

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is entered into by and between the **Board of County Commissioners of Nassau County**, a political subdivision of the State of Florida, hereinafter referred to as the “County”, and **Prosser, Inc.** located at 13901 Sutton Park Drive South, Suite 200, Jacksonville, Florida 32224, hereinafter referred to as the “Consultant”.

WHEREAS, the County desires to obtain professional services for Nassau County Civic Campus Master Plan and issued and said services are more fully described in the *Negotiated Scope of Work*, attached hereto and incorporated herein as Exhibit “A”; and

WHEREAS, the Consultant desires to render certain professional services as described in Exhibit “A”, and has the qualifications, experience, staff and resources to perform those professional services; and

WHEREAS, the County, through a competitive selection process conducted in accordance with the requirements of law and County policy, and based upon the Consultant’s assurance that it has the qualifications, experience, staff and resources, the County has determined that it would be in the best interest of Nassau County to award a contract to the Consultant for the rendering of those services described in Exhibit “A”.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

SECTION 1. Recitals.

1.1 The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

SECTION 2. Exhibits.

2.1 The Exhibits listed below are the exhibits incorporated into and made part of this Contract:

Exhibit A NEGOTIATED SCOPE OF WORK;

Exhibit B NEGOTIATED FEE AND EXCLUSIONS SCHEDULE;

Exhibit C COUNTY’S REQUEST FOR QUALIFICATIONS NC22-020-RFQ (“RFQ”), AS MODIFIED BY ADDENDA;

Exhibit D VENDOR’S RESPONSE DATED AUGUST 10, 2022, BUT ONLY TO THE EXTENT RESPONSIVE TO THE RFQ; AND

Exhibit E INSURANCE REQUIREMENTS

SECTION 3. Employment of the Consultant.

3.1 The County hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the professional services set forth in Exhibit “A”.

SECTION 4. Scope of Services.

4.1 The Consultant shall provide professional services in accordance with Exhibit “A”.

4.2 Services requested by the County or the County’s representative that are not set forth in Exhibit “A” shall be considered additional services. Any request for additional services and additional fees shall be mutually agreed upon by the parties in writing.

SECTION 5. The County’s Responsibility.

5.1 The County shall provide the Consultant with all required data, information, and services regarding the requirements and objectives for the services under this Contract. The Consultant shall rely upon the accuracy and completeness of any information, reports, data supplied by the County or the County’s representative.

5.2 The County hereby designates the Deputy County Manager / County Engineer, or designee, to act on the County's behalf under this Contract. The Deputy County Manager / County Engineer, or designee, under the supervision of the County Manager, shall have complete authority to transmit instructions, receive information, interpret and define the County's policies and decisions with respect to materials, elements and systems pertinent to the provision of the Consultant's services.

SECTION 6. Term of Contract and Option to Extend or Renew.

6.1 The term of this Contract shall begin upon the execution of this Contract by all parties and shall terminate two (2) years from the date of execution. Any extension or amendment to this Contract shall be subject to availability of funds of the County as set forth in Section 11 hereinbelow.

6.2. In the event that this Contract is continued beyond the term provided above by mutual consent of the parties and not reduced to writing, this Contract shall be carried out on a month-to-month basis and shall not constitute an implied renewal of the Contract. Said month-to-month extension shall be upon the same terms of the Contract and at the compensation and payment provided herein.

SECTION 7. Compensation.

7.1 The Consultant shall be compensated in an amount not to exceed Two Million Two Hundred Thirty-Five Thousand Nine Hundred Ninety-Six and 00/100 Dollars (\$2,235,996.00), in accordance with Exhibit "B".

7.2 The Consultant shall prepare and submit to the Deputy County Manager – County Engineer, for approval, an invoice for the services rendered, with a copy provided to invoices@nassaucountyfl.com. Invoices for services shall be paid in accordance with the Florida

Prompt Payment Act found at Section 218.70, Florida Statutes. All invoices shall be accompanied by a report or statement identifying the nature of the work performed, the hours required and compensation for the work performed. The report or statement shall show a summary of fees. The County reserves the right to withhold payment to the Consultant for failure to perform the work in accordance with the provisions of this Contract, and the County shall promptly notify the Consultant in writing if any invoice or report is found to be unacceptable and will specify the reasons therefor. The Consultant shall have thirty (30) days to cure any failure upon written notice. Consultant shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract.

7.3 All representation, indemnifications, warranties and guaranties made in, required by or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, will survive final payment and termination or completion of this Contract.

7.4 Final Invoice: Consultant shall submit to County Consultant's final/last billing to County clearly marked as "Final Invoice." Submittal of the Final Invoice by Consultant to County shall indicate that all services have been performed by Consultant and that all charges and costs have been invoiced by the Consultant to County and that there is no further work to be performed and no further invoices to be submitted under this Contract.

SECTION 8. Standard of Care.

8.1 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a professional under similar circumstances, at the same time, and in the same locality. In the County's sole discretion, upon request by the County, the Consultant shall, at no additional cost to the County, re-perform services which in the sole discretion of the County do not meet the foregoing standard of care.

SECTION 9. Equal Opportunity Employment.

9.1 In connection with the work to be performed under this Contract, the Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

SECTION 10. Access to Premises.

10.1 The County shall be responsible for providing access to all project sites (if required), and for providing project site specific information.

SECTION 11. Funding.

11.1 The County's performance and obligation under this Contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years and is subject to termination based on lack of funding.

SECTION 12. Expenses.

12.1 The Consultant shall be responsible for all expenses incurred while performing the services under this Contract including, but not limited to, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to the Consultant's agents, if any, hired by the Consultant to complete the work under this Contract.

SECTION 13. Taxes, Liens, Licenses and Permits.

13.1 The Consultant recognizes that the County, by virtue of its sovereignty, is not required to pay any taxes on the services or goods purchased under the terms of this Contract. As such, the Consultant shall refrain from including taxes in any billing. The Consultant is placed on notice that this exemption generally does not apply to nongovernmental entities,

contractors, or subcontractors. Any questions regarding this tax exemption shall be addressed to the County Manager.

13.2 The Consultant shall secure and maintain all licenses and permits required to perform the services under this Contract and to pay any and all applicable sales or use tax, or any other tax or assessment which shall be imposed or assessed by any and all governmental authorities, required under this Contract, and to meet all federal, state, county and municipal laws, ordinances, policies and rules.

13.3 The Consultant acknowledges that property being improved that is titled to the County, shall not be subject to a lien of any kind for any reason. The Consultant shall include notice of such exemptions in any subcontracts and purchase orders issued under this Contract.

SECTION 14. Governing Law, Venue and Compliance with Laws.

14.1 This Contract shall be deemed to have been executed and entered into within the State of Florida and any dispute arising hereunder, shall be governed, interpreted and construed according to the laws of the State of Florida, the Ordinances of Nassau County, and any applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida, and any trial shall be non-jury. Any mediation, pursuant to litigation, shall occur in Nassau County, Florida.

14.2 The Consultant shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, codes, orders, criteria and standards.

SECTION 15. Modifications.

15.1 The terms of this Contract may be modified only upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

SECTION 16. Assignment and Subcontracting.

16.1 The Consultant shall not assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the County.

16.2 In order to assign this Contract, or to subcontract any of the work requirements to be performed, the Consultant shall ensure and provide assurances to the County, that any subcontractor selected for work under this Contract has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Contract. The Consultant shall provide the County with the names of any subcontractor considered for work under this Contract; the County reserves the right to reject any subcontractor whose qualifications or performance, in the County's sole discretion, are insufficient. The Consultant shall be responsible for all work performed and all expenses incurred with the project. Any subcontract arrangements shall be evidenced by a written document available to the County upon request. The Consultant further agrees that the County shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Consultant, at its expense, shall defend the County against such claims.

16.3 The Consultant shall make payments to any of its subcontractors within seven (7) working days after receipt of full or partial payments from the County in accordance with Section 287.0585, Florida Statutes, unless otherwise stated in the contracts between the Consultant and subcontractors. The Consultant's failure to pay its subcontractor(s) within seven (7) working days shall result in a penalty charged against the Consultant and paid to the subcontractors in the amount of one-half of one percent (0.50%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to the actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

SECTION 17. Severability.

17.1 If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 18. Termination for Default.

18.1 If the Consultant fails to perform any of its obligations under this Contract, and if such default remains uncured for a period of more than fifteen (15) days after notice thereof was given in writing by the County to the Consultant, then the County may, without prejudice to any right or remedy the County may have, terminate this Contract.

18.2 Upon termination of this Contract, the Consultant shall immediately (1) stop work on the date specified; (2) terminate and settle all orders and subcontracts relating to the performance of the terminated work; (3) transfer all work in process, completed work, and other materials related to the terminated work to the County; (4) render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 19. Termination for Convenience.

19.1 The County reserves the right to terminate this Contract in whole or part by giving the Consultant written notice at least thirty (30) days prior to the effective date of the termination. Upon receipt of written notice of termination from the County, the Consultant shall only provide those services and/or materials specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the Consultant for the payment of any obligations to the extent such responsibility has not been excused by breach or default of the Consultant. The Consultant shall promptly contact the County to make arrangements to render to

the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 20. Nondisclosure of Proprietary Information.

20.1 The Consultant shall consider all information provided by the County and all reports, studies, calculations, and other documentation resulting from the Consultant's performance of the services to be proprietary unless such information is available from public sources. The Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of the County or in response to legal process.

SECTION 21. Contingent Fees.

21.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Contract.

SECTION 22. Ownership of Documents.

22.1 The Consultant shall be required to work in harmony with other County consultants relative to providing information requested in a timely manner and in the specified form. All documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by the County.

SECTION 23. Force Majeure.

23.1 Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restrictions, strikes and freight embargoes. In all cases, the failure to perform shall be totally beyond the control and without any fault or negligence of the party.

23.2 In the event of delay from the foregoing causes, the party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the party's performance obligation under this Contract. If the delay is excusable under this section, the delay shall not result in any additional charge or cost under the Contract to either party. In the case of any delay that the Consultant believes is excusable under this section, the Consultant shall notify the County in writing of the delay or potential delay and describe the cause of the delay either: (1) within ten (10) calendar days after the cause that created or will create the delay first arose, if the Consultant could reasonably foresee that a delay could occur as a result; or (2) within five (5) calendar days after the date the Consultant first had reason to believe that a delay could result, if the delay is not reasonably foreseeable. THE FOREGOING SHALL CONSTITUTE THE CONSULTANT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this section is a condition precedent to such remedy. The County, in its sole discretion, shall determine if the delay is excusable under this section and shall notify the Consultant of its decision in writing. No claim for damages, other than for an extension of time, shall be asserted against the County. The Consultant shall not be entitled to an increase in the Contract price or payment of any kind from the County for direct, indirect, consequential, impact, or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference, or hindrance from

any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the Consultant shall perform at no increased cost, unless the County determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the County, in which case, the County may do any or all of the following: (1) accept allocated performance or deliveries from the Consultant, provided that the Consultant grants preferential treatment to the County with respect to products or services subjected to allocation; (2) purchase from other sources (without recourse to and by the Consultant for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Contract quantity; or (3) terminate the Contract in whole or in part.

SECTION 24. Access And Audits of Records.

24.1 The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the services and materials for at least three (3) years after completion of work contemplated under this Contract. The County and the County Clerk of Court shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours upon five (5) days' written notice to the Consultant.

SECTION 25. Independent Consultant Status.

25.1 The Consultant shall perform the services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the Consultant or any of its agents or employees to be an agent, employee or representative of the County.

25.2 The Consultant and the County agree that during the term of this Contract: (a) the Consultant has the right to perform services for others; (b) the Consultant has the right to perform the services required by this Contract; and (c) the Consultant has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

SECTION 26. Indemnification.

26.1 The Consultant shall indemnify and hold harmless the County and its agents and employees from all claims, liabilities, damages, losses, expenses and costs, including attorney's fees, arising out of or associated with or caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant or any persons employed or utilized by the Consultant, in the performance of this Contract. The Consultant shall, at its own expense, defend any and all such actions, suits, or proceedings which may be brought against the County in connection with the Consultant's performance under this Contract.

SECTION 27. Insurance.

27.1 The Consultant shall provide and maintain at all times during the term of this Contract, without cost or expense to the County, such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance policies as detailed in Exhibit "E". The policy limits required are to be considered minimum amounts.

27.2 The Consultant shall provide to the County a Certificate of Insurance for all policies of insurance and renewals thereof in a form acceptable to the County. Said certificates shall provide that the Nassau County Board of County Commissioners is an additional insured, and that the County shall be notified in writing of any reduction, cancellation or substantial change of

policy or policies at least thirty (30) days prior to the effective date of said action with the exception of ten (10) days for non-payment. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized under the laws of the State of Florida.

SECTION 28. Dispute Resolution Process.

28.1 In the event of a dispute regarding the interpretation of the terms of this Contract, the County, in its sole discretion, may elect to use the dispute resolution process as set forth in this section.

28.2 In the event the County elects to use the dispute resolution process under this section, the County shall send a written communication to the Consultant pursuant to Section 35 hereinbelow. The written notification shall set forth the County's interpretation of the terms of this Contract.

28.3 The County shall then set a date and time for the parties to meet with the County Manager or designee. This meeting shall be set no more than twenty (20) days from the date that the written communication was sent to the Consultant. The Consultant may submit a written response to the County's written communication no less than five (5) days prior to the meeting with the County Manager or designee.

28.4 If no satisfactory resolution as to the interpretation of the Contract terms reached at the meeting with the County Manager or designee, then the parties may elect to submit the dispute to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Consultant. The Consultant shall not stop work during the pendency of the dispute resolution or mediation process as set forth in this section.

SECTION 29. E-Verify.

29.1 The Consultant shall comply with Section 448.095, Florida Statutes, and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by the Consultant during the term of this Contract to work in Florida. Additionally, if the Consultant uses subcontractors to perform any portion of the work (under this Contract), the Consultant shall include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.

29.2 The Consultant shall maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized entity consistent with the terms of the Consultant's enrollment in the program. This includes maintaining a copy of proof of the Consultant's and subcontractors' enrollment in the E-Verify program. If the Consultant enters into a contract with a subcontractor, the subcontractor shall provide the Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract.

29.3 Compliance with the terms of the E-Verify program provision is made an express condition of this Contract and the County may treat a failure to comply as a material breach of the Contract. If the County terminates the Contract pursuant to Section 448.095(2)(c), Florida Statutes, the Consultant may not be awarded a public contract for at least one (1) year after the

date on which the contract was terminated and the Consultant is liable for any additional costs incurred by the County as a result of the termination of this Contract.

SECTION 30. Public Records.

30.1 The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this Contract, to the extent that the Consultant is providing services to the County, and pursuant to Section 119.0701, Florida Statutes, the Consultant shall:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Consultant does not transfer the records to the County.

d. Upon completion of the Contract, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of the Contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

30.2 A request to inspect or copy public records relating to the County's contract for materials shall be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Consultant of the request, and the Consultant shall provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

30.3 If the Consultant does not comply with the County's request for records, the County shall enforce the Contract provisions in accordance with the Contract.

30.4 If the Consultant fails to provide the public records to the County within a reasonable time, the Consultant may be subject to penalties under Section 119.10, Florida Statutes.

30.5 If a civil action is filed against the Consultant to compel production of public records relating to the Contract, the Court shall assess and award against the Consultant the reasonable costs of enforcement, including reasonable attorney fees if:

a. The Court determines that the Consultant unlawfully refused to comply with the public records request within a reasonable time; and

b. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Consultant has not complied with the request, to the County and to the Consultant.

30.6 A notice complies with Section 30.5 b. hereinabove, if it is sent to the County's custodian of public records and to the Consultant at the Consultant's address listed on its Contract with the County or to the Consultant's registered agent. Such notices shall be sent pursuant to Section 35 hereinbelow.

30.7 If the Consultant complies with a public records request within eight (8) business days after the notice is sent, the Consultant is not liable for the reasonable costs of enforcement.

SECTION 31. Disclosure Of Litigation, Investigations, Arbitration or Administrative Decisions.

31.1 During the term of this Contract, or any extension thereto, the Consultant shall have the continued duty to disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Consultant. If the existence of the proceeding causes the County concerns that the Consultant's ability or willingness to perform this contract is jeopardized, the Consultant may be required to provide the County with reasonable written assurance to demonstrate the Consultant can perform the terms and conditions of the Contract.

SECTION 32. Public Entity Crimes.

32.1 In accordance with Section 287.133, Florida Statutes, the Consultant certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of

Management Services within the thirty-six (36) months immediately preceding the date of this Contract.

SECTION 33. Anti-Discrimination.

33.1 The Consultant agrees that it will not discriminate in employment, employee development, or employee advancement because of religious or political opinions or affiliations, race, color, national origin, sex, age, physical handicap, or other factors, except where such factor is a bonified occupational qualification or is required by State and/or Federal Law.

SECTION 34. Advertising.

34.1 The Consultant shall not publicly disseminate any information concerning this Contract without prior written approval from the County, including but not limited to, mentioning the Contract in a press release or other promotional material, identifying the County as a reference, or otherwise linking the Consultant's name and either description of this Contract or the name of the County in any material published, either in print or electronically, to any entity that is not a party this Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

SECTION 35. Notices.

35.1 All notices, demands, requests for approvals or other communications given by the parties to another in connection with this Contract shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or overnight delivery service (such as federal express), or courier service or by hand delivery to the office of each party indicated below:

County: Nassau County

Attn: Robert T. Companion, Deputy County Manager, County Engineer

96135 Nassau Place, Suite 1
Yulee, Florida 32097

Consultant: Prosser, Inc.
Attn: Shawn Bliss, Vice President
13901 Sutton Park Drive South, Suite 200
Jacksonville, Florida 32224

SECTION 36. Attorney's Fees.

36.1 Notwithstanding the provisions of Section 30 hereinabove, in the event of any legal action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

SECTION 37. Authority to Bind.

37.1 The Consultant represents and warrants that the Consultant's undersigned representative if executing this Contract of behalf of a partnership, corporation or agency has the authority to bind the Company to the terms of this Contract.

SECTION 38. Conflicting Terms, Representations and No Waiver of Covenants or Conditions.

38.1 In the event of any conflict between the terms of this Contract and the terms of any exhibits, the terms of this Contract shall prevail.

38.2 All representations, indemnifications, warranties and guaranties made by the Consultant in this Contract, as well as all continuing obligations indicated in this Contract, shall survive final payment and termination or completion of this Contract.

38.3 The failure of either party to insist on strict performance of any covenant or condition herein, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance.

38.4 The Consultant warrants that any goods provided by the Consultant under this Contract shall be merchantable. All goods provided shall be of good quality within the description given by the County, shall be fit for their ordinary purpose, shall be adequately contained and packaged with the description given by the County, shall conform to the agreed upon specifications, and shall conform to the affirmations of facts made by the Consultant or on the container or label.

SECTION 39. Construction of Contract.

39.1 The parties hereby acknowledge that they have fully reviewed this Contract and any exhibits and have had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

SECTION 40. Headings.

40.1 The section headings and captions of this Contract are for convenience and reference of the parties and in no way define, limit or describe the scope or intent of this Contract or any part thereof.

SECTION 41. Entire Agreement and Execution.

41.1 This Contract, together with any exhibits, constitutes the entire Contract between the County and the Consultant and supersedes all prior written or oral understandings.

41.2 This Contract may be executed in any number of counterparts; each executed counterpart hereof shall be deemed an original; and all such counterparts, when taken together, shall be deemed to constitute one and the same instrument.

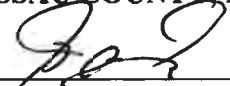
SECTION 42. Change of Laws.

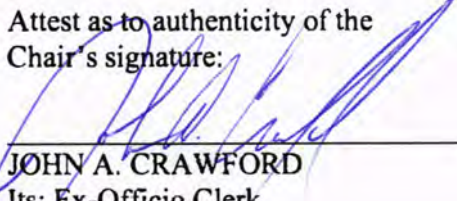
42.1 If there is a change in any state or federal law, regulation or rule or interpretation thereof, which affects this Contract or the activities of either party under this Contract, and either party reasonably believes in good faith that the change will have a substantial adverse effect on that party's rights or obligations under this Contract, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Contract. If the parties are unable to reach an agreement concerning the modification of this Contract within fifteen (15) days after the date of the notice seeking renegotiation, then either party may terminate this Contract by written notice to the other party. In such event, Consultant shall be paid its compensation for services performed prior to the termination date.

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IN WITNESS WHEREOF, the parties have executed this Contract which shall be deemed an original on the day and year last written below.

**BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA**


By: Klynt A. Farmer
Its: Chairman
Date: October 9, 2023

Attest as to authenticity of the
Chair's signature:

JOHN A. CRAWFORD
Its: Ex-Officio Clerk

Approved as to form and legality by the
Nassau County Attorney


DENISE C. MAY

PROSSER, INC.

Prosser, Inc. *Shawn Bliss, Prosser Inc.*

By: Shawn Bliss, Prosser Inc.
Vice President
Its: _____
Date: 9/12/2023

EXHIBIT A

PROSSER, INC.

June 20, 2023

NASSAU COUNTY CIVIC MASTER PLAN

NEGOTIATED SCOPE OF WORK (SOW)

I. INTRODUCTION

This scope of services has been prepared for the Nassau County Civic Campus Master Plan (referred to as the "Master Plan" or "Campus Master Plan"). The final work product delivered to NASSAU COUNTY (THE CLIENT) will include multiple elements related to the following primary tasks. The primary tasks are sectioned in this SOW, includes planning and design operations for the property located southwest of William Burgess Boulevard. The Master Plan will incorporate *The Existing Development Area* which is defined as the current improvements including the existing Nassau County Courthouse/Robert M. Foster Justice Center, Emergency Operations Center, Sheriff's Office Headquarters and the County Detention Facility. Overall, the subject property consists of approximately 160 acres of land which are both developed and undeveloped with approximately 100 acres (the undeveloped land) being the primary focus area.

II. MASTER PLANNING SCOPE OF SERVICES OVERVIEW

We understand that the process will be presided over by the Nassau County Planning Department and Department of Public Works with targeted oversight by the County Manager, the Project Working Group (PWG). These departments along with the Campus Master Planning Steering Committee (CMPSC) and select constituents will be the primary decision makers that will drive the master planning process.

Prosser (THE CONSULTANT) and its team will collect all pertinent data to inform the Master Plan from THE CLIENT, sources delivered through this contract and/or available open-source options. Our team will utilize this information to inform, review and evaluate the existing conditions as a platform for the establishment of a consensus-built campus master plan goal, objectives and strategies. The goal, objectives and strategies will be the basis for the detailed aspects of the Master Planning process. The process deployed includes our team's collaboration with the THE COUNTY, CMPSC and key stakeholders to evaluate and articulate needs regarding Programming and Space Planning, Engineering/Permitting, Site Related Assets and Architectural Elements.

The final product will include Track 1 processes which include all contract elements except those described in Track 2. Track 2 is reserved for the detailed civil engineering and support services required to construct the Harper Chapel Extension (described in detail below). Track 1 includes delivery of the master plan document, relevant conceptual level permits, engineering documents for mass grading and infrastructure stormwater facilities, architectural programming, graphics and 3d renderings, guidance criteria/guidelines and related base information. More specifically the final product for Track 1 will include the items listed above and documents to support the initial phase of construction to establish development sites. This includes stormwater pond construction documents, clearing, conceptual layout/alignment of campus road connection from William Burgess Road to a location proximate to the western right of way of I-95 (the William Burgess Connector). Track 2 includes full engineering/permitting/construction documents west of existing traffic circle located within the judicial annex property to the western property line (the Harper Chapel Extension).

III. CAMPUS MASTER PLANNING SCOPE OF SERVICES TASK DETAIL (Track 1)

A. PROJECT INITIATION (Track 1)

1. Procedural Processes

- a. Confirmation of the leadership, information gathering, consensus-building and reporting procedures.
- b. Adoption of the project schedule
- c. Data exchange from THE CLIENT
- d. Desktop analysis of information obtained during initial data exchange and from available data. That data includes:
 - i. GIS based information
 - ii. Information available from the St. Johns River Water Management District (SJRWMD)
 - iii. The "Background Documents" discussed in the RFQ.

2. Data Gathering

a. Field Collection, Reporting and Documentation

- i. Survey Consultant Services includes gathering and documenting field data and office work including the following:
 - **Perform a Boundary Survey of the site** in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S.
 - **Perform a Topographic Survey of the site** in accordance with the Standards of Practice of the State of Florida, Chapter SJ-17.05-FAC, F.S.
 - Set Horizontal and Vertical Control, Cut Topo Lines through wooded areas topo will be a 100' grid, locate all drainage within limits, locate all above ground features, finished floor elevations for buildings, full topo of the ponds to include the bottoms, 1700' Right of Way to Right of Way for William Burgess Blvd.
 - **Perform Quality level A** locates within the right of way limits and the interior limits.
 - **Locate all Wetland Flags** within project limits.
 - **Legal Description and Sketch for Conservation Easement (CE)** including one map and related legal description for release of the CE.
- ii. Environmental Consulting Services includes the following for the entire undeveloped property:
 - **Wetland Delineation** - SES Energy Services LLC (ERS) will delineate any on-site jurisdictional wetlands and/or surface waters pursuant to the current regulations and guidance of the St. Johns River Water Management District (SJRWMD), Florida Department of Environmental Protection (FDEP), and U.S. Army Corps of Engineers (USACE). Wetland limits will be delineated in the field with sequentially numbered survey tape, and the approximate position of each point will be located with a handheld GPS device.

ERS will provide a statement of findings regarding the presence or absence of wetlands within the site.

- **Wildlife and Habitat Assessment** - ERS wildlife biologists will conduct a preliminary wildlife and habitat assessment to document the potential presence of state-listed or federally protected wildlife species and critical wildlife habitat. If any protected wildlife species are observed, their locations will be documented and a map indicating their location and any potential habitat will be provided to the Client.
- **Mitigation Analysis** - ERS will analyze the previously permitted mitigation plan associated with the on- site conservation easements, as well as unencumbered portions of the property, for potential mitigation value for conceptual permitting efforts and conservation easement release planning. If needed, ERS will assess other county owned properties for potential mitigation value to off-set impacts proposed during conceptual permitting efforts.
- **SJRWMD Conceptual Permitting** - ERS will assist the client in preparing all necessary documentation and graphics required for submittal of a conceptual permit application to SJRWMD. This task includes mitigation plan preparation, conservation easement and mitigation bank coordination (as needed), responses to agency Requests for Additional Information, and ERS attendance at meetings with the regulatory agency as needed. ERS will require final plans in AutoCAD format prior to initiating permit application preparation.
- **Conservation Easement Release** - ERS will compile the information required for a conservation easement release/amendment request through SJRWMD. The agency submittal packages will include a site plan, written justification for the release/amendment (prepared with the assistance of the client), a description of the habitat areas proposed for the release/amendment, preparation of conservation easement release documentation required by SJRWMD with the assistance of the client, documentation of the mitigation value to be replaced/reallocated (based on the previous permit and existing site conditions), and a discussion of how the environmental values of the areas under conservation easement will be replaced, as necessary.
- **Phase I Environmental Site Assessment** - ERS will subcontract Aerostar SES LLC (ASL) to complete a Phase I Environmental Site Assessment (ESA) on the above referenced site which consists of approximately 160 acres of land comprising parcel identification number 08-2N-27-0000-0003-0040 in Nassau County, Florida. The following is a description of the scope of work necessary to complete a standard Phase I ESA in accordance with ASTM Standard E 1527-13.
- **Review Existing Background Information** - ASL will review site background information and preliminary data provided by the client and/or other sources prior to conducting site inspection. An environmental regulatory database search report will also be reviewed.

- Site Inspection - An environmental specialist will make a detailed inspection of the property. Prior to the inspection, a series of aerial photographs of the sites and surrounding properties will be reviewed. The site inspection will not be limited to the property under consideration, but the adjacent properties will also be inspected based on legal access. Site plans and topographic maps will also be reviewed, where available. The site inspection will include an inventory of former chemical usage and waste generated on the site (if available); information on aboveground and underground storage tanks; available SARA Title III reporting information; information on underground utilities (e.g., sanitary sewer system) serving the property; environmental permitting information and permits from local, state, or federal agencies; engineering reports and surveys relevant to environmental issues; records of claims, litigation, spills, noncompliance, complaints, etc., related to environmental practices; environmental monitoring data, including groundwater and soil testing, local geology and hydrogeology in the vicinity of the site; and data on electrical equipment containing polychlorinated biphenyl (PCB) fluids.
- Review of Property Abstract and Site History - A review of site history will be conducted to help establish what types of activities were previously conducted on the property. Standard historical sources that are reasonably ascertainable, such as insurance maps, USGS topographic maps, historical aerial photographs, city directories, and building department records, will be reviewed. Interviews will be conducted with knowledgeable persons regarding site history. This may include, but is not limited to, past owners, neighbors, employees, agency officials, or knowledgeable residents of the area. This proposal includes an environmental lien search. The environmental lien search is required by AAI. This proposal does not include a 50-year chain-of-title search. The 50-year chain-of-title search is not a requirement of AAI, but it is listed as an appropriate historical record source. ASL can provide this service, if requested.
- Database Search - A search of the following databases will be conducted, as appropriate for the property, to help determine if hazardous sites or serious local environmental problems may exist on or immediately adjacent (see radius specifications) to the property:
 - Federal National Priorities List (1 mile radius);
 - Federal Delisted National Priorities List (0.5-mile radius);
 - Federal Superfund Environmental Management System (SEMS) [former Comprehensive Environmental Response, Compensation and Information System (CERCLIS) list] (0.5-mile radius);
 - Federal SEMS – Archive [former CERCLIS NFRAP list] (0.5-mile radius);
 - Federal RCRA CORRACTS list (1 mile radius);

- Federal RCRA non-CORRACTS TSD list (0.5-mile radius);
- Federal RCRA Generators list (property and adjoining properties only);
- Federal institutional control/engineering control registries (property only);
- Federal ERNS list (property only);
- State and tribal equivalent NPL (1 mile radius);
- State and tribal equivalent CERCLIS (0.5-mile radius);
- State and tribal landfill and/or solid waste disposal site lists (0.5-mile radius);
- State and tribal equivalent Leaking Underground Storage Tank (LUST) list (0.5-mile radius);
- State and tribal registered storage tank lists (property and adjoining properties only);
- State and tribal institutional control/engineering control registries (property only);
- State and tribal voluntary cleanup sites (0.5-mile radius); and,
- State or tribal Brownfield sites (0.5-mile radius).

Report Preparation - A report will be prepared for the site documenting our research, on-site inspection, and other findings. The report will provide an overall assessment of recognized environmental conditions and make recommendations. ASL will provide an electronic copy of the report; hard copies are available upon request.

- Meetings/Consultation with Environmental Consultant - Any requested meetings or consultation that are beyond the scope of services as described above will be invoiced on a time and materials basis at standard hourly rates.

iii. Hydrologic and Hydraulic Analysis (consultant) – These studies include the following:

- **Discovery** - Our consultant will develop a study-wide terrain coverage and perform field reconnaissance in conjunction with our desktop assessment to determine the possible need for surveys (assuming as-built data is not available). Surveys could be of culverts or other drainage structures, or natural cross-sections. We will minimize the need for additional surveys by reviewing the availability of the targeted data from other sources prior to making our request. We cannot rule out the need for additional surveys until our reconnaissance has been completed.
- **Existing Conditions** - Our consultant will expand and update our existing conditions model located southeast of the subject site. We will update the GIS coverage of the catchments, junctions, and links, and we will develop and update the hydrologic parameterization such as infiltration, impervious percentage, etc. We will revise and expand the hydraulic connectivity and parameterization for existing conditions. We will simulate the mean annual, 25-, and 100-year 24-hour storm events, and provide our results to you for review and discussion.
- **Crossing Analysis** - includes update of existing conditions model to support an evaluation of the four proposed roadway crossings

along the tributary which runs through the development site. The impacts from one crossing may influence the tailwater conditions of others depending upon the hydraulic grade and projected head loss, therefore all crossings are expected to be analyzed concurrently. We will determine the appropriate conveyance for each crossing to meet the District's, County's, and FEMA's requirements.

- **Post-project Conditions** - Assuming the results of the existing conditions and culvert crossing analysis are acceptable, and with your authorization, we will use the site plans provided to us to develop an overall proposed conditions model to assess the overall impacts of the site on the existing flood levels. We will update the GIS coverages of the existing conditions modeling, and develop updated hydrologic parameters for proposed conditions. We will simulate the proposed conditions mean annual, 25-, and 100- year 24-hour storm events and provide the results to you for your use.
- **Documentation** - Based on our Consultant's analysis of the culvert crossings and/or overall proposed conditions, we will develop documentation for the County or District which will describe assumptions, methodology, and results.

Due to the absence of a Special Flood Hazard Area (SFHA) affecting the development site, the only potential FEMA submittal would be a Conditional Letter of Map Revision (CLOMR) application if there are increases over 1.00 foot from pre- to post-project conditions. A FEMA submittal is not included in this proposal.

Floodplain compensation volume calculations are not included. Floodplain compensation volume calculations are typically performed by the site civil engineer.

- iv. Cultural Survey (Consultant) – We anticipate a two phased approach based on need.

- **Background Research and Florida state Historic Preservation Office (SHPO) Consultation** - THE CONSULTANT will conduct a cultural resources desktop review of the project area and the general vicinity. The information will include a search of the Florida Master Site File (FMSF) database, the National Register of Historic Places (NRHP) database, a literature search for regionally relevant archaeological and historical research, and historical society. Environmental information such as soils, wetlands, uplands, and topography, as well as historic maps and aerials will also be reviewed. The information will be presented in a letter report for the development team.

In addition to the desktop study, THE CONSULTANT will take the gathered information and present the data in a letter to the Florida State Historic Preservation Office (SHPO) along with aerials and historic maps of the project area. The letter will start the Section 106 SHPO consultation process that should take approximately 30 calendar days. Once completed with the review of the project information, SHPO will determine if an archaeological survey and/or historic structure analysis is

warranted. If SHPO concludes that the undertaking will not directly or indirect impact any historic properties within or near the project area, then no further work will be necessary. If SHPO concludes that further work is necessary prior to any impacts related to the proposed project, then SWCA can activate the Cultural Resources Assessment Survey.

- **Cultural Resources Assessment Survey**

- **Background Research** - THE CONSULTANT will conduct a cultural resources background review of the project area. The goal will be to gather all available information regarding previously conducted cultural resources surveys; previously documented cultural resources including archaeological sites, cemeteries, and above-ground historical resources; identify the potential for these resources to affect the current development and determine management recommendations to satisfy all applicable Federal and State cultural resource laws.

Fieldwork: Once the background review is completed, THE CONSULTANT will conduct a cultural resource assessment survey (CRAS) of the project tract. The survey will be of sufficient intensity to determine the nature, extent, and, if possible, significance of any cultural resources located within the investigated project area. The survey will meet all Florida Division of Historical Resources (DHR) minimum archaeological survey standards, which will also satisfy any regulations through Nassau County. During the survey, the archaeologists will conduct a thorough pedestrian inspection of upland portions of the property. The walkover survey will inspect all areas of exposed ground surfaces, such as dirt trail roads, ditches, and other areas of ground exposure.

Subsurface explorations to be utilized during the survey through the excavation of shovel tests. The utilization of shovel tests will be keyed to the level of disturbance of the proposed project and the nature of the soils, geology, and topography. All shovel tests will measure 50cm in diameter and square-shaped dug to a depth of at least 100cm below surface whenever possible. All excavated dirt will be screened through ¼-inch hardware mesh and backfilled upon completion. The location of each shovel test will be plotted using a GPS receiver, and each test will be recorded on appropriate project field forms.

SWCA assumes that no more than two newly recorded archaeological sites will be documented. If more than two newly archaeological sites are encountered, additional funding may be required to delineate each site within the project tract. No additional sites will be delineated without prior approval for the additional funding. If an archaeological site is encountered in the proposed project area during the investigation, it will be explored as much as possible with consideration to land access constraints. Any discovered sites will be assessed regarding potential significance so that recommendations can be made for proper management (avoidance, non-avoidance, or further work).

Additional shovel tests will be conducted per Florida standards at any discovered sites to define horizontal and vertical boundaries. Appropriate State site forms will be filled out for each site discovered during the investigations. The goal of the survey will be to identify, delineate, and design around significant archaeological deposits to avoid further cost-prohibitive testing (i.e. Phase II significance testing).

A detailed plan map of each site will be produced, and site locations will be plotted on USGS 7.5-minute topographic maps and relevant project maps. THE CONSULTANT will utilize submeter accuracy GPS units to map sites and spatially relate them to the project corridor. These site polygon data will be provided to the client for accurate plotting and use in their geographic information system (GIS) systems and planning.

Laboratory/Report Preparation: Once the archaeological survey has been completed, THE CONSULTANT will analyze the field data and artifacts (if any) and produce a report of the investigations. The report will conform to all Florida DHR report guidelines. Analysis of field data and collected artifacts will include mapping, the production of appropriate site forms for all documented sites, analysis and tabulation of artifacts, and the review, organization, and assessment of field notes. Once this is complete, SWCA will prepare the report of investigations that will briefly document previous investigations in the area, background cultural and environmental settings, the methodology used in the investigations, the general nature and extent of cultural resources encountered during the archaeological survey, recommendations on the need for further work (if any), and the potential significance of the cultural resources regarding future development and eligibility for the NRHP.

Draft copies of the report will be submitted to the development team for review and comment. Upon receiving comments, THE CONSULTANT will revise and submit a final-draft report to the appropriate review agency for review. Following agency review and approval, THE CONSULTANT will produce a final report in case of additional questions.

- SWCA assumes that no more than 90 shovel tests within the project area not previously tested will be required. Should this prove incorrect, additional funding may be necessary to adequately test the property.
- A notice to proceed and an executed contract must be received before any work begins on the project.
- SWCA assumes that no more than two newly recorded archaeological sites will be documented. If more than two sites are encountered, then additional funding may be required.
- On behalf of THE CONSULTANT, SWCA will obtain signatures from the appropriate review agency(ies)

such as Nassau County and/or Florida DHR.

- If significant archaeological sites are discovered during the cultural resource investigation, they will need to be avoided. If avoidance is not a viable option for the project, then additional work outside the current scope and budget may be required.
 - Curation of artifacts is not included in this proposal for those areas, all recovered artifacts will be delivered to the client once the report of investigations has been finalized.
 - For this project, a 150-foot viewshed study will be completed for historic aboveground resources outside the project tract.
 - Archaeological deep testing (i.e., backhoe trenching) is not included in this scope and cost estimate.
- v. Geotechnical Analysis and Survey (Consultant) – The geotechnical analysis proposed is intended to support the planning level efforts. Additional analysis will be required to support specific projects and structures.
- Hand auger borings at 10-12 random locations to a depth of 6 feet within the uplands portion of the site.
 - Lab testing on selected soil samples
 - An engineering report, which would include:
 - Findings, soil profiles and boring logs
 - An evaluation of the encountered soils for use as fill
 - Evaluation of subgrade soils to support roadways
 - Measured groundwater levels and estimation of seasonal high groundwater level (if found)

This scope includes geotechnical exploration for the construction of two buildings to include 10 borings at 50 feet in depth. This exploration is intended to inform building construction approaches and guide footing configuration. For additional borings for the Harper Chapel Extension, see Track 2 in the Civil Engineering and Permitting section below.

- vi. Transportation - The goal of this study is to forecast and estimate future vehicular trip volumes and directional distribution, evaluate and analyze expected traffic conditions, develop and test various mitigation measures, and recommend geometric and operational improvements for the long-term traffic impacts generated by the proposed campus improvements on the adjacent roadways and intersections. This effort includes obtaining all the necessary traffic counts, running the latest approved long-range forecasting model (Northeast Regional Planning Model - NERPM) for the current and buildout year including entering the project's land uses and densities in the model to determine traffic volumes and distribution, microsimulation traffic capacity and operational analysis using Synchro and SIDRA to determine the existing and long-term operating conditions, developing and analyzing potential improvement alternatives and recommend geometric and operational improvements for the study roadway segments and intersections as necessary. A report will also be produced documenting all tasks, analysis, and recommendations.

Study Area 1 - Six (6) intersections within one (1) mile Impact Radius

William Burgess Rd and Nicholas Cutinha Rd (Roundabout)
William Burgess Rd and No Name Rd
Unnamed Rd North and Veterans Way (Unsignalized intersection)
William Burgess Rd and A1A
I-95 SB On/Off Ramp and A1A
I-95 NB On/Off Ramp and A1A
No Name Rd and Bill Howard Way (Unsignalized intersection)

Study Area 2 - Five (5) roadways segments within one (1) mile Impact Radius

William Burgess Blvd
No Name Rd
A1A East of William Burgess Rd
A1A West of William Burgess Rd
Nicholas Cutinha Rd

- **Transportation Data Collection** - Existing Traffic counts will be collected including 7-day, 15-minutes segments tube counts and intersection turning movement counts (TMCs). TMCs will be collected on a typical day for 12 hours (6:30 AM – 6:30 PM) for Vehicle Classification Counts, Pedestrian and Bicycle at the three access unsignalized intersections to the Nassau County Civic Campus; including the roundabout at Williams Burgess Blvd and Nicholas Cutinha Rd, the unsignalized intersections at Veterans Way and Bill Howard Way. Holidays or event days that may cause abnormalities in traffic patterns will be avoided. Counts will be collected at the following locations:

7-Day, 15-min increment directional Tube counts (weekday and weekend) at:

William Burgess Blvd
No Name Rd North of Veterans Way
A1A East of William Burgess Rd
A1A West of William Burgess Rd
Nicholas Cutinha Rd.

