

**WORK AUTHORIZATION #CM2927-WA 01
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Consultant:	Equus Innovative Solutions
Contract Number:	CM2927
Contact Name:	Ameera Sayeed
Contact Number:	904 868-3381
Email:	asayeed@equusis.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Crosswalk installation policy and criteria			
		CONTRACT OVERVIEW	
Date Submitted	8-23-21	Total of Previous Authorizations	\$12,405.00
Amount	\$6,637.50	This Work Authorization	\$6,637.50
Scheduled Completion	2 weeks from approved WA	Current Contract Total	\$19,042.50

This Work Authorization is to the AGREEMENT between Nassau County and, Equus Innovative Solutions (“Vendor”) for Professional Services (CM 2927 dated October 23, 2020) in Nassau County, Florida. Exhibit A dated August 23, 2021 provides the description of work to be performed by Equus Innovative Solutions under CM2927-WA01.

ARTICLE 1. Services Described as:

Background research and report concerning crosswalk installation within Nassau County. This Work Authorization will include a written policy, guidelines and criteria for crosswalk installation and funding recommendations.

Under the scope of work for this Work Authorization, Equus Innovative Solutions will perform the tasks outlined in the attached email message dated August 23, 2021, a copy of which is attached hereto and incorporated herein as Exhibit “A”.

ARTICLE 2. Time Schedule

Work under the Scope of Services provided will begin no later than 10 days after this Work Authorization is fully executed and Equus Innovative Solutions has received Notice to Proceed.

ARTICLE 3. Budget

The cost estimated to perform the work as described in Exhibit “A” is \$6,637.50. A breakdown for each task in conjunction with the estimated labor hours is included in Exhibit A. Costs incurred will be invoiced on a time and material basis. The County will be notified when the overall project budget is nearing its limit.


ARTICLE 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

In presenting this Work Authorization, Vendor agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.


AGREED TO BY:

BY: 
Print Name: Ameera Sayeed
Title: CEO
Date: 12/7/2021

Account number(s):

03420541-531000

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

County Engineer:	<u>Robert Companion</u>	11/30/2021	
	Robert T. Companion, PE		
Procurement:	<u>Marshall Eyerman</u>	11/30/2021	
		12/7/2021	12/7/2021
Office of Management & Budget:	<u>Marshall Eyerman</u>		AR
County Manager:	<u></u>	12/7/2021	
	Taco E. Pope, AICP		
Ex-Officio Clerk:	<u>N/A</u>		
	John Crawford		
County Attorney:	<u>Denise C. May, Esq., BCS</u>	12/7/2021	

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this ____ day of _____, 2021.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

N/A
Thomas R. Ford
Chairman

ACCOUNT NO.:
03420541-531000

Shelley Caldwell

From: Ameera Sayeed <asayeed@equusis.com>
Sent: Monday, August 23, 2021 4:10 PM
To: Tyler Blair
Cc: Shelley Caldwell
Subject: Re: Crosswalk & Speed Hump Policy

Exhibit A

Hi Tyler

Absolutely I would want to and can help. I must have missed the voice mail and I do apologize. I'm ready to start when an approval email is sent.

1. Funding recommendations = 6 hrs
2. Policy direction = 4 hrs
3. Crosswalk installation guidelines and criteria (include typical/cross section/rendering if needed = 30 hrs
4. Quick background research and memo style document = 4.25 hrs

Total hours 44.25 at hours quote is \$6,637.50

I can get started on this asap under the current contract with Equusis.

Separate but recommend placing on hold:

5. Speed Hump recommendations should be conducted after the above 4 tasks are completed and to the County's satisfaction.

Speed Hump suitability recommendations with changes from Tasks 1 to 4 = 32 hours

Total 32 hours \$4,800. This could be less effort, and the scope for this should be hourly not at budget. And not to exceed \$4,800.

For now I would recommend you consider budget the \$6,637.50 and we can contemplate task 5 at a later time based on satisfaction of 1 through 4.

Thank you for this opportunity.
Ameera

From: Tyler Blair <tblair@nassaucountyfl.com>
Sent: Monday, August 23, 2021, 3:42 PM
To: Ameera Sayeed
Cc: Shelley Caldwell
Subject: Crosswalk & Speed Hump Policy

Good afternoon Ameera,

I am following up on a voicemail I left last week inquiring about a quote and availability to provide guidelines on crosswalk installation.

