

CS-22-271

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

| | |
|-------------------------|--------------------------------------|
| Consultant: | Community Planning Collaborative LLC |
| Contract Number: | CM3387 |
| Contact Name: | Adrienne Burke |
| Contact Number: | (904) 577-0255 |
| Email: | adrienne@planningcollab.com |

| CURRENT WORK AUTHORIZATION | | | |
|---|-------------------|---|-------------|
| Project Short Title: Cultural Resource and Heritage Preservation Planning | | | |
| | | CONTRACT OVERVIEW | |
| Date Submitted | 7/11/2023 | Total of Previous Authorizations | 0 |
| Amount | 25,000.00 | This Work Authorization | \$25,000.00 |
| Scheduled Completion | 3 months from NTP | Current Contract Total | \$25,000.00 |

This Work Authorization is to the AGREEMENT between Nassau County and Community Planning Collaborative (“Consultant”) for Cultural Resource and Heritage Preservation Planning, dated 5/5/2023. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Consultant shall provide Heritage Preservation Planning in accordance with the Scope of Services, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

The Consultant shall begin work upon execution of this work authorization but no earlier than the date of the notice to proceed, and shall complete work within 3 months of notice to proceed.

ARTICLE 3. Budget

Consultant will perform the services outlined herein for the amount of not to exceed \$25,000. Consultant’s fee amounts are detailed further in Exhibit “B”. Consultant will be using rates previously established under Contract CM3387.

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.

In presenting this Work Authorization, Consultant agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. 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 Adrienne Burke
Print Name: Adrienne Burke
Title: Principal
Date: 7/14/2023

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Brandy Carnalho

Procurement: Janice Belmonte

Office of Management & Budget: Chris Lacambra *TL*

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

County Attorney: Denise C. May *DJ*

ACCOUNT NO.: 01121512-531000

Community Planning Collaborative Professional Services Contract

Scope of Professional Services

Community Planning Collaborative LLC can provide the following services related to cultural resource and heritage preservation planning:

- Comprehensive plan policy
- Land development code text
- Historic context statements
- Historic marker and heritage trail content
- Historic research
- Historic cemetery planning
- Historic preservation grant writing and administration
- Historic community development and placekeeping strategies

In relation to any of the above services, Community Planning Collaborative LLC can perform related services, including but not limited to:

- supporting staff in community meetings,
- working with property owners/resource managers,
- engaging with community members,
- coordinating/connecting/being a conduit with/to partner agencies, NGOs, and other entities engaged in cultural resource preservation,
- performing research and preparing reports,
- overseeing/critiquing consultant work,
- providing expert testimony,
- providing guidance on policy formation,
- creating maps and related graphics, and
- other professional services found by the BOCC to promote the greater common good and serve the public interest as related to the identification, protection/preservation, and maintenance of cultural resources in Nassau County.

Rate of \$150/per hour/per employee.

COMMUNITY PLANNING COLLABORATIVE

Exhibit B

Identified Project Priorities in Nassau County FY22-23 County Contract Tracking No: CM3387

Community Planning Collaborative (CPC) has identified the following tasks related to preservation project priorities in Nassau County for the remainder of FY22-23, ending September 30, 2023:

Community Preservation Planning

- Create a resource guide for community historic preservation planning and advocacy that can be made publicly available and will include at a minimum:
 - Historic preservation 101 information.
 - Overview of current preservation regulations that exist in Florida and Nassau County.
 - How County can and cannot assist with preservation efforts at this time.
 - Cemeteries, with case studies such as Kings Ferry and Gullah Geechee cemeteries.
 - Starting Friends groups and general information on establishing a nonprofit.
 - Grant funding opportunities for nonprofit organizations.
- **Deliverable:** PDF document with narrative and graphics.
- **Projected Hours:** 72 hours at \$150/hr = \$10800.00

American Beach Planning

- To include assisting with implementation of Evans' Rendezvous rehabilitation, public space planning, and assisting in implementation of American Beach Cultural Heritage Experience Master Plan, acting as adjunct staff/facilitators:
 - Review efforts to date and current status of Evans' Rendezvous rehabilitation and Cultural Heritage Master Plan.
 - Coordinate community engagement process regarding use of Evans' Rendezvous and goals for activation of Gregg and Lewis Streets, including identifying potential facilitators.
 - Coordinate with County Staff regarding rehabilitation plans for Evans' Rendezvous structure.
 - Coordinate with community and County Staff regarding next steps for implementation of the Cultural Heritage Master Plan.
- **Deliverables:** TBD based on process, but primarily public meetings and meetings with staff, with identified steps and outcomes from the meetings summarized after each meeting and roles assigned for action items. Action items may be assigned to CPC depending on the need and may impact projected hours. Project is expected to continue into FY23-24.
- **Projected Hours:** 64 hours at \$150/hr = \$9600.00

COMMUNITY PLANNING COLLABORATIVE

Exhibit B

Bicentennial 2024 Planning

- To include assisting with implementation of the Nassau County Bicentennial 2024 efforts, acting as adjunct staff/facilitators:
 - Serve as coordinators for history/cultural resource component of the celebration to include a history/cultural resource exhibit to be displayed during Bicentennial events and at County locations throughout 2024.
 - Identify narrative themes for County history as a starting point for discussions. Narrative themes are intended to be broad categories and could include periods of time, cultural associations, etc.
 - Identify stakeholders and facilitate meetings to finalize exhibit content.
 - Research options for creating and manufacturing the exhibit.
- **Deliverable:**
 - Document identifying narrative themes for exhibit consideration.
 - Stakeholder meetings and meetings with staff, with identified steps and outcomes from the meetings summarized after each meeting and roles assigned for action items. Action items may be assigned to CPC depending on the need and may impact projected hours. Project is expected to continue into FY23-24.
- **Projected Hours:** 30 hours at \$150/hr = \$4500.00

Total Projected Hours/Cost Not to Exceed: \$25,000.00



Community Planning
Collaborative LLC

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