12-hrs Intersection TMCs (6:30 AM to 6:30 PM) at:

William Burgess Rd and Nicholas Cutinha Rd
William Burgess Rd and No Name Rd
A1A and William Burgess Road
I-95 and NB On/Off Ramp
I-95 and SB On/Off Ramp
No Name Rd North and Veterans Way
No Name Rd and Bill Howard Way

- **Transportation Data & Field Review/ Existing Conditions** – THE CONSULTANT will conduct traffic volume analysis, AM and PM peak hours analysis, field visits during AM and PM peak to observe and record any operational issues impacting traffic safety and/or flow, historical trends, historical growth rate calculations, review of Previous Studies/ information provided by THE CLIENT to incorporate the data, results, or decisions in the study or in the long-range model.

- vii. Architectural Data Gathering and Compilation – This subtask includes collection of data and documentation related provided by THE CLIENT for existing facility plans, population and demographics data, sheriff's office/detention center data. This work includes compilation of data received and incorporation into THE CONSULTANT'S system.
 - viii. Master Planning Data Gathering and Compilation – This subtask includes all site and planning related data gathering and review. THE CONSULTANT will familiarize and document the relevant and applicable planning elements such as: initiatives, studies, known/available adjacent developments and future planning goals associated with the Nassau County Civic Campus. In particular, THE CONSULTANT will initially calibrate the applicability of these elements to the Master Plan.
- b. Outreach-based Data Collection - It is understood that obtaining and establishing the campus master plan goal, objectives and strategies will entail data gathering, interviews, tours of peer administrative complexes and cursory site reconnaissance. The process for the purposes of this scope will entail the follow:
- i. Tour(s) of Peer Complexes – The CONSULTANT Team will inform and coordinate tours and investigations of administrative complexes similar in nature to the campus sought by THE CLIENT. We anticipate touring up to three (3) locations as approved by THE CLIENT. This task includes preparation, research and coordination of the Tours. The scope associated with participating in the tours is listed below.
 - ii. Stakeholder Engagement: Steering Committee, Key Constituency and Stakeholders (20 engagements/meetings) – To establish the basis for developing campus master plan goal, objectives and strategies, interface with the Steering Committee, key constituencies and stakeholders is essential. This subtask includes sessions with the following participant stakeholders:
 - Constitutional Officers (Steering Committee) – includes the Clerk of Courts, Tax Collector, Supervisor of Elections, Property Appraiser and the Sherriff
 - Florida State College at Jacksonville
 - The developer of Liberty Cove
 - Rayonier
 - The Department of Health

We anticipate this outreach to utilize a combination of questionnaires and workshop meetings to discuss ideas, opportunities and constraints. The CONSULTANT will develop and distribute customized questionnaires via email to representatives of each of the above referenced stakeholders. Developing and confirming the content of the questionnaires will be the result of coordination between THE CONSULTANT and the PWG.

- iii. Following the distribution of the questionnaires, THE CONSULTANT will lead stakeholder meetings and workshops with the participants cited above. This task includes preparation, coordination and distribution of the questionnaires and the compiling and configuring of workshop supporting documents/presentations.

3. Planning Level Due Diligence – THE CONSULTANT will prepare a planning level engineering design and engineering due diligence summary identifying the issues associated with the data gathering processes.

B. ASSESSMENT AND ANALYSIS (Track 1)

The task efforts required to meet this milestone will primarily entail data compilation, analyses, programming and assessment of existing campus conditions (undeveloped area and the *Existing Development Area*) and targeted discussions to develop and articulate potential opportunities and solutions integral to the preparation of the campus master plan. This task culminates in the development of a consensus-built campus master planning goal, objectives and strategies.

1. Existing Site Development Area Analysis – This subtask includes planning, engineering and site related assessment of the *Existing Development Area* (architectural assessment is discussed below in B.4.). Based on the data collected and information derived from the Project Initiation Tasks, THE CONSULTANT will analyze and compile an opportunities and constraints profile for the *Existing Development Area*. This work will incorporate the appropriate level nexus with the adjacent undeveloped property. More specifically, the areas analyzed will include:
 - a. Traffic circulation and servicing
 - b. Stormwater and utility analysis
 - c. Impacts/opportunities associated with adjacent and nearby developments and related activities
 - d. Identification of general opportunities and challenges
2. Benchmarking Processes and Quantitative Growth Model – Subsequent to the tours of the peer administrative complexes, THE CONSULTANT will conduct targeted interviews and obtain key data from those entities to establish metrics for the Quantitative Growth Model. This process includes working the THE CLIENT to confirm approach and verify the application of the metrics:
 - a. Phase 1 – initial and generally immediate needs
 - b. 5-year term
 - c. 20-year term
3. Programming Analyst (consultant) – This subtask includes the services of a Justice Programming Analyst. These services include specialized analysis, programming and projection development based on demographics for the Sheriff's Office and for the Justice/Detention Center. This work includes preparation of an analysis of current program/spatial shortfall, and future program/spatial shortfall. Additionally, our consultant will review and document what drives operational and staffing roles and proportionality and how that translates into space requirements. This information will be integrated into the Campus Master Plan and Architectural Programming Processes.
4. Architectural Assessment, Programming and Footprint Development – Based on the Project Initiation Task and the analyses/benchmarking described above THE CONSULTANT will develop a high-level architectural programming framework with correlating footprints including blocking diagrams. The programming and footprints/diagrams will be applied to new development in the undeveloped areas and for expansion (where appropriate) for the *Existing Development Area*. More specifically, the areas analyzed will include:

- a. Generalized existing use and functionality
 - b. Expansion capability of existing assets
5. Transportation and Traffic Engineering – Based on the results of the Data Gathering processes in 2.a.vi. above the following analyses will be performed.
- a. Travel Demand Forecasts - Trip Generation: The latest edition of the Institute of Transportation Engineers' (ITE) Trip Generation Manual 11th Edition shall be used for trip generation forecasts unless otherwise directed by the County. Pass-by and internal capture trip reduction will be used according to the ITE Handbook 3rd Edition and;

Trip Forecasts: Travel Forecasting (Transportation Modeling) will be performed using Cube Voyager utilizing the 2045 NERPM version ABv2.1.1. The updated NERPM Model is an Activity Based Model, this is significant as this newer model includes accurate, recent, regional capacity additions to the existing roadways as well as updated origin destination interactions that are regionally important. The model inputs include projected growth, land uses, travel choices and behaviors to predict travel up to the year 2045.

Model shall be updated to include project trip data from the campus improvements and all approved developments within the study area. The list of all approved developments shall be obtained from THE CLIENT. Build-out Year traffic volumes shall be derived from the updated model. Project Opening Year base and Build-out year traffic volumes shall be derived from interpolating/ extrapolating from the Traffic Forecast Model. Model growth rate between opening and Build-out years will be utilized to develop future volumes. The model shall also be updated to include historical trends, population projected growth, available data regarding approved land uses, and approved developments to predict future travel. Resources will be based on census information and data available from the THE CLIENT.

A Model subarea extraction of the study area from NERPM will be produced as the network for the project. Zonal data and network parameters will be adjusted accordingly. The developed models will be calibrated and validated. Projections of Annual Average Daily Traffic (AADTs), the two-way peak hour traffic volumes, and the level of service based on the characteristics of the roadway with the development included, on the highway network within the study area will be produced for Opening and Build-out years.

- b. Capacity/Microsimulation Operational Analysis - Synchro/Simtraffic 11 microsimulation traffic analysis software will be used for intersection analysis. SIDRA INTERSECTION analysis software will be used for roundabout analysis since it is the most advanced analytical software for roundabouts and includes many new powerful model features. Measures of effectiveness will be extracted and evaluated to rank the alternatives including the LOS, 95th percentile queue and delays will be reported. Analysis will be conducted for Existing, Background, Opening and Build-out Conditions.
6. Needs Assessment – The Needs Assessment is the culmination of all the analyses and benchmarking in primarily report form. It summarizes the findings and identifies needs based on the related processes. THE CONSULTANT will prepare a comprehensive needs assessment prior to completing the Assessment and Analysis task.
7. Campus Master Plan Goal, Objectives and Strategies - Successful execution of the conceptual planning processes will be predicated on the establishment of a campus master plan goal with supporting objectives and strategies. The

development of these elements will be a derivative of interviews, discussion, analysis and the acquisition of information.

Prior to finalizing the campus master plan goal with supporting objectives and strategies THE CONSULTANT will meet with the PWG to discuss the findings and the draft information. Confirmation of these findings with THE CLIENT will yield to the more detailed campus master planning efforts (Conceptual Planning), permit operations, engineering and graphics.

C. CONCEPTUAL PLANNING, PERMITTING AND ENGINEERING (Track 1 and Track 2 – see detail below)

The conceptual planning, permitting and engineering task will provide solutions, which are creative, holistic, practical and implementable. While the development of schemes will be conceptual in nature, the resulting product will be clearly identified potential improvements along with conceptual level permitting with the SJRWMD for stormwater improvements and wetland impacts. There will also be clear direction from an engineering standpoint related to utility infrastructure and transportation improvements/networks.

1. Concept Master Plan Diagrams - The conceptual master plan will include text based supporting information and series of graphic exhibits depicting the proposed improvements for the undeveloped property and the *Existing Development Area*. THE CONSULTANT will prepare three diagrammatic schemes. These schemes will include conceptual locations for:

- Building Improvements
- Parking Areas/Structures
- Stormwater Improvements
- Vehicular Transportation Networks
- Improvements to William Burgess Boulevard (as required by planning initiatives in place)
- Additional programming related information deemed relevant
- Walkways
- Public Spaces
- Event Areas
- Pedestrian Circulation
- Regional context and connectivity (including planned transportation networks at a regional level)
- Planning level design, layout and coordination of William Burgess Connector

Architectural Conceptual Planning is included in THE CONSULTANT'S services. This operation will be integrated into the overall master plan processes and include specific detail pertaining to "high-level" footprinting (new buildings) and building expansion (in the *Existing Development Area*). We anticipate that the results of the conceptual diagramming of the architectural improvements will be a generalized articulation of building interior elements, relevant diagrammatic representations of expansion/renovations (plan view) and overall building areas (square footages). References to building height, disposition and any key elements will also be included.

2. Conceptual Diagram Evaluation - Prepare a concise description of the conceptual approach related to the proposed improvements with correlating advantages and disadvantages of each scheme.
3. Conceptual Diagram Team Coordination - Conduct design team workshops to formulate a comprehensive approach to the conceptual design process. These workshops are for the team to ensure that accuracy and solutions accommodate the various constraints and opportunities pertaining to the following:

- a. Urban design character
 - b. Natural systems and related impacts
 - c. The *Existing Development Area*
 - d. Entryways and arrival/egress experience
 - e. Adjacencies
 - f. Correlation to Nassau County's Regional and Planning Vision
 - g. Open and public space and pedestrian areas
 - h. Traffic and transportation elements
 - i. Utilities and infrastructure
 - j. Placement/expansion of future/existing buildings
 - k. Architectural style
 - l. Stormwater facilities
 - m. Mechanical Design – Mechanical design services shall include a conceptual design for a central utility plant for the site. THE CONSULTANT shall provide input to the master plan including a basis of design, conceptual diagram(s) of the system, and lump sum cost estimate.
 - n. Electrical Design – Electrical design services for the master plan are limited to preliminary recommended services size and voltage for each of the buildings based on conceptual floor plans. This data can be shared with the electrical utility to assist with the utility's preliminary design for the primary medium voltage system for the site. THE CONSULTANT will also recommend light fixture types for street and area lighting.
 - o. The William Burgess Connector – THE CONSULTANT will provide preliminary conceptual layout of the William Burgess Connector from William Burgess Boulevard to the West side of the I-95 right of way. This work is limited to horizontal alignment only as well as a conceptual layout for the I-95 overpass. The overpass will be configured to be modeled in three-dimensional software for the purposes of demonstrating the vision of the project. Detailed engineering and design development level documentation of the William Burgess Connector and the I-95 overpass are not included.
4. Civil Engineering and Permitting – This subtask includes two primary tracks. Track 1 focuses on conceptual design and master planning where design and permitting processes focus on providing a constructable earthwork scenario that is consistent with the vision of the master plan. This work involves the coordination and processes related to creating an implementable master plan that accommodates stormwater improvements, utility needs and the essential transportation networks. The permit process and documents delivered will accommodate earthwork operations for mass clearing, grading, building pad/transportation networks rough grading and the construction of stormwater facilities.
- Track 2 incorporates the elements derived from Track 1 processes to inform the development of construction documents for the Harper Chapel Extension. This track also includes support for the conceptual layout of the William Burgess Connector.

Track 1 Engineering

- a. Clearing and Mass Grading - THE CONSULTANT will develop clearing & mass grading plans for the Phase 1 improvement area and stormwater ponds as defined below:
 - i. Clearing limits, limits of fill, and erosion and sediment control
 - ii. Excavation of stormwater management ponds and other design elements as contemplated in the master plan
 - iii. Identify wetland impacts, upland buffers and conservation areas that are consistent with the master plan and coordinated directly with the project environmental consultant
 - iv. Mass grading of the site and design of temporary collection system (swale, pipe, typical sections, etc.)
 - v. For the purposes of an early clearing package, we anticipate only needing to provide notes on the plan sheets which address required code landscape plantings which will be completed as part of future site development plans
- b. Stormwater Design – THE CONSULTANT will use the adopted conceptual diagram, Nassau County Land Development Code, William Burgess Overlay District and St Johns River Water Management ERP criteria to develop an overall master stormwater plan for the project. The overall stormwater plan will include:
 - i. Delineation of both existing and proposed drainage patterns
 - ii. Identify integrated stormwater management facilities, addressing storage and staging requirements, outfalls
 - iii. Identify cost feasible low impact drainage design elements
 - iv. Review of potential primary and secondary impacts to adjacent wetlands in coordination with the environmental consultant
 - v. Conceptual drainage collection system (swale, pipe, typical roadway sections, etc.)
 - vi. Evaluation of potential secondary wetland impacts associated with upland buffers and stormwater pond design
 - vii. Conceptual Earthwork Analysis to support the overall stormwater plan
 - viii. Meetings and coordination with the SJRWMD as needed to review the concept and to solicit their input and ultimate approval through the process
 - ix. Subsequent construction phases will each be required to submit application to the SJRWMD for a SWERP (see SJRWMD permitting tasks below for conceptual permitting)
- c. Nassau County – THE CONSULTANT will prepare and submit a Pond/Borrow Pit application submittal to Nassau County. After receiving comments from the various departments, THE CONSULTANT will revise the plans and make a final submittal to Nassau County. Meetings and coordination with SJRWMD as needed to review the concept and to solicit input and ultimate approval through the permitting process.
- d. SJRWMD Permitting – Based upon the development plan of accommodating/integrating the site, THE CONSULTANT will prepare engineering and planning documents to support the preparation of a conceptual permit application to the SJRWMD. It is our understanding that the

primary purpose of the conceptual permit will be to permit jurisdictional wetland lines and quantify wetland impacts to establish a mitigation plan for development impacts associated with the adopted master plan.

THE CONSULTANT will develop conceptual drainage plans and calculations as part of this initial conceptual permitting effort. We propose the following items for initial submittal:

- i. Stormwater pond(s) layout and conceptual pond sizing with consideration to final outfall.
- ii. Prepare a conceptual drainage and stormwater plan.
- iii. Tributary roadway crossings.
- iv. Assist with preparation of the permit application exhibits.
- v. Respond to SJRWMD RAI comments.
- vi. Obtain conceptual permit.

The SJRWMD is the water quality regulating authority in North Florida. Mass grading plans and calculations will be submitted to the SJRWMD as part of the Conceptual Permit Application.

- e. Utility Engineering – THE CONSULTANT will prepare a master water distribution plan and sanitary sewer collection plan that will include the following:
 - i. Establishment of the water main size to accommodate the proposed densities and required fire protection flow criteria.
 - ii. Establishment of the master sewer collection system, including potential force main corridor to accept development parcels and densities. This work will include the identification of the necessary pump station locations (primary and/or secondary) and point of connection to the JEA utility system.
 - iii. Identification of overall sewage pumping station service areas based on gravity sewer service corridor limits.
 - iv. Review and development of a reclaim/irrigation master plan to identify locations and sizes of mainlines throughout the development.
 - v. Contemplate density and use of future development parcels and provide utility stubs.
 - vi. Meet with the utility provider as needed to review the conceptual sewer collection, potable water and reclaim water distribution plans.

Track 2 includes items (a-j) below)

- a. Road Design – THE CONSULTANT will utilize the road alignment defined as part of the overall master plan to establish an alignment for the Harper Chapel Extension providing access throughout the subject parcel the design of plans, profiles and cross sections of the roadway corridor will comply with Nassau County and William Burgess Overlay District Standards. THE CONSULTANT assumes that approximately 2,970 LF of Main Street Type "C" roadway will be designed and permitted in a single construction phase.
- b. Civil Engineering - THE CONSULTANT will develop roadway and utility engineering plans for the following:
 - i. Design of two-lane roadway with 10' multi-use paths consistent with William Burgess Overlay - Main Street Type C cross-section.

- ii. Design of the associated stormwater collection system to discharge to a master stormwater pond, defined in the master plan conceptual permit.
 - iii. Cross sections provided at critical locations for final alignment.
 - iv. Prepare earthwork volumes using final alignment.
 - v. Design of utilities will include potable water main, reclaimed water main and sanitary sewer main extensions.
 - vi. Design of a JEA duplex sanitary pump station
 - vii. Provide utility stubs to future defined development parcels.
 - viii. Traffic analysis is not proposed in the project scope.
- c. Street Landscape Drawings - A streetscape landscape planting plan will be prepared and submitted with the engineering plans. The design will demonstrate compliance with those sections of the William Burgess Overlay District and applicable County standards. Specifically, THE CONSULTANT will provide the following:
- i. Provide all tables, calculations and plans demonstrating compliance with standards.
 - ii. Prepare conceptual tree planting and furnishing zone program requirements, THE CONSULTANT will then proceed to prepare a detailed planting/furnishing plans.
 - iii. The landscape plans include detail specifying size, spacing and type of plant material.
 - iv. Construction details for plantings and furnishings will be included in the plan set.
- d. Permitting - THE CONSULTANT will use the engineering and minimum landscape plans to produce submittal packages to the regulatory agencies according to the development schedule prepared by THE CLIENT. Each phase of development will require submittal to each of the agencies:
- i. St Johns River Water Management District ERP - Permitting for this First Phase project is included as part of the overall conceptual ERP application for the project (Track 1).
 - ii. Nassau County – THE CONSULTANT will prepare and make application for County DRC submittals of the roadway construction plans to Nassau County. The construction submittals will include site civil engineering plans, drainage and hydrology calculations and landscape plans. After receiving County comments, THE CONSULTANT will revise the plans and make a final submittal to the County.
 - iii. JEA - THE CONSULTANT will prepare necessary plans for the construction of the water, reclaim and sewer distribution system to service the proposed development and submit appropriate applications to JEA and the Florida Department of Environmental Protection. As the application is reviewed, we will meet and follow up with the DEP as needed. We will respond to their request for additional information once, revise our plans and calculations and resubmit for final plan approval.
- e. Environmental Permitting – Includes full permitting through FDEP 404

processes and the SJRWMD Environmental Resource Permitting process to construct the wetland crossing and generalized impacts associated with the Harper Chapel Extension.

- f. Geotechnical Engineering and Analysis - Additionally, to support the construction of the Harper Chapel Extension and related infrastructure exploration, fieldwork and reporting are proposed. The purpose of these borings is to explore for any deleterious soils, such as clay or muck, that would affect the performance of the roadway (i.e., settlement of the embankment and pavement structure) and for bedding and backfilling soils for proposed pipelines adjacent to the roadway. Report will include an evaluation of the subgrade soils for support of the proposed roadway, culvert crossing and sanitary lift stations recommendations compaction of the subgrade and placement/compaction of any embankment fill and the stabilized subgrade and base courses, and recommendations for pipe bedding and backfilling. These borings include the following:
 - 13 borings at 6 feet deep for the roadway
 - 2 borings at 50 feet deep for box culvert
 - 1 boring at 30 feet deep for sanitary lift station
- g. Structural Engineering Design – This subtask includes structural engineering for the box culvert at wetland the wetland crossing in association with the Harper Chapel Extension. Price assumes one (1) 100'-120' long box culvert with wing walls. The scope includes design of precast walls along with correlating shop drawing review.
- h. Electrical Engineering and Coordination – This subtask includes coordination with JEA to ensure proper implementation of the electrical primary within the Harper Chapel Extension. Photometric analysis is included.
- i. Construction Bidding
 - i. Plans Review - The plans review task is a crucial first step of the bidding process. THE CONSULTANT will have construction administration staff review the plans with the design team for constructability issues. We will also ensure that no significant changes are made to the project design intent so that existing permits are not compromised.
 - ii. Bidding Documents - THE CONSULTANT will compile bid documents for the bidding phase. This will include gathering construction specifications from the design team and the appropriate front-end bid documents from THE CLIENT prior to advertising the project for bid. If desired, THE CONSULTANT will work with THE CLIENT to develop a grading criterion that is most advantageous to allow flexibility in the award of the project.
 - iii. Pre-Bid Conference - If desired, THE CONSULTANT will hold a Pre-Bid meeting in our office (or via online technology). THE CONSULTANT will review the timeline for distribution of documents, bidder questions, addenda and bid due date. The attendee list, if the meeting is mandatory, becomes the plan holder list for distribution of all future correspondence.
 - iv. Bid Opening - THE CONSULTANT will conduct a public bid opening where bids will be opened and bid prices will be read aloud along with verification of items that constitute a responsive bid. Bidders will be

- provided with a list of bids upon completion.
- v. Bid Evaluations - In the case of a bid evaluation system, THE CONSULTANT will develop a bid summary in a table format of qualified bidders and provide a score sheet to evaluate individual bids. THE CLIENT will select a winning bid based on the evaluation scores. In the event of any protests from bidders THE CONSULTANT will provide a separate fee to cover administrative efforts in resolving.
 - vi. Bid Award - THE CONSULTANT will work with THE CLIENT and their attorneys to execute the construction contract with the awarded bidder.
 - j. Civil Engineering Construction Administration Services – The construction services project manager is a "tum-key" proactive approach where the construction services project manager acts as the Development Partner's Representative and takes the lead role in project coordination meetings, contract administration, change order negotiation, implementation of any plan modifications, dry utility coordination (i.e. electric, phone, cable and gas) and project close out/ acceptance. This scope and fee assume 15 month construction duration for the Harper Chapel Extension.
 - i. Pre-construction Conference - THE CONSULTANT will schedule any conduct or attend as required any pre-construction meetings as required by regulatory, municipal and state permitting agencies. Typically, no construction can commence prior to conducting a pre-construction meeting for each separate permit.
 - ii. Shop Drawing Review - THE CONSULTANT will review, or facilitate the required sub-consultant's review, and process all shop drawing submittals to verify general conformance with the project specifications. THE CONSULTANT will ensure contractor's maintenance of a log of all submittals for record.
 - iii. Plan Interpretations (RFI's) - Throughout the construction process, regulatory agencies, Owner and/or the Contractor may request assistance with interpretation of the plans, permits and specifications. THE CONSULTANT will provide technical clarifications and answer questions (RFI's) as they may arise during construction.
 - iv. Coordination Meetings - THE CONSULTANT will attend progress meetings (combination of monthly onsite and weekly Teams) on an as needed basis.
 - v. Pay Application Review – THE CONSULTANT will verify monthly pay application quantities and make recommendations for payment.
 - vi. Change Order Review - THE CONSULTANT will review change order requests and make recommendations on negotiations and/ or approvals.
 - vii. Dry Utility Coordination - THE CONSULTANT will coordinate with MEP and THE CLIENT to obtain necessary information to make submittal to electric, communications and gas providers so they can design their respective systems. Typically, communications and gas do not install

until water and sewer have been accepted by provider, but THE CONSULTANT will ensure road crossings are provided to accommodate future installation. In the case of electric, THE CONSULTANT depends upon MEP to provide specific electrical design information (i.e. service locations, voltage, phase and amperage) and THE CLIENT to provide lighting styles and decision on private vs utility owned lighting, easements, etc. THE CONSULTANT compiles the information, submits to provider for electric design, assists in bidding and installation of owner provided infrastructure and coordinates with utility provider to complete installation and energize.

- viii. As-Built Review/Certification - THE CONSULTANT will coordinate submittals and perform as-built reviews to check for project conformance and provide comments to the Contractor Surveyor to achieve an as-built that meets regulatory agency, municipal or county standards for as-built certification submittal.
- ix. Substantial Completion - THE CONSULTANT will conduct final inspections of the completed construction project and assist in the assurance of satisfactory completion of punch list items.
- x. Final Completion/Project Acceptance - THE CONSULTANT will ensure the acquisition of necessary documentation to achieve acceptance in accordance with all applicable permit and contract requirements.

Full Construction Engineering Inspection Services can be provided under a separate authorization.

- 5. Transportation Engineering – Based on the results of the Assessment and Analysis Task above (III.B.4.) and the overall campus master planning/civil engineering process, THE CONSULTANT will develop the appropriate schemes to satisfy transportation requirements.
 - a. Alternatives Analysis – THE CONSULTANT will develop up to three different alternatives for the Build-out year. The alternatives will address potential capacity constraints and will address possible improvements related to roadway segments, intersections and driveways, left/right turn lanes and right in/ right out connections will be reviewed as part of the alternatives. The need for signal warrant analysis and signal installation will also be addressed as needed.
 - b. Conceptual Design Plans - THE CONSULTANT will develop concept plans for the three improvement alternatives that will be evaluated and analyzed. The selected and recommended improvement alternative will be further refined to aid in the future design which is not included in this scope of services. These areas will include applying the elements associated with THE CLIENTS vision for William Burgess Boulevard.
 - c. Reporting and Document Integration - Reporting documenting the work effort for all tasks above will be compiled including all appendices. Appendices will include data collected and reviewed, field observation notes, detailed analysis of existing and alternatives evaluated, measures-of-effectiveness tables comparing results for alternatives evaluated, plans/drawings of all concepts developed, discussion and evaluations, summary of findings and recommendations.

This information will be integrated into the campus master plan provided to THE CLIENT and will be then updated based on comments during the development of document.

2. Phasing Plan – THE CONSULTANT will develop a phasing approach for each diagram taking into consideration planning, architectural, engineering and transportation elements. The phasing will be extensively influenced by the needs assessment and the campus master plan goal, objectives and strategies.
3. Cost Analysis – This subtask includes the development of a conceptual level cost/budget analysis for the proposed improvements.
4. Key Milestone Presentations and Interface – The completion of the Conceptual Planning, Permitting and Engineering phase of work is a major milestone. This task includes the creation and coordination of materials to support a presentation to the PWG, the Steering Committee, Stakeholders and the Board of County Commissioners.

The outcome for this subtask is to obtain consensus related to the conceptual plans by identifying a single approach/solution to be carried through the development of the Draft and Final Master Plan.

D. DRAFT AND FINAL MASTER PLAN (Track 1)

1. Calibration - During this phase compilation the draft master plan document along with creating a detailed master plan is the primary focus associated with developing the Draft Master Plan. Idea testing, integration of goals/objectives and formal articulation of campus districts (civic, administrative, judicial, and destination districts etc.) are among the products of this step.

This subtask includes calibrating the findings related to architectural improvements to ensure successful "test fitting of buildings based on available space the goals, objectives and strategies developed during the master planning process.

2. Design Studies - These design studies articulate proposed development in specific areas of campus at a higher level of detail. THE CONSULTANT will test technical feasibility and refine the ideas generated in the Conceptual Plan phase. Building setbacks and massing, treatment of open space and entry ways, pedestrian and vehicular circulation systems, campus entry and arrival, service points, landscape composition, infrastructure capacity, regulatory compliance and adherence to THE CLIENT's vision will be addressed in documents for this phase of work. We recommend a series of design workshops with the PWG for the Design Studies to collectively confirm and discuss the vision for the campus in detail.

This subtask includes the development of character references and wireframing of the architectural elements to ensure proper spatial development of exterior spaces and the representation of architectural theme is considered and integrated into the process and Campus Master Plan.

3. Three-Dimensional Visualization - Providing three-dimensional visualization products is defined through exclusive subtasks that are based on level of articulation. THE CONSULTANT will deliver a three-dimensional of the campus demonstrating the vision with a highly developed conceptual articulation of the Civic Campus Master Plan. We anticipate this model to be fully interactive with processes to include clearly defined exterior architectural delineation with an emphasis on defining a clear option for the potential visual outcome of the campus. In addition to the elements depicted on the subject property, the model will include articulation of the William Burgess Road Corridor frontage based on the vision defined in the William Burgess Context and Connectivity Blueprint.

The three-dimensional model will include color stills and a fully produced animation including audio track/voice over with depiction roads, vegetation, buildings, parking lots and related entourage.

4. Final Campus Master Plan - The Civic Campus Master Plan will be developed as a living document and include considerations for all the information derived throughout the process. The final product will be both a graphic and a text-based document that includes multiple elements. Generally, those elements include:
 1. Campus Master Planning Process Summary
 2. Existing Conditions Data
 3. Analysis and Campus Findings
 4. Conceptual Design
 5. The Campus Master Plan and Correlating Recommendations
 6. Three-Dimensional Imagery
 7. Appendices and supporting reporting

E. REPORTS AND PROJECT DELIVERABLES (Track 1)

1. Survey (Electronic-CAD and hardcopies)
2. Data Gathering Reports:
 - a. Geotechnical Analysis
 - b. Environmental Report (wetland and wildlife)
 - c. Phase 1 Environmental Assessment
 - d. Wetland Mitigation Analysis
 - e. Hydrologic/Hydrologic Report
 - f. Conservation Release Documentation
 - g. Cultural Survey
 - h. Transportation Analysis
3. Interview and Meeting Summaries (Electronic)
4. Architectural Programming Model (Electronic)
5. Benchmarking Campus Master Plan Growth Model (Electronic)
6. Conceptual Diagrams (Electronic and 5 hardcopy deliverables)
7. Initial Draft of the Campus Master Plan Report (Electronic and 5 hardcopy deliverables)
8. Draft Review Submittal (Electronic and 5 hardcopy deliverables)
9. Final Master Plan (Electronic and 5 hardcopy deliverables)
10. Conceptual level cost estimate (Electronic)
11. A 3d Studio Max campus-wide visualization model of proposed campus assets. The elements at the *Existing Development Area* are not included as part of the 3d visualization model. These can be modeled as an additional service. (Electronic)
12. All documents produced in electronic and hardcopy formats in license free format without stipulation related to intellectual property. The documents produced will be accessible by THE CONSULTANT for marketing and research purposes without limitation.

- F. SUMMARY OF MEETINGS (Track 1)** – These meetings are formalized interfaces/presentation with THE CLIENT, PWG, Stakeholders and the Board of County Commissioners. Internal meetings, sub-consultant interfaces, general/informal coordination discussions with THE CLIENT and interim

coordination meetings are included above. A detailed schedule will be prepared for the Master Plan based on the final scope of work and the direction provided by THE CLIENT. The schedule will be prepared in coordination with THE CLIENT and after approval; it will serve as a guide to maintain milestones and commitments. THE CONSULTANT will maintain the schedule and will identify potential deviations if any, and solutions to maintain the established project milestones.

1. PROJECT INITIATION (25 meetings)
 - a. Project Kick-Off (2 meetings)
 - b. Steering Committee (1 meeting)
 - c. Project Site Tour (2 meetings)
 - d. Outreach-based data collection
 - i. Peer Complexes Tours (4 meetings)
 - ii. Steering Committee Initial Meetings (5 meetings)
 - iii. Peer Complexes Tours (4 meetings)
 - iv. Stakeholder Workshop(s)/Roundtables (3 meetings)
 - v. Targeted Interviews (3 meetings)
 - e. PWG Coordination Presentations (1 meeting)
2. ASSESSMENT AND ANALYSIS (3 meetings)
 - a. Benchmarking Coordination Meeting/Forum (1 meeting)
 - b. Findings Presentation to PWG (1 meeting)
 - c. Pre-Goals/Obj./Strategy Meeting with PWG (1 meeting)
3. CALIBRATION (1 meeting)
 - a. Design Presentation (1 meeting)
4. DRAFT MASTER PLAN (3 meetings)
 - a. Steering Committee and PWG (1 meeting)
 - b. BOCC Presentation (1 meeting)
 - c. Public Open House (1 meeting)
5. FINAL MASTER PLAN (2 meetings)
 - a. Presentation to PWG (1 meeting)
 - b. Final Presentation (1 meeting)
 - c. SCHEDULED MEETINGS - Regularly Scheduled Coordination Meetings with PWG (26 virtual meetings – once every 3 weeks)
6. ADDITIONAL PUBLIC MEETINGS – As requested this contingency item for three (3) additional public meetings is intended to allow for time and expenses associated with attendance, travel and preparation for unscheduled face to face interfaces with the public in the Nassau County area.

EXHIBIT B
PROSSER, INC.
NEGOTIATED FEES AND
EXCLUSIONS SCHEDULE

1. FEE SUMMARY

TRACK 1 FEES

Description	Fee Type	Fee
Project Initiation	Lump Sum	\$ 154,744.00
Assessment and Analysis	Lump Sum	\$ 267,952.00
Conceptual Planning, Permitting and Engineering (includes Track 1 Engineering)	Lump Sum	\$ 472,544.00
Draft and Final Master Plan	Lump Sum	\$ 295,856.00
Three Public Meeting Option	Lump Sum	\$ 10,800.00
Three-Dimensional Visualization Model	Lump Sum	\$ 95,000.00
Subtotal		\$ 1,296,896.00
Subconsultants		
Survey	Lump Sum	\$ 165,400.00
Environmental Services	Lump Sum	\$ 31,800.00
Hydrologic and Hydraulic Analysis	Lump Sum	\$ 59,600.00
Cultural Review - Background Research & SHPO Consultation	Lump Sum	\$ 1,600.00
Cultural Review – Cultural Resources Assessment Survey (If recommended)	Lump Sum	\$ 7,400.00
Geotechnical Analysis and Survey	Lump Sum	\$ 10,000.00
Geotechnical Analysis and Survey (Building Explorations)	Lump Sum	\$ 35,600.00
Architectural Programming Analyst	Lump Sum	\$ 70,000.00
Mechanical and Electrical Conceptual Design/Master Planning	Lump Sum	\$ 35,000.00
Subconsultants Total		\$ 416,400.00
Total (less Reimbursables)	Lump Sum	\$ 1,713,296.00
Reimbursable Fee Budget		\$ 5,000.00
Track 1 Total Fees		\$ 1,718,296.00

TRACK 2 FEES

Full Engineering and Permitting of Harper Chapel Extension Includes Environmental Permitting Geotechnical, Structural and Electrical Engineering	Lump Sum	\$ 517,700.00
Track 1 and Track 2 Total Fees		\$ 2,235,996.00

2. REIMBURSABLE EXPENSES

Reimbursable expenses are intended to cover the cost of the render farm.

3. EXCLUSIONS

3.1 This SOW does not include:

- On-site building condition assessment and analysis
- Facility specific programming (new or renovation) – A detailed facility program
- Detailed Engineering and Architectural Construction Documents (II. See Master Plan Scope Overview)
- Publishing
- Public, neighborhood and/or community related meetings/interfaces are excluded except one open house and any public meetings defined under III.F.7
- Administrative, capacity, impact, permit closing and filing fees
- LEED and sustainable resources related services and certifications
- BIM Modeling or BIM Design Drawings
- Electrical, Plumbing or Mechanical Permits
- Building Permits
- Metering of electrical components
- Energy Analysis
- Structural Engineering (except box culvert crossing which is included)
- Plumbing or Fire Protection Design (except primary civil infrastructure fire protection)
- Upgrades/Design related to existing lift station
- Offsite roadway drainage improvements
- Modification/Design of existing utility systems
- Draw down analysis/cut-off wall design
- Roundabout engineering and construction documents
- Construction Engineering Inspection (CEI)
- Stormwater System Maintenance Agreement Assistance
- NPDES Stormwater Permitting
- Bridge and overpass engineering and detailed design
- Gopher tortoise and endangered species permitting (the analysis to identify species is included – permit process will be identified if needed based on the presence of endangered species)
- Excludes more than one wetland crossing
- Application for utility service for individual parcels
- Real estate acquisition
- Any work not specifically articulated in this SOW
- Traffic signal planning and design

EXHIBIT "C"

**NASSAU COUNTY
FLORIDA**



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

REQUEST FOR QUALIFICATIONS (RFQ)

Nassau County Civic Campus Master Plan

RFQ NO. NC22-020

PROPOSALS ARE DUE NOT LATER THAN

Wednesday August 10, 2022 @ 10:00 A.M.

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****Exhibits are hyperlinks to their respective documents/sites. Please ctrl+click to view them.****

SECTION 1: PROJECT INFORMATION

1.1 PURPOSE:

The Nassau County Board of County Commissioners is seeking qualifications from architectural planning consultants for the master planning of a centralized and consolidated Civic Campus on Williams Burgess Boulevard in Yulee, FL for the Nassau County Board of County Commissioners, Constitutional Officers, and workforce.

The selected multi-disciplinary team is expected to provide planning, architectural planning services, business plan and development strategies, parking analysis, and probable cost estimates for the project, and will be asked to interpret large amounts of data from reports/plans and manage input/expectations from various County departments and internal and external stakeholder groups.

The plan will not include full engineering design but will require sufficient preliminary engineering to delineate construction phases, create preliminary "magnitude of scale" cost estimates, demonstrate viable integration with adjacent properties, and ensure the site will function as designed. The campus plan (site plan) and related architectural/vertical concepts, together, constitute the "Master Plan."

The goal of this Master Plan is to establish design criteria, create design standards for the facility, and provide layout/stacking concepts for this Civic Campus. After completion and acceptance of the Civic Campus Master Plan, the information produced by the selected team will be used to conduct a request for qualifications (RFQ) to select a design firm for design and construction.

Additionally, the goal of the project is to design a Civic Campus Master Plan that will facilitate governmental functions through year 2045 that:

- serves as the epicenter of civic life in Nassau County and the heart of the William Burgess District (WBD);
- is designed within the context of, and integrated with, the WBD, East Nassau Community Planning Area Sector Plan (ENCPA), and County/North Florida Transportation Planning organization (NF TPO) Long Range Transportation Plan/Mobility Plan.
- demonstrates development opportunities in sensible standalone phases. Utilizes placemaking and urban design principles that prioritizes sense of place, walkability, communal life and high quality, publicly accessible social spaces within the campus – High Performance Public Spaces.
- provides a unified signage and wayfinding program.
- utilizes stormwater management as an integrated amenity of the campus using low impact design strategies, as practical and cost feasible.

The Master Plan is NOT intended to be a sterile institutional environment but rather an engaging part of the community and a catalyst for private investment/development in the WBD. The creation of the campus will require vision, creativity and application of urban planning and civic design principles.

1.2 BACKGROUND:

According to the 2021 Growth Trends Report, between 2010 and 2020 the population of Nassau County swelled by 17.86% from 73,314 to 89,258 persons. Over the same time frame, Nassau County experienced significant growth in various non-residential sectors which resulted in the addition of more than 9,000,000 square feet of

non-residential space to the County tax rolls: a 29% increase over the ten-year period. According to the Bureau of Economic and Business Research (BEBR), Nassau County is projected to be the 9th fastest growing county in Florida, by percent, over the next ten (10) years with anticipated population of 161,400 people by 2045. In order to maintain levels of service and provide basic local government functions, it is necessary that Nassau County's administrative facilities and functions be consolidated, centralized, and expanded to account for new growth.

The Nassau County Board of County Commissioners (BOCC) owns 160 acres of land located southwest of William Burgess Boulevard in the Yulee area. The intent of the BOCC is to create a Civic Campus that serves as the epicenter of civic life in Nassau County. The campus is intended to house the judiciary, constitutional offices, and offices/facilities of the BOCC. At this time, approximately 50 acres of the land holding has been developed to house the Nassau County Courthouse (Robert M. Foster Justice Center), Emergency Operations Center, Sheriff's Office Headquarters and County Detention Facility. The remaining 110 acres are undeveloped.

To ensure the effective management of this vital public asset to meet demand created by new growth and to properly integrate the Civic Campus with adjacent lands, it is imperative that Nassau County undertake a thoughtful and holistic approach to bringing the campus to fruition. Furthermore, it is the intent of Nassau County that development and redevelopment within the Civic Campus serve as a catalyst for private investment within the adjacent community.

In 2007, Nassau County partnered with the Amelia Island/Fernandina Beach/Yulee Chamber of Commerce to conduct a 25-year visioning process with the citizens of Nassau County. Numerous public outreach sessions were involved in the process. The final report, Vision 2032, resulted in five topics ranked most important to residents: 1) Growth Management, 2) Recreation and Open Space, 3) Infrastructure, 4) Environment, and 5) Education and School Facilities. The commonality among different areas of the County and across groups was that citizens expressed how much they enjoy the quality of life in Nassau County. There is a strong interest in maintaining this quality of life through managing growth, creating skilled job opportunities, improving transportation networks, increasing recreation and open space, and improving and expanding essential services to keep pace with population growth.

In 2019, Nassau County established the William Burgess District (WBD) and the corresponding William Burgess District Context and Connectivity Blueprint (WB CCB) – a hybrid form-based code accomplished through an overlay district that controls development within the WBD. The regulations governing development within the District are designed to facilitate the creation of a place where people can live, work, play, and stay. The Civic Campus is the impetus for the "Civic Village Center" – an integral village center within the WBD intended for higher densities and intensities arranged in a mixed-use walkable urban environment. The Civic Campus plays a crucial role in the character and functionality of the Village Center and greater WBD, and, if designed correctly, will serve as the catalyst for private investment within the District. The Civic Campus project will not only relocate one of the County's largest employers, the Nassau County Local Government, to the heart of the District but, based on the nature of the campus, it will be the epicenter of civic life in Nassau County bringing thousands of people into the District annually and, as such, exponentially increasing daytime activity levels.

