

CS-22-142

Nassau County, FL, Contract CM3339  
Work Auth. #01

**WORK AUTHORIZATION # 01  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Olsen Associates, Inc.
<b>Contract Number:</b>	CM3339
<b>Contact Name:</b>	Albert E. Browder, Ph.D., P.E.
<b>Contact Number:</b>	904-387-6114
<b>Email:</b>	<i>abrowder@olsen-associates.com</i>

CURRENT WORK AUTHORIZATION			
Project Short Title: SAISSA FY23 FDEP/FEMA Grant Assistance and Miscellaneous Services			
CONTRACT OVERVIEW			
<b>Date Submitted</b>	February 13, 2023	<b>Total of Previous Authorizations</b>	\$0.00
<b>Amount</b>	\$24,000.00	<b>This Work Authorization</b>	\$24,000.00 <b>NTE</b>
<b>Scheduled Completion</b>	September 30, 2023	<b>Current Contract Total</b>	<b>\$24,000.00</b>

This Work Authorization is to the AGREEMENT between Nassau County and Olsen Associates, Inc. ("Vendor") for PROFESSIONAL COASTAL ENGINEERING SERVICES (CM3339), dated FEBRUARY 28, 2023. The services to be provided under this Work Authorization are as follows: *27 JP*

ARTICLE 1. Services Described as:

Vendor shall provide SAISSA FY23 FDEP/FEMA GRANT ASSISTANCE AND MISCELLANEOUS SERVICES in accordance with the SAISSA BEACH MANAGEMENT PROGRAM (SCOPE OF WORK), a copy of which is attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be UPON RECEIPT of execution of this Work Authorization with an estimated duration of APPROXIMATELY SIX MONTHS (6) MONTHS, NO LATER THAN SEPTEMBER 30, 2023 (end of FY2023) to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein on a Time and Materials basis with a Not-To Exceed amount of TWENTY-FOUR THOUSAND DOLLARS AND ZERO CENTS (\$24,000.00, NTE). Vendor's fee amounts are detailed further in Exhibit "B". Vendor will be using rates previously established under Contract CM3339.

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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.


Any Work Authorization entered into prior to expiration or termination set forth in the AGREEMENT shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof.

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In presenting this Work Authorization, Vendor agrees that:

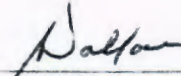
Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization have been accepted by Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed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

AGREED TO BY:

BY:   
Print Name: Albert E. Browder, Ph.D., P.E.  
Title: Principal Engineer, Corp. Secretary  
Date: February 13, 2023

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SAISSA APPROVAL:

BY:   
Print Name: Andrew L. Wallace  
Title: President, SAISSA  
Date: 2/13/2023

*JP*

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Chris Lacambra 2/25/2023

Procurement: Denise C. May 2/27/2023

*AP*  
2/24/2023

Office of Management & Budget: Chris Lacambra 2/25/2023

County Manager:  3/3/2023  
Taco E. Pope, AICP


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

*DJ*  
3/3/2023

County Attorney: Denise C. May 3/3/2023

APPROVED, this date 3/3/2023

NASSAU COUNTY, FLORIDA

  
By: Taco Pope  
County Manager

ACCOUNT NO.: 43600539-531386

## **EXHIBIT A**

### **Scope of Work**

#### **FDEP and FEMA Grant Reimbursement Assistance and Miscellaneous Beach Restoration Project Related Consultant Services (SAISSA FY23)**

The Consultant shall provide miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program for the remainder of the SAISSA fiscal year 2023, including but not limited to:

- coordination of the FDEP 2022/23 Beach Management Funding Assistance Program, including the drafting and submittal of amendments for the County/FDEP cost-sharing agreements;
- coordination of FEMA FLDEM-related reimbursement requests, interactions, and grant/reimbursement processing;
- coordination of FDEP grant reimbursements; formulation of an FDEP funding application for FY 2024/25 if needed;
- coordination and permitting of beach decompaction and scarp removal activities, if required;
- performance of requested beach inspections;
- attendance and reporting at quarterly SAISSA Board meetings (upon request);
- liaison with SAISSA Legal Counsel;
- 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.

These Services are not eligible for State cost-sharing under the FDEP Beach Management Funding Assistance Program. Tasks that are eligible for such funding (or from other funding sources) shall be described in other more specific Work Authorizations.