We are looking to take into consideration access spacing, lanes, volumes, speeds, horizontal and vertical curves / sight distance, and any other factors that may come to mind to make recommendations on whether a crosswalk should or should not be installed. We would also like to include possible funding mechanisms for residents to pay for requested crosswalks.

Secondly, we are interested in updating our speed hump policy to set quantitative thresholds (volume and speed) to help determine whether speed humps are well-suited for a given location, but if we had to choose, the crosswalk policy would take priority.

If you are able, please provide a quote and let us know if you have the availability to put one or both of these together before the end of the Fiscal Year (9/30).

Thank you,
Tyler

Tyler Blair, PE, PTP
Senior Transportation Engineer
Nassau County Engineering Services
96161 Nassau Place | Yulee, FL 32097
P: 904-530-6225 | E: tblair@nassaucountyfl.com

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Certificate Of Completion

Envelope Id: E443FEA291C54E2B9B721AC9E44D1C44	Status: Completed
Subject: Please DocuSign: CM2927-WA1 Crosswalk Policy.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 6
Certificate Pages: 6	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Tyler Blair
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	tblair@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Tyler Blair	Location: DocuSign
11/30/2021 11:52:44 AM	tblair@nassaucountyfl.com	

Signer Events

Signature

Timestamp

Robert Companion RCompanion@nassaucountyfl.com County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Robert Companion</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile	Sent: 11/30/2021 12:00:27 PM Viewed: 11/30/2021 12:18:01 PM Signed: 11/30/2021 12:18:17 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Marshall Eyerman MEyerman@nassaucountyfl.com Assistant County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Marshall Eyerman</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 11/30/2021 12:18:18 PM Viewed: 11/30/2021 1:34:06 PM Signed: 11/30/2021 1:34:48 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Alan Rosen arosen@nassaucountyfl.com Interim OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>AR</i> Signature Adoption: Pre-selected Style Using IP Address: 72.238.249.215	Sent: 11/30/2021 1:34:50 PM Viewed: 12/7/2021 10:16:14 AM Signed: 12/7/2021 1:36:50 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Marshall Eyerman MEyerman@nassaucountyfl.com Assistant County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Marshall Eyerman</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 12/7/2021 1:36:51 PM Viewed: 12/7/2021 5:49:40 PM Signed: 12/7/2021 5:49:45 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 174.211.225.210 Signed using mobile</p>	<p>Sent: 12/7/2021 5:49:47 PM Viewed: 12/7/2021 6:31:56 PM Signed: 12/7/2021 6:32:58 PM</p>
<p>Taco 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></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 12/7/2021 6:32:59 PM Viewed: 12/7/2021 6:57:55 PM Signed: 12/7/2021 6:58:08 PM</p>
<p>Ameera Sayeed asayeed@equusis.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/7/2021 7:13:07 PM ID: a5b03e12-af3c-4309-95c1-03cca01c9c8e</p>	<p><i>Ameera Sayeed</i></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 69.210.2.115 Signed using mobile</p>	<p>Sent: 12/7/2021 6:58:12 PM Viewed: 12/7/2021 7:13:07 PM Signed: 12/7/2021 7:14:31 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>Tyler Blair tblair@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	<p>Sent: 12/7/2021 7:14:33 PM</p>
<p>Abigail Shapiro ashapiro@nassaucountyfl.com Administrative Specialist Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	<p>Sent: 12/7/2021 7:14:34 PM</p>

Carbon Copy Events	Status	Timestamp
<p>Shelley Caldwell scaldwell@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 12/7/2021 7:14:34 PM
<p>Robert Companion RCompanion@nassaucountyfl.com County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 12/7/2021 7:14:35 PM
<p>Heather Nazworth hnazworth@nassauclerk.com Administrative Records Specialist II Nassau County Clerk of the Circuit Court/Comptroller Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 12/7/2021 7:14:36 PM
<p>Melissa Lucey mlucey@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 12/7/2021 7:14:37 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: 12/7/2021 7:14:38 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/30/2021 12:00:27 PM
Certified Delivered	Security Checked	12/7/2021 7:13:07 PM
Signing Complete	Security Checked	12/7/2021 7:14:31 PM
Completed	Security Checked	12/7/2021 7:14:38 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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.

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- 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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- 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.