As cited above, the design of the Master Plan entails a comprehension of the lands beyond the boundary of the subject property, spatial planning for government use, principles of urban planning, civic design and architecture, and civil engineering. The Consultant for this project is expected to read and synthesize the WB CCB and produce a Master Plan that is encompassing of the intent of the WBD and Civic Village Center.

1.3 BACKGROUND DOCUMENTS

- Nassau County Comprehensive Plan
- Nassau County Vision 2032
- William Burgess Overlay District (WBD) and William Burgess District Context and Connectivity Blueprint (WB CCB)
- East Nassau Community Planning Area Sector Plan (ENCPA)
- Nassau County/North Florida TPO Long Range Transportation Plan/FTMS

- Nassau County Mobility Plan
- Nassau County 2022 Growth Trends Report
- Timber to Tides Trial corridor design study
- Nassau County 5-yr CIP
- Nassau County Interim Strategic Plan
- Site Map
- Any other technical regulations governing uses and facilities currently located in or, intended to be located in, the Civic Campus. Specifically, but not limited to, specifications/controls related to the Nassau County Jail, Emergency Management Operations Center, and the Court House.
- Available transportation/mobility modeling through Nassau County of the NF TPO.
- Other documents as identified by the Project Working Group (PWG)

SECTION 2: SCOPE OF SERVICES

2.1 PROJECT DESCRIPTION:

Develop a Master Plan for the build-out of a centralized and consolidated Civic Campus located on William Burgess Blvd, in Yulee, FL. Reference additional detail and context for Master plan creation detailed in Section 1 of this RFQ.

2.2 PROJECT WORKING GROUP (PWG)

The primary point of contact (POC) for the project is the Deputy County Manager; however, the Project Working Group (PWG), listed below, will operate by consensus to execute the project. Each working group member will assign technical staff as needed for various tasks. Each member of the working group possesses subject matter expertise in some, or multiple, critical aspect(s) needed to deliver the Master Plan. The Consultant is expected to coordinate with the individual PWG members as needed to execute project assignments. The members are as follows:

- a. Deputy County Manager/County Engineer
- b. Public Works (PW) Director
- c. Office of Management and Budget (OMB) Director
- d. Procurement Director
- e. Planning and Economic Opportunity (PLANNING DEPARTMENT) Director
- f. Development Services (DS) Director
- g. Others as assigned by the County Manager

As directed by the County, the Consultant shall develop the Master Plan in conformance with all applicable state, federal, and local laws, regulations, and policies.

Listed below are the tasks the Consultant is expected to incorporate in their proposal. This is not intended to be a comprehensive list of tasks, but to serve as a minimum as anticipated by the County:

2.3 TASK 1

KICK-OFF MEETING WITH PWG

The Consultant shall commence the project with a kick-off meeting including the PWG and others identified by the PWG as necessary. It is expected that the Consultant has undertaken detailed review of the relative background documents and familiarized themselves with the property and context of the project prior to the kick-off meeting. It is expected that the Consultant will be prepared to have a meaningful discussion regarding the project. This is not a meet and greet.

2.4 TASK 2

CONTEXTUAL REVIEW

The Consultant shall expend sufficient time reviewing and synthesizing relevant documentation, data, studies, research, and stakeholder interviews to execute the creation of the Master Plan. This shall include, but is not limited to:

- a. Review of all background documents defined in Section 1.3 of this RFQ.
- b. Review of existing demographics and historic population trends.
- c. Review of population and demographic projections through the year 2045 (2045 Planning Horizon).
- d. Review of existing/new technologies for application and, if applicable/possible, anticipation of developing technologies over the 2045 planning horizon.
- e. Analyze how the Civic Campus fits within the context of the existing community and how the Master Plan will integrate with the William Burgess District (WBD), the ENCPA, and the Timber to Tides Overlay District. This includes analyzing how the campus will serve as the heart of the Civic Center, a catalyst for new development in the WBD, and the epicenter of civic life in Nassau County.

2.5 TASK 3

PRELIMINARY WORK

Execute preliminary work necessary to define constraints and opportunities. This shall include, but not limited to:

- a. Survey (boundary, topographical, infrastructure, and others as needed)
- b. Environmental Assessment per Section 5.07 of the Nassau County Land Development Code.
- c. Wetland Delineation
- d. Delineation of existing Conservation Easements and securing Conservation Easement release/augmentation. One of the key elements to the preliminary work is identifying and working with the appropriate State and Federal agencies to determine how much latitude the County has in augmenting the CE boundary and options for mitigation.
- e. Other work as determined by PWG

2.6 TASK 4

STAKEHOLDER INTERVIEWS/OUTREACH

- a. Interview and engage with neighboring landowners and those directly impacted by improvements associated with the Master Plan. The results of the engagement effort shall be summarized and cataloged in a report that will be included in the Master Plan Report. The report will be updated throughout the process as additional feedback is received. The identified groups, entities and communities include, but not limited to:
 - i. The Harper Chapel residential community served by Harper Chapel Road
 - ii. Raydient Places + Properties/Rayonier, Inc.
 - iii. Controlling party of the Cook/Coleman holdings
 - iv. Baptist Medical
 - v. Others as identified by PWG
- b. This stage will require interviews with a variety of public departments and agencies. The engagement results shall be summarized and cataloged in a report that will be included as part of the Final Master Plan. The stakeholder report shall be updated throughout plan creation process as new feedback is received. The list below includes but not limited to:
 - i. County/BOCC Administration
 1. County Manager
 2. Assistant County Manager

3. Deputy County Manager
4. Planning and Economic Opportunity Director
5. Office of Management and Budget Director
6. Procurement Director
7. Development Services Director
8. Information Technology Director
9. Building Official
10. Human Resources
- ii. Other BOCC Departments
 1. Fire/Rescue Chief
 2. Public Works Director
 - Facilities Maintenance
 - Road and Bridge Director
 - Solid Waste
 3. Public Libraries Director
 4. Animal Care and Control Director
- iii. Applicable Constitutional Officers
 1. Property Appraiser
 2. Clerk of Court/the Judiciary
 3. Nassau County Sheriff
 4. Nassau County Director of Emergency Management
 5. Supervisor of Elections
- iv. Applicable Other Agencies
 1. Nassau County Department of Health Director
- v. Others as identified by PWG

2.7 TASK 5

NEEDS ASSESSMENT

The Consultant shall meet with the Department heads to review project spatial needs of the above departments and agencies within the context of future needs throughout the year 2045 planning horizon. Such review shall include proposed phasing of operational units to meet growth and provide financial flexibility. Based on the physical constraints of the site, not all identified departments/agencies can be housed at the Civic Campus in the WBD.

2.8 TASK 6

CREATION OF CONCEPT MASTER PLAN(S)

After completing all preceding tasks, the Consultant shall create up to three (3) concept Master Plans.

- a. Each concept master plan(s) shall include:
 - i. Conceptual campus site plan [reference WBD site design standards].
 - ii. Architectural/vertical concept renderings [reference WBD architectural standards].
 - iii. Identification of construction phases and the preliminary cost for each phase.
- b. The concept plan(s) shall be vetted, refined, and approved by the PWG prior to moving to tasks in Section 2.9.

2.9 TASK 7

REVIEW OF CONCEPT MASTER PLAN(S)

- a. Review the Conceptual Master Plan(s) with the stakeholders from Section 2.6 and assemble comments.
- b. Review the Conceptual Master Plan(s), PWG comments and stakeholder comments with the BOCC.
- c. Refine concept plans on feedback.

2.10 TASK 8

CREATION OF THE FINAL MASTER PLAN

After selecting and refining the conceptual Master Plan, the Consultant shall create a Final Master Plan.

- a. The Final Master Plan shall include:
 - i. Any recommended update to the spatial needs assessment
 - ii. the final campus plan (site plan), and associated renderings, modeling, exhibits, street cross-sections, pedestrian circulation plans, mobility network integration, phasing plan and similar items.
 - iii. the final architectural/vertical renderings, 3D modeling, streetscape renderings, exhibits, and similar items.
 - iv. final cost estimates broken out by phase.
 - v. all back-up data and analysis supporting i-iv.
- b. The Final Master Plan shall be vetted by the PWG. The Consultant shall make all necessary refinements, as determined by the PWG. The Final Master Plan shall be approved by consensus of the PWG.
- c. The Final Master Plan shall be delivered as a PDF or other digital format agreed to by the County.
- d. The Final Master Plan shall include a final report that includes all supporting material, background data and analysis, renderings, models, special needs capacity, costing sheets, presentations, stakeholder feedback reports and other materials in a single document with appendices. The Final Master Plan shall be delivered as a PDF or other digital format agreed to by the County.

2.11 TASK 9

REVIEW OF THE FINAL MASTER PLAN

- a. Upon approval of the Final Master Plan, the Consultant shall circulate the final product to the stakeholders identified in Section 2.6 of this RFQ for review.
- b. The Consultant shall make any final refinements, as deemed necessary by the PWG, to the Final Master Plan based on stakeholder review.

2.12 TASK 10

SPECIFIC STUDY DELIVERABLES:

1. Final Master Plan—Three (3) hard copies and one (1) digital copy for each item constituting the Master Plan:
 - a. Final campus plan (site plan) and associated renderings, modeling, exhibits, street cross-sections, pedestrian circulation plans, mobility network integration, phasing plan and similar items.
 - b. Final architectural/vertical renderings, 3D Modeling, streetscape renderings, and similar items.
 - c. Final cost estimates broken out by phase.
 - d. A final report including all the material constituting the Master Plan and all supporting materials, research, background data and analysis, stakeholder and community feedback report, project notes, and any other items deemed necessary to be included in the Master Plan.
2. Final Master Plan Presentation.
3. Publication of any interactive online material, map/story books, webpages, and similar material/publications.
4. Any other back-up data and analysis, exhibits, research material, project notes or other material not included in the Master Plan Report
5. **ALL NATIVE FILES** used in the creation of the Master Plan. This includes, but is not limited to, all GIS data, computer assisted design files, 3D models, horizontal and vertical renderings, architectural concepts,

streetscape renderings and cross-sections, including hand drawings, spreadsheets/workbooks utilized in the creation of the Spatial Needs Assessment, cost estimate workbooks, material lists and any other item. All native files shall be delivered in format deemed required by the PWG.

6. **Nassau County shall have the rights to all native files and have the ability to modify and use the files as deemed necessary to facilitate and implement the Nassau County Civic Campus Master Plan, the WBD and other uses deemed appropriate by Nassau County.**

2.13 TASK 11

DELIVERY OF FINAL PRODUCT & PRESENTATION OF THE FINAL MASTER PLAN

- a. As outlined in Section 2, the Consultant will present the Final Master Plan to the BOCC at a public workshop.

SECTION 3: FIRMS QUALIFICATIONS AND EXPERIENCE

The County is looking for a Consultant team with sufficient experience to work in a collaborative framework with other team members, the public, elected officials and staff. The firm should have qualified, licensed technical staff in architecture, engineering, and urban design, that have experience in and are familiar with large-scale government projects, campus design and review of future spatial needs, and are capable of producing innovative, illustrative, visual planning and design documents, as well as dependable preliminary engineering and construction cost estimates.

SECTION 4: INSTRUCTIONS AND INFORMATION TO RESPONDENTS

4.1 **TENTATIVE SCHEDULE OF SELECTION PROCESS/KEY DATES:**

The County's intended schedule for the project (tentative + subject to change): All times shown are Eastern Standard Time (EST).

Event	Date	Time
- RFQ Available on Planet Bids	June 28, 2022	
Virtual Pre-Submittal Meeting	July 14, 2022	2:00 p.m.
Deadline for Questions	July 22, 2022	by 4:00 p.m.
County Responses to Questions Posted to Planet Bids	August 1, 2022	
RFQ Responses Due Date/Time and RFQ Opening Date/Time	August 10, 2022	by 10:00 a.m.
Evaluation Committee (Evaluate/Rank Firms)	TBD	TBD
Interviews of Shortlisted Firms	TBD	TBD
BOCC Award/Approval	TBD	

- 4.2 **SUBMISSION OF QUALIFICATIONS:** Proposals must be submitted to the County's eProcurement system, [PlanetBids Vendor Portal](#). The County will not accept proposals by facsimile, paper (hand-carry), email, or any other method. **Proposals must be received no later than August 10, 2022, at 10:00 a.m.** Any proposals received after this date and time will be rejected and considered non-responsive. Proposals will be publicly read and recorded at the office of the Ex-Officio Clerk, Nassau County on August 10, 2022, at 10:00 AM.

4.3 **PRE-SUBMITTAL MEETING AND QUESTIONS**

A virtual pre-submittal conference for all prospective respondents is scheduled for Thursday, July 14, 2022, at 2:00 p.m. All prospective respondents interested in attending the pre-submittal meeting must RSVP via [PLANETBIDS VENDOR PORTAL](#). From this page, select the Bid Opportunities tab and find

NC22-020 for the information for this RFP. Select it and then scroll down to find the "Pre-Bid Meeting" section, there will be a blue button to RSVP. A Zoom Link will be provided prior to the meeting. Please reach out to Thomas O'Brien, Procurement Specialist, at (904) 530-6040 if you have any issues.

4.4 Respondents are directed to not contact evaluating committee members, County Commissioners, County departments or divisions until award has been made by the Board of County Commissioners. ALL QUESTIONS FROM RESPONDENTS MUST BE ADDRESSED IN WRITING AND SUBMITTED TO THE NASSAU COUNTY'S EPROCUREMENT SYSTEM, PLANETBIDS VENDOR PORTAL

4.5 ADDITIONAL INFORMATION/ADDENDA: Any ambiguity, conflict, discrepancy, omissions, or other error discovered in this solicitation must be reported immediately and a request made for modifications or clarification. Request for additional information or clarifications must be made in writing and submitted to NASSAU COUNTY'S EPROCUREMENT SYSTEM, PLANETBIDS VENDOR PORTAL by the question deadline identified in Section 4.1.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the RFQ opening date. Respondents should not rely on any representations, statements, or explanations other than those made in this solicitation or in any addendum to this solicitation. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail.

It is the Respondent's responsibility to be sure all addenda were received. The Respondent should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Respondents are required to acknowledge the number of addenda received as part of their submission of the proposal. Respondents shall submit the Addendum Acknowledgment form attached hereto as Attachment "A".

4.6 PROPOSALS AND PRESENTATION COST: The County will not be liable in any way for any cost incurred by the Respondent in the preparation of their proposal in response to this RFQ nor for the presentation of their proposals or participation in any discussions or negotiations.

4.7 RESPONSE FORMAT. To facilitate and expedite review, the County asks that all Respondents follow the response format outlined below. Failure to submit your response in the format requested may result in the reduction of your overall evaluation score. To assist you in preparing your response, the County's selection procedures are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification.

TAB 1 – Cover Letter

Provide a cover letter no longer than two (2) pages in length, signed by an authorized representative of your firm that can legally bind the company and provide, his/her title, address, phone number, and email address. Provide a positive commitment to perform the required work. Consultant should also provide the primary contact person for this engagement including his/her title, phone number, and email address. The table of contents should follow the cover letter.

TAB 2 – Table of Contents

Include a clear identification of the material included in the proposal by page number.

TAB 3 – Team Organization, Experience and Qualifications

This section must include the proposed staffing, deployment, and organization of personnel to be assigned to this project. The Respondent shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. In addition to above, Consultants should include:

- team organizational chart showing all firms, contractual relationship between firms and names of specific staff proposed for the project with their titles
- specific responsibilities should be listed for all team members assigned to the project. The description of responsibilities shall include the estimated percentage of the total project that is to be completed by each individual team member.

Additionally, Respondents shall

- a. Provide a brief description of your firm's organization, structure, and philosophy.
- b. Provide firm's years of experience and applicable project experience.
 - The firm's past experience and performance on comparable Civic Campus design, placemaking, urban/civic design, architecture, spatial needs assessment, transportation, and land use projects
 - Experience programming and executing stakeholder and community engagement activities.
- c. Project Team. Identify and include qualifications and experience of individuals (include name, contact information, and services the individuals will provide) that will be assigned to the project. List any subcontractors that may be used on the project as well.
- d. List any innovative technology-based capacities and examples, including but not limited to geospatial analysis tools, 3D modeling tools, publishing software, interactive online platforms, etc. that was utilized on prior projects.
- e. Knowledge of and design plan compliance with state and local laws.

TAB 4 – Project Understanding, Approach, and Schedule

This section shall include, in narrative, outline, and/or graph form the Respondent's approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included. Consultants should demonstrate the following:

- Process for gathering data and defining the goals and vision for Nassau County for the Civic Campus.
- Past experience and knowledge of working with governmental agencies.
- Process of evaluating the internal stakeholders, public stakeholders and departmental program needs
- Realistic plan for completing the master planning process in the timeframe desired by the County.
- Personnel, management tools, techniques, and procedures used to maintain project schedules.
- Proposal for schedule, management and conduct of internal stakeholder involvement and coordination.
- Provide demonstration in resolving conflicts and building consensus among large stakeholder groups.

Additionally, Respondents shall

- a. Define how your company will best meet the criteria specified in the Scope of Services. State your project management plan, firm's interpretation of scope and method of approach, including the staffing plan.
- b. Define personnel, labor, equipment and supply resources and requirements.

- c. Provide an implementation schedule (initial schedule/and actual/final schedule) for services, including an explanation for delays, if any.
- d. Provide a stakeholder and community engagement strategy.
- e. Provide information regarding any proposed innovative concepts that may enhance value and quality, any favorable cost containment approaches or additional or alternative ideas that may be successful if implemented by Nassau County.
- f. Provide what will be incorporated in the deliverables (visual elements, design renderings, 3D models, technical reports, supporting data and analysis, etc.).

TAB 5 – References

Provide a minimum of three (3) examples of similar projects with applicable reference information. References should include the following information:

- Client name, address **AND** phone numbers, and e-mail addresses
- Description of all services provided
- Performance period
- Total contract value

The list of references for which similar work has been performed shall be included and the list shall include all similar contracts performed by the Respondent within the past five years. The evaluators will randomly select at least three of these references, but the evaluators reserve the right to contact all the references listed if information from the three references contacted warrant further inquiry. The failure to list all similar contracts in the specified period may result in the rejection of the Respondent's proposal. The evaluators may check all public sources to determine whether Respondent has listed all contracts for similar work within the designated period. If the evaluators determine that references for other public contracts for similar contracts were not listed, the evaluators may contact the public entities to make inquiry into Respondent's performance of those contracts and the information obtained may be considered in evaluating Respondent's proposal.

TAB 6 – CURRENT WORKLOAD

In this section, list your firm's current projects/workload and schedules for completion, whether you are the prime or sub-consultant, percentage of the project complete and schedule for completion.

TAB 7 – TECHNOLOGY

Technology requirements should generally include Adobe Design Suite, Geographic Information Systems (GIS), CAD software, programming, project management and scheduling software. Respondents should use this section to list any innovative strategies and creative processes that is used as a tool for successful project planning.

TAB 8 – HOURLY RATE SCHEDULE

Hourly rate schedule for all personnel who will work on the project and estimated percentage of the project for which each individual will be responsible. Compensation will be negotiated with the Consultant.

TAB 9 – Attachments/Administrative Information

Include the following required attachments:

- Proper and Valid Licensing to conduct business in the State of Florida.
- Current Applicable Certifications.
- Addendum Acknowledgement (Attachment "A") Public Entities Crimes Statement (Attachment "B").
- Certificate of Insurance (proof of current coverage).

- E-verify Affidavit (Attachment F)
- Experience of Responder (Attachment C)

All Attachment/Forms required by the RFQ shall be fully completed and executed an authorized representative that can legally bind the firm. Respondent shall submit all information in the above order. Failure to do so may diminish your score.

- 4.8** It is expressly understood that the Board's preference/selection of any proposal does not constitute an award of a Contract with the County. It is further expressly understood that no Contractual relationship exists with the County until a Contract has been formally executed by both the County, and the selected Consultant. It is further understood, no Consultant may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Proposer, during the entire RFQ process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Consultant.
- 4.9** **Public Entities Crimes.** A person or affiliate who has been placed on the convicted Vendors list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Vendor list. By signature on this solicitation and confirmation on the attached form, proposer certifies that they are qualified to do business with Nassau County in accordance with Florida Statutes.
- 4.10** The Consultant, by submission of their proposal, warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, the County shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

SECTION 5. EVALUATION / SELECTION PROCESS

- 5.1** **Evaluation/Selection Committee.** The evaluation/selection committee will be assigned by the County Manager. The Procurement Director will facilitate the evaluation process. The evaluation/selection committee will be responsible for evaluating and ranking each firm based upon the Qualifications submitted.
- 5.2** The Evaluation/Selection Committee shall evaluate the responses to the RFQ and rank the firms based on the evaluation criteria contained herein. The Committee may select a short-list of up to five (5) top-ranked firms.
- 5.3** **Evaluation Criteria.** A 100-point formula scoring system will be utilized based upon the following criteria:
1. Mandatory Elements – no points
 - a) Technical staff licensed to practice in the State of Florida as required.
 - b) The firm adhered to the instructions in this request for proposal on preparing and submitting the proposal.
 2. Firm Qualifications – 45 points
 - a) The firm's experience and performance on comparable civic placemaking, urban design, architecture, transportation, civil engineering, and land use projects (15 points).
 - b) The quality and experience of the firm's professional in-house personnel (urban designers, planners, engineers, architects, etc.) to be assigned to the project. This includes the quality and experience of any

- subcontractors (urban designers, planners, engineers, architects, etc.) to be assigned to the project, if applicable (20 points.)
- c) Ability of firm to utilize variety of innovative technologies, including but not limited to geospatial analysis tools, 3D modeling tools, interactive publishing platforms, etc. (5 points.)
 - d) Knowledge of and design plan compliance with state and local laws (5 points).
3. Work Plan – 55 points
- a) Adequacy of firm's detailed work plan including staffing plan, data collection, methodologies, and Final Report/Plan delivery (15 points).
 - b) Demonstration of how deliverables will incorporate visual elements, 3D modeling, site and architectural renderings, etc. (10 points).
 - c) Understanding of required design and contextual elements as outlined in the request (10 points).
 - d) Ability to meet time requirements stated in proposal (20 points).
- 5.4 The County reserves the right to make selections based on the submittals only or to request oral presentations or questions/answer sessions with the top ranked firms before determining the final ranking.
- 5.5 If the County request oral presentations from the top ranked firms, a separate evaluation process will be conducted. Any scores from the initial evaluation process for short-ranking purposes will not be used or added to the oral presentation scoring. The evaluation criteria and scoring that will be used for the ranking of the oral presentations will be provided prior to the presentation date.

SECTION 6. CONTRACT PROCEDURES

- 6.1 **Presentation to the Board:** The Public Works Department shall submit an agenda item for presentation to the Nassau County Board of County Commissioners requesting consideration and approval to award based on the recommendation of the evaluation committee according to the overall ranking and authorization to negotiate a contract with the top-ranked firms.
- 6.2 **Competitive Negotiations:** Approval of the recommendation to award by the Nassau County Board of County Commissioners will constitute authorization to negotiate with the top-ranked firm. The proposal package, signed by the successful proposer, along with documentation included in the proposal as required by this RFQ and other additional materials submitted by the proposer, and accepted by the County, shall be the basis for negotiation of a contract. Nassau County shall negotiate a contract with the top ranked firm for professional services at compensation which Nassau County determines is fair, competitive, and reasonable. The firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. During contract negotiations, the County will negotiate fee schedules with the goal of establishing standardized rates. The Board of County Commissioners will have final approval of the terms negotiated.
- 6.3 **Unable to Negotiate:** Should Nassau County be unable to negotiate a satisfactory contract with the top ranked firm, negotiations with that firm must be formally terminated. The County shall then undertake negotiations with the second ranked firm. Failing accord with the second ranked firm, the agency must terminate negotiations. The County shall then undertake negotiations with the third ranked firm. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the County shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this paragraph until an agreement is reached, or the County reserves the right to terminate all negotiations and reissue a new Request for Qualifications.

SECTION 7. STANDARD CONTRACT TERMS FOR PROFESSIONAL SERVICES

7.1 COMPENSATION

Invoices for services shall be paid in accordance with the Florida Prompt Payment Act. All invoices shall be accompanied by a report or statement identifying the nature of the work performed, the hours required and compensation for the work performed. The report or statement shall show a summary of fees. County reserves the right to withhold payment to Consultant for failure to perform the work in accordance with the provisions of this Contract, and County shall promptly notify Consultant in writing if any invoice or report is found to be unacceptable and will specify the reasons therefor. Consultant will have thirty (30) days to cure any failure upon written notice.

All representation, indemnifications, warranties, and guaranties made in, required by, or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, will survive final payment and termination or completion of this Contract.

Final Invoice: In order for both parties herein to close their books and records, Consultant will clearly state "Final Invoice" on Consultant's final/last billing to County. This indicates that all services have been performed and all charges and costs have been invoiced to County and that there is no further work to be performed on the specific project.

7.2 EXPENSES

Consultant shall be responsible for all expenses incurred while performing the services, unless otherwise detailed in Exhibit "A". This includes, without limitation, license fees, memberships, and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to Consultant's agents, if any, hired by Consultant to complete the work under this Contract.

7.3 STANDARD OF CARE

Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a professional under similar circumstances, at the same time, and in the same locality. At County's sole discretion, Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care.

7.4 EQUAL OPPORTUNITY EMPLOYMENT

In connection with the work to be performed under this Contract, Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

7.5 TRUTH-IN-NEGOTIATION/PUBLIC ENTITY CRIMES AFFIDAVIT

Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual costs. Consultant represents that it has furnished a Public Entity Crimes Affidavit pursuant to Section 287.133, Florida Statutes.

7.6 INDEMNIFICATION

Consultant shall indemnify and hold harmless County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and other persons employed or utilized by the Consultant, in the performance of the Contract.

7.7 INDEPENDENT CONSULTANT

7.7.1 Consultant undertakes performance of the services as an independent consultant under this Contract and shall be wholly responsible for the methods of performance. County shall have no right to supervise the methods used, but County shall have the right to observe such performance. Consultant shall work closely with County in performing services under this Contract.

7.7.2 This Contract shall not render Consultant or any of Consultant's agents an employee, partner, agent of, or joint venturer with County for any purpose. Consultant is and will remain an independent consultant in its relationship to County and Consultant's agents are not and will not become Company's employees. County shall not be responsible for withholding taxes with respect to Consultant's compensation hereunder. County shall report all payments made to Consultant on a calendar year basis using IRS Form 1099, if required by law. Consultant agrees to report all such payments to the appropriate federal, state, and local taxing authorities. County shall not and shall have no obligation to: (a)(i) withhold FICA (Social Security and Medicare taxes) from Consultant's payments or make FICA payments on Consultant's or Consultant's agent's behalf, (ii) make state or federal unemployment compensation contributions or payments on Consultant's or Consultant's agent's behalf, or (iii) withhold state or federal income tax from Consultant's

payments; or (b) obtain workers' compensation insurance or any other insurance coverage of any kind on behalf of Consultant or Consultant's agents. If Consultant hires employees to perform any work under this Contract, Consultant shall cover them with worker's compensation insurance and provide County with a certificate of workers' compensation insurance before the employees begin the work. Neither Consultant nor Consultant's agents are eligible to participate in any employee health, vacation pay, sick pay, or other fringe benefit plan of County. If any government agency or court determines that Consultant should be reclassified as an employee, Consultant hereby waives any right to County benefits and acknowledges and understands that such reclassification shall not entitle Consultant to any benefits offered to County's employees. Consultant and County agree that: (a) Consultant has the right to perform services for others during the term of this Contract; (b) Consultant has the sole right to control and direct the means, manner and method by which the services required by this Contract will be performed; (c) Consultant has the right to perform the services required by this Contract at any location or time; (d) Consultant has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

7.8 EXTENT OF CONTRACT

7.8.1 This Contract represents the entire and integrated agreement between County and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

7.8.2 This Contract may only be amended, supplemented, modified, changed, or canceled by a duly executed written instrument.

7.9 COMPLIANCE WITH LAWS

In performance of the services, Consultant will comply with applicable regulatory requirements including federal, state, and local laws, rules regulations, orders, codes, criteria, and standards.

7.10 INSURANCE

Consultant shall maintain such commercial or comprehensive general liability, workers compensation, professional liability, and other insurance as is detailed in Exhibit "B" and as is appropriate for the services being performed hereunder by Consultant, its employees, or agents.

7.11 ACCESS TO PREMISES

County shall be responsible for providing access to all project sites (if required), and for providing project-specific information.

7.12 TERMINATION OF CONTRACT

7.12.1 Termination for Convenience: This Contract may be terminated by County for convenience, upon thirty (30) days of written notice to Consultant. In such event, Consultant shall be paid its compensation for services performed prior to the termination date. In the event that Consultant abandons this Contract or causes it to be terminated, Consultant is liable to County for all loss pertaining to this termination.

7.12.2 Default by Consultant: In addition to all other remedies available to County, County may terminate this Contract for cause should Consultant neglect, fail to perform, or observe any of the terms, provisions, conditions, or requirements herein contained. Prior to termination, County shall provide written notice of the specific conditions warranting default, and County shall allow thirty (30) days for Consultant to cure.

7.13 NONDISCLOSURE OF PROPRIETARY INFORMATION

Consultant shall consider all information provided by County and all reports, studies, calculations, and other documentation resulting from Consultant's performance of the services to be proprietary unless such information is available from public sources. Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of County or in response to legal process.

7.14 UNCONTROLLABLE FORCES

7.14.1 Neither County nor Consultant shall be considered to be in default of this Contract if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Contract and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

7.14.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Contract.

7.15 GOVERNING LAW AND VENUE

This Contract shall be governed by the laws of the State of Florida. All legal action necessary to enforce the Contract will be held in Nassau County, Florida.

7.16 MISCELLANEOUS

7.16.1 Non-waiver: A waiver by either County or Consultant of any breach of this Contract shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

7.16.2 Severability: Any provision in this Contract that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Contract.

7.16.3 Public Records: County is a public agency subject to Chapter 119, Florida Statutes. IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6010, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, YULEE, FLORIDA 32097. Under this Contract, to the extent that Consultant is providing services to County, and pursuant to section 119.0701, Florida Statutes, Consultant shall:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the Contract if Consultant does not transfer the records to the public agency.

d. Upon completion of the Contract, transfer, at no cost, to the public agency all public records in possession of Consultant or keep and maintain public records required by the public agency to perform the service. If Consultant transfers all public records to the public agency upon completion of the contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of the Contract, Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

e. A request to inspect or copy public records relating to a Nassau County contract for services must be made directly to the Nassau County Custodian of Public Records. If Nassau County does not possess the requested records due to Consultant maintaining the public records, then Nassau County shall immediately notify Consultant of the request for records. Consultant must provide the records to Nassau County or allow the records to be inspected or copied within a reasonable time. If Consultant does not comply with Nassau County's request for records, Nassau County shall be entitled to enforce the contract provisions herein for failure to comply with the terms of the contract. Any Consultant which fails to provide public records to Nassau County within a reasonable time may also be subject to penalties as provided under Section 119.10, Florida Statutes, including punishment by fine or may be guilty of committing a misdemeanor of the first degree for any willful and knowing violation.

7.16.4 The provisions of this section shall not prevent the entire Contract from being void should a provision, which is of the essence of the Contract, be determined to be void.

7.17 EMPLOYMENT ELIGIBILITY

Consultant must comply with F.S. 448.095 and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by Consultant during the term of this Contract to work in Florida. Additionally, if Consultant uses subcontractors to perform any portion of the work (under this Contract), Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to

questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.

7.18 SUCCESSORS AND ASSIGNS

County and Consultant each binds itself and its director, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Contract and to the partners, successors, executors, administrators, assigns, and legal representatives.

7.19 CONTINGENT FEES

Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

7.20 OWNERSHIP OF DOCUMENTS

Consultant shall be required to work in harmony with other consultants relative to providing information requested in a timely manner and in the specified form. All documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by County.

7.21 FUNDING

This Contract shall remain in full force and effect only as long as the expenditures provided for in the Contract have been appropriated by the Nassau County Board of County Commissioners in the annual budget for each fiscal year of this Contract and is subject to termination based on lack of funding.

7.22 DISPUTE RESOLUTION

7.22.1 County may utilize this section, at their discretion, as to disputes regarding contract interpretation. County may send a written communication to Consultant by email, overnight mail, UPS, FedEx, or certified mail. The written notification shall set forth County's interpretation of the Contract. A response shall be provided in the same manner prior

to the initial meeting with the County Manager. This initial meeting shall take place no more than twenty (20) days from the written notification of the dispute addressed to Consultant. Consultant should have a representative, at the meeting that can render a decision on behalf of Consultant.

7.22.2 If there is no satisfactory resolution as to the interpretation of the Contract, the dispute may be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by County and the cost of mediation shall be borne by Consultant. Consultant shall not stop work during the pendency of mediation or dispute resolution.

The Remainder of this Page Intentionally Left Blank

ATTACHMENT "A"
ADDENDA ACKNOWLEDGMENT

<p>Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.</p> <p>SOLICITATION NUMBER: NC22-020-RFP</p>	<p>Addendum # ____ through # ____</p> <p>Date:</p>
<p>Signature of Person Completing:</p>	
<p>Printed Name:</p>	<p>Title:</p>

>>>Failure to submit this form may disqualify your response<<<

ATTACHMENT "B"
SWORN STATEMENT
UNDER FLORIDA STATUTE 287.133(3)(a) ON PUBLIC ENTITY CRIMES

TO BE RETURNED WITH RESPONSE

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Response, Proposal or Contract for _____
2. This sworn statement is submitted by _____ (entity submitting sworn statement), whose business address is _____ and its Federal Employee Identification Number (FEIN) is _____. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is _____ (please print name of individual signing), and my relationship to the entity named above is _____
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any response or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which responses or applies to response on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been

charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature

Date

State of: _____

County of: _____

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20 ___ by _____ who is ___ personally known to me or ___ produced _____ as identification.

Notary Public

My commission expires: _____

ATTACHMENT "C"
EXPERIENCE OF RESPONDENT

The following questionnaire shall be answered by the respondent for use in evaluating the response to determine the lowest, responsive, and responsible respondent, meeting the required specifications.

1. **FIRM NAME:** _____
Address: _____
City/State/Zip: _____
Phone: _____ Email: _____
Name of primary contact responsible for work performance: _____
Phone: _____ Cell Phone: _____
Email: _____

2. **INSURANCE:**
Surety Company: _____
Agent Company: _____ Agent Contact: _____

Total Bonding Capacity: \$ _____ Value of Work Presently Bonded: \$ _____

3. **EXPERIENCE:**
Years in business: _____
Years in business under this name: _____
Years performing this type of work: _____
Value of work now under contract: _____
Value of work in place last year: _____
Percentage (%) of work usually self-performed: _____
Name of subvendors you may use: _____
Has your firm: Failed to complete a contract: ___ Yes ___ No
Been involved in bankruptcy or reorganization: ___ Yes ___ No
Pending judgment claims or suits against firm: ___ Yes ___ No

4. **PERSONNEL**
How many employees does your company employ:

Management	___ Full time	___ Part time
Site/Crew Supervisors	___ Full time	___ Part time
Workers/Laborers	___ Full time	___ Part time
Clerical	___ Full time	___ Part time
Other	___ Full time	___ Part time

5. **WORK EXPERIENCE:**

List your three (3) most significant commercial accounts where the contract was similar in scope and size to this response.

Reference #1:

Company/Agency Name: _____

Address: _____

Contract Person: _____

Phone: _____ Email: _____

Project Description: _____

Contract \$ Amount: _____

Date Completed: _____

Reference #2:

Company/Agency Name: _____

Address: _____

Contract Person: _____

Phone: _____ Email: _____

Project Description: _____

Contract \$ Amount: _____

Date Completed: _____

Reference #3:

Company/Agency Name: _____

Address: _____

Contract Person: _____

Phone: _____ Email: _____

Project Description: _____

Contract \$ Amount: _____

Date Completed: _____

REMINDER:

THIS FORM IS TO BE INCLUDED WITH RESPONSE. FAILURE TO SUBMIT ALONG WITH RESPONSE MAY BE CAUSE FOR DISQUALIFICATION.

ATTACHMENT "D"
DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____

(print or type name of firm)

1. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Gives each employee engaged in providing commodities or contractual services that are under response or proposal, a copy of the statement specified above.
4. Notifies the employees that as a condition of working on the commodities or contractual services that are under response or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
5. Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through the implementation of a drug free workplace program.

[Remainder of the page intentionally blank.]

“As a person authorized to sign a statement, I certify that the above-named business, firm, or corporation complies fully with the requirements set forth herein.”

Authorized Signature

Date Signed

State of: _____

County of: _____

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20 ___ by _____ who is ___ personally known to me or ___ produced _____ as identification.

Notary Public

My commission expires: _____

ATTACHMENT "E"

All recipients of federally funded grants or use federal assistance to support procurements must comply with the applicable provisions of the Federal procurement standards 2 CFR pt. 200. As result, firms awarded federally funded contracts by Nassau County must comply with the following contract provisions set forth herein, unless a particular award term or condition specifically indicates otherwise. These terms and conditions are hereby incorporated into any resulting contract.

Definition

Firm means any company, corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, governmental body or similar legal entity.

Age Discrimination Act of 1975

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of the *Age Discrimination Act of 1975* (Title 42 U.S. Code, § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

Americans with Disabilities Act of 1990

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. §§ 12101– 12213).

Byrd Anti-Lobbying Amendment

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Suppliers, contractors, subcontractors, consultants, and sub-consultants who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Civil Rights Act of 1964 – Title VI

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be

ATTACHMENT "E"

denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Civil Rights Act of 1968

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with Title VIII of the *Civil Rights Act of 1968*, which prohibits discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201).

Clean Air Act and Federal Water Pollution Control Act (Clean Water Act)

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—when contract amounts exceed \$150,000 and agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

Contract Work Hours and Safety Standards Act

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the *Contract Work Hours and Safety Standards Act* (40 U.S.C. 3701–3708) and where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

Copeland "Anti-Kickback" Act

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

ATTACHMENT "E"

Davis-Bacon Act

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with *Davis-Bacon Act*, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 must comply with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

Debarment and Suspension

All suppliers, contractors, subcontractors, consultants, and sub-consultants are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Drug-Free Workplace Regulations

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires agreement to maintain a drug-free workplace.

Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

Energy Policy and Conservation Act

All Suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Fly America Act of 1974

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Hotel and Motel Fire Safety Act of 1990

ATTACHMENT "E"

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, all suppliers, contractors, subcontractors, consultants, and sub-consultants must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225.

Limited English Proficiency (*Civil Rights Act of 1964*, Title VI)

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires taking reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services.

Patents and Intellectual Property Rights

Unless otherwise provided by law, suppliers, contractors, subcontractors, consultants, and sub-consultants are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All suppliers, contractors, and subcontractors, consultants, sub-consultants are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

Procurement of Recovered Materials

All suppliers, contractors, and subcontractors, consultants, sub-consultants must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Terrorist Financing

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism.

Trafficking Victims Protection Act of 2000

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended (22 U.S.C. § 7104). The award term is located at 2 CFR

ATTACHMENT "E"

§ 175.15, the full text of which is incorporated here by reference in the standard terms and conditions for federally-funded procurements.

Rehabilitation Act of 1973

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Universal Identifier and System of Award Management (SAM)

All suppliers, contractors, subcontractors, consultants, and sub-consultants are required to comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the standard terms and conditions for federally funded procurements.

USA Patriot Act of 2001

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

Whistleblower Protection Act

All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

Termination Provisions

Nassau County may terminate any resulting contract should the Contractor fail to abide by its requirements.

Legal Remedies Provisions

In instances where the Contractor violates or breaches contract terms the County shall use such sanctions and penalties as may be appropriate.

Conflict of Interest Provisions

Interest of Members, Officers, or Employees of the Recipient Members of Local Governing Body or Other Public Officials. No member officer or employee of the recipient or its agent no member of the governing body of the locality in which the program is situated and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter shall have any financial interest direct or indirect in

ATTACHMENT "E"

any contract or subcontract or the proceeds under this agreement. Immediate family members of said member's officers, employees and officials similarly barred from having any financial interest in the program. The recipient shall incorporate or cause to be incorporated in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this section.

Access to Records and Record Retainage
documents must be

In general all official project records and maintained during the operation of this project and for a period of five years following close out.

Nassau County, the comptroller General of the United States, or any of their duly authorized representatives shall have access to any books documents papers and records of the of the Administering Agency which are pertinent to the execution of the Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

Domestic Procurement Preference.
with law, Nassau

As appropriate and to the extent consistent

County Contractor should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to iron, aluminum, steel, cement, and other manufactured products)." For purposes of this clause, (i) "produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States, and (ii) "manufactured products" means items and construction materials composed in whole or in part of nonferrous materials such as aluminum; plastics and polymer based products such as polyvinyl chloride pipe;

**Telecommunications Huawei / ZTE Ban
entities receiving federal**

aggregates such as concrete; glass, including optical fiber; and lumber.

2 C.F.R. 200.216 prohibits non-federal

grant funds from entering into a contract (or extend or renew a contract) to procure or obtain equipment, services, or system that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from the Chinese manufacturers Huawei and ZTE.