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**EXHIBIT B**

**Vendor Budget Details**

**OLSEN ASSOCIATES, INC.**

**LABOR RATES**

**Nassau County, FL Contract CM#3339  
Task Order #01**

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Principal Engineer	\$235/hr
Senior Engineer	\$174/hr
Coastal Engineer III	\$122/hr
Coastal Engineer II	\$116/hr
Coastal Engineer I	\$ 105/hr
CADD Technician	\$ 91/hr
Administrative Assistant	\$ 96/hr



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Client#: 1649728

OLSENASSZ

**ACORD. CERTIFICATE OF LIABILITY INSURANCE**

DATE ISSUED/TYPIE  
10/29/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL ENDORSEMENTS or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> USI Insurance Services, LLC 2582 N Rocky Point Drive Suite 400 Tampa, FL 33687	Phone: 813 321-7660 Fax:
<b>INSURED</b> Olsen Associates, Inc 2616 Herschel Street Jacksonville, FL 32284	INSURANCE A: Travelers Casualty and Surety Company 10020 INSURANCE B: Argonaut Insurance Company 10001 INSURANCE C: Great American Insurance Company 10001 INSURANCE D: INSURANCE E: INSURANCE F:

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	INSURANCE POLICY PERIOD	POLICY NUMBER	ISSUANCE DATE	EXPIRATION DATE	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> JOB OTHER:					EACH OCCURRENCE \$ MED EXP (Per Occurrence) \$ MED EXP (Per Occurrence) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/PROP AGG \$ OTHER:
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					LIABILITY LIMIT \$ SOLELY INJURY (Per Person) \$ SOLELY INJURY (Per Occurrence) \$ PROPERTY DAMAGE (Per Person) \$ OTHER:
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LINE <input type="checkbox"/> CLASS-SPECIFIC					EACH OCCURRENCE \$ AGGREGATE \$ OTHER:
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY OCCURRENCE EXCLUSIVE OFFICERS/OPERATIONS EXCLUSION (Exclusivity to RPO) (If RPO, describe work description of operations below)		X US0K003650	10/29/2022	10/29/2023	\$L EACH ACCIDENT \$1,000,000 \$L EXCESS - EMPLOYEE \$1,000,000 \$L EXCESS - POLICY LIMIT \$1,000,000
B	Professional Liability		121AER20397791	10/29/2022	10/29/2023	\$3,000,000 per claim \$3,000,000 annual aggr.
C	Offshore Emp Liab		089481002384	10/29/2022	10/29/2023	\$1,000,000 Per Occ

DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES PROVIDED OR Additional Remarks Endorser(s), may be attached if more space is required)  
 Professional Liability coverage is written on a claims-made basis. Project: RFQ: Solicitation No. NC22-041

<b>CERTIFICATE HOLDER</b> Nassau County Board of County Commissioners 96135 Nassau Place, Suite 6 Yulee, FL 32097	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**Certificate Of Completion**


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 Subject: Complete with DocuSign: Olsen Associates, Inc CM3339 WA #1.pdf, Olsen Associates Inc CM3339 WA ...  
 Source Envelope:  
 Document Pages: 8 Signatures: 3 Envelope Originator:  
 Certificate Pages: 5 Initials: 3 Tracy Poore  
 AutoNav: Enabled tpoore@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: Tracy Poore Location: DocuSign  
 3/3/2023 11:56:49 AM tpoore@nassaucountyfl.com


**Signer Events**

	Signature	Timestamp
Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/3/2023 12:01:56 PM Viewed: 3/3/2023 12:02:06 PM Signed: 3/3/2023 12:02:14 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)		Sent: 3/3/2023 12:02:16 PM Viewed: 3/3/2023 1:42:29 PM Signed: 3/3/2023 1:43:06 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/3/2023 1:43:10 PM Viewed: 3/3/2023 1:55:18 PM Signed: 3/3/2023 1:55:36 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/3/2023 1:55:39 PM Viewed: 3/3/2023 3:53:00 PM Signed: 3/3/2023 3:53:06 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Signer Events	Signature	Timestamp
Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 3/3/2023 3:53:10 PM Viewed: 3/6/2023 3:32:33 PM Signed: 3/6/2023 3:32:40 PM

**Electronic Record and Signature Disclosure:**  
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 ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 3/6/2023 3:32:42 PM Viewed: 3/6/2023 3:48:27 PM
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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	3/3/2023 12:01:56 PM
Certified Delivered	Security Checked	3/6/2023 3:32:33 PM
Signing Complete	Security Checked	3/6/2023 3:32:40 PM
Completed	Security Checked	3/6/2023 3:32:42 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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.

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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.

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**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>.

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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 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.