

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM 1852-F041

CONTRACTOR INFORMATION

Name: Olsen Associates, Inc.

Address: 2618 Herschel Jacksonville FL 32204

City State Zip

Contractor's Administrator Name: Albert E. Browder, Ph.d., P.E. Title: Vice President and Principal

Tel#: (904) 387-6114 Fax: _____ Email: abrowder@olsen-associates.com

CONTRACT INFORMATION

Contract Name: Continuing Contract for Prof. Coastal Engineering Serv. Contract Value: \$30,000 (T&M-NTE)

Brief Description: Provide Misc. Coastal Engineering consultant Services related to the implementation of the SAISSA Beach Restoration Program for FY 22

Contract Dates : From: 10.01.2021 to: 9.30.2022 Status: New Renew Amend# WA/Task Order

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

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>William Moore</u> | <u>8.20.21</u> | <u>SAISSA</u> |
| | Department Head Signature | Date | Submitting Department |
| 2. | <u>[Signature]</u> | <u>9/8/2021</u> | <u>43600539 531386</u> |
| | Procurement | Date | Funding Source/Acct # |
| 3. | <u>Megan Diehl</u> | <u>9/14/2021</u> | |
| | Office of Management & Budget | Date | |
| 4. | <u>Michael S. Mullin</u> | <u>9/16/2021</u> | |
| | County Attorney/Contract Management | Date | |

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Pope AICP 9/16/2021
Taco Pope Date

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

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

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

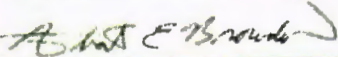
To: Olsen Associates, Inc. 2618 Herschel St. Jacksonville, FL 32204	Date: 06 August 2021
	Contract: Coastal Engineering
	Request Made By: SAISSA
	Request Received By: Albert E. Browder, Ph.D., P.E.
	Task Order No: CM 1852-TO 41

Task Order: Miscellaneous Beach Restoration Project Related Consultant Services (SAISSA FY 2022)

The Consultant shall provide miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program, including but not limited to: coordination of the FDEP 2021/22 and 2022/2023 Beach Management Funding Assistance Program, including the drafting and submittal of amendments for the County/FDEP cost-sharing agreement; formulation of an FDEP funding application for FY 2023/24 if needed; coordination and permitting of scarp removal activities, if required; requested beach inspections; attendance and reporting at quarterly SAISSA Board meetings (upon request); liaison with SAISSA Legal Counsel; coordination and liaison with the U.S. Army Corps of Engineers and the Florida Park Service regarding potential sand resources at Ft. George Inlet; public outreach efforts, such as presentation preparation and delivery, assistance with printed and electronic media, and other associated beach restoration project public outreach needs; and other ancillary beach restoration project- and permit-related matters or issues. Invoicing will be on a T&M basis at prevailing rates. The NTE budget shall be \$30,000.00.

These Services are not eligible for State cost-sharing.

Olsen Associates, Inc.



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

Date: 06 August 2021

Attest to Chair
Signature

N/A

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

N/A

Date

SAISSA



Mr. Andrew L. Wallace, SAISSA President

Date: 8/8 2021

Nassau County Board of County Commissioners



Taco E. Pope
Its: County Manager

Date: 9/16/2021

Approved As To Form and Legal Sufficiency:



Michael S. Mullin

Date: 9/16/2021

OLSEN ASSOCIATES, INC.

LABOR RATES

**Nassau County, FL Contract CM1852
Task Order #41**

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


Certificate Of Completion

Envelope Id: 1C5F72E0DD9449C88847749015EF196F	Status: Completed
Subject: Please DocuSign: CM1852-TO41.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 6
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator: Amber Carter acarter@nassaucountyfl.com
Envelope Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original	Holder: Amber Carter	Location: DocuSign
8/31/2021 12:36:05 PM	acarter@nassaucountyfl.com	

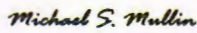
Signer Events

Signer Events	Signature	Timestamp
Brian Simmons bsimmons@nassaucountyfl.com Manager, Procurement Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 50.238.237.26	Sent: 9/8/2021 11:03:40 AM Viewed: 9/8/2021 11:04:11 AM Signed: 9/8/2021 11:05:10 AM


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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/8/2021 11:05:11 AM Viewed: 9/14/2021 4:31:04 PM Signed: 9/14/2021 4:31:39 PM
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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: 9/14/2021 4:31:40 PM Viewed: 9/16/2021 8:07:31 AM Signed: 9/16/2021 8:08:05 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile	Sent: 9/16/2021 8:08:08 AM Viewed: 9/16/2021 9:51:52 AM Signed: 9/16/2021 9:52:05 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp
<p>Amber Carter acarter@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/16/2021 9:52:06 AM
<p>William Moore moor1706@bellsouth.net Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 9/3/2021 9:27:53 AM ID: 2e13946b-b23b-4652-9810-3163b462c119</p>	COPIED	Sent: 9/16/2021 9:52:07 AM
<p>Brenda Linville blinville@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/16/2021 9:52:08 AM
<p>Peggy Snyder psnyder@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/16/2021 9:52:09 AM
<p>Heather Nazworth hnazworth@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/16/2021 9:52:09 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: 9/16/2021 9:52:10 AM
<p>Tina Barnett tbarnett@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/16/2021 9:52:11 AM
<p>Jennifer Marlatt jmarlatt@nassauclerk.com Security Level: Email, Account Authentication (None)</p>	COPIED	Sent: 9/16/2021 9:52:11 AM

Carbon Copy Events	Status	Timestamp
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	9/8/2021 11:03:40 AM
Certified Delivered	Security Checked	9/16/2021 9:51:52 AM
Signing Complete	Security Checked	9/16/2021 9:52:05 AM
Completed	Security Checked	9/16/2021 9:52:11 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.