ATTACHMENT "F"
E-Verify Affidavit

ATTACHMENT "G"

GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS



COMMERCIAL GENERAL LIABILITY INSURANCE

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Products & Completed Operations Aggregate Limit	\$2,000,000 General Aggregate Li
Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

<u>Part One</u> – Workers' Compensation Insurance – Unlimited Statutory Benefits as provided in the Florida Statutes and	
<u>Part Two</u> – Employer's Liability Insurance	
Bodily Injury By Accident	\$500,000 Each
Accident	
Bodily Injury By Disease	\$500,000 Policy
Limit	
Bodily Injury By Disease	\$500,000 Each
Employee	

*If leased employees are used, policy must include an Alternate Employer's Endorsement

AUTOMOBILE LIABILITY INSURANCE

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Automobile Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Combined Single Limit – Each Accident	\$1,000,000
---------------------------------------	-------------

Covered Automobiles shall include any auto owned or operated by the insured Contractor/Vendor, insured Sub- Contractor/Vendor including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective Contractor/Vendor or Sub- Contractor/Vendor.

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)

This additional coverage will be required for all projects involving consultants, engineering services, architectural or design/build projects, independent testing firms and similar exposures.

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Professional Liability insurance coverage for the life of this Contract.

If the contract includes a requirement for Professional Liability or Errors and Omissions insurance, the minimum amount of such insurance shall be as follows:

Each Occurrence/Annual Aggregate \$1,000,000

Design Professional Liability coverage will be provided on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Agreement. If provided on a Claims Made Form, the coverages must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.



Contractor/Vendor shall require each of his Sub-Contractor/Vendors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage, Automobile Liability insurance and Professional Liability (as applicable) insurance coverage meeting the same limit and requirements as the Contractor/Vendors insurance.

Certificates of Insurance acceptable to Nassau County Board of County Commissioners for the Contractor/Vendor's insurance must be received within ten (10) days of Notification of Selection and at time of signing Agreement.

Certificates of Insurance and the insurance policies required for this Agreement shall contain an endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.

Certificates of Insurance and the insurance policies required for this Agreement will include a provision that policies, *except Workers' Compensation and Professional Liability*, are primary and noncontributory to any insurance maintained by the Contractor/Vendor.

Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability policy (ies). A copy of the endorsement(s) must be supplied to Nassau County Board of County Commissioners thirty (30) days following the execution of the agreement or prior to the first date of services, whichever comes first.

CGL policy Additional Insured Endorsement must include Ongoing and Completed Operations (Form CG2010 11 84 **OR** Form CG2010 04 13 and GC2037 04 13 edition or equivalent). Other Additional Insured forms might be acceptable but only if modified to delete the word "ongoing" and insert the sentence "Operations include ongoing and completed operations".

CGL policy shall not be endorsed with Exclusion - Damage to Work performed by SubContractor/Vendors on Your Behalf (CG2294 or CG2295)

CGL policy shall not be endorsed with Contractual Liability Limitation Endorsement (CG2139) or Amendment of Insured Contract Definition (CG 2426)

CGL policy shall include broad form contractual liability coverage for the Contractor/Vendors covenants to and indemnification of the Authority under this Contract

Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.

All Certificates of Insurance shall be dated and shall show the name of the insured Contractor/Vendor, the specific job by name and job number, the name of the insurer, the policy number assigned its effective date and its termination date and a list of any exclusionary endorsements.

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Contractor/Vendor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Contractor/Vendor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Contractor/Vendor, in which event, Contractor/Vendor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Contractor/Vendor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Contractor/Vendors coverage based on the evidence of insurance provided by the Contractor/Vendor shall not be construed as a

waiver by Nassau County Board of County Commissioners of Contractor/Vendor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Contractor/Vendors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of Contractor/Vendor's right under any policy with higher limits, and no policy maintained by the Contractor/Vendor shall be construed as limiting the type, quality or quantity of insurance coverage that Contractor/Vendor should maintain. Contractor/Vendor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Contractor/Vendor or any Sub-Contractor/Vendor contains deductible(s), penalty(ies) or self-insured retention(s), the Contractor/Vendor or Sub-Contractor/Vendor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Contractor/Vendor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
904-530-6040 Fax: 904-321-2658

TO: All Proposers
FROM: Thomas O'Brien, Procurement Specialist
SUBJECT: Addendum #1
Invitation to Bid, Bid Number NC22-020
Nassau County Civic Campus Master Plan
7/13/22

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

Pre-Submittal Meeting Change of Date and Time

Due to scheduling conflicts The Pre-Submittal Meeting is being rescheduled to the following date:

July 28, 2022 at 2:00 PM via Zoom.

The Zoom Link will be provided prior to the meeting to all who have RSVP'd via PlanetBids.

The Q&A period will be extended as well to **August 1, 2022 until 4:00 PM**

ATTACHMENTS: N/A

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM NO. 1, ISSUED DURING THE SOLICITATION PERIOD:

Vendor Signature: _____ **Date:** _____

End of Addendum #1



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
Ph: 904-530-6040

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

TO: All Proposers
FROM: Thomas O'Brien, Procurement Specialist
SUBJECT: Addendum #2
Invitation to Bid Number NC22-020
Nassau County Civic Campus Master Plan
DATE: August 1, 2022

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Questions:

1. In section 3, First paragraph, line 2 says The Respondent shall provide information as to the qualifications and experience of all executives, managerial, legal and professional personnel to be assigned to this project. Please provide additional guidance related to representation of legal personnel.
Answer: The consultants shall select their team as they see fit for the response to the RFQ. There is no specific legal personnel request from the County.
2. In Tab 3b, first bullet asks for the firms past experience and performance on comparable Civic Campus design, placemaking, urban/civic design, architecture, spatial needs assessment, transportation, and land use projects. Can you please provide further explanation of land use projects?
Answer: Experience in land development design including supporting utilities and infrastructure.
3. Can you please provide real estate numbers for the subject property (ies)?
Answer: See Exhibit 11 of the RFQ. 08-2N-27-0000-0003-0040
4. What are the budgeted fees for completing the campus master plan as defined in this RFQ?
Answer: The current CIP budget reflects \$1,229,664 for the initial project phase.
5. Attachment C, #4 – The current list of employee types seems to be for a construction solicitation. Can you define the employee work groups that are consistent with Bid NC20-001? Question: Attachment C instructions state the questionnaire will be used “in evaluating the response to determine the lowest, responsive, and responsible respondent, meeting the required specifications.” Is it the County’s intent to award based on lowest cost instead of qualifications?
Answer: Selection will be based on qualifications. Negotiations will be conducted with the top ranked firm.

Nassau County Civic Campus Master Plan NC22-020-RFQ
Addendum No. 2

6. Can you provide the schedule for Award?
Answer: The schedule is listed in Section 4.1 of the RFQ.
7. Can you provide the desired timeframe associated with commencing and completing the campus master planning process?
Answer: The County would expect the Master Plan project would take approximately one year from award.
8. Tab 9 Attachments/Administrative Information Question: Should licensing and applicable certifications be provided for the Prime firm only?
Answer: Licensing and certifications should be provided for all professionals on the project team.
9. Would participating in this project as a sub-consultant preclude that firm from pursuing the construction of the project?
Answer: Pursuant to Florida Statute 287.055, a design criteria professional who has been selected to prepare the design criteria package is not eligible to render services under a design-build contract executed pursuant to the design criteria package.
10. How does the county intend to procure the construction of the project, Design-build, design-bid-build, CM at Risk?
Answer: The actual construction is expected to take place in multiple phases over many years, each phase may be procured in any of the methods described above.
11. Does the County anticipate Geotechnical Services as part of this scope?
Answer: Yes.
12. By "Spatial Needs" assessment, is the County referring to the size of the development (land acquisition) required to account for all County staff, or projected demand for various departments and office/cubicle arrangements?
Answer: No land acquisition is expected, but the rest of the statement is accurate. Projected demands will look at additional Commission chamber spaces, meeting rooms, storage, employee space. Cubicle arrangements may be too detailed for this exercise, but the designs should account for how to meet the needs based on the site location, the use of vertical development, multiple individual buildings, etc.
13. The RFQ calls for a Master Site Plan. Are construction plan sets intended to be included as part of the final deliverable?
Answer: No, but the master site plan should contain enough preliminary engineering to ensure the conceptual master plan is based in reality and ultimately "constructable".
14. Advanced technology appears to be highlighted item in the scope. Is there any technology in particular Nassau County would like to see incorporated as part of the planning and design process?

Nassau County Civic Campus Master Plan NC22-020-RFQ
Addendum No. 2

Answer: The master plan and campus are expected to support the County's functions for many years and to come. Planning for technology needs over the campus' life is a must. Technology should be utilized both within buildings to support government functions but also in the social/external portion of the greater campus. Outdoor/plaza spaces should include high-speed wifi/internet connections and outdoor electrical hook-ups available. The campus needs to be "connected" to allow for outdoor workspace with electrical hook-ups, shade, and wifi.

15. The RFQ states transportation modeling is provided through the NFTPO. Does this include operational modeling, or solely NERPM-AB modeling.

Answer: NERPM-AB modeling.

16. Is it possible to extend the deadline considering additional information may be needed to specify the necessary project team members to meet the scope of services?

Answer: No. The due date and time remains: August 10, 2022 at 10:00 a.m.

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM

Vendor/Company Name _____

Vendor Signature: _____ **Date:** _____

End of Addendum #2



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
Ph: 904-530-6040

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

TO: All Proposers
FROM: Thomas O'Brien, Procurement Specialist
SUBJECT: Addendum #3
Invitation to Bid Number NC22-020
Nassau County Civic Campus Master Plan
DATE: August 3, 2022

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Question

- 1. Attachment C, #4 – The current list of employee types seems to be for a construction solicitation. Can you define the employee work groups that are consistent with Bid NC20-001?

Answer: Respondents shall include a staffing breakdown that corresponds to their firm's established job classifications.

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM

Vendor/Company Name _____

Vendor Signature: _____ Date: _____

End of Addendum #3

EXHIBIT "D"



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request for Qualifications:

NASSAU COUNTY CIVIC CAMPUS MASTER PLAN

RFQ NO. NC22-020

August 10, 2022

EXHIBIT "D"



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request for Qualifications:

NASSAU COUNTY CIVIC CAMPUS MASTER PLAN

RFQ NO. NC22-020

August 10, 2022

EXHIBIT "D"



NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request for Qualifications:

NASSAU COUNTY CIVIC CAMPUS MASTER PLAN

RFQ NO. NC22-020

August 10, 2022

TAB **1**

COVER LETTER





August 10, 2022

Nassau County Board of County Commissioners
Robert M. Foster Justice Center
76347 Veterans Way, Suite 456
Yulee, FL 32097

**Re: Request for Qualifications (RFQ) – Nassau County Civic Campus Master Plan
RFQ# NC22-020**

Dear Nassau County Board of County Commissioners,

On behalf of my team and partners, we are very excited about continuing our great relationship with Nassau County by providing professional campus master planning consulting services. As you will find in this package, we offer a very experienced, creative, and qualified team to meet your needs. For more than 38 years, Prosser/PRIME AE has been providing progressive and visionary campus and facilities master planning services, with an emphasis on design quality, resulting in vibrant experiences while being focused on a strong resource stewardship ethic. As a leader in the firm, as well as a campus planner, I am energized and passionate about design, collaboration, creating the best outcomes for the end user and in building lasting relationships with clients based on outstanding performance.

The next ten years will likely prove to be transformative for Nassau County and our region here in Northeast Florida. The accelerated population growth, the emergence of new technology and changes in the way we interface personally and professionally will, among many other factors, influence the coming decade in ways that we assert are great opportunities. Integrating these trends, your goals, site/architectural characteristics, and relevant advances in technology in terms of facilities and the campus master plan will prove to be a multi-faceted endeavor. The future Civic Campus Master Plan is situated in areas targeted for growth, with the potential for an exciting future. This, coupled with the County's continued achievement in excellence and approach to planning, will prove to deliver great things for this project; but it will take great planning.

From this point forward, in this document, we will tell you our firm's story, describe our team, address the points requested in RFQ and articulate why we think we are best suited to assist in delivering continued success to the County. The level of success Prosser/PRIME AE offers has been successfully delivered before and continues in our current campus master planning work for municipalities, colleges, universities, health care providers and the U.S. Navy. These master plans are the result of collaboration, consensus, and integrated design that enhanced experiences, are substantiated by efficiencies, and above all, carried realistic approaches leading to implementation. The final product we deliver to Nassau County will articulate these tangible solutions. The campus master planning examples provided throughout our response are evidence of an extensive array of our process and expertise that resulted in more than \$700 million implemented since 2012 with our team leading most of the project implementation delivery. Our track record to deliver this type of success is based on our abilities, experience and above all, dedication.

Our abilities – We offer Nassau County a highly capable team with an approach grounded in creativity, knowledge, proven success, and extensive design capabilities. The entire team proposed for this project has worked together in the past on similar projects, including projects in Nassau County. Our ability to integrate design, extract and interpret data, integrate engineering and local knowledge of regulatory elements is perfect for delivering success for the County.

Our creativity, ability to translate your vision to reality and expertise in gathering consensus is sought after. The enclosed references and our extensive client base will attest to this attribute as being among the primary reasons for engaging and maintaining a long-term relationship with our firm.

Our experience – The Prosser/PRIME AE team's experience is unmatched among our competitors. We have extensive experience in campus master planning at every level including municipalities, universities, colleges, various medical institutions, private developers, energy providers and the Department of Defense. We are particularly interested and experienced in applying technological advances into the process we deploy as well as the solutions we provide.

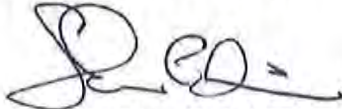
Nassau County Board of County Commissioners
Request for Qualifications – Consultant Services for the Nassau County Civic Campus Master Plan
RFQ# NC22-020
August 10, 2022
Page 2

Our dedication - As in previous campus master planning projects we have led, Nassau County will find our dedication to be like no other. We are immersive in our planning approach and commit to transferring this ethic to the Nassau County Civic Campus Master Plan process. This dedication is characterized by a client first mentality and is one of the primary reasons we are able to complete campus master plans resulting in implementation.

We understand that Nassau County wants this campus master plan to be a connected environment. A place where design quality is embraced, a destination where the existing assets are leveraged to create a complex filled with life and deliver the people of Nassau County an unrivaled municipal center tempered by resource stewardship and context sensitivity. We commit to providing each of these goals along with a process that deploys a successfully driven stakeholder engagement process, creatively accommodates Nassau County's Planning approaches and vision, embraces a phased approach to implementation, and ensures delivery of connected, highly functional and vibrant destination. We sincerely appreciate this opportunity to provide our qualifications to Nassau County and are excited about the prospect of continuing to work with the people and institution with whom we have grown familiar and value highly. Our team offers a unique set of skills and experience discussed in the following pages but can be expressed in the most compelling way through a discussion with your selection committee if that process is deemed appropriate. We respectfully ask that you consider us to compete through a conversation where we can discuss our capabilities, offerings, and experience in greater detail.

Sincerely,

PROSSER/PRIME AE, INC.

A handwritten signature in black ink, appearing to read 'S. Bliss', written in a cursive style.

Shawn R. Bliss, RLA, LEED® AP, Vice President

TAB **2**

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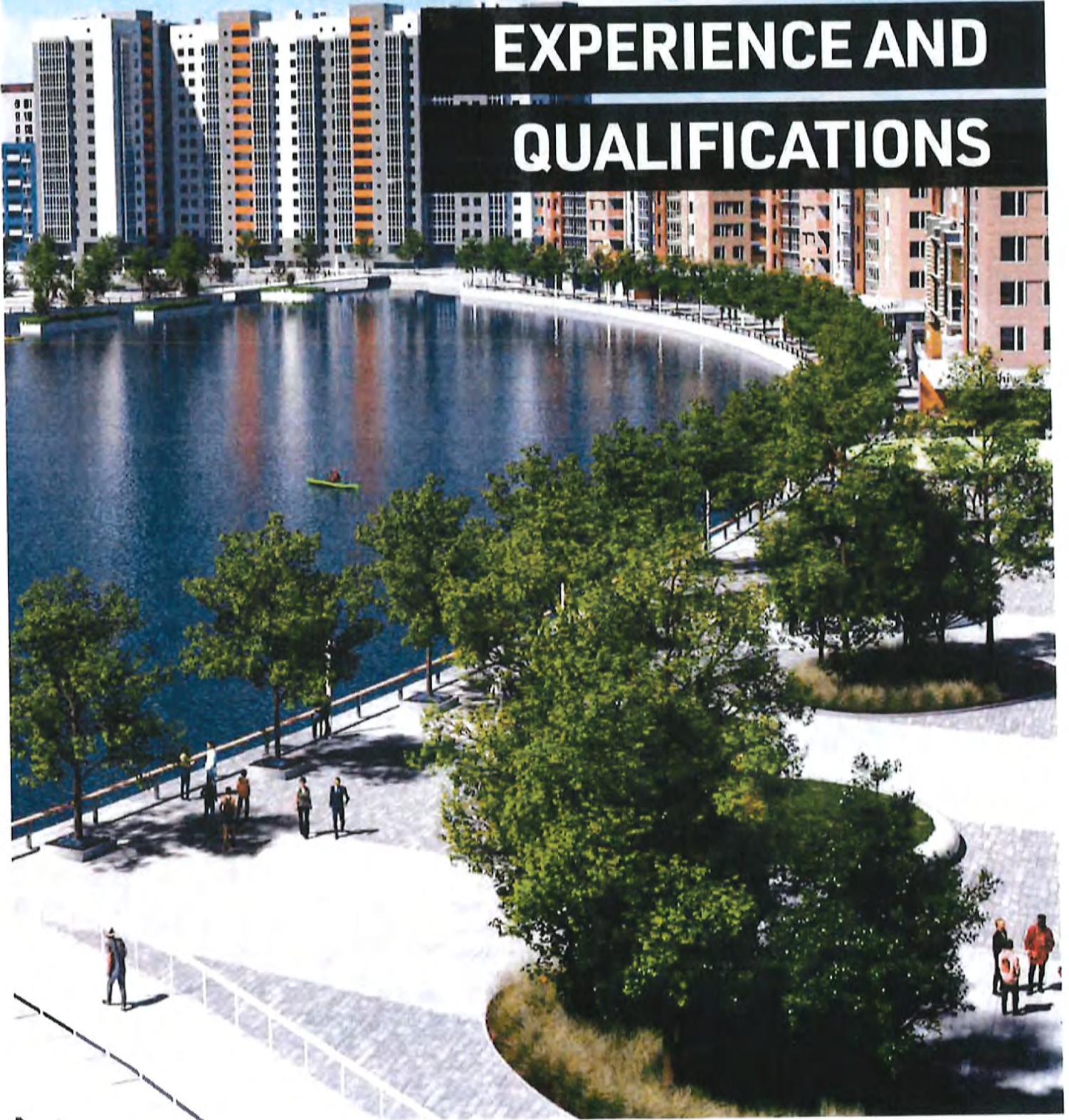
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TAB **3**

TEAM ORGANIZATION, EXPERIENCE AND QUALIFICATIONS

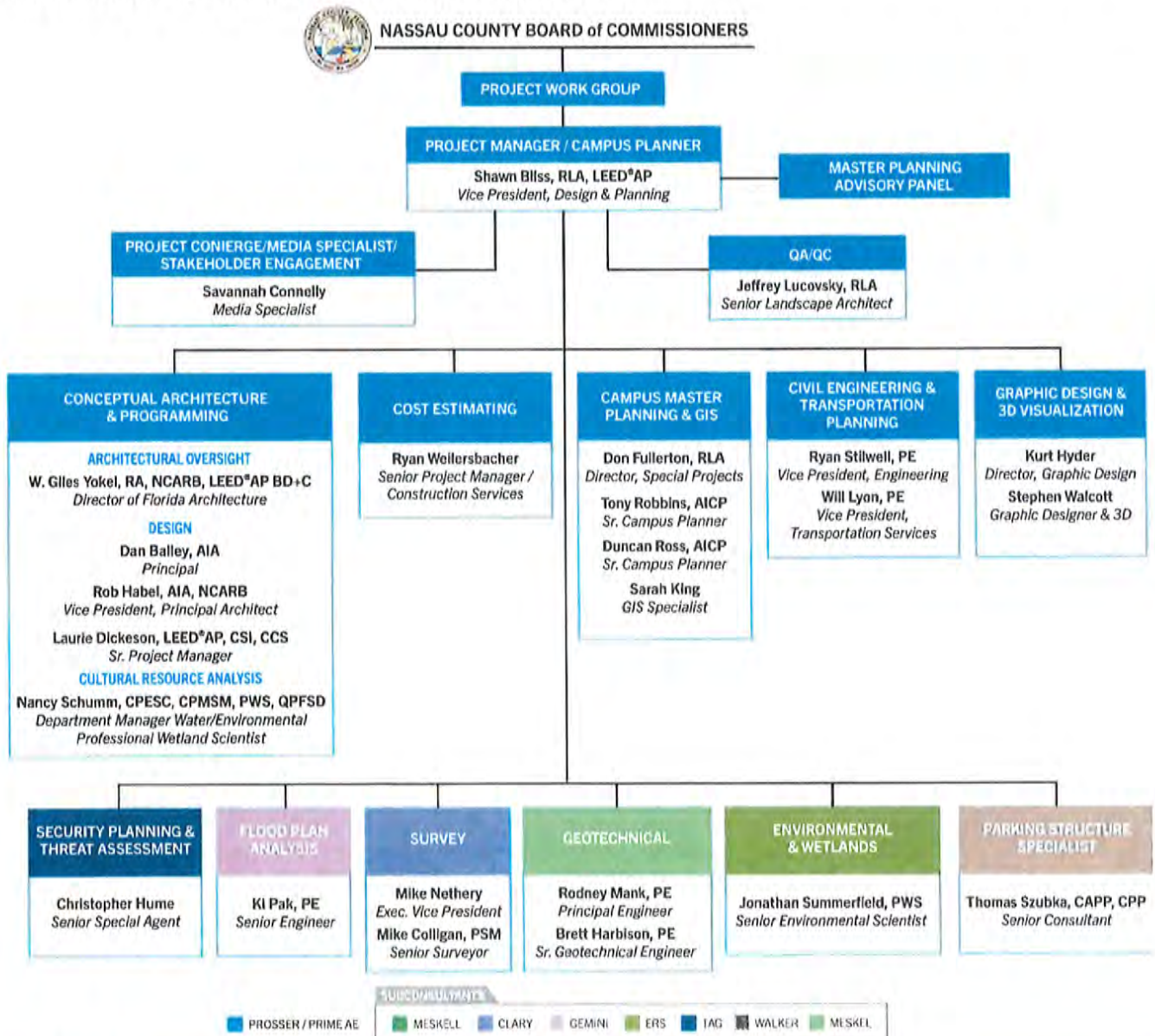


TAB 3

Team Organization, Experience and Qualifications

In this section, Prosser/Prime AE will provide the proposed staffing, deployment and organization of personnel that will be assigned to this project. We will provide qualifications and experience, resumes and responsibilities that will be assigned to each person through text and graphic demonstrations. Please refer to 3.c., Project Team Qualifications and Experience matrix on page 17 and Services and Responsibilities matrix on page 5.

The following organizational chart provides all firms, contractual relationships and names and titles of the specific staff proposed for the Nassau Civic Master Plan contract. The description of responsibilities for all team members, including the estimated percentage of the total project to be completed by each personnel member is provided in the Services and Experiences Matrix found at the end of this section. Most of the work for this project will be performed by Prosser/PRIME AE's comprehensive in-house staff and will be supplemented by long-time partners with whom we share a strong relationship. These trusted partners have been working with Prosser/PRIME AE for decades and share our core values and possess the highest level of ability in their fields of expertise.



All of our subconsultant team members have been involved with Prosser/PRIME AE on various campus master plans and land use development projects, including higher education. Additionally, Prosser/PRIME AE incorporates a project management and quality control process that seamlessly integrates the team, including subconsultants. This approach is all encompassing, drawing a fine line between consultant management and project management. Below is a brief introduction to our subconsultant partners with a few examples highlighting our creative approach in managing and interfacing with subconsultants:



CLARY & ASSOCIATES

Project Role: Clary will provide comprehensive surveys services for Nassau's "Civic Campus".

Firm Briefing: Clary & Associates, Inc. (Clary) is a Jacksonville-based team of professional surveyors and mappers who are surveying and mapping experts throughout Florida and the Southeast. Clary has provided unmatched resources and personnel for over 39 years and is ready to survey challenging project. Their number one priority is serving our clients and accomplish their client's goal by maintaining a team of professionals who are the best in the industry. Their expertise is based on experience and the ability to research and implement leading-edge technology. Currently, Clary employees 34 people including 3 PSMs and run 7-8 field crews. They are certified by the State of Florida Department of Business and Professional Regulation Board of Professional Surveyors & Mappers as a certified Surveying & Mapping Business. All surveying is performed in accordance with acceptable standards for land surveying in accordance with Chapter 472 of the Florida Statutes.

Clary specializes in all types and sizes of surveying and mapping projects including, transportation, boundary, topographic, control (horizontal and vertical) design, right-of-way surveys, utility location, construction, foundation, field layouts, as-builts, platting, condos, subdivisions, platting and wetlands. Clary utilizes the OpenRoads & SS10 Survey software for FDOT Projects and all AutoCad platforms.

In the interest of safeguarding the life, health and property of Florida's public, the practice of professional and state land surveying is subject to regulation and periodic evaluation. Clary earns consistently high marks on project evaluations — such as those administered by the FDOT — Clary continues to live up to our reputation as a leading provider of professional surveying and mapping services throughout the state.



ENVIRONMENTAL RESOURCE SOLUTIONS

Project Role: Wetland habitat and environmental analysis/delineation. ERS will also provide regulatory/permit guidance.

Firm Briefing: Since 1996, Environmental Resource Solutions, A Division of SES Energy Services LLC (ERS) has provided the highest-level natural resource environmental consulting to clients in Florida and throughout the United States. Their expert staff includes certified wildlife biologists, wetland scientists, ecologists, marine scientists, botanists, AutoCAD/Geographic Information System (GIS) analysts, and Federal Aviation Administration (FAA)-Qualified Airport Wildlife Biologists (QAWB). Services provided by ERS include, but are not limited to, wetland delineation, habitat mapping, threatened and endangered species assessments, wetland impact assessments, compensatory mitigation planning utilizing the UMAM and WRAP, mitigation implementation, wetland creation design and monitoring, wetland planting coordination and oversight, wetland enhancement planning and implementation, nuisance and exotic vegetation management, gopher tortoise surveys and relocations, erosion and sedimentation control inspection, sovereign submerged lands consultation, and environmental resource permitting with SJRWMD, USACE, and FDEP.

ERS has provided client-based, science-driven, and cost-effective environmental services on thousands of projects for public-sector clients, including Nassau County. Services provided to Nassau County include SR 200 improvements, improvements to Chester Road, the replacement of the Lofton Creek bridge at Paiges Dairy Road, Nassau Sound substructure repair, improvements to A1A through Yulee, multiple trail segments on and around Amelia Island, Amelia River shoreline stabilization, I-10 resurfacing, SR 9 ITS communication system support, and gopher tortoise relocation and permitting services for JEA. Additionally, ERS is certified as a Disadvantaged Business Enterprise (DBE) by the Florida Department of Transportation



MESKEL

Project Role: Meskel will provide geotechnical exploration and engineering services.

Firm Briefing: Meskel & Associates Engineering (MAE), provides high quality geotechnical engineering, drilling and laboratory testing services. MAE is a JSEB-certified woman owned small business established in Jacksonville, Florida in 2008 and is licensed by the State of Florida in Professional Engineering and Geology. Their in-house drilling fleet includes 4 track-, ATV- and truck-mounted drilling rigs enabling us to be responsive to your project timeline. Their staff of 40 includes engineers, geologists, CAD operators, field and laboratory technicians and administrative support staff. MAE can provide the engineering expertise needed to assess current and long-term performance risks associated with subsurface conditions, and can develop innovative, practical, and cost-effective design and construction recommendations for your project design team.

MAE staff members have provided geotechnical services in the 5-county area surrounding Jacksonville, FL, since 2008. Typical projects included additions and improvements to water and wastewater facilities and associated pipelines, and roadway and transportation facilities. They have worked on many parks and recreation projects in Northeast Florida for the City of Jacksonville, Nassau and St. Johns Counties and for the Florida Department of Transportation. They have provided geotechnical services for the design of new parks and park expansion projects, and on multi-use trails and associated amenities. Proposed improvements on these projects typically included trails covered with flexible and rigid surfaces, parking areas, lighting structures, boat ramps, docks, small vessel and kayak launches, retaining walls, miscellaneous one- to two-story buildings, and access roadways. MAE's services typically include performing subsurface investigations, laboratory and field testing of soils and construction materials, and preparation of engineering recommendations for design and construction.

Meskel is prepared to support the team's technical needs from the project's preliminary phase through all construction phases, as needed. On every project, they strive to provide quality, responsive services with integrity and resourcefulness that are economically feasible for your project.



GEMINI ENGINEERING AND SCIENCES

Project Role: Gemini will provide services related to floodplain analysis and compensation, if required.

Firm Briefing: Gemini Engineering & Sciences is a water resources engineering firm comprised of key staff who have over 25 years of experience servicing clients at the local, state, and federal levels. A key area of expertise involves the National Flood Insurance Program (NFIP). With the NFIP, Gemini continues to provide clients with project knowledge and capabilities whether in the technical aspects regarding numerical modeling and DFIRM production, or at the program/managerial level, related to Outreach, Cooperating Technical Partners (CTP), Post-preliminary Processing (PPP), and the Community Rating System (CRS). Their staff performs studies in and for FEMA Regions II, IV, and VI which includes studies in multiple Florida Counties. Gemini is currently serving as Subject Matter Experts (SME) for FEMA related to numerical modeling and floodplain mapping associated with MT-2 LOMR and CLOMR applications in Florida and the Southeast. Gemini currently serves as trusted floodplain and stormwater consultants to the Cities of Orlando and Panama City Beach, and they continue to provide their specialized services to the State of Mississippi with their statewide Risk MAP projects involving the identification and analysis of flood risk for the entire state.



WALKER CONSULTANTS

Project Role: Walker Consultants will provide solutions related to structured parking planning/design, revenue generation consultation, construction cost analysis and related technology.

Firm Briefing: Walker Consultants provides planning, design, engineering, forensics, restoration, and consulting for the built environment. Their experts have been advancing industry standards since they began in 1965 as a structural engineering firm, and quickly morphed into a parking design and consulting firm and by the 1980s Walker Consultants was the leading parking consulting firm in the United States. Walker's creative team of design professionals, coupled with more than 55 years of experience develops functional plans that address unique requirements, resulting in a facility that will function well today and decades into the future.

Walker possesses a strong foundation as an industry leader in all aspects of parking consulting that encompass operations, technology, and mobility solutions. They offer their clients a wide spectrum of specialists and renowned experts from within the transportation industry who can bring effective and practical solutions to complex challenges. Walker's operations specialists have decades of commercial and public-sector parking operations and management experience. Planners and engineers at Walker led the effort to update the ULI (Urban Land Institute) and ICSC (International Council of Shopping Centers) shared parking model, the recognized industry standard. For thousands of clients, Walker has evaluated their parking and transportation systems, developing customized, implementable solutions. History at Walker reveals that their people and products of their work inspire changes that further the goals of each client.

Walker's abilities reach far beyond parking and mobility and include highly experienced forensic engineers and architects who provide investigative assessments, creative repair solutions and litigation support on all types of facilities around the world impacted by natural events as well as design or construction defects.

Additionally, they are among the largest providers of restoration and building envelope services in the industry. The combination of their structural engineering and architectural design excellence building science experts, and vast geographic presence make Walker the first choice for these specialized services throughout the country.



THE ASCENDANCY GROUP

Project Role: We have incorporated The Ascendancy Group as a contingency to provide security consultation and threat assessment. In the case that these services are required, our team has extensive experience working with The Ascendancy Group in the preparation of master plans. This is a highly specialized skill set that may be beneficial to Nassau County.

Firm Briefing: Founded in 2012 and based in Virginia Beach, VA, TAG is a service-disabled veteran owned small business comprised of former Special Operations, Federal Law Enforcement and Intelligence Community professionals. It's planning related support services include Threat and Vulnerability Assessments (TVA) and Crime Prevention Through Environmental Design (CPTED). TAG is experienced to successfully transfer the knowledge and skill sets acquired over decades of Government service for various private and Governmental clients. TAG's personnel have over 30 years of hands on, multiple, real-world project experience in providing risk assessment and security solutions for US forces in high risk environments, at US Embassy sites and other US facilities abroa.

The following matrix compliments our organizational chart and provides the required data to state our team's specific responsibilities as defined in Section 2 Scope of Service and corresponds to the individual services needed to accomplish the Scope of Services Tasks 1-11. Also provided in the Service and Responsibilities Matrix is the estimated percent of individual work that will be completed.

Our team's qualifications and professional experience are discussed further in the Section 3.c. Project Team matrix as well as the resumes that follow.

3.A. FIRM'S ORGANIZATION, STRUCTURE and PHILOSOPHY

Since 1984 Prosser has been delivering success to its clients through a diverse set of service sectors, with constant focus on the firm's core values from our office in Jacksonville, FL. Our first projects as a firm were master plans and that core service continues today, 38 years later. Prosser has provided campus master planning services for an array of clients, including municipalities, higher education, health care, communities, and the U.S. military. Our approach focuses on fulfilling our clients' goals by emphasizing design quality, creating vibrant experiences, establishing strategic advantages and a strong resource stewardship ethic. Central to Prosser's campus master planning services is ensuring the final master plan aligns with short-term goals, while providing solid guidance for a longer strategic horizon.

Our firm has been organized since the beginning to provide the best service and outcomes to our clients. We have found that creating robust, diverse and multidisciplinary teams that are primarily internal works the best for our operations and for our clients. Essentially, our firm is organized to offer an in-house comprehensive primary team of campus planners, landscape architects, architects, engineers and graphic designers coupled with deep resources and long term team experience with partners. Our partners provide specialty services such as survey, environmental science, geotechnical services and security/threat assessment as needed. From the beginning, this has been the foundation for offering success to our clients in both the public and private sector.

In 2021 Prosser was offered an opportunity to expand and fortify this organizational approach to enhanced internal teaming. Our merge with PRIME AE (forming Prosser/PRIME AE) further aligns our goal to provide the best campus master planning outcomes by offering expanded architecture, facilities condition assessment and mechanical/electrical/structural engineering in house. Forming this alliance also allows us to collectively expand our geography and enhance our service offerings to a wider range of public and private sector clients. Our past experience and expertise in campus master planning along with the creation of Prosser/PRIME AE makes our team one of the deepest, most comprehensively organized and best positioned firms to provide campus master planning solutions in the southeast. More specifically, our staff of 459 is comprised of planners, landscape architects, architects, civil engineers, structural, mechanical and electrical engineers, water resource engineers, transportation planners and engineers, GIS analysts, renewable energy specialists, business experts, roof and envelope analysts, graphic designers and construction managers and inspectors. We are a dedicated group of individuals with strong expertise, extensive talent and a creative spirit that continues to advance our philosophical approach to our business (expressed in our core values below). Structurally, Prosser/Prime AE is divided along 5 business lines: Architecture, Construction Management/Construction Inspection, Transportation, Water Resources and Southeast. Prosser/PRIME AE leads and makes up the Southeast business line with a wide range of autonomy which allows us to maintain our historical operations, offerings and presence while having the latitude to utilize the resources offered firmwide.

Our firm's mission and core values express the foundational philosophy and approach to which our firm and staff collectively subscribes. Each of these values drive our approach to projects, articulates our interface with each other and defines our relationship to our clients.

The firm's core values are crafted with a single mission in mind:

A commitment to be a trusted advisor to all of our clients.

PROSSER
SINCE 1984

PRIME
AE

PROSSER
A PRIME Company

PROSSER/PRIME AE CORE VALUES

- Operate as "an extension of our clients' staff". This point of view enhances communication, fosters accountability, and links our clients' success with our own.
- Deliver services that are characterized by providing a product that meets and exceeds our clients' expectations, goals and elements of success.
- Our work is tempered by a commitment to accuracy, resource stewardship, and the highest level of integrity, business ethics and code of conduct.
- Sustain and foster a "think tank" mentality. In our organization, we emphasize the constant pursuit of new ideas, research, entrepreneurialism and the necessity of being on the leading edge of advances in technology and thought.

Beyond our mission and our core values, we have a very specific and unique philosophy towards client interface that distinguishes Prosser/PRIME AE from other planning, architectural and engineering firms and more importantly is applied to our campus master planning processes. One primary example is that we seek to incorporate as many design disciplines as possible into our daily work environment. Our philosophy and goal is to identify projects where we can maximize the utilization of our services. We have found that we can streamline processes, provide better outcomes and deliver the most creative solutions when we can integrate all our service lines. The Nassau County Civic Campus Master Plan perfectly fits within this goal. We often use a strategy that incorporates all service lines even when the scope of services may not support our philosophy. More specifically, we utilize the following three operations to ensure our philosophy is intertwined with every project:

Scope Review – Prior to finalizing and delivering a scope of services and fee for projects over \$ 15,000.00 in value, firm executives and project management leadership review the offerings to ensure that we have offered a comprehensive approach and no service sector has been overlooked. This process benefits the firm and the client in multiple ways. It enhances our market share, expands the firm’s knowledge base and can enhance the product we deliver – all of which are aimed at making our client’s more successful.

Quality Assurance and Quality Control (QA/QC) Processes – Prosser/PRIME AE has a formalized, predetermined process for QA/QC. Integrated into our QA/QC program is a peer and allied service review where all technical related professionals (Design, Architecture, Engineering, Planning and Transportation) are provided an opportunity to review and comment on documents.

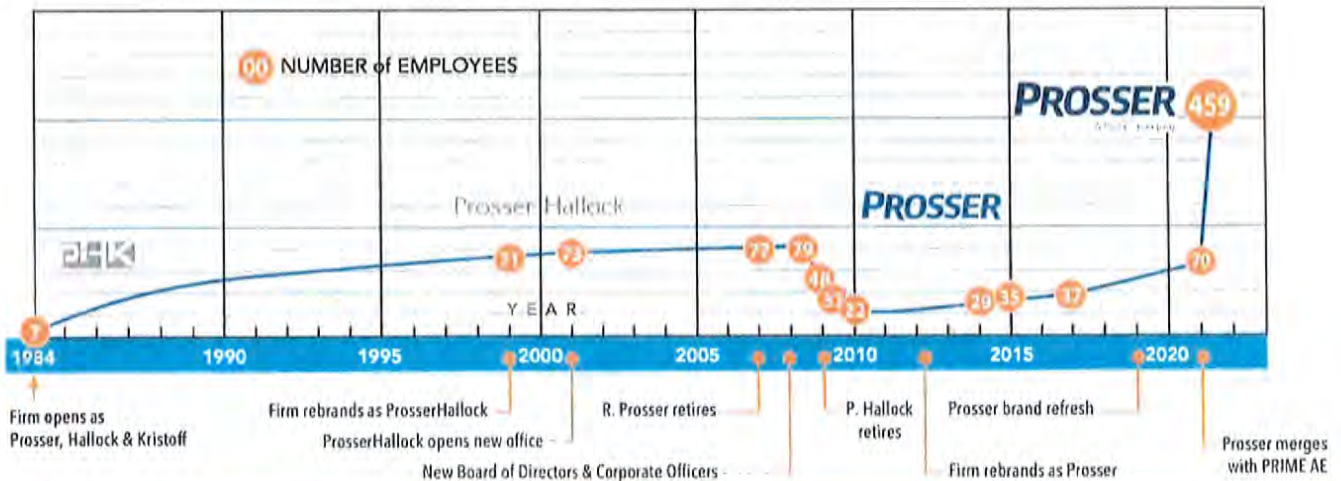
Project Design and Delivery Meetings – At key intervals during the delivery cycle of a project, Prosser/PRIME AE team members meet to discuss project issues, loading and resources. These meetings include all service sectors and are a forum for finding solutions to technical challenges, manpower and promoting creativity. We often say if you hire one of us you get the whole firm.

FIRM'S SIZE AND HISTORY

August of 1984 was the beginning of a 38-year journey in planning, engineering and design. Since inception, Prosser/PRIME AE has been comprised of planners, civil engineers, transportation engineers and landscape architects, with emphasis placed on creating better communities, distinctive and vibrant campuses, efficient and creative infrastructure, and amazing destinations, while maintaining a sensitivity to context, business/financial elements, ecology and the human condition.

During the 80's and 90's, Prosser/PRIME AE (formally known as Prosser, Hallock and Kristoff) enjoyed explosive growth to more than 70 employees. This growth was the result of extensive work in facilities planning for military bases throughout the world, master planning and engineering including work at Mayo Clinic of Florida, state transportation projects and the University of North Florida (UNF). This was an exciting time, that allowed us to continue to build upon the foundation of integrated services that fully formed one the firm’s core service sectors: campus and facilities master planning.

The years 2000 through 2010 saw the firm evolve to a new brand, Prosser Hallock. We also moved our offices to the east side of Jacksonville. Moving east put us closer to Mayo Clinic and UNF, but it also put the firm adjacent to one of the primary east/west corridors in Jacksonville, improving access to the office for staff and clients. We also saw the retirement of the firm’s founders along with the evolution to today’s leadership. Continual growth in institutional and municipal sectors coupled with applying new technology to design set the firm in the upward trajectory which continues today.



In the last decade the firm more than doubled in size due to smart and expansive growth in higher municipal, education, and corporate planning, renewable energy, federal services, community development and infrastructure. We attribute this increase to having great employees, but also being able to use technology to enhance our capabilities providing our clients' great success. Recognizing this client success, associated with our growing expertise in all types of master planning, the firm's leadership decided to focus more on campus and facilities master planning. Among many other great attributes, rebranding to Prosser in 2012 brought enhanced digital systems and analytics for campus planning, full in-house 3D visualization/design capability, full integration 3D CAD design software, a focus on a "think-tank" mentality emphasizing creativity coupled with project implementation strategies and sustainable practices.

