

**WORK AUTHORIZATION #CM2287-WA 15  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Peters and Yaffee, Inc.
<b>Contract Number:</b>	CM2287-WA15
<b>Contact Name:</b>	Dow Peters
<b>Contact Number:</b>	904 265-0751
<b>Email:</b>	dpeters@petersandyaffee.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Safety Study of Amelia Concourse			
		CONTRACT OVERVIEW	
Date Submitted	11-8-21	Total of Previous Authorizations	\$799,681.20
Amount	\$18,673.30	This Work Authorization	<b>\$18,673.30</b>
Scheduled Completion	4 weeks from WA 15 approval	Current Contract Total	\$818,354.50

This Work Authorization is to the AGREEMENT between Nassau County and Peters and Yaffee, Inc. ("Vendor") for Professional Services in Nassau County, Florida, dated May 9, 2016. The services to be provided under this Work Authorization are as follows:

**ARTICLE 1. Services Described as:**

A safety study report that will document crash locations, median configurations, access management, vehicular speeds, potential signal locations, bicycle and pedestrian safety review.

Peters and Yaffee, Inc. will make recommendations to enhance safety along the Amelia Concourse corridor as outlined in the attached Proposal dated November 3, 2021, a copy of which is attached hereto and incorporated herein as Exhibit "A" .

**ARTICLE 2. Time Schedule**

Work will begin no later than one week after this Work Authorization is fully executed and Peters and Yaffee, Inc. has received a Notice to Proceed.

**ARTICLE 3. Budget**

The cost estimated to perform the work as described in Exhibit "A" is \$18,673.30. 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

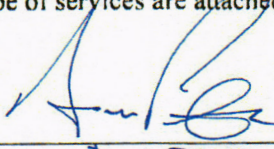
The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. 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: Jon PETERS  
Title: PRESIDENT  
Date: 2/3/2022

Account number(s):


03420541-531000

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

County Engineer: Robert Companion 11/9/2021  
 Department Head or Designee

Procurement: Marshall Eyerman 11/9/2021  
 11/9/2021

Office of Management & Budget: Marshall Eyerman 11/9/2021 *AK*

County Manager:  11/10/2021  
 Jacob E. Pope, AICP

Ex-Officio Clerk: N/A  
 John A. Crawford

County Attorney: Denise C. May, Esq., BCS 11/10/2021

**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**



November 3, 2021

Tyler Blair, PE, PTP  
Senior Transportation Engineer  
Nassau County Engineering Services  
96161 Nassau Place, Yulee, FL 32097

Via Email: [tblair@nassaucountyfl.com](mailto:tblair@nassaucountyfl.com)

RE: Proposal for Safety Study of Amelia Concourse - Proposal # P21-092 (Revised)

Tyler,

Peters and Yaffee, Inc. appreciates this opportunity to propose our services in connection with this important project. Enclosed, please find a copy of our Scope of Services and Compensation for your review. If the proposal is acceptable to you, please execute and return to Peters and Yaffee as our notice to proceed with the included services.

Should you have any questions concerning the information provided, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Russell Yaffee', is written over a faint, larger version of the company logo.

Russell Yaffee, PE, PTOE  
Vice President

Peters and Yaffee, Inc.  
9822 Tapestry Park Circle, Suite 205  
Jacksonville, FL 32246  
904.265.0751 (Phone)  
904.735.6477 (Cell)

## **Safety Study of Amelia Concourse**

### **Scope of Services**

#### **INTRODUCTION**

Peters and Yaffee is pleased to provide Nassau County this proposal for traffic engineering services for Amelia Concourse. Our understanding of the needed services includes several safety-related evaluations resulting in a report which documents findings and recommendations for improvement. Vehicle speed studies will be provided by Nassau County. Our fee and schedule is based on our understanding as described in more detail as follows:

#### **TRAFFIC STUDY SERVICES**

- A. **Crash History and Trends**  
A collision summary and diagram will be provided using data using UF's Signal 4 Analytics program. Data will be collected from 1/1/2016 to 11/1/2021. Any significant "hot spots" and trends will be identified in the report.
- B. **Median Configurations**  
The existing median openings will be reviewed for consistency with FDOT Access Classification 5 Standards.
- C. **Access Management**  
The existing driveway connections will be reviewed against the County's roadway and drainage standards.
- D. **Vehicular Speeds**  
The County supplied travel speed data will be reviewed to determine the 85<sup>th</sup> percentile speed, median speed and 10-mile pace at two locations.
- E. **Potential Signal Locations**  
Existing and proposed development will be reviewed to determine potential signal locations considering FDOT Access Classification 5 standards.
- F. **Bike/Pedestrian Safety**  
The corridor will be reviewed to determine if there may be locations that would be appropriate for mid-block crosswalks or opportunities for roadway modifications that would provide additional bicycle or pedestrian safety. Bicycle and pedestrian counts are not included; therefore, any finding of a mid-block crossing location may need additional study.
- G. **Report**  
A report documenting the analysis and providing recommendations will be provided to Nassau County staff.
- H. **QC**  
Each step of the report will be reviewed by a qualified Peters and Yaffee employee prior to submittal.

