Attorney/Contract Management Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. *Taco E. Popey AICP* 6/24/2021 _____
County Manager Date

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

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

MANZIE & DRAKE LAND SURVEYING



AUTHORIZATION FOR PROFESSIONAL SERVICES

DATE: December 14, 2020

PROJECT NAME: West Nassau Regional Park

CLIENT: Nassau County Public Works Department (Douglas Podiak)
 c/o Prosser Engineering (Shawn Bliss)
 13901 Sutton Park Drive South, Suite 200
 Jacksonville, FL 32224

Client hereby request and authorize Manzie & Drake Land Surveying to perform the following services:

SCOPE:
 Topographic and Right-of-Way Survey per attached specifications.

COMPENSATION:

Topographic Survey (Uplands)	\$32,000
Topographic Survey (Wetlands)	\$13,000
Right- of-Way Survey (US1)	\$4,000

- COMMENTS:**
1. Project will take approximately 60 days to complete from time of commencement.
 2. Machine line clearing services will be utilized on this project and paid for out of our budget.
 3. Proposal does not include route survey or topographic survey along Pratt Siding Road with the exception of items requested on attachment.

Services covered by this authorization shall be performed in accordance with the provisions stated on the back of this form. In some cases said provisions may be attached.

Approved for Owner: _____ Accepted for Manzie and Drake Land Surveying: _____

By: Taso E. Pope, AICP

By: Michael A. Manzie
 Michael A. Manzie, P.L.S.

(Please Sign and Print Name Above)

Title: County Manager

Title: President

Date: 6/24/2021

Date: December 14, 2020

PROVISIONS

Authorization to Proceed

Signing this form shall be construed as authorization by the OWNER for the FIRM to proceed with the work.

Professional Standards

The FIRM shall be responsible, to the level of competency presently maintained by other practicing Professional Surveyor's in the same type of work in the OWNER's community, for the professional and technical soundness, accuracy and adequacy of all designs, drawings and specifications and other work and materials furnished under this Authorization. The FIRM makes no other warranty, express or implied.

Termination

Either the OWNER or the FIRM may terminate this Authorization by giving 30 days written notice to the other party. In such event, the OWNER shall pay the FIRM in full for all work previously authorized and performed prior to effective date of termination. If no notice of termination is given, relationships and obligations created by this Authorization shall be terminated upon completion of all applicable requirements of this Authorization.

Arbitration

All claims, disputed and other matters in question arising out of, or relating to this Authorization or the breach thereof may be decided by Arbitration in accordance with the rules of the American Arbitration then applying. Either the OWNER or the FIRM may initiate a request for such arbitration, but consent of the other party to such procedure shall be mandatory. No arbitration arising out of, or relating to this Authorization may include, by consolidation, joinder, or in any other manner, any additional party not a party to this Authorization.

Legal Expenses

In the event legal action is brought by the OWNER or the FIRM against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs and expenses as may be set by the Court.

Payment to the FIRM

Monthly invoices will be issued by the FIRM for all work performed under the terms of this agreement. Invoices are due and payable within 30 days upon receipt. Finance charges, computed by a "Periodic Rate" of 1 1/2% per month, which is an annual percentage rate of 18%, will be charged on all past-due amounts unless otherwise provided by law or by contract.

Limitation of Liability

The FIRM's liability to the OWNER for any cause or combination of causes is, in the aggregate, limited to an amount no greater than the fee earned under this agreement.

Standard Rate Schedule

Professional Land Surveyor	\$100.00/Hr.
Project Manager	\$85.00/Hr.
CADD Design	\$75.00/Hr.
Administrative Assistant	\$45.00/Hr.
2-Man Field Crew	\$100.00/Hr.
3-Man Field Crew	\$125.00/Hr.
Expert Witness	\$150.00/Hr.

In addition to fees stipulated above, we shall be reimbursed for travel and incidental expenses as follows:

Travel by	\$.35 per mile
Other Expenses.....	Direct Cost Plus 15%

Certificate Of Completion

Envelope Id: 4F80AA8B9DA84BD397F1F6642DCA2781
 Subject: Please DocuSign: CM3017.pdf
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 3
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Signatures: 6
 Initials: 0

Envelope Originator:
 Amber Carter
 acarter@nassaucountyfl.com
 IP Address: 50.238.237.26

Record Tracking

Status: Original
 6/18/2021 11:23:57 AM

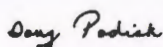
Holder: Amber Carter
 acarter@nassaucountyfl.com

Location: DocuSign

Signer Events

Doug Podiak
 dpodiak@nassaucountyfl.com
 Facilities Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Timestamp

Sent: 6/18/2021 11:30:44 AM
 Viewed: 6/18/2021 2:22:47 PM
 Signed: 6/18/2021 2:23:02 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Brian Simmons
 bsimmons@nassaucountyfl.com
 Procurement Manager
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

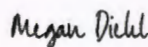


Signature Adoption: Uploaded Signature Image
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 Signed using mobile

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 Signed: 6/18/2021 3:02:33 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Megan Diehl
 mdiehl@nassaucountyfl.com
 OMB Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

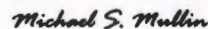


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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Michael S. Mullin
 mmullin@nassaucountyfl.com
 County Attorney
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)



Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 6/24/2021 2:38:59 PM
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 Signed: 6/24/2021 5:14:37 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.224.163.87 Signed using mobile</p>	<p>Sent: 6/24/2021 5:14:39 PM Viewed: 6/24/2021 6:19:17 PM Signed: 6/24/2021 6:19:56 PM</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Amber Carter acarter@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 6/24/2021 6:19:58 PM Resent: 6/24/2021 6:20:07 PM</p>
<p>Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 6/24/2021 6:19:59 PM</p>
<p>John Cox jcox@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 6/24/2021 6:19:59 PM</p>
<p>Brenda Linville blinville@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 6/24/2021 6:20:00 PM</p>
<p>Peggy Snyder psnyder@nassauclerk.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 6/24/2021 6:20:01 PM</p>

Carbon Copy Events	Status	Timestamp
<p>Tina Barnett tbarnett@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 6/24/2021 6:20:01 PM
<p>Jennifer Marlatt jmarlatt@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 6/24/2021 6:20:02 PM Viewed: 6/25/2021 8:31:21 AM
<p>Melissa Lucey mlucey@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 6/24/2021 6:20:03 PM
<p>Heather Nazworth hnazworth@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 6/24/2021 6:20:04 PM
<p>Michael Manzie mikemanzie@gmail.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 6/24/2021 6:20:04 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/18/2021 11:30:44 AM
Certified Delivered	Security Checked	6/24/2021 6:19:17 PM
Signing Complete	Security Checked	6/24/2021 6:19:56 PM
Completed	Security Checked	6/24/2021 6:20:04 PM

Payment Events	Status	Timestamps
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