2021 ushered in the most significant and exciting event in the firm's history, our merger with PRIME AE. The addition of extensive architectural, engineering and construction services expertise and knowledge is configured to provide unmatched delivery of facility and campus master planning solutions. In fact, we are among very few firms that have the expertise and experience to provide fully comprehensive campus master planning.

3.B. FIRM'S YEARS OF EXPERIENCE AND APPLICABLE PROJECT EXPERIENCE

Since 1984, Prosser/PRIME AE has been providing analysis, outreach, conceptualization, design, documentation and implementation support in the public and private sectors. We are also leaders in the design, planning and engineering of places that are experiential, memorable and inspiring. Over 38 years of practice has allowed us to work on over 4,000 projects, most which align with experience sought for the Nassau County Civic Campus Master Plan. We are experts in campus master planning and in the associated implementation process. Following is a brief list and summary of projects consistent with the types of projects outlined in Section 3b of the RFQ.

Prosser/PRIME AE is uniquely positioned to deliver success to Nassau County based on our comprehensive in-house services offered for civic campus master planning. These services have been proven and tested in previous campus master plans for municipalities, higher education, institutional clients and public agencies as demonstrated below in the core areas of interest requested by the County.

PAST EXPERIENCE AND PERFORMANCE ON COMPARABLE PROJECTS

Civic Campus Design – We recognize that Civic Campus Design based on the tenets of the RFQ references places where the essential governmental services are provided to the public, but we also feel strongly that the elements of these types of spaces are also synonymous with places that promote public gatherings, key business exchanges and the functional “centers” of town. The notion of campus speaks to the interface of people, architecture, exterior space and relevant circulation typically in a public setting. The projects below are examples of civic spaces where the business of a city or a county is conducted, but also additional campus settings where the public gathers for events and the purpose of advancing the human condition. We assert that in all cases the processes to deliver a successful campus master plan for all of these projects follow the same design process correlating to the approach outlined in Section 4:

Savannah West

Embry-Riddle Aeronautical University Campus Master Plan

City of Jacksonville Downtown Master Plan

Daytona State College Campus Master Plan

City of Statesboro Downtown Master Plan

Florida State College of Jacksonville Campus Master Plan

City of Daytona Beach Vision 2020



Savannah West



Embry-Riddle Aeronautical University Campus Master Plan



City of Jacksonville Downtown Master Plan

Placemaking – For us, Placemaking is a broad term that emphasizes the connections between people through the creation of a memorable and vibrant spaces that supports a mixture of uses. We use strategies in various forms to create “place” in all we do. Placemaking should cover all aspects of development typologies with a specific reference to the public realm. Additionally, placemaking shouldn't always be about just the making of a place, but also developing the tools for the creation, sustainment and evolution of those spaces we all value. Examples include:

William Burgess District Baldwin Form Based Code
(A Railroad Community Reinvented) - Placemaking Support

Northbank Riverwalk Improvements (Gefen Park)

Herschel King Park (Flagler County)

Sadler Road (Road Diet Support) Nassau County

Mayo Clinic Retail Link Plaza and Garden

Darien Community for All Ages

Embry-Riddle Aeronautical University Quadrangle



William Burgess District



Northbank Riverwalk



Herschel King Park



Mayo Clinic



ERAU Quadrangle



Darien Community for All Ages Master Plan

Urban/Civic Design – We have had the opportunity to work on Urban and Civic Design projects throughout the country. This work includes park/plaza spaces, architecture, planning related documents and design guidelines in established cities and in the context of new urbanism.

Bayard TND

City of Daytona Beach Vision 2020

Savannah West Main Activity Plaza

San Marco Improvements

Ortega Village Improvement

City of Jacksonville Neighborhood Centers Master Plan

City of St. Augustine Urban Design

Commodores Point and Riverwalk Master Plan

Coastal Georgia Design Guidelines



Bayard TND



City of Daytona Beach Vision 2020



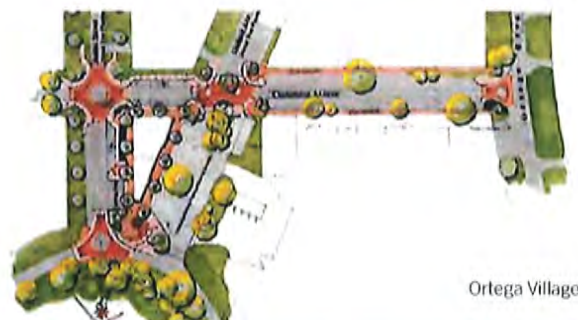
Savannah West Main Activity Plaza



San Marco



Coastal Georgia Design Guidelines



Ortega Village

Architecture – Prosser/PRIME AE has completed multiple architectural projects. This work includes buildings for public spaces, civic uses, higher education and related programming.

Savannah West and Municipal Commons Design Guidelines

Coastal Georgia Municipal Character Design Guidelines

City of Darien Town Center Guidelines and Policy Manual

International Speedway Boulevard East
(conceptual architecture)

Facility Program and Master Plan for the New Baltimore Therapeutic Treatment Center, Baltimore, MD

Franklin County Correctional Facility, Columbus, OH

Indian River Juvenile Correctional Facility, Massillon, OH

Jessup Correctional Complex, New Infirmiry Program and Facility Master Plan, Jessup, MD

Metropolitan Correctional Center, Federal Bureau of Prisons, New York, NY

Baltimore Juvenile Justice Center Education Expansion, Baltimore, MD

Youth Detention Center, Baltimore, MD

Cheltenham Juvenile Center, Program I and II, Cheltenham, MD

Johnson Controls, Inc. Pro Football Hall of Fame Village, HOF Village, LLC, Canton OH

Hale Farm & Village Gatehouse & Mary Jane Davis Hartwell Community Room, Western Reserve Historical Society, Bath, OH

Maryland Correctional Facilities Master Plan, Baltimore, MD



Savannah Town Center & Municipal Commons Design Guidelines



International Speedway Blvd. East



Baltimore Therapeutic Center



Pro Football Hall of Fame



Youth Detention Facility



Jessup Correctional Complex



Franklin Co. Correctional Facility

Spatial Needs Assessment – Our work in assessing needs in terms of space is broad and is grounded in our work in higher education and for the U.S. Navy. In fact, we have developed specific tools to document, assess and forecast needs based on parameters prescribed by federal and state governmental agencies as well as condition. In higher education we have developed a benchmarking database to assess spatial needs based on peer institutions. Our analytics and processes are customizable to any project type including the Nassau County Civic Master Plan. In all of the campus master plans we have completed a spatial needs assessment and predictive model has been one of the primary factors driving the creation of goals, objectives and strategies as well as the final outcome of the master plan.

Embry-Riddle Aeronautical University Prescott
Spatial Needs Assessment and Utilization Study

Daytona State College Deltona
Needs Assessment and Utilization Study

Embry-Riddle Aeronautical University Daytona Beach
Spatial Needs Assessment and Utilization Study

Jacksonville University Digital Asset Inventory

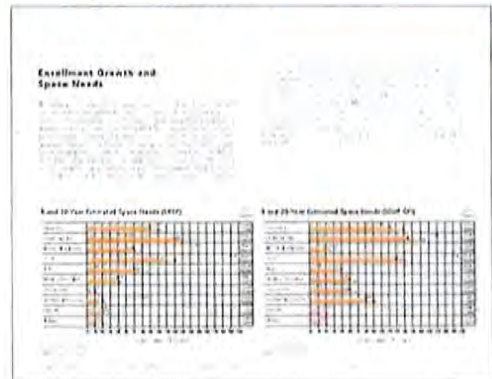
Florida State College of Jacksonville
Needs Assessment and Utilization Study

Case Western Reserve University
Spatial Condition Assessment

University of West Florida
Facility Assessment and Storm Hardening

Facility Damage Assessment
NAS Pensacola (Hurricane Sally)

Basic Facility Requirements and Spatial Needs Assessment
NAS Key West, Naval Construction Battalion Gulfport,
Naval Subbase Kings Bay, Naval Training Command
Lackland AFB, Naval Station Guantanamo Bay and NAS
Joint Reserve Base Fort Worth



Transportation — Prosser/PRIME AE has a deep understanding and experience base in public and private transportation planning and engineering. We provide services to clients representing cities, counties, state transportation departments and private developers. Understanding the nexus of transportation, and its correlation to campus master planning and land development is unmatched.

Park Street Road Diet



Park Street Road Diet 3D Visualization

Two-Way Mobility Planning and Design Downtown Jacksonville



City of Jacksonville Two-Way Mobility Planning and Design

Clyde Morris Boulevard Complete Street Analysis and Implementation Study

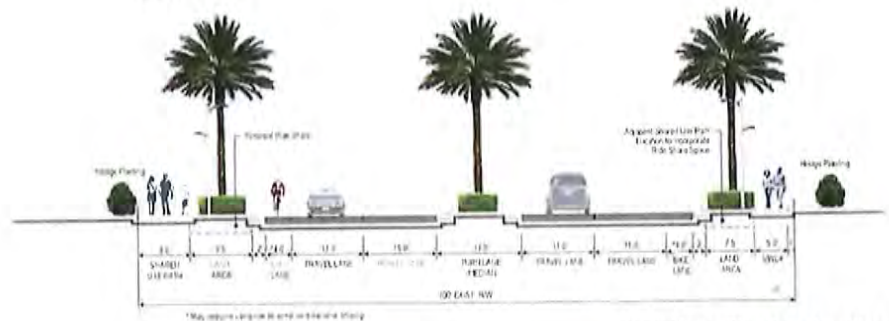
Innovative Intersection Analysis Embry-Riddle Aeronautical University

Transportation and Pedestrian Master Plan Durbin Park

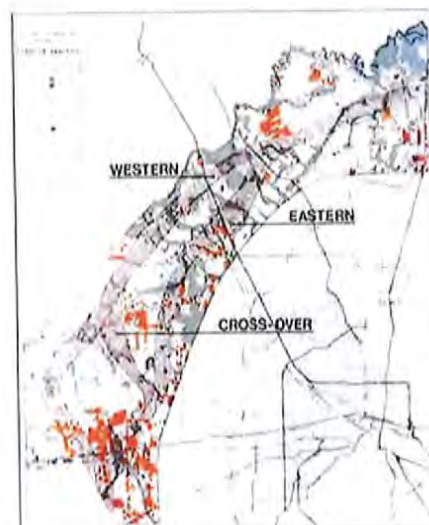
St. Augustine Downtown Traffic and Parking Master Plan

Jacksonville Outer Beltway Corridor Study

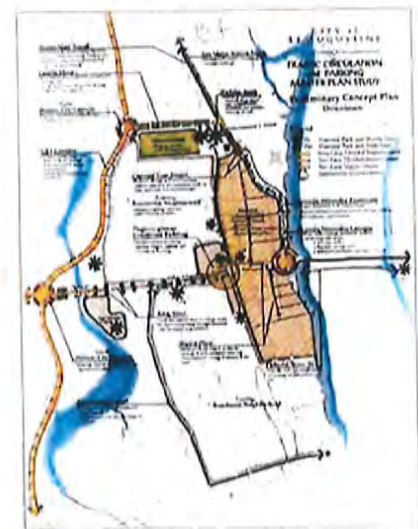
LIGHT IMPRINT



Clyde Morris Blvd Complete Street



Jacksonville Outer Beltway Corridor Study



St. Augustine Downtown Traffic Circulation

Land Use – Experience with land development projects is what Prosser/PRIME AE is known for. Our team of planners, civil engineers, transportation engineers and landscape architects have worked together to deliver successful projects in this realm for the public and private sector. Our process focuses on integrating land development and construction related needs to deliver outstanding results that focus on the human experience while maintaining a strong stewardship ethic.

St. Vincent's Ascension Medical Campus

Brooks Health Care Medical Campus

Rivertown

Auterra

Palencia

The Camp at Lakewood

PGA Tour Headquarters



PGA TOUR Headquarters



Auterra



The Camp at Lakewood



The Camp at Lakewood



NFL Hall of Fame – Constellation Center for Excellence

EXPERIENCE PROGRAMMING AND EXECUTING STAKEHOLDER/COMMUNITY ENGAGEMENT ACTIVITIES

For more than thirty-eight years, Prosser/PRIME AE has facilitated community outreach and encouraged public participation on projects large and small. As a planning consultant, the public will evaluate your service not only based on the wisdom of your decisions, but also on your commitment to involving the public in decision-making. There are many reasons to involve the public in planning and land use decision-making. Perhaps most importantly, participation builds a sense of community. Individuals feel more connected when they are involved in the process of developing solutions to community problems. Moreover, individuals who are not involved in developing solutions are more likely to resist the solutions once developed. People who make contributions to the decision-making process often report that they walk away with a feeling of pride and a stronger connection to the community. As an example, Prosser/PRIME AE led several community workshops in American Beach as that community explored whether to create a Community Redevelopment District. No matter how good our plans may be, they are worthless without public sentiment and support behind them.

Equally important to the notion of gathering consensus is gathering valuable information to inform the campus master plan. We deploy an extensive stakeholder engagement process for every campus master plan and nearly all community planning processes. We have found that a diversity of outreach methods are very helpful and relevant due to allowing for a diversity of access modes by the public, creating equity in participation and in building a robust set of data points. It is important to note that stakeholder engagement is central to our planning processes. Recent examples of stakeholder engagement processes that led to equity in participation as well as yielding key elements informing the campus master plan include Florida State College of Jacksonville, Nassau County Westside Regional Park, Park Street Road Diet and Downtown Jacksonville Two-Way Mobility Project.

If you choose you can leave the entire coordination process, programming and outreach operations to us. We will likely need contact information of stakeholders and constituents. Beyond that we will provide you with a stakeholder engagement plan that incorporates interface methods, anticipated outcomes and throughout the process we will provide Nassau County with our inquiries. The inquiries are the questions, data requests, and information we will request from the stakeholders. These are often iterative and build as information is gathered including data derived from previous engagement processes. We have continued to fine tune our processes for the last 38 years in stakeholder data gathering and consensus building with technology and through building a record of success. The tools we use include:

- Graphics, Product Collateral and Materials
- Multi-media Marketing Presentations
- Charrettes, Workshops, Visioning and Public Outreach
- Web-based surveys
- Questionnaires and Interviews
- Targeted Roundtable Discussions
- Social Media Tools

Coastal Georgia Community for All Ages Charrettes

Prosser coordinated and led four separate charrettes (three days for each) throughout coastal Georgia to engage the public and quickly deliver design solutions for addressing the community's needs.

This work was consistent with the National Charrette Institutes' guidelines for conducting multi-day sessions.



3.C. PROJECT TEAM

QUALIFICATIONS AND EXPERIENCE

Project Team services can be found on the Services and Responsibilities matrix provided on page 5.

Name	Professional Registration	Role	Contact Information	Professional Degree	Total Years of Experience	Years with Firm
Shawn Bliss	RLA, LEED AP	Project Manager & Campus Planner	sbliss@prosserinc.com	Bachelor of Landscape Architecture	29	25
Ryan Stilwell	PE	Campus Civil Engineer	rstilwell@prosserinc.com	BS, Civil Engineering	20	20
Don Fullerton	RLA	Campus Planner	dfullerton@prosserinc.com	Bachelor of Landscape Architecture	43	37
Jeff Lucovsky	RLA	QA/QC	jlucovsky@prosserinc.com	Bachelor of Landscape Architecture	32	1
Will Lyon	PE	Campus Transportation Engineer	wlyons@prosserinc.com	BS, Civil Engineering BS, Physics	15	5
Kurt Hyder	N/A	Sr. Graphic Designer	khyder@prosserinc.com	BFA, Graphic Design	38	35
Stephen Walcott	N/A	Graphic Designer & 3D Visualization Specialist	swalcott@prosserinc.com	AS, Graphic Design	25	20
Savannah Connelly	N/A	Media Specialist/ Stakeholder Engagement	sconnelly@prosserinc.com	BS, Event Management	5	3
Ryan Weilersbacher	N/A	Cost Estimator	Rweilersbacher@prosserinc.com	BS, Civil Engineering	25	25
Tony Robbins	AICP	Campus Planner	trobbs@prosserinc.com	Master, Public Admin./ Coastal Zone Studies BS, Env'l Resource Mgt. & Planning	24	21
Duncan Ross	AICP	Campus Planner	dross@prosserinc.com	Master of Community & Regional Planning BS, Geography	23	17
Sarah King	N/A	Campus & Land Planner / GIS Specialist	sking@prosserinc.com	BA, Landscape Architecture	13	11
Giles Yokel	AIA, NCARB LEED AP BD+C	Architecture Oversight	gyokel@primeeng.com	BA, Architecture	20	11
Dan Bailey	AIA	Architect	dan.bailey@primeeng.com	MA, Architecture	42	40
Rob Habel	AIA, NCARB	Principal Architect	Rob.habel@primeeng.com	MA, Architecture BA, Architecture	37	35
Laurie Dickeson	AIA, LEED AP, CSI, CCS	Civic Facilities, Architect	Laurie.dickeson@primeeng.com	MA, Architecture BA, Architecture	36	31
Nancy Schumm	PWS, PESC, CPMSM	Cultural Resource Analyst	nancy.schumm@primeeng.com	BS, Human Ecology Professional Wetlands Scientist #3096	26	4
Mike Colligan Clary & Associates	PLS	Sr. Surveyor	mcolligan@claryassoc.com	Professional Land Surveyor	16	16
Mike Nethery Clary & Associates	N/A	Sr. Project Surveyor	mnethery@claryassoc.com	Professional Land Surveyor	19	14
Jonathan Summerfield, ERS	PWS	Environmental Scientist & Wetland Specialist	jsummerfield@ses-group.com	Professional Wetland Scientist	19	6
Rodney Mank Meskel & Associates	PE	Principal Geotechnical Engineer	rodney@meskelengineering.com	Master of Business Administration BS, Civil Engineering	36	10
Brett Harbison Meskel & Associates	PE	Sr. Geotechnical Engineer	bharbison@meskelengineering.com	BS Civil Engineering	16	5
Ki Hong Pak Gemini Science & Engineering	PE, CFM	Flood Plain & Watershed Engineer	kpak@geminiengineering.com	Master, Engineering	27	14
Thomas Szubka Walker Consultants	CAPP, CPP	Parking Structure Specialist	tszubka@walkerconsultants.com	BA, Finance, Certified Administrator of Public Parking Certified Parking Professional	18	3
Christopher Hume, The Ascendancy Group (TAG)	N/A	Security Planning & Threat Assessment	For security reasons please contact cameron.christie @theascendancygroup.com	Bachelor of Science, Business Administration	20	3



Shawn R. Bliss RLA, LEED® AP Project Manager/ Campus Planner



EDUCATION AND REGISTRATIONS

Bachelor of Landscape Architecture,
University of Florida

Registered Landscape Architect
FL - LA0001548
OH - LA.2201600

LEED, Accredited Professional

Member, Congress for New Urbanism

Member, Society of College and
University Planners

Full Member, American Society of
Landscape Architects

National Charrette Institute

Member, United States
Green Building Coalition



PROJECT EXPERIENCE

As a principal in the firm, one of Shawn's primary roles at Prosser/PRIME AE is to guide workload, strategy and operations. Beyond his administrative duties his main project role will draw upon his daily function as the firm's Design and Campus Planning Leader. Both of these functions will prove to be a great combination to deliver success, creativity and the best outcome for the project. More specifically, his role as your Project Manager, will be to ensure availability of the firm's resources and guide the entire campus master planning process.

Shawn's 29 years (25 with Prosser/PRIME AE) of extensive and progressive experience in urban design, landscape architecture, campus planning for higher education and institutional entities will deliver the perfect mixture of experience to continue the vision for Nassau County. His experience in managing and designing projects grounded in connecting qualitative and quantitative findings as part of theme creation, design, space utilization analysis, planning, public involvement, consensus building and graphic design will work to guide the team to produce a superior outcome.



REPRESENTATIVE PROJECTS

**Embry-Riddle Aeronautical University
Campus Master Plan**
Daytona Beach, FL

**University of North Florida
Campus Master Plan, Sustainability
Guidelines and Update**
Jacksonville, FL

**Nassau County Westside
Regional Park Master Plan**
Nassau County, FL

Flagler Health+, Campus Master Plan
St. Johns Co., FL

**Embry-Riddle Aeronautical University
Campus Master Plan**
Prescott, AZ

**Daytona State College
Campus Master Plan**
Daytona Beach, FL

**Daytona State College-Deltona
Campus Master Plan**
Deltona, FL

**Mayo Clinic
Campus Master Plan**
Jacksonville, FL

**Jacksonville University
Facility Inventory and Asset
Management**
Jacksonville, FL

Florida State College of Jacksonville
Jacksonville, FL



Don Fullerton RLA Campus Planner



PROJECT EXPERIENCE

Don Fullerton, has over 43 years (37 with Prosser/PRIME AE) of experience in campus master planning, consensus building, landscape architecture, and town planning. He has worked to develop processes and solutions that focus on creating a sustainable design practice that integrates design, engineering and planning into a multidisciplinary firm focused on creating better communities, institutions and facilities. His campus planning experience includes higher education, medical facilities, municipal and office campuses, and military bases.

His leadership will prove vital to delivering a successful outcome for Nassau County by providing excellence in project management, data analytics, campus planning and design.

EDUCATION AND REGISTRATIONS

Bachelor of Landscape Architecture,
University of Florida

Registered Landscape Architect
FL - 0000579

Member, Society of College and
University Planners

Member, American Society of
Landscape Architects

Member, Urban Land Institute



Embry-Riddle Aeronautical University, Prescott AZ



Daytona State College, Daytona Beach, FL



University of North Florida



Brooks Health Campus

REPRESENTATIVE PROJECTS

**Embry-Riddle Aeronautical University
Campus Master Plan**
Daytona Beach, FL

**University of North Florida
College of Science and Humanities**
Jacksonville, FL

**Jacksonville University
Facility Inventory and Asset
Management**
Jacksonville, FL

**Embry-Riddle Aeronautical University
Campus Master Plan**
Prescott, AZ

**Daytona State College
Campus Master Plan**
Daytona Beach, FL

**University of North Florida
Campus Master Plan, Sustainability
Guidelines & Update**
Jacksonville, FL

**Mayo Clinic
Campus Master Plan**
Jacksonville, FL

**Brooks Health Campus
Campus Master Plan**
Jacksonville, FL

**HCRA and Medical Master Plan for
Navy Hospital
Campus Master Plan**
Pensacola, FL



Tony Robbins AICP

Campus Planner



EDUCATION and REGISTRATIONS

Bachelor of Science, Environmental Resource Management & Planning, University of West Florida, Pensacola, FL

Master of Public Administration / Coastal Zone Studies, University of West Florida, Pensacola, FL

American Planning Association, Member No. 119701, 1998-Present

American Institute of Certified Planners, Member No. 017756, 2002-Present

KingSoutel Crossing
CRA Advisory Board, 2021-Present

First Coast Section APA Florida Chair, 2000-2003, 2011-2015

Jacksonville Planning Commission, 2010 to 2016 (Chair 2013-2014)

Greater Arlington / Beaches Citizen Planning Advisory Board (2001-2004)

Jacksonville Municipal Code Enforcement Board, District 2, 2003-2006

PROJECT EXPERIENCE

Tony Robbins has proudly and dutifully served the public for the past 24 years (21 with Prosser/PRIME AE) as planning consultant to several local governments and the U.S. military. He possesses a profound knowledge of collecting, analyzing, interpreting, and presenting zoning and other planning-related data through effective field investigations, surveys, and research skills. Strengths include sustainability planning, community visioning, facilitating public participation, infill and redevelopment planning, and mixed-use development.

Robbins is extremely competent in engaging project sponsors or stakeholders to address planning activities. His strong interpersonal skills effectively communicate with local governing bodies, department staff, and citizens while effectively negotiating with government officials and community organizations.

He is adept at making complex planning elements and the associated legislative processes understandable to the public-at-large. He consistently demonstrates extreme deference to all points of view and assures that everyone participating is respected.

He is highly regarded for work with community engagement for rezonings, comprehensive plan amendments, large-scale master plans, redevelopment plans, charrettes, evaluation and appraisal reports, and annexations. He has served as an expert witness in comprehensive planning and growth management.

REPRESENTATIVE PROJECTS

JACKSONVILLE

Downtown Jacksonville Community Redevelopment Plans

KingSoutel Crossing Community Redevelopment Plan

Mayo Clinic Jacksonville Master Plan

Jacksonville International Airport

Commerce Center PUD

Woodwings East PUD

301 Villages Master Plan

Town Center Vision Plans

- Avondale
- North Main Street
- Murray Hill
- Rogero Road
- University Boulevard
- Lakewood
- McDuff Avenue
- Myrtle Avenue
- Stockton Street
- St. Nicholas

NASSAU COUNTY, FL

Amelia Park PUD

American Beach CRA Finding of Necessity

Concourse Crossing PUD

Courtney Isles Apartments

Fernandina Beach Planning Services

Tributary DRI

UNITED STATES NAVY

Installation Development Plan, NAS JRB New Orleans

Facility Concept Study and Site Selection, Naval Weapons Station, JB Charleston

ST. JOHNS COUNTY, FL

Ascension St. Vincent's Hospital (CR 210)

Caballos del Mar DRI

Forum at Greenbriar Town Center

Durbin National Urban Service Area

Durbin Park PUD

Lakes of Ponte Vedra

Lincolville Community Redev. Plan

Oak Bridge Club Redevelopment Plan

Reserve at Greenbriar

Sawgrass Players Club

Twin Creeks DRI

WCI C.R. 210 Land

West Augustine Beyond Tomorrow Master Plan

World Commerce Center DRI Clay County, FL

Lake Asbury Master Development Plan

Town of Orange Park EAR



Duncan Ross AICP Campus Planner



EDUCATION AND REGISTRATIONS

MCRP Community and Regional Planning,
University of Nebraska

Bachelor of Science, Geography,
University of Wollongong, Australia

American Institute of Certified Planners 017905



PROJECT EXPERIENCE

Duncan Ross has 23 years (17 with Prosser/PRIME AE) of experience in urban and regional planning, including: land use and infrastructure analysis, comprehensive planning, growth management regulations, economic development planning and assistance, capital improvement programming, visioning, market and feasibility analysis, and public outreach and involvement facilitation. His major public sector experience includes involvement with capital improvement programs, Grant Writing, Special Area Plans and Community/Development Growth data. Mr. Ross has developed an understanding of monitoring local development, economic, environmental and quality of life conditions for use in policy decision making. He brings significant public sector comprehensive planning, process and regulatory knowledge to each project. Additionally, Duncan has staffed and provided technical support for numerous projects, commissions and task forces working to resolve large and complex planning & community issues. Mr. Ross brings perspective and background as a consulting planner with experience in communities of all sizes. He has contributed to, and managed over 350 projects for a range of clients in both the public and private service sectors.



REPRESENTATIVE PROJECTS

**Embry-Riddle Aeronautical University
Campus Master Plan**
Daytona Beach, FL

**Daytona State College
Campus Master Plan**
Daytona Beach, FL

**Jacksonville University
Asset Inventory & User Database**
Jacksonville, FL

**Mayo Clinic
Campus Master Plan**
Jacksonville, FL

**Embry-Riddle Aeronautical University
Campus Master Plan**
Prescott, AZ

**Brooks Health Campus
Regulation and Master Planning**
Jacksonville, FL

**HCRA and Medical Master Plan
for Navy Hospital**

Campus Master Plan
Pensacola, FL



Sarah King

GIS Specialist, Campus and Land Planner



PROJECT EXPERIENCE

Ms. King, as a campus and land planner, has 16 years (all with Prosser/PRIME AE) of considerable experience in planning, programming, design and construction for various scale projects with a focus on site design solutions that integrates elements that promote sense of place and sustainability. Her expertise includes site inventory/analysis, conceptual design, master planning, cost estimates, landscape code requirements for various regulatory bodies, digital asset management, environmental impact assessment and development guidelines for planning solutions. Specific relevant experience is with institutional and medical facilities, and large-scale master planning while focusing on short and long-term planning strategies to address growth and efficiencies.

EDUCATION and REGISTRATIONS

Bachelor of Landscape Architecture,
Bachelor of Arts,
Landscape Architecture,
University of Florida

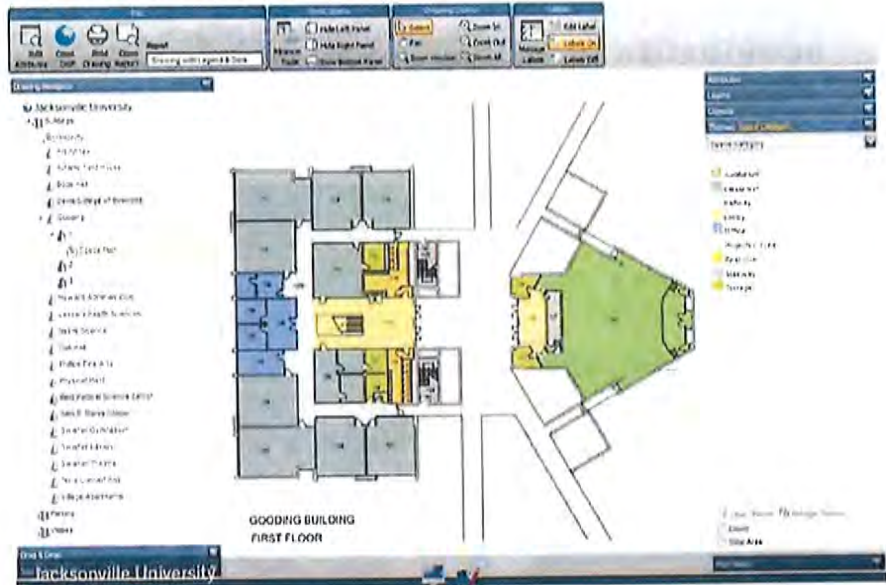
Minor, Horticulture,
University of Florida

Society of College and
University Planners

American Society of
Landscape Architects

Urban Land Institute

Florida Planning and Zoning Association



REPRESENTATIVE PROJECTS

Mayo Clinic
Campus Master Plan
Jacksonville, FL

Brooks Health Systems
Campus Master Plan
Jacksonville, FL

Global Home of the PGA TOUR
Headquarters, Campus Master Plan
Ponte Vedra Beach, FL

Jacksonville University, Facility
Inventory and Asset Management
Jacksonville, FL

Embry-Riddle Aeronautical University
Campus Master Plan
Daytona Beach, FL

Embry-Riddle Aeronautical University
Campus Master Plan
Prescott, AZ

University of North Florida
College of Science and Humanities—
Jacksonville, FL

Daytona State College
Campus Master Plan
Daytona Beach, FL

Florida State College of Jacksonville
Jacksonville, FL



Embry-Riddle Aeronautical University



PGA TOUR



Jeffrey D. Lucovsky RLA

QA / QC



EDUCATION and REGISTRATIONS

Bachelor of Landscape Architecture
with High Honors
University of Florida

Registered Landscape Architect
FL - LA0001524
MS - LA.410

Professional Certification:
Florida Water Star Certified
Landscape & Irrigation Professional

Member, American Society of
Golf Course Architects



Nassau Co. Westside Regional Park



AHL Multi-use Corporate Campus

PROJECT EXPERIENCE

Jeff has 32 years of experience (1 with Prosser/PRIME AE). As a senior landscape architect in the firm, Jeff's primary role on this project will be to utilize Prosser's established in-house quality control plan to minimize mistakes and rework and efficiently resolve issues to produce a work product that our clients desire and properly showcase the Prosser brand. As the QA/QC analyst, Jeff will strive to produce the best quality design while adhering to technical, budgetary, schedule, regulatory and political constraints that come with the project. The primary objective of the Prosser Quality Control Plan (PQCP) is to produce the highest quality project that meets the customer's needs while adhering to their budget, schedule and other constraints.

As Landscape Plan Reviewer, Landscape Architect and Manager of Landscape Review for the City of Jacksonville from 2014-2021, Jeff was in charge of all Landscape and ADA plan review for all civil plans and site work permits and was in charge of calculating and administering the requirements of local landscape code and tree mitigation. The intense QA/QC efforts required while performing Landscape and ADA plan reviews for all civil plans and site work permits for the Planning & Development District makes Jeff the perfect choice to fill the role of Quality Assurance/Quality Control for Nassau County. Additionally, Jeff lives in Nassau County, making him fully aware and attuned to the needs of the area.

REPRESENTATIVE PROJECTS

Nassau County Westside Regional Park Master Plan
Nassau County, FL

Embry-Riddle Aeronautical University
Daytona Beach, FL

AHL Multi-Use Corporate Campus Master Plan
Jacksonville, FL

Downtown Investment Authority (DIA) Projects* - Manager of Landscape Plan Review for Economic Development Zones*
Jacksonville, FL

Cecil Field Commerce Center Developments* - Manager of Landscape Plan Review for Economic Development Zones
Jacksonville, FL

City Overlay and Historic Districts Plan Review *
Jacksonville, FL

- Arlington Overlay
- Springfield Overlay
- Mayport Overlay
- Avondale/Riverside Overlay

Jacksonville Parks & Recreation Development and Redevelopment Plan Review*
Jacksonville, FL

- TIAA Bank Stadium Campus
- Jacksonville Jaguar Practice Fields
- Daily's Place
- Jacksonville Zoo

*Work completed with another firm.



Ryan P. Stilwell PE

Campus Civil Engineer



EDUCATION and REGISTRATIONS

Bachelor of Science,
Civil Engineering,
Auburn University

Registered Professional Engineer
FL - 66526
GA - 33268

Member, Florida Engineering
Society (FES)

Member, National Society of
Professional Engineers (NSPE)

Member, American Society of
Mechanical Engineers (ASME)



Jacksonville Zoo and Gardens



UNF Student Union

PROJECT EXPERIENCE

Ryan Stilwell has 20 years of progressive experience (all with Prosser/PRIME AE) in site/civil engineering, roadway design engineering, permitting, construction engineering, specifications, managing large multi-task projects, drainage design, grading and earthwork. His site/civil experience includes master stormwater drainage design, water and sewer design, specifications and estimates associated with institutional clients/campuses. Ryan has specific relevant experience working with large campus master plans, downtown redevelopment projects, and design and construction of proposed improvements. His relevant permitting experience includes major stormwater master permitting with St. Johns River Water Management District, conceptual permits through project acceptance, City of Jacksonville permitting, turn lanes, utility installations in existing right-of-ways and FDEP utility permitting.



Mayo Clinic Boulevard

REPRESENTATIVE PROJECTS

University of North Florida Jacksonville, FL

- 2010 Campus Master Plan
- Student Union & Amphitheatre

Mayo Clinic Florida Jacksonville, FL

- Campus Master Plan
- Mayo Boulevard Expansion
- House of Care
- Sleep Center
- Campus Master Drainage Plan

Mayo Clinic Florida Butler Boulevard / San Pablo Road Intersection Improvements Jacksonville, FL

Mayo Clinic Florida Mayo Boulevard Widening Jacksonville, FL

Mayo Clinic Florida Worrall Way Jacksonville, FL

Master Drainage Study Jacksonville Zoo & Gardens Jacksonville, FL

- #### Jacksonville Zoo & Gardens Jacksonville, FL
- Play Park
 - Giraffe Exhibit
 - Master Drainage Study
 - Main Entrance Improvements

Building 1 Jacksonville Humane Society Jacksonville, FL

The Lake Wonderwood Trail Project Jacksonville, FL

Huguenot Memorial Park, Access Road Jacksonville, FL

New Berlin Road Access Improvements Jacksonville, FL



William R. Lyon PE
Campus Transportation Engineer



EDUCATION and REGISTRATIONS

Bachelor of Science in
Civil Engineering,
University of North Florida

Bachelor of Science in Physics,
Jacksonville University

Professional Engineer
FL - PE76066

American Society of
Highway Engineers (ASHE)
of Northeast Florida,
Past President, 2009 - Current

Florida Engineering Society (FES)
Professional Practices Committee,
2012 - 2015

Stellar Academy of Engineering,
Advisory Board Member, Nease High
School, St. Johns County, Florida, 2015
- Current

FELI Class of 2022

Advanced Maintenance of
Traffic (MOT) certified



Flagler Health

PROJECT EXPERIENCE

Mr. Lyon has 15 years of experience (5 with Prosser/PRIME AE) in the field of engineering. He has worked for small and medium sized interdisciplinary engineering design firms in Northeast Florida. This experience has afforded him a very broad depth of experience in the design and management of multiple disciplines within the transportation industry. Will has served as the Principal in Charge, Project Manager, Engineer of Record, and Lead Design Engineer on multiple design, planning, and innovative design contracts for local and state agencies. He has experience with complete street design, innovative intersections, the integration of sustainable development strategies, traditional neighborhood design, minor and major roadway design, drainage design, temporary traffic control design, traffic studies, signing and pavement marking design, lighting design, and traffic signal design.



SR 9B PD&E

REPRESENTATIVE PROJECTS

INNOVATIVE DESIGN

Park Street Road Diet
Jacksonville, FL

SR 13 Roundabout
St. Johns, FL

SR 200 Median U-turn
Jacksonville, FL

Westside Regional Park
Nassau County, FL

**SR 83 and SR 10 Intersection
Reconstruction**
DeFuniak Springs, FL

Belfort Road Widening
Jacksonville, FL

MINOR DESIGN-SIDEWALKS & TRAILS

CR 210 Reconstruction
St. Johns County, FL

SR 152 Intersection Improvements
Jacksonville, FL

SR 207 Hastings Trail & Trailhead
St. Johns County, FL

**SR 5 (US-1) Sidewalk - City of St.
Augustine "City Gates" to Big Oak Rd.**
St. Johns County, FL

**SR 189 RRR from Manning Drive to
SR 188 (Racetrack Road)**

Fort Walton Beach, FL

**Capacity Projects New World Avenue
Extension to Chaffee Rd.**

Jacksonville, FL

Wildlight Roadway New Construction
Nassau County, FL

**SR 22 (Wewa Highway) Reconstruction
from US-98 to Star Avenue**
Panama City, FL

**CR 210 Roadway Widening, under
Continuing Service Contract for
Design and Planning Intrastate and
Limited Access**

St. Johns County, FL

FACILITY PROJECTS

**SR 9B Extension PD&E from SR 9
(I-95) to CR 2209, New Alignment**
St. Johns County, FL

**SR 200 and I-95 Interchange
Reconstruction**
Nassau County, FL



Ryan J. Weilersbacher

Cost Estimator



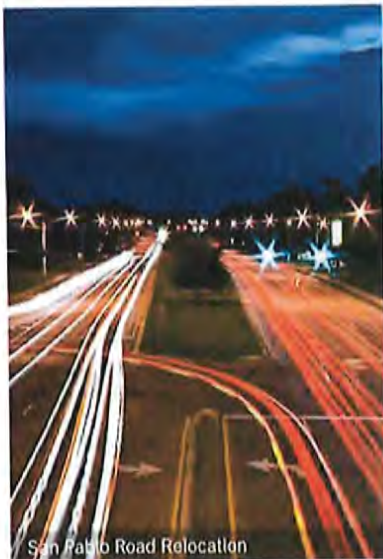
EDUCATION and REGISTRATIONS

Bachelor of Science /
Civil Engineering,
University of Florida

Associate of Arts,
Florida Community College at
Jacksonville

PROJECT EXPERIENCE

Over 20 years' of experience in construction management, administration, engineering and inspection representing wide range of public and private clients. Extensive experience in constructability studies, construction costs related to the development of implementation strategies, preparation of contract documents, bid solicitation, evaluation and award, construction administration and management, plan interpretation, change order negotiation, wire based utility coordination, project closeout and dedication. Various types of construction management experience including: project demolition, park construction, bridge rehabilitation, all aspects of major roadway and utility upgrades, single family and multi family subdivision as well as industrial and commercial retail construction, wetland and tree mitigation including mature tree relocation and wetland creation. Mr. Weilersbacher has established working relationships with local municipalities as well as regulatory agencies to deliver a project on time and within budget.



REPRESENTATIVE PROJECTS

Jacksonville University Digital Asset Inventory, Utility Locates
Jacksonville, FL

St. Vincent's Medical Center Construction Administration
Jacksonville, FL

Pacetti Road (CR13A) Improvements
St. Augustine, FL

Segovia at World Commerce Center
St. Augustine, FL

New Berlin Single Family Homes
Jacksonville, FL

Ring Power Headquarters Relocation
St. Augustine, FL

World Commerce Parkway
St. Augustine, FL

Spring Park Road Improvements
Jacksonville, FL

Baymeadows Road East Extension
Jacksonville, FL

San Pablo Road Relocation
Jacksonville, FL

Jacksonville International Airport Circulation Roadway and Signage Improvements
Jacksonville, FL

First Coast Technology Parkway
Jacksonville, FL

Kernan Boulevard Widening
Jacksonville, FL

Palencia North Loop Road
St. Augustine, FL

Palencia Tennis & Pickleball Courts
St. Augustine, FL





Savannah Connelly

Stakeholder Engagement, Media Specialist



EDUCATION and REGISTRATIONS

Bachelor of Science,
Event Management,
University of Central Florida

Member, Jax Chamber: NextUp Jax

Member, Society of American Military Engineers (SAME)

Sawgrass Master Association - Meeting Committee
Sawgrass Master Planning & Resident Focus Group Online Survey Findings
May 28, 2020
Page 2

03 | The following is a summary of the key findings from the survey. For a complete list of findings, please refer to the full report.



Sawgrass Master Plan Stakeholder Survey

PROJECT EXPERIENCE

Savannah Connelly has five years' experience in maintaining professional social media platforms and three years' experience with stakeholder engagement and communications in both the private and public sectors. She has been with Prosser/PRIME AE since 2019.