**DELIVERABLES**

The deliverable will be a safety study report that will document crash locations, median configurations, access management, vehicular speeds, potential signal locations, bicycle and pedestrian safety review and make recommendations to enhance safety along the corridor.

**DURATION OF SERVICES**

Within one week of contract approval, a registered professional engineer with Peters and Yaffee will perform a field review, then contact County Staff to discuss the study and ensure agreement on the details. Within 4 weeks, Peters and Yaffee will provide a completed report for Nassau County staff. Should staff have any comments to the report or desire assistance with community meetings, Peters and Yaffee will continue to be available to provide services.

**Safety Study of Amelia Concourse  
Compensation**

For the services described, the CLIENT agrees to pay and the CONSULTANT agrees to accept the lump sum amounts delineated as:

**Safety Study    \$ 18,673.30**

which sum constitutes compensation for all of the CONSULTANT's salary costs, general and administrative overhead, direct project expenses and profit. The CLIENT agrees to pay the CONSULTANT monthly based on the estimated percentage of total work completed through the billing period as certified by the CONSULTANT.

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

INVOICE APPROVAL FORM

This form must accompany every invoice (\$5,000 or greater) submitted for OMB and County Manager approval.

Vendor: Peters & Yaffee

Invoice Number: 4231

Invoice Amount: \$ 7,469.32

Funding Source: 03420541-531000

PO or CM Number: CM2287-WA15

Department Head/Managing Agent

I certify that, to the best of my knowledge, this invoice reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

Signature: Robert Companion

Date: 1/14/2022

Office of Management and Budget

I certify that, to the best of my knowledge, funds are available for payment and this purchase is consistent with the Nassau County Purchasing Policy.

Signature: Marshall Eymann

Date: 1/19/2022

County Manager

I certify that, to the best of my knowledge, appropriate staff has reviewed and approved this invoice and no other conditions would prevent approval.

Signature: [Signature]

Date: 1/20/2022

Received by Finance: LPB 1/21/2022





CM32287-WA15

**Peters & Yaffee**

9822 Tapestry Park Circle  
 Suite 205  
 Jacksonville, FL 32246  
 904-265-0751

Nassau County Engineering  
 9616 Nassau Place  
 Yulee, FL 32097

Invoice number 4231  
 Date 11/30/2021

Project 15-020-14 NASSAU COUNTY, AMELIA  
 ISLAND CONCOURSE SAFETY STUDY

Contract Number **CM2287-WA15**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Amelia Concourse Safety Study</b>	18,673.30	40.00	0.00	7,469.32	7,469.32
<b>Total</b>	18,673.30	40.00	0.00	7,469.32	7,469.32

Invoice total **7,469.32**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
4231	11/30/2021	7,469.32		7,469.32			
	<b>Total</b>	7,469.32	0.00	7,469.32	0.00	0.00	0.00

Approved by:

Austin Chapman  
 Traffic Engineer

*It is a pleasure working with you!*

**Certificate Of Completion**

Envelope Id: 6EEC2E56DFDB46DA8D335F7D44145BBE	Status: Completed
Subject: Please DocuSign: 11.30.21 Peters and Yaffee - CM2287 WA15 Invoice.pdf	
Source Envelope:	
Document Pages: 9	Signatures: 3
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
EnvelopeId Stamping: Enabled	Abigail Shapiro
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	ashapiro@nassaucountyfl.com
	IP Address: 50.238.237.26

**Record Tracking**

Status: Original	Holder: Abigail Shapiro	Location: DocuSign
1/14/2022 2:29:12 PM	ashapiro@nassaucountyfl.com	

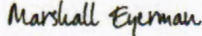
**Signer Events**

Signer Events	Signature	Timestamp
Robert Companion RCompanion@nassaucountyfl.com County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 1/14/2022 2:33:14 PM Viewed: 1/14/2022 2:54:50 PM Signed: 1/14/2022 2:55:19 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile	


**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)		Sent: 1/14/2022 2:55:20 PM Viewed: 1/18/2022 2:19:22 PM Signed: 1/18/2022 2:20:16 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**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)		Sent: 1/18/2022 2:20:17 PM Viewed: 1/19/2022 7:00:05 PM Signed: 1/19/2022 7:00:10 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 1/19/2022 7:00:12 PM Viewed: 1/20/2022 7:36:24 AM Signed: 1/20/2022 7:36:54 AM
	Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	<i>LPB</i>  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<b>CM32287-WA15</b> Sent: 1/20/2022 7:36:55 AM Viewed: 1/21/2022 11:21:05 AM Signed: 1/21/2022 11:21:15 AM

Electronic Record and Signature Disclosure:  
 Accepted: 2/4/2021 9:59:11 AM  
 ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	1/14/2022 2:33:14 PM
Certified Delivered	Security Checked	1/21/2022 11:21:05 AM
Signing Complete	Security Checked	1/21/2022 11:21:15 AM
Completed	Security Checked	1/21/2022 11:21:15 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **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](mailto: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](mailto: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](mailto: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](mailto: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..

### **Required hardware and software**

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.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- 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.