Savannah serves as the firm's communications specialist, outreach coordinator, and resident meetings & events coordinator. Responsibilities include developing questionnaires and online surveys, communications plans, and stakeholder engagement activities (forums, focus groups, etc.). Savannah established Prosser's social media presence in 2019 and continues to grow, maintain, and operate these platforms. She has exceptional organizational and communication skills, as required to handle the full media suite of the firm. A social media presence requires a full cycle of activities, all run by Savannah, which includes: content planning based on communications plan/goals, content creation, tagging, uploading, and interacting. She is well versed on Instagram, Facebook, LinkedIn, Twitter, WordPress, Buffer, and Canva programs.

SPECIALIZATIONS

- Stakeholder Engagement
- Focus Groups
- Social Media
- Online Surveys
- Communications Plans

REPRESENTATIVE PROJECTS

Florida State College at Jacksonville (FSCJ) Master Plan Jacksonville, FL

Savannah worked alongside the facilities team and FSCJ leadership to develop, distribute, and complete analysis on a college-wide online survey. She first attended forums at all seven campuses for a general read on stakeholders' thoughts, issues, and identities, allowing for targeted survey questions to improve the quality of responses in return. The surveys gathered qualitative data regarding stakeholders' relationship with the college, what changes they would like to see, and how these "wants" compared to each other in terms of hierarchical need – all of which has led to inform the master plan.

Sawgrass Community Master Plan St. Johns County, FL

Savannah worked with the Sawgrass Community Homeowner's Association Board of Directors to write, develop, and distribute a series of digital questionnaires and surveys to their stakeholders. This involved

communicating with realtors, specialty committees, focus groups, the master association, sub-associations, Club, and a management company to collect demographic and preferential data regarding the future of the community and its operations, which thus informed the recommendations of the master plan. The questionnaires and surveys were distributed via CrowdSignal, a digital survey and polling platform that provides tools for high-level data analysis.

Nassau Co. Westside Regional Park Nassau County, FL

Savannah worked on the project team alongside Nassau County officials to write, develop, and distribute digital and tangible surveys to their stakeholders. These surveys gathered demographic, psychographic, and preferential data regarding stakeholders' relationship with parks in general, as well as how they perceived the use of the new park. The surveys were distributed via CrowdSignal which has led to inform the design.



Kurt Hyder

Senior Graphic Designer



EDUCATION and REGISTRATIONS

Bachelor of Fine Arts/Graphic Design
University of Tennessee at Chattanooga

National Association of Photoshop Professionals



PROJECT EXPERIENCE

Kurt has extensive progressive experience in design, preparation and coordination of support materials in all stages of project development from initial design concepts to public presentations for public and private clients. Since 1987, Kurt has been coordinating graphic design direction with Prosser/PRIME AE's various disciplines and clients in the planning and engineering industry.

Kurt designs and produces advertising and marketing pieces as well as coordination of graphics for our client's current advertising design themes, and he is adept at coordination of all graphic presentation and public meeting materials.

Additionally, Kurt is experienced in corporate identity development including logo design and print collateral for all aspects of support and promotion. He specializes in the creation of illustrative presentation exhibits through the use of traditional and computer aided techniques. He is experienced in a multitude of graphic programs including Photoshop, Illustrator, InDesign, Premiere and PowerPoint.



REPRESENTATIVE PROJECTS

Westside Regional Plan
Nassau County, FL

Palencia Master Plan and Amenities
St. Augustine, FL

Town of Nocatee Master Plan
Nocatee, FL

Embry-Riddle Aeronautical University
Daytona Beach, FL

Embry-Riddle Aeronautical University
Prescott, AZ

Global Home of the PGA TOUR Master Planning
Ponte Vedra, FL

WaterWays Township Design Guidelines
Savannah, GA

Rivertown Master Plan & Amenities
St. Johns, FL

Tybee Island Master Plan, Corridor Analysis & Charrette Series
Tybee Island, GA

City of Statesboro Master Plan
Statesboro, GA

Community Planning Character Guidelines and Form Based Code Model Ordinance
Coastal Georgia Region

Savannah West Urban Infill and Entertainment District
Savannah, GA

Darien Community for All Ages Charrette and Master Plan
Darien, GA





Stephen Walcott

Graphic Designer, 3D Visualization Specialist



EDUCATION and REGISTRATIONS

Associate of Science/Graphic Design
Tampa Technical Institute

National Association of Photoshop
Professionals

PROJECT EXPERIENCE

Stephen Walcott has over 25 years of experience (20 with Prosser/PRIME AE) in design, preparation and coordination of support materials in all stages of project development from initial design concepts to public presentations for both public and private sector clients. He provides design and production of advertising and marketing, including logo design and print collateral for all aspects of support and promotion.

Walcott specializes in 3D visualization and animation using the softwares Lightwave 3D, WTools3D, VueXStream, Anima and Plant Factory. He is also well versed in a multitude of graphic programs including Adobe Photoshop, Lightroom, Illustrator, Premiere and After Effects. Additionally, Walcott is an exceptional photographer and experienced in aerial video and photography related to Prosser projects. He provides photography and graphic support not only related to Prosser projects, but for clients and local organizations that Prosser supports such as the local Chapter of the Society of American Military Engineers (SAME).



Mayo Clinic Gardens



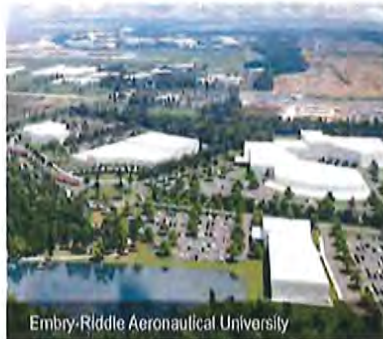
3D Visualization, RiverTown



San Pablo Mixed-Use



Constructed RiverTown Entry Feature



Embry-Riddle Aeronautical University

REPRESENTATIVE PROJECTS

- Mayo Clinic**
Jacksonville, FL
- Global Home of the PGA TOUR**
Master Planning
Ponte Vedra, FL
- WaterWays Township**
Design Guidelines and Master Planning
Richmond Hill, GA
- Beachwalk Master Planning**
Jacksonville, FL

- Embry-Riddle**
Aeronautical University
Daytona Beach, FL
- Embry-Riddle**
Aeronautical University
Prescott, AZ
- Palencia**
St. Johns County, FL
- Daytona State University**
Daytona Beach, FL



W. Giles Yokel AIA, NCARB, LEED® AP BD+C Architectural Oversight



EDUCATION and REGISTRATIONS

Bachelor of Arts / Architecture
Mississippi State University, 2000

Registered Architect
FL – AR94451

National Council of Architectural
Registration Boards (NCARB);
Leadership in Energy and
Environmental Design Accredited
Professional Building Design +
Construction (LEED AP BD+C)

U.S. Green Building Council (USGBC)

PROJECT EXPERIENCE

Mr. Yokel is a Registered Architect and LEED Accredited Professional with over 20 years of experience working with both private and public sector clients. He is experienced in all aspects of project management and architectural design, from programming and quality control through construction administration. A leader in PRIME AE's green building practice, Mr. Yokel has led the design and construction phase efforts of the LEED certification process.

REPRESENTATIVE PROJECTS

Design and Construction Phase Services School Age Facility Design-Build

Eglin Air Force Base, FL

Design-Build of a Building 4 Office Renovation for an Addition to a Courthouse and Legal Facility

Naval Air Station Jacksonville, FL

Five Building Energy Upgrades, NAVFAC Southeast

NAS Pensacola, FL

Building 22 Mail Room Expansion, University of West Florida

Pensacola, FL

Develop Design-Build RFP for Renovation of B781-O, renovation of Building 781-O, an existing 40,000-SF pre-engineered metal building Naval Air Station Pensacola, FL Design-Build RFP For A New Complex Facility in a Hurricane-Recovery Environment, Tyndall Air Force Base

Panama City, FL

Facility Condition and Operational Assessment of the historic Art Deco auditorium, Naval Air Station Corpus Christi, TX

NAVFAC Southeast

Hazard Mitigation for Building 79 wind retrofit, University of West Florida

Pensacola, FL

Building 952 Steam Plant Demolition and Pond Repair, Naval Air Station

Jacksonville, FL

Naval Hospital Central Plant Improvements, Naval Air Station,

Pensacola, FL

Renovations and repairs to five Defense Logistics Agency (DLA) Buildings 171, 175, 176, 191, and 2023, USACE, NAS Jacksonville, FL and Naval Station (NS)

Mayport, FL

Hazard Mitigation to harden the building envelope for Building 22, University of West Florida

Pensacola, FL

Design-Build Requests for RFPs for Renovations to Four Air Force Reserve Hangar, Dining and Fitness Facility, Visiting Quarters, and Operations Center

Duke Field, FL

QA/QC, Construction Documents and Construction Administration for a Yacht Club Pavilion, Naval Air Station

Jacksonville, FL

Red Horse Storage Warehouse Design- Build, USACE Mobile District

Hurlburt Field, FL

*Walton County Courthouse four-story Addition, Walton County Board of Commissioners

DeFuniak Springs, FL

**Project performed prior to PRIME AE*

Programming, Charrette, Existing Conditions, Structural Analysis, and Full Design for The Renovation/ Addition of Administration, Mission Critical Server Rooms for the Range Control Facility, Building 1801

Tyndall Air Force Base, FL

Naval Operational Support Center, Building 18650, Design-Build Door and Window Replacement

NAVFAC Southeast, Hialeah, FL

Marine Forces Reserve Headquarters design-build for a new 411,000-square-foot headquarters facility, NAVFAC Southeast

Federal City, LA



Robert Habel AIA, NCARB

Principal Architect



PROJECT EXPERIENCE

Mr. Habel has more than 37 years of experience. He has designed and managed numerous project types with a specialty in higher education, and public and recreation work. As the design lead, he is not dictated by a particular style, but rather, is stylistically flexible in integrating the design with the project's context and program requirements. He is a thoughtful designer, always considering the owner's vision, programmatic requirements, appropriate aesthetics, and sustainability.

REPRESENTATIVE PROJECTS

EDUCATION and REGISTRATIONS

Master of Arts / Architecture
Kent State University

Bachelor of Arts /Architecture
Kent State University

Registered Architect:
FL, CA, MA, MD, NJ

Johnson Controls, Inc.
Pro Football Hall of Fame Village,
HOF Village, LLC
Canton OH

Indian River
Juvenile Correctional Facility
Massillon, OH

Hale Farm & Village Gatehouse & Mary
Jane Davis Hartwell Community Room,
Western Reserve Historical Society
Bath, OH

Aloft/Elements Hotel
Tampa, FL

Portage Community Bank
Cuyahoga Falls, OH

Breakers Hotel
Cedar Point, OH

Cuyahoga Falls General Hospital
Cuyahoga Falls, OH

Hudson Medical Office Building,
Summa Health Systems
Hudson, OH

Geneva State Park Lodge & Center
Geneva, OH

Gatehouse Orientation Center, Hale
Farm and Village, Western Reserve
Historical Society
Peninsula, OH

Geneva Culinary Center
Geneva, OH

Renaissance Raleigh Hotel
at North Hills
Raleigh, NC

Courtyard by Marriott
Hamilton, OH

Parker Hannifin Hall and
Administration Center,
Cleveland State University
Cleveland, OH

Cuyahoga Falls
Wellness & Recreation Center
Cuyahoga Falls, OH

Mentor Community
Recreation Center Study
Mentor, OH

Bainbridge Community Center
Bainbridge, OH

Massillon Community
Recreation Center
Massillon, OH

First Energy Control Center
Wadsworth, OH

Lockheed Martin Interior Renovation
of Executive Offices, Lockheed Martin
Tactical Defense System
Akron, OH

Executive Vision Center,
The Timken Company
Canton, OH

Regional Headquarters Consolidation,
Time Warner Cable
Akron, OH



Daniel L. Bailey AIA

Architect



EDUCATION and REGISTRATIONS

- Bachelor of Arts / Architecture
Iowa State University
- Master of Arts / Architecture
Morgan State University
- Registered Architect:
DC, MD, VA
- Maryland AIA 2014 Certificate of
Distinguished Service
- Maryland AIA 2013
Certificate of Appreciation
- Baltimore AIA 2011 President's Award
– Community Architect of the Year
- American Institute of Architects,
Member 1984 – Present
- AIA Education Panel Member
Maryland AIA, Director / Past President
- AIA Baltimore Member – Present
- American Correctional Association
Member, 2010 – Present
- Association of School Business Officials
Member, 2006- Present
- International Code Council
- Morgan State University, School of
Architecture and Planning Advisory
Board Trustee – Present
- NCARB NAAB Accreditation
Panel Member

PROJECT EXPERIENCE

Mr. Bailey has played a key role in the successful design and administration of new construction and modernizations for numerous institutional and commercial projects. His decades of experience on city, state, and federal projects of all types and sizes contribute significantly to his excellence in project management. He is particularly skillful in the administration of complex technical issues, having extensive experience in coordinating large multi-faceted projects from design through the construction administration. He has developed or directed the outstanding techniques and standards used by PRIME AE for value engineering analysis, code analyses, critical path scheduling, quality control procedures, contract document preparation and general project management. Revered as an expert in his field, Mr. Bailey regularly speaks at national conferences and seminars for the American Correctional Association and the AIA's Academy of Architecture for Justice. In addition, he has served as an expert witness for architecture on numerous court cases and annually provides legislation testimony before the Maryland General Assembly.

REPRESENTATIVE PROJECTS

JUSTICE

- Indian River Juvenile Correctional Facility**
Massillon, OH
- Metropolitan Correctional Center, Federal Bureau of Prisons**
New York, NY
- Baltimore Juvenile Justice Center Education Expansion,**
Baltimore, Md
- Brockbridge Correctional Facility Addition and Renovation**
Jessup, Maryland
- Youth Detention Center Addition and Renovation**
Cheltenham Juvenile Center, Program I and II
Cheltenham, MD
- Baltimore County Juvenile Detention Center Part I and Part II Maryland Statewide Facility Master Plan - Baltimore City Corrections Complex**
Baltimore, MD

GOVERNMENT

- Court Services and Offender Supervision Agency: South Capital Office Renovation, Space Planning, Energy and Restroom Upgrades**
Washington, DC

MEDICAL/OFFICE

- Wilmington VAMC: Ambulatory/GI Unit Suite Renovation, Panic Alarm System Upgrade, Feasibility Study for Emergency Room Renovation, Building 10 Administration Renovation, Architectural Barriers ADA Survey**
Wilmington, VA
- Washington Hospital Center ADA Assessment**
Washington, DC
- Lorton Correctional Institution Medical Outpatient Facility Renovation**
Lorton, VA



Laurie Dickeson AIA, LEED® AP, CSI, CCS

Architect, Civil Facilities



EDUCATION and REGISTRATIONS

Bachelor of Fine Arts / Art History
Wichita State University

Master of Arts / Architecture
University of Texas

Registered Architect: MD

Preservation Award, Baltimore Heritage
Foundation and Design Award,
ASID, Baltimore Chapter, 1994
for The Family Place, Baltimore, MD

American Institute of Architects,
Academy of Architecture for Justice,
Certificate of Merit for the Baltimore
Youth Detention Center Design

American Institute of Architects,
Member 1989 – Present

Construction Specifications Institute,
Certified Construction Specifier

Council of Educational Facility

Planners International, Member

Leadership in Energy and
Environmental Design, (LEED)

U.S. Green Building Council
(USGBC)

PROJECT EXPERIENCE

Laurie Dickeson has extensive experience in the design of many types of facilities, including new construction as well as additions and renovations. She has had great success in design, translating complex program requirements into innovative projects, often with limited budgets. This encompasses initial planning with feasibility studies, existing facility evaluations, and code analysis as well as complex phased renovations involving occupied buildings often requiring extensive hazardous material abatement.

Her extensive experience includes working with community groups, often involving building committees with volunteer members who are not construction professionals. She also has a great deal of education experience at the elementary, secondary, and college levels.

A CSI Certified Construction Specifier (CCS), Laurie is a skilled product researcher who knows how to investigate and identify cost-effective, efficient solutions, and then communicate those solutions through the specifications.

REPRESENTATIVE PROJECTS

JUSTICE

**Indian River
Juvenile Correctional Facility**
Massillon, OH

**Metropolitan Correctional Center,
Federal Bureau of Prisons**
New York, NY

**Cheltenham Juvenile Center,
Program I and II**
Cheltenham, MD

**Baltimore County Juvenile Detention
Center, Program I and II**
Baltimore, MD

DPSCS
Baltimore, MD

- Statewide Facility Master Plan
- Womens Detention Center Program I & II
- Youth Detention Center Program I & II
- Mens Detention Center Program I & II
- Baltimore Justice Center Program I & II
- Jessup Regional Infirmary & ADA Housing Unit Program I & II
- Corrections Complex Multiple Buildings Demolition
- Corrections Complex Master Plan
- Correction Complex Programming, Needs Assessment

COMMUNITY

St. Margaret Catholic Church
Baltimore, MD

**Plymouth Congregational United
Church of Christ Feasibility Study,
Additions and Renovation**
Washington, DC

**1313 Druid Hill Avenue Cyber
Community and Job Training Center
Feasibility Study**
Baltimore, MD

**Conmy Hall Military Performance
Arena Historic Renovation**
Arlington, Virginia

**The Children's Home, New Boys
Residential Facilities and Diagnostic
Center**
Baltimore, MD

**Benedictine Sisters of Baltimore,
Emmanuel Monastery Addition**
Baltimore, MD



Nancy Schumm CPESC, CPMSM, PWS, QPFSD
Cultural Resource Analyst

PROJECT EXPERIENCE

Ms. Schumm's experience encompasses managing erosion and sediment control projects including inspections, design for drainage improvements, MS4 reviews, and wetland/forest delineations. Previously, she owned a consulting firm which provided environmental consulting, comprehensive planning assistance, watershed partnership coordination, historic consulting and research, grant writing, and grant management.

REPRESENTATIVE PROJECTS

Clay County Regional Park - Cultural Resources Task Manager

Clay County, FL

Permitting and Wetland Determination for Detention Basin Retrofits for Prince George's County Department of the Environment

Prince George's County, MD

MDTA MS4 NPDES Compliance and Auditing Services and Facility Inspections

Baltimore, Maryland

Prince George's County NPDES GIS support

Prince George's County, MD

On-Call Consultant Services, Northern Shenandoah Valley Regional Commission

Berryville, VA

Nassau County Park

Nassau County, FL

Feasibility Study of Permits for Trail Expansion Along Big Darby Creek

Galloway, OH

Environmental Site Assessment and Permit Evaluation for Liberty Road

Delaware, OH

EDUCATION and REGISTRATIONS

Bachelor of Science / Human Ecology
The Ohio State University

Professional Wetlands Scientist
#3096, 2019

Maryland Department of Natural Resources, Qualified Professional in Forest Stand Delineations and Forest Conservation Plans

State of Maryland Erosion and Sediment Control Certification
#RPC011098, 8/29/19

SHA Erosion and Sediment Control "Yellow Card" Certification 8/30/19

Physical Stream Assessment Certification, MDNR July 2020

Certified Professional in Municipal Stormwater Management, CMS4S
#0285, 2014-present.

Certified Professional in Erosion and Sediment Control, CPESC
#3511, 2006-present

Certified Wetland Specialist, Wetland Delineator, Lake County,
#C-147, 2012-present.

Designated Erosion Control Inspector, DECI, Stormwater Management Commission, Lake County, Illinois,
2007-present

New Invaders Plant Watch Program,
2007-present

Mike Colligan
SUR Senior Surveyor



PROFESSIONAL CREDENTIALS:

2010
Florida PLS License- LS6788

Member, Florida Surveying & Mapping
Society (FSMS), Theta Tau

EXPERIENCE:

2005 to Present

- Clary & Associates, Inc.

2003 – 2005

- Kimley-Horn & Associates Inc.

EDUCATION:

University of Florida
Bachelor of Science Degree, Geomatics

EXPERIENCE PROFILE:

Mr. Colligan has over 16 years of experience in the surveying profession. He is a licensed Professional Surveyor and Mapper. His primary expertise is with Right-of-Way, Boundary and Survey of the Public Lands. Mr. Colligan is also proficient in topographic, construction and control surveys. His knowledge will benefit any project with coordination and data processing to ensure projects are completed with accuracy and in a cost-effective manner.

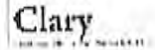
REPRESENTATIVE PROJECTS: Boundary, Topographic, Tree, etc.

- **Three Rivers – Nassau County** – This ongoing project of 19 years has included a number of projects for both commercial and residential lots with a wide span of services including full Topographic, Boundary, ALTA/NSPS Land Title, Tree and Wetland surveys. Lot Corners and Platting for housing areas across several lots and tracts. Sizing of each project varies per request.
- **Twin Creeks/Beach Walk/Beacon Lakes – St. Johns County** – This large scale project has encompassed a wide variety of services including full Topographic, Boundary, ALTA/NSPS Land Title and Tree Surveys, Utilities/SUE work, VVHs, Maps and Descriptions for both residential and commercial business locations including shopping strips and such in the area over the time span of 7 years. This has also included Boundary, Monumentation and Platting of large lots and tracts for housing/townhomes/apartments. Sizing of each individual project area varies for each request.
- **Wilson Green – Flagler County** – Provided full Topographic and Boundary Surveys, Jurisdictional Wetlands, High Water Lines, set Horizontal and Vertical Control, Aerial Targets, VVHs and full Maps and Descriptions across several projects.
- **University of North Florida – Duval County** – Full Topographic, Boundary, Tree and Sub Surface Utility Surveys, VVHs, set Horizontal and Vertical Control and Elevations for projects including Tennis Courts, Practice Fields, Parking Lots, Bike Facilities/Lanes and other specific areas around campus.
- **Shearwater** – Full Boundary, Topographic, ALTA/NSPS Land Title and Tree Surveys as well as Clearing Limits and Lot Fit planning for large scale residential projects featuring several lots.

REPRESENTATIVE PROJECTS: Infrastructure

- **I-75 (SR93) Interchange at SR24 (Archer Road)-Operation improvements including improvements from west of SW 45th Street to east of SW 40th Blvd.** - Clary performed horizontal and vertical control, verified existing baseline and right-of-way, recover/set reference points, 3D topographic survey on SR 24 plus 4 ramps and 7 side streets, cross sections to verify existing topographic survey, bridge survey of I-75 bridge over SR 24, stake out borings, sectional survey, recover subdivision control of 6 plats, designation of 10 utilities, 220 VVH locations. Clary also performed right-of-way and control mapping, title search maps and reports along with legal descriptions
- **US 1 Ponce De Leon to Cross Ridge – Route survey with underground utilities** – Set and or recover horizontal and vertical control, locate right-of-way monumentation to help prepare right-of-way lines in office. Full route survey right-of-way to right-of-way, drainage, above ground indicators, Quality Level B Designates and over 220 Quality Level A Locates, wetland location and boring stake out.

Mike Colligan
SUR Senior Surveyor



- **First Coast Outer Beltway – 25 miles in Duval, Clay and St. Johns County** – Performed cultural resource assessment survey and field surveying to document and justify the selection of specific sites for the right-of-way acquisition of storm water management facilities along the 25-mile corridor. An out fall survey, drainage survey, pond site survey, jurisdiction line survey, line cutting and line cutting were included with the above task. Design Surveys, Right-of-Way Control Surveys, Topographic, Right-of-Way & Jurisdictional Surveys were performed in Clay, St. Johns and Duval Counties. Right-of-Way map and Side Street Survey were performed in Clay and St. Johns County. Right-of-Way and Right-of-Way Control Maps for interchange at SR 21 and SR 23. Clary also provided survey support to locate geo technical borings and test locations (SUE) as well as to re-establish wetland flags.
- **I-75 (SR 93) Interchange @ SR 121 (SE Williston Road) - Operational improvements from west of SW 35th Drive/SW 41st Blvd to east of SW 34th Street** – Horizontal and vertical control, recovered existing baseline and right-of-way monumentation, set reference points along baseline, 3D topographic survey of multiple lane roadway, 3D topographic survey of NB -75 south of SR 121 bridge, 3D topographic survey of SE quadrant, bridge survey of I-75 bridge over SR 121, ramp and side street survey, stake out borings, recover subdivision control of 5 plats, 2600' of designates on SR 121, 150 VVH locations along SR 121. Including right-of-way and control mapping, title search maps and reports along with legal descriptions.
- **I-295 Express Lanes from SR 9B to SR 202 (J T Butler Blvd). – Design Build Phase II** – Recover and check the alignment and references established by previous right-of-way mapping efforts for horizontal construction control, locate and stake 328 geotech borings, utility VVH locations, clear 10 signal pole locations and 7 high mast pole locations, topographic survey for overhead signs, miscellaneous ground topographic surveys, verify and locate drainage structures and inverts at 16 locations, verify vertical benchmarks, provide project survey control sheets.
- **SR 243 Realignment of Pecan Park Road – Roadway improvements** – Performed horizontal network control, vertical project network control, alignment/existing right-of-way lines, digital terrain model, roadway cross sections, side street surveys, underground utilities (SUE) outfall surveys, pond site survey, mitigation survey, jurisdiction line survey, sectional/grant survey, subdivision location, line cutting, document research, title searches, field review and mapping.

Mike Nethery
Executive Vice President
SUR Survey Project Manager 3



PROFESSIONAL CREDENTIALS:

Member of American Society of Highway Engineers (ASHE)

Member of Northeast Florida Builders Association (NEFBA)

EXPERIENCE:

1998 to Present
• Clary & Associates, Inc.

EDUCATION:

Texas State University
Business & Computer Science

EXPERIENCE PROFILE:

Mr. Nethery has over 24 years of land surveying experience. He has project experience in topographic, boundary, and design and right-of-way surveys as well as designation, verification and location of subsurface utilities. He also has experience using AutoCAD, CAICE, Microstation, and TDS Processing Software. Mr. Nethery has served in key supervisory roles overseeing a large number of key projects. He is well prepared to use both his field and office expertise to enhance operations. Mr. Nethery has worked on major projects including the First Coast Outer Beltway and a 20,000 acre topographic survey that spanned two counties.

REPRESENTATIVE PROJECTS: Boundary, Topographic, Tree, etc.

- **Three Rivers – Nassau County** – This ongoing project of 19 years has included a number of projects for both commercial and residential lots with a wide span of services including full Topographic, Boundary, ALTA/NSPS Land Title, Tree and Wetland surveys. Lot Corners and Platting for housing areas across several lots and tracts. Sizing of each project varies per request.
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- **Wilson Green – Flagler County** – Provided full Topographic and Boundary Surveys, Jurisdictional Wetlands, High Water Lines, set Horizontal and Vertical Control, Aerial Targets, VVHs and full Maps and Descriptions across several projects.
- **University of North Florida – Duval County** – Full Topographic, Boundary, Tree and Sub Surface Utility Surveys, VVHs, set Horizontal and Vertical Control and Elevations for projects including Tennis Courts, Practice Fields, Parking Lots, Bike Facilities/Lanes and other specific areas around campus.
- **Shearwater** – Full Boundary, Topographic, ALTA/NSPS Land Title and Tree Surveys as well as Clearing Limits and Lot Fit planning for large scale residential projects featuring several lots.

REPRESENTATIVE PROJECTS: Infrastructure

- **I-75 (SR93) Interchange at SR24 (Archer Road)-Operation improvements including improvements from west of SW 45th Street to east of SW 40th Blvd.** - Clary performed horizontal and vertical control, verified existing baseline and right-of-way, recover/set reference points, 3D topographic survey on SR 24 plus 4 ramps and 7 side streets, cross sections to verify existing topographic survey, bridge survey of I-75 bridge over SR 24, stake out borings, sectional survey, recover subdivision control of 6 plats, designation of 10 utilities, 220 VVH locations. Clary also performed right-of-way and control mapping, title search maps and reports along with legal descriptions
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Mike Nethery
Executive Vice President
SUR Survey Project Manager 3

Clary

- **First Coast Outer Beltway – 25 miles in Duval, Clay and St. Johns County** – Performed cultural resource assessment survey and field surveying to document and justify the selection of specific sites for the right-of-way acquisition of storm water management facilities along the 25-mile corridor. An out fall survey, drainage survey, pond site survey, jurisdiction line survey, line cutting and line cutting were included with the above task. Design Surveys, Right-of-Way Control Surveys, Topographic, Right-of-Way & Jurisdictional Surveys were performed in Clay, St. Johns and Duval Counties. Right-of-Way map and Side Street Survey were performed in Clay and St. Johns County. Right-of-Way and Right-of-Way Control Maps for interchange at SR 21 and SR 23. Clary also provided survey support to locate geo technical borings and test locations (SUE) as well as to re-establish wetland flags.
- **I-75 (SR 93) Interchange @ SR 121 (SE Williston Road) - Operational improvements from west of SW 35th Drive/SW 41st Blvd to east of SW 34th Street** – Horizontal and vertical control, recovered existing baseline and right-of-way monumentation, set reference points along baseline, 3D topographic survey of multiple lane roadway, 3D topographic survey of NB -75 south of SR 121 bridge, 3D topographic survey of SE quadrant, bridge survey of I-75 bridge over SR 121, ramp and side street survey, stake out borings, recover subdivision control of 5 plats, 2600' of designates on SR 121, 150 VVH locations along SR 121. Including right-of-way and control mapping, title search maps and reports along with legal descriptions.
- **I-295 Express Lanes from SR 9B to SR 202 (J T Butler Blvd). – Design Build Phase II** – Recover and check the alignment and references established by previous right-of-way mapping efforts for horizontal construction control, locate and stake 328 geotech borings, utility VVH locations, clear 10 signal pole locations and 7 high mast pole locations, topographic survey for overhead signs, miscellaneous ground topographic surveys, verify and locate drainage structures and inverts at 16 locations, verify vertical benchmarks, provide project survey control sheets.
- **SR 243 Realignment of Pecan Park Road – Roadway improvements** – Performed horizontal network control, vertical project network control, alignment/existing right-of-way lines, digital terrain model, roadway cross sections, side street surveys, underground utilities (SUE) outfall surveys, pond site survey, mitigation survey, jurisdiction line survey, sectional/grant survey, subdivision location, line cutting, document research, title searches, field review and mapping.



JONATHAN SUMMERFIELD, PWS SENIOR ENVIRONMENTAL SCIENTIST

Mr. Summerfield has 19 years of experience as a project manager and environmental scientist. He interacts regularly with both client and regulatory agencies concerning environmental assessments, permitting, and associated tasks relevant to natural resource management. Mr. Summerfield specializes in State and Federal environmental resource permitting, Section 404 CWA/Section 10 RHA permitting, and Coastal Construction permitting. He regularly performs preliminary environmental assessments, wetland delineations with respect to State and Federal jurisdictional methodologies, wetland impact assessments (including the implementation of the Wetland Rapid Assessment Procedure (WRAP) and Uniform Mitigation Assessment Method (UMAM)), GIS mapping and analysis, and site-specific threatened/endangered species evaluations.

Mr. Summerfield has used his extensive experience in environmental permitting to work on many city, county, state, and federal projects. The scope of municipal projects he has managed include park projects, roadway improvement projects, utility projects, flood control and alleviation projects, shoreline stabilization projects, facility development projects, and remedial action plan implementation projects. He has been involved in all aspects of development, including corridor alignment selection, permitting, wetlands avoidance and minimization, sovereign submerged lands authorizations, wetland delineation, and wildlife surveys and impact evaluation. While working as a Regulatory Scientist for St. Johns River Water Management District, Mr. Summerfield reviewed and issued permits for various municipal, utility, and infrastructure projects within northeast Florida.

RELEVANT PROJECT EXPERIENCE

- Amelia River Waterfront Shoreline Stabilization – Nassau County, Passero/City of Fernandina Beach. Project Management, FDEP Environmental Resource Permitting, USACE Permitting, Sovereign Submerged Lands Coordination, Threatened/Endangered Wildlife Assessment.
- William Burgess Force Main Extension – Nassau County, Aerostar SES/JEA. Project Management, FDEP Environmental Resource Permitting, USACE Permitting, Wildlife Assessments, Wetland Delineation.
- Radio Avenue Gopher Tortoise Relocation – Nassau County, Aerostar SES/JEA. Project Management, Gopher Tortoise Survey, Gopher Tortoise Permitting and Relocation.
- Henry Smith Road Improvements – Nassau County, Peters and Yaffee/Nassau County Engineering. Wetland Delineation, FDEP Section 404 Coordination.
- SR 9 (I-95) ITS Communication System – Nassau and Duval Counties, FDOT District 2. Permitting Assistance.
- Jacksonville Beach Pier Restoration – City of Jacksonville. Project Management, FDEP Joint Coastal Permitting; Sovereign Submerged Lands Authorization; USACE Permitting; Threatened/Endangered Wildlife Assessment.
- Old Plank Road Drainage Improvements (2019 Florida Planning and Zoning Association Green Design Award Winner) – City of Jacksonville. SJRWMD Environmental Resource Permitting; USACE Permitting; Mitigation Planning; Wetland Creation Design; Wetland Delineation.
- Huguenot Memorial Park Revetment and Roadway Replacement – Prosser, Inc./City of Jacksonville. SJRWMD Environmental Resource Permitting; Sovereign Submerged Lands Coordination; USACE Permitting; Threatened/Endangered Wildlife Assessment; Gopher Tortoise Relocation.
- SR 105 Sisters Creek Bridge Replacement – FDOT District 2. SJRWMD Regulatory Permit Reviewer; Sovereign Submerged Lands Coordination.



Areas of Expertise

- Project Management
- Florida Environmental Resource Permitting
- Florida Section 404 Permitting
- Federal Section 404 & Section 10 Permitting
- Coastal Construction Permitting
- Wetland Delineation & Documentation
- Wetland Functional Analysis
- Mitigation Planning, Design & Implementation
- State and Federal Regulatory Processes
- Compliance Negotiation & Resolution
- Gopher Tortoise Management & Relocation
- Sovereign Submerged Lands
- NPDES

Education

BS, Marine Science, Jacksonville University-Florida

Years of Experience

19 (total)/6 (ERS)

Memberships

- Society of American Military Engineers
- Florida Association of Environmental Professionals
- Gopher Tortoise Council
- Society of Wetland Scientists
- Project Management Institute

Certifications

- Professional Wetland Scientist #3145, SWSPCP.
- Authorized Gopher Tortoise Agent, Permit No. GTA-20-00008A, FWC.
- Qualified Stormwater Management Inspector #15737, FDEP.



Ki Hong Pak, PE, CFM
Flood Plain and Watershed Engineer

Overall Experience

27 Years

Years with Gemini

14 Years

Education

BS, Engineering, Cornell
 M.Eng, Engineering,
 Cornell University

**Professional
 Registrations &
 Certifications**

PE, Alabama #23051
 PE, Florida #052032
 PE, Georgia #134527
 PE, Louisiana #41215
 PE, Mississippi #16025
 PE, South Carolina #19500

**Directed Floodplain
 Manager (CFM)**

Organizations/Awards
 WEF, ASPEM, ASCE, PSA,
 CMAA

EM&S Sub-Committee

**Alpha Omega International
 Fellows**

**FEMA Councils of
 Appointment for the
 Neptunian Gulf Coast Flood
 Analysis Study**

**ASPEM Planning &
 Engineering Standards
 Council (2012-2014)**

Mr. Pak is a Senior Project Manager and Engineer with Gemini Engineering & Sciences. He has program-level as well as hands-on experience with riverine, lacustrine, coastal, and watershed-sized projects related to stormwater runoff, flooding, flood control, and flood reduction. Mr. Pak has the technical modeling expertise required for Level of Service determinations, Best Management Practices, pollutant loading calculations, TMDLs, sediment transport, and groundwater modeling. His problem-solving approaches emphasize technology, guided by experience and practical understanding of client-needs. He is skilled with SWMM, XP-SWMM, HC-SWMM, ICPR, HEC-HMS, HEC-RAS, MIKE-11/MIKE-FLOOD, MIKE-SHE, MODFLOW, S2DMM, HSPF, WHAFIS, CHAMP, ArcHydro, BASINS, HEC-GeoHMS, HEC-GeoRAS and ArcGIS. Mr. Pak possesses significant experience with projects in Nassau County, including along William Burgess Boulevard.

FEMA Flood Studies. Mr. Pak has conducted studies from the flood insurance perspective for a large part of his career. He has extensive experience managing and performing flood studies throughout Florida and the Southeast, including the Florida Counties of Alachua, Lake, Marion, Osceola, Palm Beach, Pinellas, Polk, Seminole, and Orange, among others. The Seminole and Orange County studies posed the greatest challenges due to their highly-urbanized watersheds and potentially volatile public nature. These Flood Insurance Studies consisted of the following phases – scoping, data reconnaissance and acquisition, terrain development, numerical modeling, floodplain delineation and map-work, Digital Flood Insurance Rate Map (DFIRM) production, Post-preliminary Processing, and extensive coordination between FEMA Region IV, Water Management Districts, local communities, and other stakeholders.

Neptune Beach HMGP. Mr. Pak served as project manager and principal engineer for a FEMA Hazard Mitigation Grant Program (HMGP) funded project called the Bal Harbour Estates Stormwater Drainage project for the City of Neptune Beach. The project was a continuation of a feasibility study initiated by the City, in support of a HMGP application for Phase I, which was approved and funded in 2014. The technical effort included field reconnaissance and inventory of the neighborhood stormwater drainage system, hydrologic modeling of the stormwater system and surrounded drainage areas using the EPA SWMM program, drainage improvement alternative analysis and cost estimation, and benefit-cost analysis using the FEMA BCA software. The design and permitting (Phase 1) was approved, leading into actual construction (Phase 2).



Orlando Stormwater Studies. Mr. Pak was the Principal Engineer for Gemini for the City of Orlando's Continuing Stormwater and Engineering Design Services projects through multiple prime consultants. The projects include the West Lake Fairview Stormwater Improvement Feasibility Study, the East Lake Arnold Drainage Study, the Shine and Colonial Drainage Study, and several review projects associated with the I-4 Ultimate Design by FDOT through the City. Mr. Pak has provided numerical modeling and GIS services to the City and its prime consultants, and has also provided FEMA-related guidance to the City.

MS Statewide Floodplain Mapping. Mr. Pak is the Principal Engineer for Gemini for the State of Mississippi State-wide floodplain mapping initiative. His involvement with the program began in 2003 with FEMA's Map Modernization (MapMod) Program, which culminated in the post-Katrina DFIRM Production and Open Houses along the Gulf Coast Counties. Mr. Pak has continued his relationship with the State on an on-going basis as part of the new Risk MAP-related projects that are performed on a watershed HUC-8 level scale, delivering a variety of floodplain mapping products, such as flood depth grids and Changes Since Last Firm (CSLF) mapping.

Panama City Beach SMMP. Mr. Pak is the Principal Engineer for Gemini for the overall Panama City Beach Stormwater Management Master Plan (SMMP) modeling conversion, as well as the Glades-Laird Stormwater Improvement Feasibility Study which focused on SMMP modeling in the Glades-Laird area. A partnership between the City and Bay County, this study used the converted SMMP modeling to investigate opportunities for reducing flooding in the Glades-Laird drainage area, and to potentially leverage future FDOT project designs to serve this particular need.

SWFWMD WMPs. Mr. Pak served as Project Manager and Principal Engineer for SWFWMD's Watershed Management Program (WMP) for watersheds in Marion County, including Blichton, Cotton Plant, Flemington, Hog Prairie, Martel, Ocala Ridge, and State Road 200. These watersheds covered a range of hydrologic and hydraulic conditions in both deranged and dendritic systems. He has been involved with the evolution of the SWFWMD WMPs from inception, and was one of the first to apply them, in the above-named studies. The final version of the Marion County watershed studies was performed in accordance with SWFWMD and FEMA guidelines and specifications, including GWIS v1.6. Associated with the SWFWMD's WMPs, As Project Manager and Principal Engineer for countywide terrain and mapping tasks for Citrus and Polk Counties, Mr. Pak coordinated between the various WMP consultants, and between SWFWMD and FEMA. He also led the design of the FEMA DFIRM panel format for SWFWMD. Lastly, as subconsultant for several other SWFWMD watersheds in Hernando County, such as Blue Sink, Powell, and Squirrel Prairie, he has performed Quality Control tasks, terrain development, and mapping.

**YEARS EXPERIENCE**

36

YEARS with MAE

10

EDUCATION

MBA – University of South Florida

BSCE – University of Florida
Graduate Courses, Civil Engineering – University of Central Florida, Florida International University**LICENSES & CERTIFICATIONS**Florida Professional Engineer
No. 41986Georgia Professional Engineer
No. 033805**PROFESSIONAL EXPERIENCE**

Geotechnical Investigations
Sinkhole Exploration & Remediation
Shallow & Deep Foundation Evaluations and Recommendations
Slope Stability Analysis
Retaining & MSE Walls
Reinforced Slopes
Ground Modification Procedures
Laboratory & Field Testing of Soils and Construction Materials
Pavement Design & Evaluation
Construction Inspection

P. RODNEY MANK, P.E.**Principal Geotechnical Engineer**

Mr. Mank is a licensed Professional Engineer in Florida and Georgia with more than 35 years of technical and managerial experience. His experience includes managing field and laboratory engineering technicians and reviewing field and lab testing reports and serving as a technical resource to clients on construction materials testing projects. His expertise also includes planning, managing, and engineering responsibilities on geotechnical explorations for all types of parks and recreation facilities including park amenity structures, boat launches and over water structures, trails and parking areas.

**PROJECT EXPERIENCE**

Crawford Road, Callahan, Nassau County, FL Principal Geotechnical Engineer. Proposed new roadway extending from CR 121 to near Woods Lane in Callahan, Nassau County, Florida, a distance of about 6.5 miles. The existing dirt roadway was designed with a 2-lane urban pavement section including cross-drain culverts and stormwater collection swale running parallel to the roadway. MAE's field exploration consisted of performing SPT and auger borings and measuring groundwater levels within the proposed roadway and swale areas. Double-Ring Infiltrometer (DRI) tests were run within the proposed swale to measure unsaturated vertical infiltration rates. Bulk samples were obtained of the existing soil subgrade to determine the Limerock Bearing Ratio (LBR) of the soil for pavement design purposes. Draft and final reports included all recommendations needed to guide design and construction of the project.

Chester Road Widening, Nassau County, FL Principal Engineer. Project included widening of the existing two-lane roadway for a distance of approximately 2.5 miles. Several ponds were planned for stormwater management. MAE's scope of work included auger borings alternating left and right of the centerline, Standard Penetration Test (SPT) borings within the proposed pond areas, field permeability testing, and piezometer installation. Our geotechnical report included an engineering evaluation of the site and subsurface conditions and our conclusions and recommendations for roadway and pond design and construction.

City of Jacksonville Miscellaneous Park Improvement Projects - Project Principal/Project Manager. MAE provided geotechnical engineering services for miscellaneous improvements to existing and new parks located in the City of Jacksonville. Typical improvements included restrooms, playscapes, lighting, landscaping, signage, sidewalks, multi-use paths and trails, play courts and fields, parking lots, and new structures. Projects include:

- Halsema Road Livestock Farm Trailhead
- Gelen Park North Bank Riverwalk Improvements
- Jim King Park Improvements
- Jim King Park & Boat Ramp Dock Re-design
- Half Moon Island Park
- Cedar Point Park Pavilion
- Tillie Fowler Park Kayak Landing
- Joe Carlucci Sisters Creek Park Boat Docks
- Scott Park Baseball Complex
- Huguenot Memorial Park Access Road
- Lonnie Miller Regional Park
- Palm Boat Ramp
- Post Street Floating Dock

Geotechnical explorations were performed using ATV or track mounted drilling rigs for proposed structures, and hand held bucket augers in planned parking/drive, play courts and field areas. Dock improvement explorations were performed using portable drilling equipment (tripod) mounted on pontoon type barges. Some projects required the handling of hazardous materials encountered during drilling. This was anticipated, and crews mobilized had the proper OSHA training to handle these soils and drilling fluids appropriately. The excess spoils and fluids were deposited in 55-gallon drums that were later disposed of properly. Laboratory testing typically included soil classification and soil corrosion potential for concrete and steel substructures. Geotechnical reports included recommendations for design and construction of pavements, grade supported slabs and pavements, structures, and piers and docks. Geotechnical soil parameters were also provided for drilled shafts for support of planned light standards, and driven pile foundations supporting the proposed docks and boardwalks.



BRETT HARBISON, P.E.

Senior Geotechnical Engineer



Brett has 16 years of field, laboratory, and geotechnical analysis experience on public and private projects throughout Florida. These projects have included design and construction of water and sewer facilities, new and improved roadways and bridges, drainage improvements, and public parks, trails, and boardwalks. Brett has managed the entire geotechnical process including proposal preparation, and planning and supervision of drilling, laboratory testing, engineering analysis, and reporting.

YEARS EXPERIENCE

16

Years with MAE

5

EDUCATION

BSCE – Florida State University,
2007

LICENSES & CERTIFICATIONS

Florida Professional Engineer
No.74679

Certified SmartPile EDC
System (User ID #020FL0029
13)

PROFESSIONAL EXPERIENCE

Geotechnical & Materials
Engineering

Design-Build Consultation
Construction Vibration and
Noise Monitoring

Pre- and Post-Construction
Settlement Evaluation

Pile Capacity Evaluation
Deep Foundation Design
Consulting

Foundation Load Testing
Consultation

Soil Improvement

Settlement Analysis and
Monitoring

Slope Stability Analysis and
Monitoring

PROJECT EXPERIENCE

Nassau County Westside Park, Phase 1, Nassau County, FL – Senior Geotechnical Engineer, Project includes the development and construction of a regional-scale park facility to include community building and restrooms, a prefabricated amphitheater and other metal buildings, playfields, picnic pavilions, playground and shade structures, elevated boardwalks, access roadways and a trail system. MAE's scope of work includes performing field explorations and laboratory testing, and providing engineering recommendations for design and construction of shallow and deep foundations, flexible pavement sections, and stormwater management facilities.

William Burgess Blvd to Police Road – 16-in RWM, Nassau County, FL - Senior Geotechnical Engineer, Project included the design and construction of a 16-inch reclaimed water main (RWM) for approximately 15,300 feet along SR200 between Tributary Dr and William Burgess Blvd. MAE's scope of work included performing Standard Penetration Test (SPT) borings along the pipeline alignment which included Jack-and-Bore and Horizontal Directional Drill (HDD) crossings. An engineering report was provided that included recommendations for design of pipeline support, and HDD and Jack-and-Bore drilling, and construction recommendations including groundwater control, preparation of bedding soils, excavation protection and roadway reconstruction.

Lonnie Miller Sr. Regional Park Structures and Pedestrian Trail, Jacksonville, Florida
Lonnie Miller Park improvements include new tennis, basketball, baseball, track and field facilities, a multi-use field, playground, picnic pavilions, paved parking and drive areas, elevated boardwalks and overlooks, restroom and concession facilities, a 2-story concrete scorer's building and 2,700 LF of asphalt-surfaced pedestrian trail. The proposed structures will consist of load bearing masonry walls and interior columns with slab-on-grade floors. MAE's scope of work included performing field explorations including Standard Penetration Test (SPT) borings. Environmentally sensitive ash materials had been buried on the site in the past, therefore, soil cuttings were containerized for proper disposal during drilling. Engineering recommendations for design and construction of all site improvement were provided for multiple phases of the project.

City of Jacksonville, Miscellaneous Park Improvements, Area 1, Jacksonville, Florida
Senior. Geotechnical Engineer. Scope of work included evaluating subsurface conditions for design of amenity structures (pavilions, rest rooms, offices), lighting structures requiring drilled shaft foundations, offshore dock/ramp structures, and walkways/parking/drive areas.

Northbank Riverwalk Bulkhead Replacement – Times Union Segment, Jacksonville, Florida, Senior Engineer responsible for the geotechnical exploration, laboratory testing, and engineering analysis for the bulkhead replacement. This segment of bulkhead replacement was designed as a 650-foot long anchored bulkhead.



KEY EXPERIENCE

Parking and Mobility Planning
Parking and Mobility Technology Solutions
Financial Analysis

EDUCATION

Bachelor of Arts, Finance, University of Illinois

CERTIFICATIONS

Certified Administrator of Public Parking (CAPP)
Certified Parking Professional (CPP)
Accredited Parking Organization Site Reviewer
Certification- International Parking and Mobility Institute
Certified FEMA Incident Command System 100, 200, and 700 level

AFFILIATIONS

President - Florida Parking and Transportation Association
International Parking and Mobility Institute
National Parking Association
American Mensa – Lifetime Member Tampa
Public Leadership Institute Leadership Tampa Alumni

PRESENTATIONS & PUBLICATIONS

"Getting Smart – Strategies for Getting Started in Creating Smart Communities"
-Webinar hosted by the Florida Parking and Transportation Association, 1/15/21
"Opportunity During Disruption" – *Parking Today*, July 2020 issue
-Developing Strategies to Manage your Parking Assets in Unique Times
"Decoding the RFP" – *Parking Magazine*, December 2016 issue.
- A step by step look at the RFP process as well as tips for success to aid understanding for both clients and vendors.
"Navigating the Maze" – *The Parking Professional*, February 2014 issue.
-Ten tips for surviving a new technology implementation, from a parking department supervisor who's been there.

*Denotes projects completed with other firms.

Thomas G. Szubka, CAPP, CPP

Parking Structure Specialist

Tom is a Parking and Mobility Professional with executive experience and over 18 years in the Parking & Mobility Industry. His experience includes private operations, municipal operations and most recently as a technology solutions provider in both sales and operations.

Tom joined Walker in 2019 after serving as Director of Operations for the Flowbird Group, where he was responsible for Production, Service, Call Center & Help Desk Support, Repair, Marketing, Project Management and Product Development. Past responsibilities include sales and business development for T2 Systems focusing on Parking Access and Revenue Control System solutions.

Prior to his roles in the solutions space (Flowbird & T2), Tom was the Operations Superintendent for the award-winning City of Tampa Parking Division where he oversaw several Parking Access and Revenue Control Systems installations/upgrades, the installation of a multi-space on street meter program, implementation of pay-by-phone technology, and the implementation of surface lot multi-space meter program. Tom has also held leadership roles for one of the largest private parking operators which included special event management, business development, corporate parking operations, and valet parking programs.

During his career, Tom took a five-year break from the parking industry to serve as an executive with the NFL's Tampa Bay Buccaneers as the Director of Team Services, overseeing Travel and Logistics, Game Day Operations, Community Relations, Events, and Cheerleading/Mascot.

Project Highlights

St. Armands Parking District Paid Parking Program - City of Sarasota, Sarasota, Florida

Parking Revenue Projections and Financial Analysis

City of Fort Myers On-Street Parking Ft. Myers, Florida

Functional Evaluation and Technology Specifications and Procurement.

City of Fort Pierce Paid Parking Program Fort Pierce, Florida

In 2016, Walker conducted a study that advocated for a downtown paid parking program along with recommendations for implementing such a program. In 2020, Walker updated the study and provided modern recommendations for the design and implementation of a paid parking program.

Bay Park Development Project Sarasota, Florida

Shared Parking Analysis to include the historical Van Wezel Performing Arts Center, Centennial Park, the Sarasota Municipal Auditorium, Holley Hall, the Sarasota Lawn Bowling Club, Art Center Sarasota, Chidsey History Center, the Blue Pagoda, and the Sarasota Garden Club.

The City of Winter Haven Master Plan Winter Haven, Florida

The City is working with a private developer to develop a mixed-use, 130-room hotel in Downtown Winter Haven. As a result of this ongoing development progress, Walker prepared a unified and coordinated parking plan to effectively maximize existing and future public parking availability and utilization within its downtown core.

Amelia Island Public Beach Parking and Access Study, Strategic Master Plan Nassau County, Florida

Assisted Nassau County with the development of a Strategic Master Plan for Public Beach Parking and Access on Amelia Island.

City of Clearwater*, Clearwater, Florida Multi-Space Meter Upgrade / Install & Support

City of Madeira Beach, Madeira Beach, Florida Multi-Space Meter Install/ Support/ Upgrade*

City of St. Petersburg, St. Petersburg, Florida Multi-Space Meter Upgrade/Production / Support*

City of Tampa, Tampa, Florida*



CHRISTOPHER A. HUME

Security Planning & Threat Assessment

PROFILE

Highly analytical and intuitive law enforcement professional specializing in high-level executive protection and criminal investigations for more than 20 years. Expert in areas of threat assessment, close personal protection and security, risk mitigation, tactical and operational logistics, coordination with law enforcement agencies, and investigating financial crimes. Top Secret/SCI w/full poly National Security Clearance; trained and certified weapons expert; proficient in First Aid and First Responder; excellent communicator and negotiator; maintain highest-level of integrity, confidentiality, and trust

SKILLS

**U.S. Secret Service Special Agent Training Graduate,
Federal Law Enforcement Criminal Investigator
Training Graduate,**

- Highly Proficient with various handguns, shotguns and the MP-5 submachine gun.
- PADI open water scuba certified.
- Motorcycle licensed.
- Proficient at Microsoft Windows, PowerPoint and Excel as well as Mac OS

Special Protection Detail Training

- U.S. Secret Service Counter Surveillance Unit Vulnerability Assessment Course
- U.S. Secret Service Boat Drivers Course conducted by NASBLA
- U.S. Secret Service TREK Mountain Bike Course
- U.S. Secret Service Magnetometer Advance Course
- U.S. Secret Service Horseback Riding Course conducted by U.S. Park Police Equestrian Division

EXPERIENCE

UNITED STATES SECRET SERVICE

Tampa, FL

Senior Special Agent 2019 – Present

Note: Retirement date is 31 August 2022.

- Conduct assessment interviews of individuals who make violent threats towards the life of the President of the United States
- Conduct corroborative interviews of friends, family members, and acquaintances of individuals who made threats against the President of the United States and family to solidify assessment of the subject
- Coordinate and manage the vehicle fleet for the Tampa Field Office
- Work and meet budget constraints for the vehicle fleet
- Meet and negotiate budget outlooks
- Facilitate and mentor new agents involving case work and advance protection
- Interview and aid in the hiring of new Agents/Officers
- Conduct background investigations on applicants
- Investigate cyber and financial crimes
- Investigate and train local police in crypto currency crimes
- Assist in undercover cyber investigations
- Lead and assist in presentations to teach local community how to recognize new and existing ways to recognize online fraud and other scams relating to elder fraud
- Manage and Lead agents in domestic and foreign advances for current protectees and diplomats

- Lead agent for multiple advances directing a team with logistics and problem solving
- Liaison between political staff, community and venue personnel to solve issues and keep communication on the same level
- Lead Advance Agent for Presidential Candidates - Lead and manage a team of agents to secure venues and motorcade routes for Presidential Candidates during elections and to ensure the safety of all persons attending the event. Event sizes range from a few hundred to large rallies with 10,000+ attendees

Houston, TX

Special Agent - Bush Protective Detail (Former President) 2017-2019

- Provide close personal protection for the Former President and First Lady of the United States
- Assist in moving the Bush detail from Houston to Maine for the summer months
- Conduct Protective Advance Operations, Protective Operations, and Vulnerability Assessments in coordination with the Former President's Office
- Assist in the several month process of closing down the detail after President Bush's death

Washington D.C.

Special Agent – Vice Presidential Protection Detail 2013 – 2017

- Provide close personal protection for the Vice President of the United States, both in country and Overseas as a shift agent
- Conduct Protective Advance Operations, Protective Operations, and Vulnerability Assessments in coordination with the Vice President's Office
- Provide close personal protection, along with advance operations, for the Vice President's family
- Provide high-level protection for international heads of state and dignitaries visiting the United States
- Work closely with various federal, state, local and international law enforcement agencies and medical personnel to ensure safe, secure and successful operations
- Conducted multiple Airport and Site advances to include small and large venues (stadiums) both domestic and overseas for the Vice President of the United States
- Conducted multiple Counter Surveillance advances for the Vice President of the United States
- Lead fellow agents and prepare logistics for domestic and overseas advances for the Counter Surveillance Squad
- Conducted multiple inter agency briefings for domestic and international advances
- Team leader for Counter Surveillance advances both domestic and international while training new agents in conducting a Counter Surveillance advance
- Lead agent for Domestic and International Hotel advances where the Vice President would be remaining overnight

Chicago, IL Special Agent 2004-2013

- Plan, organize, and lead complex investigations into violations of federal laws and regulations such as bank fraud, wire fraud, mail fraud, counterfeiting of currency, false identification, credit card fraud and money laundering which affects federally insured financial institutions resulting in multiple Federal arrests
- Conduct strategic analyses, review and draft investigative reports, criminal complaints, search warrants, affidavits and other memorandum for submission to the United States Attorney's Office and local District Attorney's Offices for prosecution, and/or to other offices for administrative action



- Effectuated seizures of personal property, electronics, and currency resulting from criminal investigations
- Regularly conducted assessment interviews of individuals who made violent threats towards the life of the President of the United States and/or his family to determine if the subject possessed the physical/financial means to carry out the threat, the mental capability to formulate a plan to carry out the threat, and the probability the subject would carry out the threat
- Conduct corroborative interviews of friends, family members, and acquaintances of individuals who made threats against the President of the United States and his family to solidify my assessment of the subject
- Routinely conduct traditional and electronic surveillance and counter-surveillance operations during investigations and protective operations
- Apprehend and arrest persons violating U.S. laws and conduct searches and seizures incident to the arrest when appropriate, by warrant
- Testify before federal Grand Juries to obtain indictments against alleged offenders
- Testify as an Investigating Agent in criminal trials
- Lead teams composed of federal criminal investigators of the FBI, industry experts, and various local law enforcement officials through complex financial investigations resulting in federal prosecutions
- Utilize intelligence gathered through electronic surveillance, victim statements, law enforcement databases, conferring with other Federal Criminal Investigation Agencies, and intelligence gathered from human sources to establish investigative leads and evidence
- Obtained specialized interview technique training and financial crimes investigative training, which has resulted in numerous successful investigations involving multi-million-dollar credit card schemes, computer fraud, bank fraud, and identity theft crimes, which have caused substantial financial losses to financial institutions and victims
- Taught an interagency police course at Northwestern University for high level fraud detection

Ancillary Responsibilities

- Conduct motivational lectures at various schools and universities to ensure students understand and recognize the effects of pursuing their dreams and education for their chosen career
- Conduct lectures at various businesses to provide recommendations and educate local businesses regarding how to identify and minimize fraud at their businesses
- Conduct lectures at State and Local law enforcement agencies to network and educate those agencies of the U.S. Secret Service mission and focus
- Serve as a member of new applicant hiring interview panels
- Conduct background investigations on candidates for employment

U.S. SECRET SERVICE/UNIFORMED DIVISION

Washington, DC Officer

2002 – 2004

- Responsible for the security of the President of the United States and White House complex
- Responsible for access control to the White House, Treasury Building and Eisenhower Executive Office Building
- Conducted numerous domestic and international Magnetometer advances

EDUCATION

MISSOURI BAPTIST COLLEGE ST. LOUIS, MO

Bachelor of Science in Business Administration:
Honor Roll, Deans List and Presidents Citation

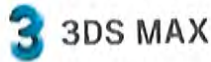


3.D. INNOVATIVE TECHNOLOGY-BASED CAPABILITIES

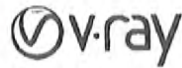
We have extensive in-house tools and technology at our disposal that puts us in a unique position to deliver a successful project to Nassau County. Being in-house, we have the ability to act quickly and provide responses and delivery efficiently. It will also allow Nassau County to be able to be as nimble as possible in terms of feedback and input as needed.

3-DIMENSIONAL ENVIRONMENT MODELING & VISUAL SIMULATIONS

Prosser/PRIME AE has full in-house 3D visualization and graphics capability. All graphics, 3D modeling, photo simulations, print media, social media and digital media can be produced at our office. The graphics and visualization software platform we use for our clients follows:



3D modeling and rendering software for design visualization, and animation



High-end CPU and GPU rendering for visual artists



MORPHOLIO TRACE - An architecture and design app and unique drawing tool that allows you to easily develop ideas in layers, communicate via drawing markup, and work fluidly through all phases of the design process.



Adobe® Creative Cloud™

PHOTOSHOP - Imaging software for photo editing and compositing and digital painting, animation, and graphic design.

INDESIGN - Create and publish documents for print and digital media. Posters, books, digital magazines, eBooks, interactive PDFs, and more.

ILLUSTRATOR - Vector graphics software used to create everything from logos, icons, exhibits to product packaging and billboards.

AFTER EFFECTS - Animation and compositing app for creating cinematic movie titles, intros, and transitions.

PREMIERE - Leading video editing software for film, TV, and the web



GEOSPATIAL ANALYSIS TOOLS



Nearly every project we work on requires the use of Geographic Information Systems (GIS), we have an entire service line dedicated to GIS. We utilize ArcMap and Spatial Analyst which are main components of Esri's ArcGIS suite of geospatial processing programs, and is used primarily to view, edit, create, and analyze geospatial data. ArcMap allows the user to explore data within a data set, symbolize features accordingly, and create maps. Examples of how we use these tools include:

BASH

We use GIS to document and analyze Bird/wildlife Aircraft Strike Hazard for the U.S. Navy. The goal was to provide a predictive model locating areas where wildlife may strike aircraft to better manage and potential mitigate hazards.

Mapping

Generally, we provide a map series for every project we work on. These map series offer a good basis of design and can generate cost savings to our clients during the master planning stages of the project. The map series shall consist of existing land use, zoning, future land use, non-conforming uses, utilities, wetlands, floodplain / drainage ways, soils and topography. We recently completed the master plan for non-aeronautical lands for the Jacksonville Aviation Authority, the map series were crucial in completing the site analysis and conceptual design processes.

Database

Linking mapping data to tabular data is an important analytical and decision-making tool for managing and developing property. We use ARC-GIS extensively for this purpose for a range of clients.

INTERACTIVE TOOLS

Prosser/PRIME AE has had the fortunate opportunity to develop a few interactive and modeling tools for our clients as well. These tools were developed in-house at the conceptual level and fine tuned by an outside programming consultant for delivery.

RePDIT

The Regional Plan Digital Implementation Tool was intended to document, score and evaluate 11 counties and 35 municipalities with the Georgia Coastal Regions compliance with regional plan utilizing an interactive web-based tool. RePDIT was a self-reporting tool available to the various jurisdictions. Prosser/PRIME AE developed the tool with the Georgia Coastal Regional Commission and the Georgia Department of Community Affairs. The product was delivered in 2011.

Benchmarking, Utilization and Enrollment Model

Prosser/PRIME AE developed an interactive tool that is used in-house with reporting products delivered to our clients in campus master planning. We use this tool to correlate room use with population/enrollment and scheduling to determine growth and needs. The primary goal is to properly determine future facility needs. This product remains in use today.

EvolveFM

EvolveFM is a facilities management tool that utilizes a web based graphical interface to document campus assets. This online database is used to categorize space by a range of variables including use, condition, area and age. Our team uses this for clients in higher education with recent deployment at Jacksonville University, we continue to update the interface.

3.E. KNOWLEDGE OF and DESIGN PLAN COMPLIANCE with STATE and LOCAL LAWS

The Nassau County Civic Campus Master Plan will incorporate various civic, office, mixed use and justice type facilities that must comply with several applicable codes, regulations and standards. As a firm residing in Northeast Florida, Prosser/PRIME AE has extensive experience and understanding of state and local codes and the requirements associated with compliance. More specifically, we anticipate the following potential areas where compliance with state and local law is required for the project:

GENERAL

- Nassau County-Codes and Ordinances, Chapter 7 Buildings and Building Regulations
- 7th Edition (2020) Florida Building Code
- 7th Edition (2020) Florida Building Code, Accessibility,
- Florida Fire Prevention Code, latest adopted edition
- Florida Building Code; Energy Conservation, latest adopted edition

JUSTICE / DETENTION

- Florida Model Jail Standards
- US Department of Justice: PREA
- ACA (American Correctional Association) Standards
- AJA (American Jail Association) Standards and Best Practices
- Academy of Architecture for Justice (American Institute of Architects): Standards and Best Practices

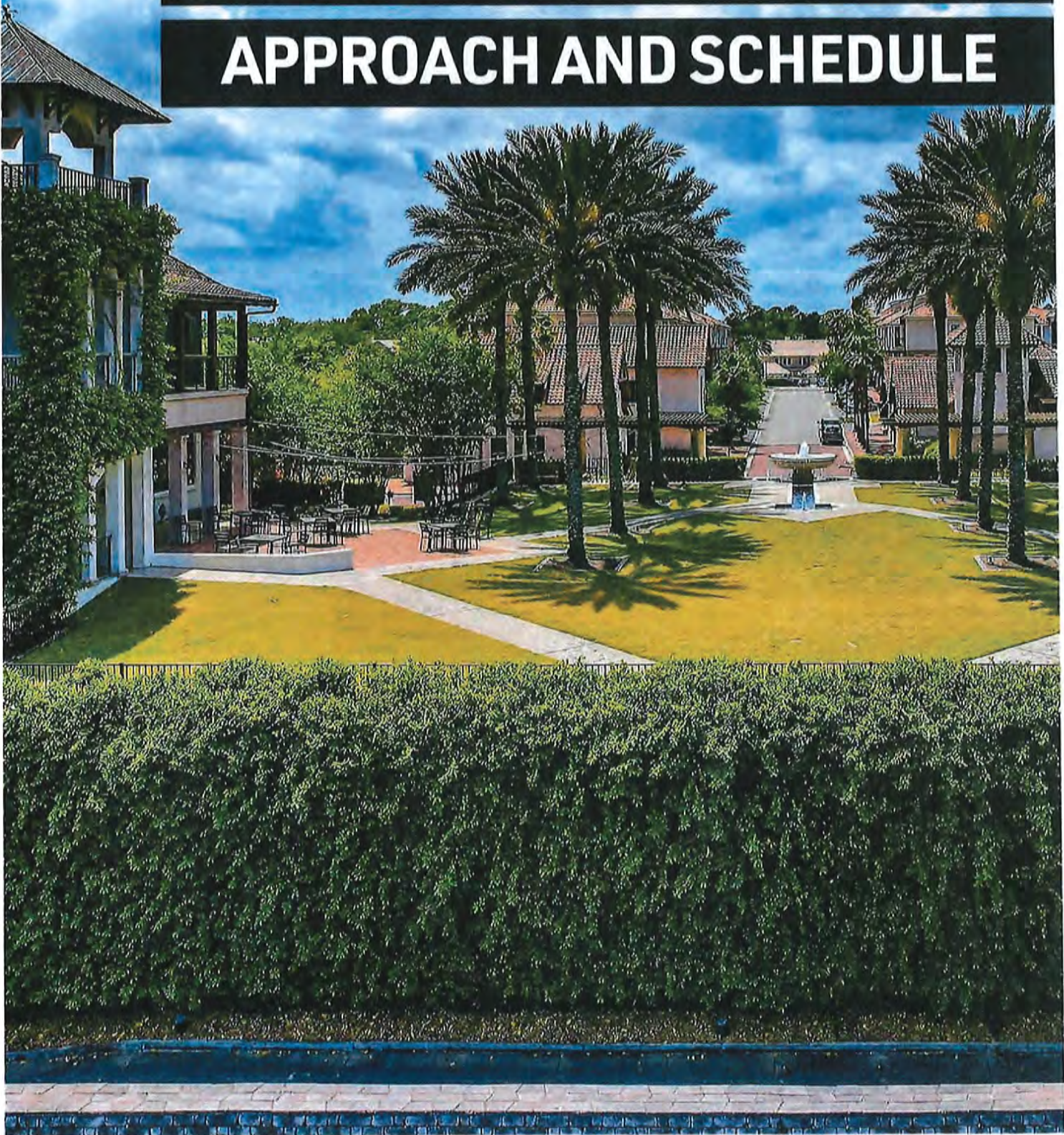
STATE AND FEDERAL ENVIRONMENTAL AGENCIES/REQUIREMENTS

– See **TAB 4** for additional information

- St. Johns River Water Management District
- U.S. Army Corps of Engineers (USACE).
- Florida Department of Environmental Protection and/ U.S. Fish and Wildlife
- Florida Department of Transportation (FDOT)
- Florida Power and Light
- Florida Building Code – The Florida Building Code prescribes compliance with building codes for structures and the American with Disabilities Act. Prosser/PRIME AE anticipates creating design that is compliant with all building codes.
- Nassau County

TAB **4**

**PROJECT UNDERSTANDING,
APPROACH AND SCHEDULE**



TAB 4

Project Understanding, Approach, and Schedule

The Prosser/PRIME AE Campus Master Planning process is proven and has been successfully deployed for 38 years on an extensive array of project and client types. Our work in this realm includes planning for municipalities and counties, higher education, health care, public parks, private land development and facilities for the federal government. This process and skill is central to our firm's offerings and has followed four (4) primary operations: **Project Initiation, Assessment/Analysis, Findings/Conceptual Planning and Master Plan Development**. Preliminary Campus Master Plan Delivery Process and Approach Flow Chart on page 51.

Below we summarize the four (4) Successful Primary Operations in our process and approach. Each Primary Operation provides the framework for our personnel, management tools, techniques and procedures used to maintain the goals and needs of project schedule. We suggest that it may be helpful to review the following section with a separate copy of the Preliminary Campus Master Plan Delivery Process and Approach Flow Chart found on page 51.

PRELIMINARY CAMPUS MASTER PLAN DELIVERY PROCESS and APPROACH

OPERATION 1: PROJECT INITIATION

Notice to Proceed and Initial Data Gathering/Analysis: Upon issuance of the Notice to Proceed, our team will work quickly to commence data gathering and analysis of existing conditions information. We have past experience with many of the datapoints mentioned in the RFQ, such as all of the planning and vision documents produced and provided by Nassau County (East Nassau Community Planning Area Section Plan, William Burgess District Overlay, Nassau County Comprehensive Plan, Zoning and adjacent property(ies) zoning documents, etc.). We also have extensive team resources and prior experience in the Nassau County region to efficiently compile and analyze environmental data, cultural resource data, site data (using our in-house GIS resources/expertise).

Our approach and **process to gathering data** will be based on a three-pronged approach:

- 1 **The Prosser/PRIME AE due diligence checklist** - Our in-house due diligence checklist is a comprehensive summary of datapoints relevant to land use development influential elements. This information will be broad and work to set the tone for future processes. We anticipate this data ranging from demographic data, site data (topography, boundary, tree cover, preliminary wetlands, flood data, access management information, etc.), relevant planning initiatives, existing building/improvements data, utilities, adjacent development(s).
- 2 **Our Expertise and Knowledge** – Prosser/PRIME AE has been involved in campus master planning, private land development projects, public sector infrastructure and property development and institutional planning for 38 years. Knowing the right questions to ask and specific project needs as it relates to land development is key to our firm's success. Beyond our knowledge of influential land development elements and criteria is our creative planning approach and its application to initiating campus master planning projects. We believe that providing guidance to supplement the planning vision(s) already developed to be a vital part of the relevant data that can be applied to our campus master planning approach. As an example, we intend to potentially deploy our experience and expertise in applying key planning and design initiatives such as LEED for Campus, The Charter of the New Urbanism and its tenets, and the application of Transect Theory.
- 3 **Deliverable Calibration** – Correlating deliverables and outcomes are an important aspect in the data gathering process. We will prepare a draft deliverable matrix for the Civic Campus Master Plan (which includes the report) to determine if there are any key needs associated with commencing work that would influence outcomes. In our experience, examples of these datapoints may include stakeholder/constituency identification and contacts, any potential three-dimensional architecture of existing buildings that may exist, a list of past issues/challenges the County may have encountered in terms of similar planning processes in past, or potential opportunities/challenges adjacent properties have experienced.

The Initial Data Gathering/Analysis task is characterized in two categories. **Category one** includes data consisting of information Prosser/PRIME AE currently has in its possession or is accessible through our database. As it pertains to the subject property and its adjacencies category one data, currently in our database, is relatively extensive. This is based on our experience in Nassau County, such as recent campus master planning work at FSCJ – Nassau Center and on the adjacent property being developed to the east (Prosser/Prime AE is the planner, engineer and landscape architect for

Liberty Cove). **Category two** is requested data based on the three-pronged approach described above. Prosser/Prime AE will provide a comprehensive summary of a needs list to Nassau County immediately after issuance of the notice to proceed. This list includes, but is not limited to, architectural files/drawings, site data/base information, relevant work in process or programmed, budget/capital improvements plan, and deferred maintenance plans.

As an option, and if needed, verification of needs related to a facilities condition assessment will be verified prior to the notice to proceed. Often our team of conditions assessment experts is part of the campus master planning team to ensure that existing assets that are constructed have a serviceable life cycle, maximize efficiencies and are consistent with the client's operational program. However, based on Addendum 2, question 12 response, Prosser/PRIME AE acknowledges the need to provide for architectural space by integrating relevant processes into the development of the campus master plan. We have a specific methodology to address these needs as well, see the discussion below in this section pertaining to benchmarking, the quantitative growth model, needs assessment and architectural programming/footprint forecast.

Preliminary Regulatory Analysis, Team Site Visit and Planning/Design Due Diligence

While these process elements are distinctive tasks, we have combined them for brevity in our response to the RFQ. They share similarities in that they focus on continuing the data gathering process by integrating analysis and generally commencing discussion related to opportunities pertaining to opportunities and constraints.

- The **Regulatory Analysis** is a comprehensive summary of all regulatory related items pertaining to the subject property and its adjacencies. One of the primary goals is to establish and provide considerations related to situational awareness. As an example, establishing an initial status level related to wetland mitigation issues, habitat (gopher tortoises), access management, zoning, comprehensive plan, and stormwater/utility related topics. This document will be modified as the campus master planning process ensues with detail and granularity being built through the plan's development.
- We suggest a **Team Site Visit** concurrent with the Regulatory Analysis to ensure the development of a comprehensive understanding of the property. Verification of tree cover, stormwater outfall, any habitat/wetland conditions and transportation related items are among the multiple items that will be verified in the field to establish a robust Regulatory Analysis. The site visit will also influence the planning and design due diligence. In our experience there is always something discovered during a field visit.
- The **Planning and Design Due Diligence** is a decision-making document that summarizes existing conditions and key development elements. More importantly, our team will use the data derived during data gathering phase and concurrent processes (Regulatory Analysis and Team Site Visit) to start suggesting key high level opportunities and constraints related to design and planning. Our team will also commence architectural analysis of existing structures and start to articulate their nexus with future development.



Inhouse Roundtable: This milestone is typically a day-long team session where our entire team convenes to develop a comprehensive profile of the property's existing conditions and collectively develops a Strengths, Weaknesses, Opportunity and Threats (SWOT) assessment.

Project Management Plan: Our team will develop a preliminary Project Management Plan (PMP) upon receiving notification of award so that we can develop a Scope of Work prior to the Notice to Proceed.

We assume that during the contract negotiations the opportunity to fine tune the PMP will be required. Prior to the Kick-Off Meeting and based on the previous tasks and our contract configuration (fine tuning), Prosser/PRIME AE will develop a final working PMP for submittal and review to Nassau County. The PMP is a living document that will assist in guiding the campus master planning process as well as articulate, in detail, our proposed approach to project delivery. Below is a summary of the proposed elements of the PMP:

- **Project Understanding, Goals and Delivery Methodology** – Prosser/PRIME AE will summarize an overall project understanding thesis with supporting operations goals and provide correlating delivery methodologies. Methodologies will align with Prosser/PRIME AE's core values (see TAB 3 Project Team which outlines our experience and qualifications), project program/opportunities, constraints and Nassau County's delivery-related expectations/requirements for the project.
- **Project Scope** – The scope of services or project scope defines in detail the operations of the project and the contracted tasks our team is required to perform. It will be the primary gauge of delivery, performance and deliverables. If required, this section of the PMP will also integrate a work breakdown structure if greater granularity of tasks is needed.

- **Quality Control Plan** – Our firm has a formalized approach to quality control. Our quality control program will be integrated into the project delivery process and is required of our subconsultants. We take quality control seriously and commit to applying it to the project delivery process.
- **Staff Resource Plan** – Prosser/PRIME AE will provide Nassau County a final staff resource plan (based on the one provided in this submittal) to ensure adequate and appropriate resources will be available to the project. Staff assignment, availability, expertise and allocation will be assessed and outlined continuously throughout the life of the project. The staff resource plan will also take into consideration the need for additional resources if the schedule requires surge capacity. The organizational chart in TAB 3 articulates our proposed approach to assigning expertise and provides a framework for project management. The organizational chart, resumes and services/responsibilities matrix provide a framework for our Staff Resource Plan. Below, a special tool unique to our master planning process and staffing is described:
 - **Master Planning Advisory Panel** - The organizational chart also includes staff resources for a specialized operation unique to Prosser/PRIME AE's planning process, the Master Planning Advisory Panel. Our team typically utilizes in-house staff to provide quasi-third-party guidance during the design process at key milestones as well as during inter-office design workshops. The Master Planning Advisory Panel ensures the best outcomes and focuses on three primary elements:
 - **Resource Stewardship** – Focuses on ensuring the proposed solutions are the most economically appropriate and cost effective while maintaining the goals and objectives of the project. Environmental, social, cultural and natural resources are also key elements integrated into the Master Planning Advisory Panels review and queries.
 - **Design** – While our quality control process seeks to ensure accuracy and compliance is maintained, the Master Planning Advisory Panel focuses on design, the client's brand, technology and aesthetic considerations.
 - **Policy** – Often our master plans work to shape land use, zoning and environmental policy. In fact, our master planning expertise has been called upon to utilize a combination of master planning, outreach/practicums and the drafting of policy to ensure that municipal and regional goals and objectives are met. We assert that careful policy considerations during the design and master planning process create better outcomes and set a proper trajectory for future phases as well as promoting enhanced results for the public.
- **Communications Plan** – Communication is critical to delivering a successful project. The communications plan will define the methodology, frequency and staff responsibilities relating to communication. Communication procedures internal and external to the office will be defined.
- **Risk Management** - Proactively identifying the mitigation of risk will yield a successful project. The risk management section of the PMP identifies potential risks and outlines methodologies for potential avoidance and mitigation.
- **Schedule** - The project schedule ties together project scope, resources and critical deliverables, correlating them to time. A project schedule will be continuously updated, monitored and managed throughout the life of the project.
- **Stakeholder and Community Engagement Plan** – It is understood that potential stakeholder engagement will be a part of the project requirements. The master planning process will require a proactive approach to engaging and interfacing with the key constituencies. The PMP will include a comprehensive and properly scaled engagement plan drawing upon our firm's 38 years of experience in engaging stakeholders. Generally, elements covered in this section of the PMP include:
 - **Logistics planning** – This includes developing an approach and assistance in identifying stakeholders, workshop advertising procedures, reserving space and confirming audio visual parameters. (as needed)
 - **Messaging** – Prosser/PRIME AE will work with the County to develop a messaging platform to ensure that the proper information is delivered and received from the stakeholder processes.
 - **Media Coordination** – Our in-house media specialist will be available as needed to coordinate social media or other related tools to ensure that stakeholder initiation and processes are properly represented and delivered.

Kick-Off Meeting: Based on the information provided in the RFQ, the kick-off meeting will be substantive and robust. Our intent is to present and discuss the findings of our team's due diligence and SWOT analysis. We also intend to discuss and obtain consensus related to the County's desires related to its vision for the campus master plan. Understanding thoughts on placemaking, urbanism, phasing, utilities, security/hardening, integration with adjacent development, and site and architectural programming are among the potential discussion points. Stakeholder engagement processes, scheduling and process procedures will be among the key points covered and discussed during the kick-off meeting.

Preliminary Work: The detailed data gathering work will commence after discussions during the kick-off meeting and will be based on the previous processes to ensure efficiencies and the proper coordination of project needs with the level of detail required (potentially based on phasing, availability of wetland mitigation credits and/or timing of adjacent infrastructure projects). It is important to note that we suggest pre-scheduling fieldwork for survey, wetland delineation, geotechnical and environmental assessment at the time of notice to proceed to ensure we properly allow for this work to be completed based on workload. **We would also suggest having early conversations near the time of notice to proceed to consider starting wetland delineation. Early coordination will allow for advanced scheduling of wetland flagging and agency review (jurisdictional determination) so that survey operations are properly sequenced.**

Stakeholder Initiation (includes a preliminary summary of our specific engagement strategy): Our stakeholder initiation process is proven, comprehensive and vital to the successful execution of the engagement process. It's central tenets focus on clearly identifying the constituencies engaged, the method of interface (interviews, roundtables, web-based survey, etc.) and establishing the initial outreach procedures (invitation and scheduling). Proper messaging, careful scheduling and strategically configured queries are among the most critical aspects of initiating stakeholder processes.

Stakeholder Engagement (Private Sector Roundtable, Web-Based Survey (Public Sector) and Interviews (Public Sector)): We have an extensive array of options for interfacing with stakeholders and key constituencies. Upon engagement and coordination with the County, Prosser/PRIME AE will prepare a detailed PMP (see above) which will include a stakeholder engagement plan. For the purposes of this response, we have suggested a methodology for engaging the public and private sector with the purpose of gathering the appropriate information based on the type of constituencies. We have utilized these methods on multiple projects, including municipalities, private land developments and higher education. At this early point, we propose the following strategy (we anticipate this process to be fine tuned):

- **Private Sector Roundtable(s)** – The term private sector is intended to cover all entities except Nassau County. It could include constituencies beyond those cited in the RFQ such as FSCJ and Matovina Homes (adjacent land developer for Liberty Cove). With these types of stakeholders roundtable sessions of 10-12 participants is a viable option to engage in a productive exchange. Our approach for roundtables includes a series of pre-scripted questions (verified by the PWG) and delivered to the stakeholders prior to the session. Our team will include a roundtable leader, subject matter expert(s) and documentarian (typically our project concierge). These roundtables are highly successful, our recent completion of stakeholder engagement process for FSCJ (including roundtables) proved to be informative and a major component of the development of the campus master plan's goal, objective and strategies.
- **Web-Based Survey** – We use web-based surveys in nearly every campus master planning project. Our preference is to use a software called Crowdsignal as a platform due to its flexibility and reporting functions. The reporting functions allow for a multitude of cross-sorting to develop an enhanced profile of the stakeholders. The survey questions will be confirmed with the PWG prior to issuance to the stakeholders. The web-based survey is a perfectly configured format to initialize engagement with Nassau County employees and related constituencies.
- **Interviews** – The stakeholder engagement process is iterative with the queries and interface configuration(s) building as information is gathered. We anticipate having direct interviews with stakeholders that will include Nassau County employees at a minimum, but could be a methodology extended to relevant agencies and even targeted private sector entities. Our preference is to hold the interviews after the roundtables and web-based survey so that the interviews are substantive and well informed.

OPERATION **2**: ASSESSMENT AND ANALYSIS

Benchmarking and Peer Constituency Interviews: We rely extensively on benchmarking and case studies to inform our campus master plans. We use existing database information and interviews to understand peers (successes and challenges) and relevant internal staff. Benchmarking is extremely helpful in developing a predictive growth model that sets the foundation for informed growth, smart programming and a stewardship-based approach to planning. For the Nassau County Civic Campus Master Plan, we propose to engage and interview municipalities similar to Nassau County as confirmed by the PWG. We also think that the benchmarking process will require targeted interviews with Nassau County human resources, facilities maintenance/planning and information technology staff at a minimum. This benchmarking process draws upon our successes in similar approaches for higher education, health care and the U.S. Navy. It is also the primary predecessor for the development of the Quantitative Growth Model.

Quantitative Growth Model: Prosser/PRIME AE has developed a campus master planning growth model that correlates space needs with several variables. Examples of those variables include population growth, utilization and occupancy, technology and specialty factors. Specialty factors include work from home policies and the impacts of the Coronavirus. This model, which was developed in 2011, is adaptive and flexible based on the needs of the client. Years ago we developed the model to assist in correlating enrollment and certain spatial criteria to campus growth in higher education. For example, the recent changes in teaching modality, and even the pandemic, prompted a change in the quantitative model to properly forecast the need for "bricks and mortar" in a changing world. We also developed a similar model for the Coastal Regional

Commission in Georgia to establish enhanced regional planning approaches, policies and guidelines for 10 counties and 35 municipalities.

Our approach would be to use Nassau County data, such as existing spatial metrics, for various uses and correlate those variables to elements like technology, human resources policy, population growth and land development to establish a current quantitative profile. This profile will be integrated into a predictive growth model to establish spatial needs (see below). Variables found during benchmarking processes will be confirmed with the PWG and utilized as multipliers to quantify a framework for needs. We would enjoy the opportunity to demonstrate our approach in applying this technology to Nassau County's needs.

Needs Assessment: The Needs Assessment is the culmination of the primary processes completed during previous operations. It is a key milestone that summarizes quantitative and qualitative needs based on the information derived during stakeholder processes, the Quantitative Growth Model, site/SWOT analysis, regulatory data, phasing/site development parameters and data provided by the PWG.

Architectural Programming and Footprint Forecast: Developing detailed programming and architectural footprints based on the information derived from previous processes and the Need Assessment is the focus of this task. This process element will correlate space planning, renovation opportunities, new architectural construction and future expansion at a conceptual level to assist in the development of Conceptual Master Plan Options. It is also anticipated that the Campus Master Planning Goal, Objectives and Strategies will be informed considerably based on the outcome of this task.

Campus Master Plan Goal, Objectives and Strategies: All campus master plans include clear documentation of a Goal, Objectives and Strategies as milestones to guide the development of following processes. Correlating the findings of the needs assessment and any strategic plans/goals articulated by the client with a method of deployment is one of the central and primary operations in developing the campus master plan. Prosser/PRIME AE believes that this part of the process is a major milestone, marking significant progress, consensus and serves as the point where a direct framework for tangible implementation is derived.

OPERATION 3: FINDINGS, CONCEPTUAL PLANNING and PRIMARY FEEDBACK

Conceptual Master Plan and Phasing Options: This process element focuses on developing a series of detailed diagrammatic options that articulate expansion and renovation of existing assets, new development scenarios and relevant architectural/spacing planning. Phasing scenarios, preliminary conceptual level cost analysis and architectural/landscape architectural design framework is established as well. The opportunity to develop three dimensional block exhibits and photographic character precedents are provided to the client for review and comment during this task.

PWG Presentation: We propose to prepare and deliver a presentation of the conceptual master plan options to the PWG. Any comments or directives will be documented and integrated into a final conceptual option. This diagram will be the basis for the Final Plan Exhibit in the campus master plan document.

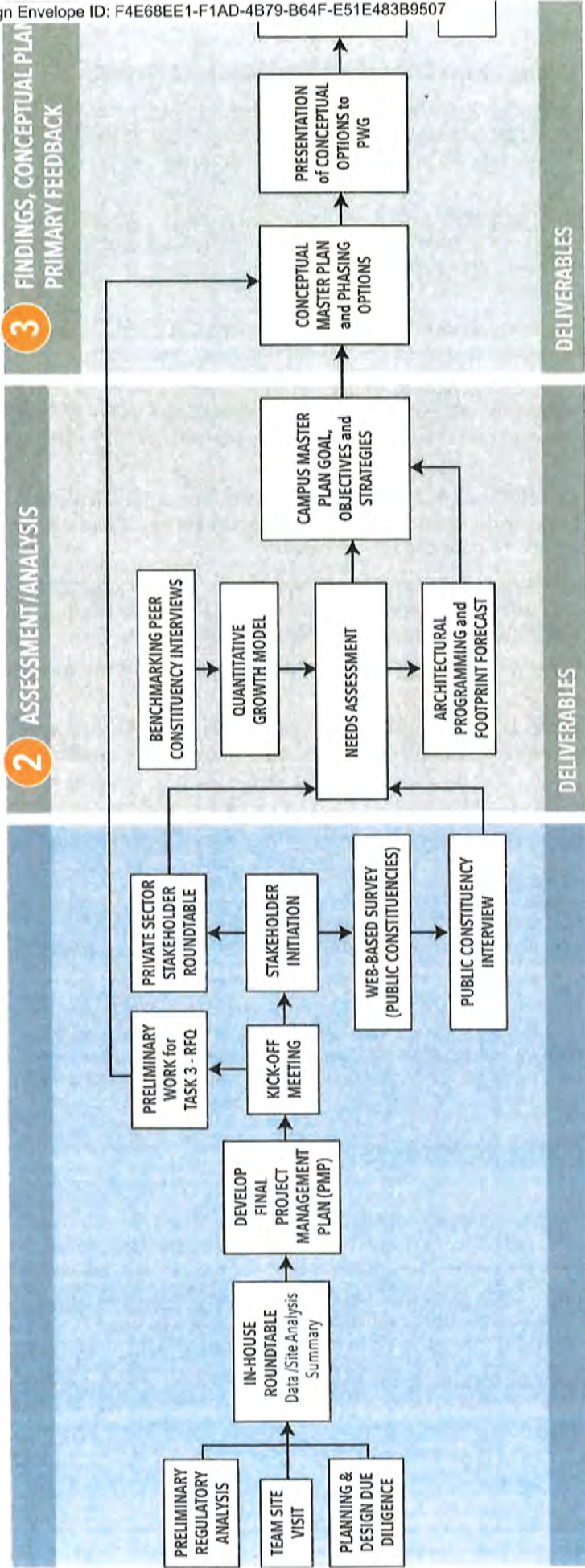
Stakeholder meeting(s), open house and Board of County Commissioners (BOCC) Meeting: Prosser/PRIME AE anticipates a series of meetings and forums to present and solicit feedback related to the Final Plan Exhibit from various constituencies. Based on direction from the PWG, we can have a combination of formal meetings (including presenting to the BOCC) and informal gatherings, including an open house format. The comments and information generated from these engagements will be integrated into the campus master plan by setting the foundation for generating the development of the Draft Master Plan Document.

OPERATION 4: MASTER PLAN DEVELOPMENT DRAFT/PUBLISHING

Draft Campus Master Plan: The campus master plan is envisioned to be a robust document that details the planning process, key metrics, applies/articulates design precedents (historical, cultural, architectural, landscape architecture, etc.), defines quantitative and qualitative measures, establishes the goals, objectives and strategies framing the approach, integrate design guidelines, and expresses the master plan design elements. It will be characterized by a phased approach to development based on time and capital outlay tempered by ensuring the best outcomes for the people of Nassau County. Prosser/PRIME AE will provide a draft version of the document to the PWG for distribution, review and comment.

Final Campus Master Plan: Upon obtaining comments and input from the distribution presided over by the PWG, Prosser/PRIME AE will finalize the volume(s) for publishing, presentation and dissemination to those tasked with adopting and implementing the campus master plan. Please note that regular progress/reporting meetings with the PWG are part of our process. Those interfaces are not shown for the purpose of brevity.

TAB 4 of the RFQ includes seven bullets. The discussion above addresses all of the bullets except for bullet number 2: "Past experience and knowledge of working with governmental agencies" and bullet number 7: "Resolving conflicts and building consensus among large stakeholder groups". The discussion on the following page addresses bullets 2 and 7:



- ics,
- Stakeholder Engagement Queries and Web-Based Survey Initialization
 - Stakeholder Engagement Outcome Report
 - Interview Report Summary
 - Geotechnical Report
 - Wetland / Habitat Analysis and Delineation(s)
 - Survey and As-Builts (as required)
- DELIVERABLES**
- Benchmarking Target Summary and Results Report
 - Quantitative Growth Model Summary and Report Matrix
 - Needs Assessment Report
 - Architectural Programming Spreadsheet and CAD-Based Footprint Concepts
 - Goal, Objectives and Strategies
- DELIVERABLES**
- Preliminary Conceptual Diagram Options
 - Architectural Design Concepts
 - Presentations to PWG, BOCC and Open House Exhi
 - Preliminary 3D Architectural and Landscape Architectural Studies
 - Phasing Options
 - Construction Cost Summaries by Scenario
 - Final Conceptual Diagram

BULLET #2: EXPERIENCE AND KNOWLEDGE WORKING WITH GOVERNMENTAL AGENCIES

Prosser/PRIME AE has extensive and highly relevant experience working with governmental agencies in Northeast Florida. This expertise and knowledge is particularly important as it applies to land development projects such as the Civic Campus Master Plan sought in this RFQ. The agencies include state and federal entities, but may also include quasi-governmental entities such as utility providers.

- St. Johns River Water Management District (SJRWMD)– The development of the civic campus master plan will require interface, acknowledgement and coordination with the SJRWMD. Our in-house staff and specialty consultants work with the SJRWMD on a daily basis to address stormwater compliance, wetland issues and related permitting/coordination.
- U.S. Army Corps of Engineers (USACE) – While we have extensive experience working with the USACE it is unlikely we will be required to work this agency unless we are dealing with "retained water" or waters of the United States.
- Florida Department of Environmental Protection (FDEP)– Federal wetland jurisdiction and related waters of the state (404 permitting) once the jurisdiction of the USACE are now handled by FDEP. We anticipate working with FDEP on the development of the Civic Campus Master Plan. Our team has extensive experience working with this agency including multiple projects in Nassau County.

Additional coordination with FDEP for potable water and wastewater will be anticipated as well due to the anticipated configuration and potential campus elements. Prosser/PRIME AE works with this agency to address permitting and coordination for utilities on multiple projects including both the public and private sector.

- U.S. Fish and Wildlife (USFW) – While it is unknown if endangered species exist on the subject property, it is possible that a listed species may be present. Our entire team has extensive experience working with multiple agencies to coordinate, permitting and resolve potential conflicts with wildlife falling under federal or state jurisdiction.
- Florida Department of Transportation (FDOT) – The property fronting US Highway 1 will require FDOT permitting for driveway connections and utility coordination.
- Florida Power and Light (FP&L) – We are currently working with FP&L in the area and have extensive experience with them. We anticipate that coordination and representation in the Civic Master Plan for this entity will be required to ensure proper coordination of power.
- JEA – Based on our experience JEA will be the provider of Water, Sewer and Reuse to the Campus. Our team's presence and experience in Northeast Florida has allowed us to build a substantial relationship and understanding of how to work with the utility provider.
- Florida Public Utilities (FPU) – Gas services is provided by FPU, our team has worked extensively with FPU on multiple private and public project in Northeast Florida to coordinate services. We anticipate coordinating services for natural gas to campus master plan and will use our contacts and experience to ensure this coordination is properly addressed in the campus master plan.
- Nassau County Planning and Development Review Committee (DRC) – Our team continues to collaborate extensively with staff and leadership in Nassau County on several projects including private development and those directed by the County (including our design work for Westside Regional Park). Our experience in applying elements such as the WBD Overlay/Context & Connectivity Blueprint, working with DRC and integrating High Performance Public Spaces® is extensive.

BULLET #7: RESOLVING CONFLICTS AND BUILDING CONSENSUS AMONG LARGE STAKEHOLDER GROUPS

Prosser/PRIME AE values the concerns expressed from all stakeholder levels during the length of our client project relationship. We find that many concerns can be addressed at the beginning where transparency is emphasized. As we identify the group's interest during a needs assessment or during a public participation event, our goal is to acknowledge concerns immediately and address them for our client. In most cases, bringing the stakeholders together to build consensus on the priorities; design or implementation, tend to promote the development of feasible options to resolve technical and factual concerns.

Additionally, our practice has been to use the stakeholder engagement processes as an iterative approach where questions and the interface is dynamic. This allows for continuous adjustment based on sensitivity, a growing understanding of need as information is exchanged, and an authentic understanding of the context and region. This has been one of our keys to success in resolving conflicts and building consensus.

Lastly, our team members are well experienced and fully understand how to express ideas, listen and lead groups successfully through discussions that are both spirited and require prompting "on the fly." We are experts at these processes and have spent our careers in resolving conflicts in public and private settings where planning and land development must align.

4A. COMPANY WILL MEET SCOPE OF SERVICES and RFQ PROJECT MANAGEMENT PLAN, APPROACH and STAFFING PLAN

Our success in providing the necessary services to Nassau County for design projects is predicated on project management. For us, the integration of design ability, a project delivery process steeped in technical expertise and a client focused project management approach are intrinsically tied. Formally linking these elements into a cohesive and success-driven interface for the team, Nassau County, relevant agencies and the project elements/requirements is the Project Management Plan (PMP). For the purposes of this evaluation, we have prepared a framework for the PMP that will ultimately be finalized for the PMP we will deliver to Nassau County. We provided detail above describing our PMP. To summarize that section the PMP will include the following:

- Project Understanding, Goals and Delivery Methodology
- Project Scope
- Quality Control Plan
- Staff Resource Plan
- Communications Plan
- Risk Management
- Schedule
- Stakeholder Engagement Plan

FRAMEWORK

The following section outlines an example framework for the actual PMP to be provided to Nassau County once Prosser/PRIME AE is engaged to prepare the master plan and construction documents for the Civic Master Plan. We anticipate additional detail and "truthing" to be finalized after issuance of the Notice to Proceed with revision potential subsequent to the the Kick-Off Meeting based on input from the PWG. The following is sampling/preliminary framework for the PMP:

PROJECT UNDERSTANDING, GOALS AND METHODOLOGIES

PROJECT UNDERSTANDING:

Nassau County desires to conceptualize, coordinate and ultimately construct a phased Civic Campus on approximately 160 acre parcel. This parcel has extensive existing functions serving the County with the balance of the development area being a wooded, undeveloped site. Located in central Nassau County, adjacent to areas experiencing extensive growth, the property has access from William Burgess Boulevard. Generally, the campus will be community hub accommodating a range of uses with an emphasis on creating public spaces that promote environmental stewardship, social interaction and economic vitality. We anticipate deploying the most forward thinking planning and design techniques to provide success to Nassau County for decades to come.

PROJECT GOALS:

The following draft example of the project goals is not intended to be comprehensive and will require additional vetting with the Nassau County stakeholders and key constituencies.

Goal 1 Integrate programming that addresses the needs of the community, with special emphasis on elements that address accommodation for all ages, interests and abilities.

Methodology 1.1 – Deploy a stakeholder and community engagement plan to determine community and employee needs and related programming.

Methodology 1.2 – Utilize Prosser/PRIME AE's in-house programming database, benchmarking and quantitative tools to define potential options and appropriate methods for phasing, space allocation and expansion.

Methodology 1.3 – Hold a designers' workshop and brainstorming sessions to cultivate broad programming options and ideas.

Goal 2 Deliver a context sensitive approach integrating lifestyle in the region.

Methodology 2.1 – Utilize opportunities outlined in goals and methodologies in Goal 1 to cultivate a context sensitive design vision at the master planning level.

Methodology 2.2 – Integrate transportation goals for vehicles, pedestrians and cyclist into the approach by creating a place that is linked to the rest of the community.

Methodology 2.3 – Utilize existing vegetation, the notion of urbanism, relevant to appropriate precedents and design elements that celebrate Nassau County.

Goal 3 Prepare a flexible campus master plan that supports the creation of all inclusive, thoughtful, resource sensitive regional park.

Methodology 3.1 – Establish a design vision and guiding principles that supports a master planning approach that maximizes financial resources while incorporating the highest level of design articulation possible.

Methodology 3.2 – Create a campus master plan that supports the idea of implementing an icon in the community.

Methodology 3.3 – Properly utilize programming information, the design vision, the budget and site opportunities/constraints to properly create a phased campus master plan.

Methodology 3.4 – The campus master plan shall incorporate a range of functions, scales of spaces and uses that support the “business” of the county as well as individuals, families, gatherings and potentially events.

Methodology 3.5 – Maximize the responsible stewardship of natural, cultural and financial resources.

Methodology 3.6 – Create a campus master plan that supports a safe and defensible public park integrating appropriate technologies, signage and design strategies to maximize public safety.

Goal 4 Implementation processes and documents shall be the result of the campus master planning process and fully reference the methodologies identified.

Goal 3 Develop a consensus-built approach to the construction delivery method that maximizes value, flexibility and scheduling advantages.

PROJECT SCOPE (INTERPRETATION)

OVERALL SCOPE INTERPRETATION:

We understand that the scope of the project is to deliver a campus master plan and report for the Civic Campus. The overall delivery will include a robust campus master plan which will include architectural, landscape architectural, engineering and land development approaches in a sequenced/phased methodology that incorporates the project goals, allocation of budget and the potential identification of creative revenue streams. The detailed scope will be configured upon award, but we anticipate it aligning with the Preliminary Campus Master Plan Delivery Process and Approach described above.

QUALITY CONTROL STATEMENT

The following outlines our Quality Control Program and Procedures required for all projects undertaken by the company. For the Nassau County Civic Campus Master Plan, quality control will be led by Jeffery Lucovsky, RLA. The key elements of Prosser/PRIME's Quality Control Program include:

- **Independent Third Party Required:** Reviews must be made by a third party who was not directly involved in the design or preparation of the plans or reports being reviewed.
- **Qualified Reviewer:** The person responsible for the technical review must be, at a minimum, peer level or higher (experience) than the person responsible for the preparation of the original work, and other review categories must be conducted by a team member possessing skills appropriate for the area being reviewed.
- **Specific Area of Review Identified:** The responsibility of the Quality Control (QC) reviewer must be specified in advance (i.e., overall appearance, technical accuracy, legibility and completeness, constructability, etc.). All areas of the QC must be covered for every project.

- **Accountability:** The person providing the QC review must sign off on the final deliverable before it leaves the office.
- **No Exceptions:** The QC review process takes priority over all other project considerations, including schedule and budget.
- **Individual Quality Pledge:** A meeting is conducted with every staff member on an annual basis to review the firm's QC manual. Each team member is required to sign a Quality Pledge, agreeing to uphold the company's QC process and values.

The quality assurance procedure involves collaboration between the Project Manager and the reviewers to assure that all comments made as a part of the review have been addressed to the satisfaction of the person making the review. After a review has been completed, affected team members are assembled to discuss comments. This meeting identifies opportunities to resolve problems early and helps the team to improve the company's processes and knowledge sharing. If appropriate, "best practices" may be identified that should be considered for adoption on a company-wide basis.

STAFF RESOURCE PLAN

Our staffing plan for the campus master plan is based on expertise, availability and the fact that this team has worked together on similar projects. TAB 3 includes an organization chart, resumes and a services and responsibilities chart that work together to summarize our initial approach to staffing and allocating resources for this project.

COMMUNICATION PLAN

A comprehensive communications plan and protocol will be discussed at the kick-off meeting and finalized subsequent to those discussions. Among the topics discussed will be reporting frequency and type. We will also establish communication procedures for internal discussions and subconsultant reporting. Below is an example of potential reporting to Nassau County:

- **Weekly Reports:** Progress summary, deliverables, and schedule analysis
- **Monthly Reports:** Milestone achievement, agency/permit status and progress/invoice correlation report.
- **Prosser Team Communication:** Utilizing an online communication teaming software, we will create a team portal where all communication and deliverables will be archived throughout the project duration.
- **Whiteboard Sessions** – We will lead as a minimum monthly "electronic whiteboard sessions" with the Prosser Team to review the project status, deliverables under development as well as scheduling of future milestones.

RISK MANAGEMENT PLAN

Proactively identifying risk and developing solutions, avoidance and mitigation measures will be reviewed and discussed during the kick-off meeting. At this early stage of the project, we have not identified any specific risk; however, our experience and lessons learned has yielded the following topics that may be relevant.

- **Special Interests:** Campus master plan development planning can sometimes generate a strong, special interest component. Land developers, residents, special non-governmental agencies and/or community associations, agencies can have unique influence on a project. It may be prudent to discuss these topics and proactively identify and specify any specialty measures/accommodations.
- **Permitting and Approvals:** There are a host of issues that can arise during the permit processes that can impact schedule, programming and the vision. Topics could include environmental issues, wetland mitigation bank availability, archeology, specialty habitat and access. We can potentially identify these topics early during brainstorming sessions and analysis of GIS data for proper integration into the campus master plan.
- **Scope and Program Creep:** Expansion of scope and program resulting from ambiguous direction or tentative consensus can occur in park project. We have been involved in a few projects where scope/program creep detrimentally influence schedule and project program (due primarily to cost). We have specific tools and strategies we have developed over the years to reduce expansion of scope/program.
- **Utilities:** Utilities, associated availability and capacity requires early understanding. We will deploy strategies early including "if/then" scenarios to minimize

4B. PERSONNEL, LABOR, EQUIPMENT AND RESOURCES

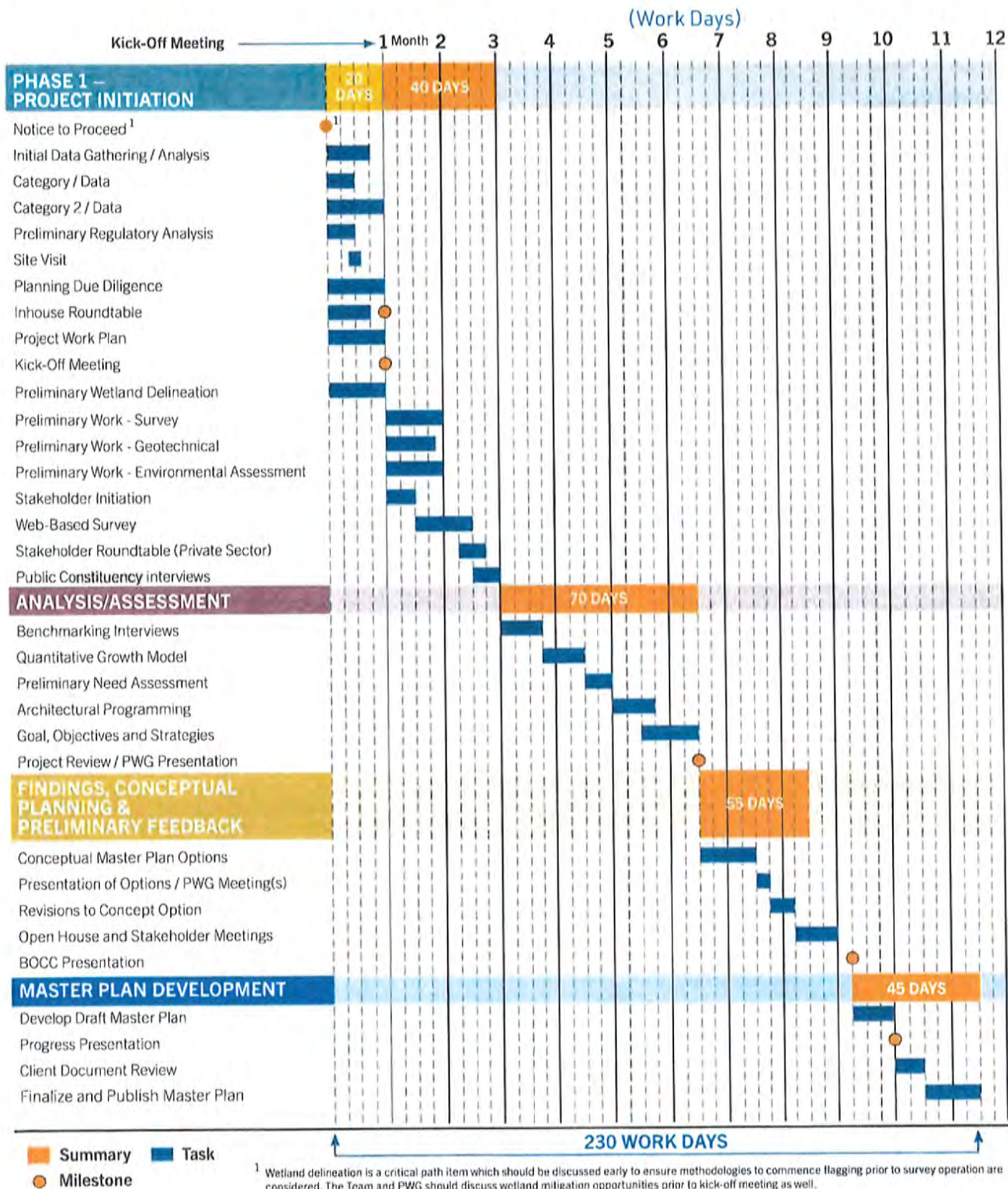
Prosser/PRIME AE has a wide range of professionally registered and certified staff to deliver the efficiency and competency our clients deserve. In fact, all of the primary expertise to prepare, coordinate and deliver the master plan is in-house. Additionally, the primary resources are in Northeast Florida; Nassau County has worked with these personnel extensively in the past and continues to enjoy positive working relationships. We help our clients by providing them with a direct connection to team members ensuring communication and responsiveness to their projects. Our technical staffing resources ensure quality work products are produced on time and within budget for our clients.

All our planning, landscape architecture, architecture, engineering and master planning work is provided through our office in Jacksonville, Florida. The company's professionals specialize in achieving repeated success for extraordinary work in effective stakeholder outreach, comprehensive planning, urban design and civil engineering. These accomplishments are evident in our success at creating livable communities which emphasize quality developments, embracing, new urbanism, public realm planning and design to facilitate building stronger, healthier and more sustainable communities and facilities.

It is vital that Prosser/PRIME AE and the County fully understand the road ahead. This is a critical step in the successful partnering that will be required for a successful project delivery. We strive to define the project requirements, understand potential obstacles to success, identify likely opportunities to achieve more within the same project, and create a work plan that allows us to efficiently accomplish your goals.

Prosser/PRIME AE Staff Breakdown	No. of Employees	
	Firm	Jacksonville Branch
Administrative	84	9
Architects	23	
Architectural Designers	9	
CADD Technicians	21	8
Civil Designers	29	
Civil Engineers	49	23
Construction Inspectors	64	
Construction Managers	20	3
Electrical Designers	3	
Electrical Engineers	1	
Environmental Engineer/Specialist	1	
GIS Specialist	1	2
Interior Designers	2	
Land Surveyors	7	
Landscape Architect	7	7
Landscape Planners/Designers		3
Materials Testing	8	
Media Specialist		1
Mechanical Designer	2	
Mechanical Engineer	2	
Planner: Urban Planners	7	5
Project Managers	20	
Roof Consultants	3	
Structural Designers	16	
Structural Engineers	25	
Technician/Analyst	7	
Technology	8	3
Transportation Designer	8	
Transportation Engineers	23	6
Water Resources Designers	4	
Water Resources Engineers	5	
TOTAL	459	70

4.C. IMPLEMENTATION SCHEDULE



4.D. STAKEHOLDER AND COMMUNITY ENGAGEMENT STRATEGY

Stakeholder and community engagement is a key element in this process. Our campus master planning process completely depends on it. Outreach activities will focus on including a variety of stakeholders, potentially including property owners, land developers, agencies/public, Nassau County employees and residents. Upon engagement we will develop a detailed strategy to be integrated into our PMP, but below we summarize a few keypoints related to this endeavour. Also please reference the Preliminary Campus Master Plan Delivery Process and Approach earlier in this section for more information.

Key Point 1 Scheduling, Media and Information Distribution:

A key part of the engagement strategy is scheduling events, providing the proper information to allow participants to be productive during sessions and obtaining consensus from the County regarding the appropriate information to be disseminated. We take this very seriously and integrate it into our PMP schedule early in the process. Being sensitive to participants time, venues and proper process sequencing is critical to success. We like to say there is an art to interfacing with stakeholders, which requires developing the right iterative approach by building viable information as the engagements occur over time.

Key Point 2 Outreach and Engagement Tools:

Our approach allows for multiple tools to be used to engage, report and create the right outcomes. The Preliminary Campus Master Plan Delivery Process and Approach summary discussed above proposes three methods: Web-based survey, roundtables and one-on-one interviews. We will fine-tune and confirm this approach with the PWG, but, based on our experience, a sequence that incorporates these tools has proven successful.

Key Point 3 Stakeholder and Constituency Identification

Identifying as many of the appropriate participants as early as possible is very important. This allows for proper scheduling and for combining the right constituencies within sessions (especially the roundtables). Efficiencies, scheduling and deriving the right responses is predicated on understanding and identifying the participants. We will work immediately after engagement with the PWG to understand and identify stakeholders and constituencies.

Key Point 4 Consideration for Traditionally Underserved Populations

Prosser/PRIME AE recognizes that additional efforts must be made to involve traditionally underserved segments of the population in the community outreach strategy for this project, including the disabled, racial and ethnic minorities, and low-income residents. Including these group leads to planning that reflects the needs of everyone. The following steps will help with these efforts:

Plan Meeting Locations Carefully

Public meetings will be held in locations that are acceptable and compliant with the Americans with Disabilities Act. If a targeted population is located in a certain geographic part of the County, then at least one of the meeting locations should be in that area for convenience.

Seek Help from Community Leaders and Organizations

To facilitate involvement of traditionally underserved populations, community leaders and organizations that represent these groups will be consulted about how to most effectively reach their members.

Be Sensitive to Diverse Audiences

At public meetings, Prosser/PRIME AE will attempt to communicate as effectively as possible. Technical jargon will be avoided, and appropriate dress and conduct will be observed. A variety of visualization techniques may be used to present information on the park planning, including but not limited to, aerial photographs, 3D modeling, maps, graphs, full size posters, color handouts, and Microsoft PowerPoint presentations.

4.E. INNOVATIVE CONCEPTS THAT MAY ENHANCE VALUE & QUALITY

Prosser has demonstrated the ability to provide innovative concepts which has allowed us to provide a wide range of services for our clients. TAB 7 includes several innovative techniques that have been applied to campus master plans. These innovations will make the County more successful and favorably address cost containment:

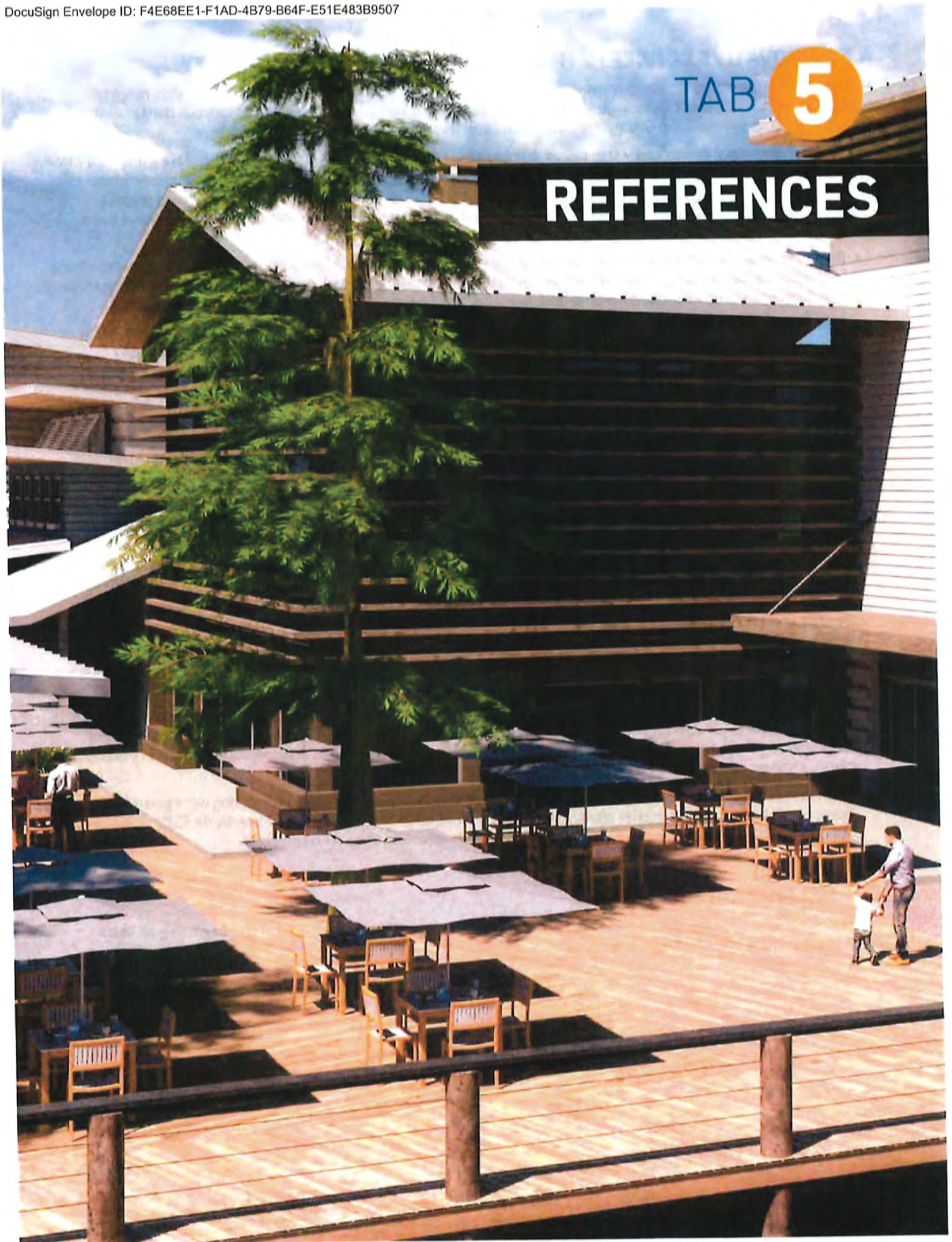
- **Three-dimensional design and visualization** – These graphic products are great ways to demonstrate a project's vision and provide the public/stakeholders a means to understand the project. Perhaps more importantly is our methodology to use these tools to help shape the development of the campus master plan. We start the 3d modeling process early and use it as a design tool to assess design solutions, verify adjacencies and ensure appropriateness of scale and impact.
- **Benchmarking** – We strongly stress using this tool to understand peer successes and challenges, but more importantly to properly calibrate spatial needs to the user. Benchmarking can operate as "check and balance" to allocating space, orienting improvements and creating the best outcome.
- **Data Gathering Sequencing** – There are certain data gathering processes that require early and focused attention. Among those we think will be applicable to this project are wetlands, permitting, mitigation and related survey operations. Our experience is understanding our position and strategy as early as possible which will generate great advantages financially and with respect to schedule.
- **Due Diligence and In-house Roundtable** – As mentioned in our Preliminary Campus Master Plan Delivery Process and Approach, we have an In-house Roundtable after the data gathering process is complete. A key part of this process focuses on identifying anticipated key cost or design issues. These findings will be integrated into our work plan and potential solutions will be defined and presented at our kick-off meeting. This process is highly valuable to our clients and almost always results in containing cost and streamlining time.
- **Utility Coordination** – Incorporating a campus-wide understanding of utility needs and perhaps reserving as much capacity as possible could be an appropriate approach based on the timing desires of the PWG. Essentially, if it is possible to reserve utility capacity by using utility services that are potentially available nearby may mitigate the need for utility extensions in the future. We can initiate the process early with JEA by requesting a Letter of Availability based on a conceptual program generated early in the campus master planning process.
- **Electric Vehicle Considerations** – We are seeing growth in providing infrastructure for EV charging stations along with allowing for provisions for expansion in the future. This infrastructure has critical considerations when considering the design of parking areas, conduit routing and placement of electrical infrastructure. Planning early and providing the necessary infrastructure (conduit) will potentially ensure that the campus plan is technologically viable in the future.
- **Campus Information Technology** – Our work in higher education and in health care has yielded the need to incorporate infrastructure and services for immediate and future information technology. Provisions for conduit, repeaters and hubs typically strategically co-located with architectural improvements will be a strong consideration in developing a campus master plan for the 21st century and beyond.
- **Autonomous Vehicles** – Allocating space for a campus shuttle that is autonomous is something we regularly incorporate in our campus master plans. In fact, we are making these considerations currently for FSCJ. Autonomous vehicles could add to campus experience and promote high utilization of campus resources.

4.F. DELIVERABLES

The Preliminary Campus Master Plan Delivery Process and Approach Flowchart located at the beginning of TAB 4, includes a summary of deliverables anticipated.

TAB **5**

REFERENCES



TAB 5

References

Following is a comprehensive list of similar project references associated with projects performed within the last 5 years.

This section also includes the requested reference material pertaining to relevant project examples similar in scope and deliverables. Following the List of References, we have provided 9 project examples for your review.

List of References for similar projects completed within the last five years:

1. **Nassau County**
Jay Robertson
Parks and Recreation Director
Tph. No. 904.530.6127
jrobertson@nassaucountyfl.com
Service commenced 10/2020 for the WRP Master Plan and was completed in 05/2021
2. **Florida State College of Jacksonville**
Danielle Ray
Director of Facilities Planning & Design
Tph. No. 904.632.3112
danielle.ray@fscj.edu
Services commenced in March of 2022 and are ongoing
3. **Embry-Riddle Aeronautical University**
Rodney Cruise, Sr. Vice President of Administration & Planning
Tph. No. 386.226.7303
Email: cruiser@erau.edu
Services were completed between the years 2018 and 2019
4. **Embry Riddle Aeronautical University**
Chris Hardesty, Sr. Vice President of Administration & Planning
Tph. No.: 386.226.6000
Email: harded0c@erau.edu
Services have been provided beginning in 2013 and are ongoing
5. **Daytona State College**
Dr. Thomas LoBosco, President
Tph. No.: 386.506.4408
Email: Lynn.Mercer@daytonastate.edu
Services were completed between the years 2011 and 2017
6. **Daytona State College**
Dr. Steve Selig, Sr., Facilities Planner
Tph. No.: 386.506.3169
Email: steve_selig@daytonastate.edu
Services were completed between the years 2011 and 2017
7. **Daytona State College-Deltona Campus**
Christopher Wainwright, AIA, LEED-AP, Associate Vice President of Planning + Operations
Tph. No.: 386.506.3162
Email: Christopher.wainwright@daytonastate.edu
Services were completed between the years 2018 and 2019
8. **Jacksonville University**
Jessica Ligator, PMP, LEED AP
Director of Capital Projects
Tph No.: (904) 256-7671
jligator@ju.edu
Services were completed between the years 2013 and 2022
9. **NAVFAC SE AM2**
Joanne Bailey, AICP, Planning Team Lead
Tph. No.: 904.542.6847
Email: joanne.m.bailey.civ@us.navy.mil
Services were completed between the years 2018 and 2021
10. **The North Acklins Island Master Plan**
Lady Igrid Darling
Acklins Island, Bahamas
Tph No.: 248.246.1584
Services were completed between the years 2010 and 2019
11. **Youth Detention Center, Baltimore, MD**
Maryland Department of Public Safety and Correctional Services
Chrys Bandon-Bibum, PE
410.585.3041
chrys.bandon-bibum@maryland.gov
12. **Metropolitan Correctional Center/
Mass Transit Authority Substation, New York, NY**
Federal Bureau of Prisons
Michael Bond
215.521.7400
M3bond@bop.gov
13. **Hall of Fame Village**
Carol Smith
4020 Kinross Lakes Parkway
Suite 200,
Richfield, OH 44286
Phone: (330) 659 7124
Mobile: (330) 523-0216
Email: csmith@irgra.com



SAVANNAH WEST AND MUNICIPAL COMMONS

SAVANNAH, GA

CLIENT: CITY OF SAVANNAH

CONTACT: Tom Perdue
perduedesign@gmail.com
904.476.0320

PERFORMANCE PERIOD: 2010- 2012

TOTAL CONTRACT VALUE: Withheld

METRICS: 197 Acres

SERVICES: Preliminary Engineering, Campus Master Planning, Land Use Planning, Landscape Architecture, Workshops/Charrettes and Design Guidelines

The Master Plan for Savannah West is a grand vision that extends the historic quarter to the west by creating a contemporary destination for residents, the workforce and tourists. The primary tenets of the master plan include solving challenges related to flood control/compensation of the Ogeechee River, as well as integration of historic neighborhoods and existing business. The result was the creation of an entertainment and lifestyle district with a central waterway and a controlled outfall to the Savannah River to the north.

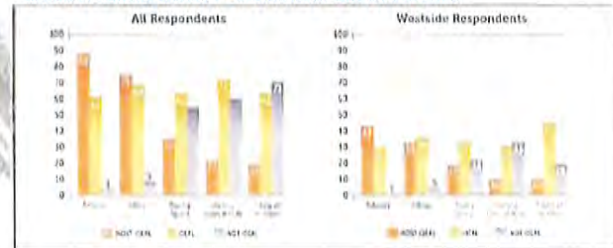
Prosser/PRIME AE developed the master plan, phasing approach, cost analysis, project theme and infrastructure guidance with representatives of the City of Savannah on the 197-acre site. The master plan included expansion of the municipal services to the south to include city offices, public works expansion, administration, public safety, a parking garage, public venue space and waterfront amenities. The project included an expansive extension of the historic waterfront that included a baseball stadium, performing arts center, arena, residential, shopping district, office, waterfront amenities and leisure/hotels. Thematically, the design team envisioned a destination that complimented the historic district by creating an extension of the historic waterfront with a deliberate focus on civic spaces where residents and visitors are free to take part in the experience.



RESIDENT SURVEY RESULTS • DEMOGRAPHICS



RESIDENT SURVEY RESULTS • DEFINE IDEAL DAY AT THE PARK



NASSAU COUNTY WESTSIDE REGIONAL PARK MASTER PLAN

NASSAU COUNTY, FL

CLIENT: NASSAU COUNTY BOCC
 CONTACT: Jay Robertson, Parks and Recreation Director
 45195 Musselwhite Road
 Callahan, FL 32011
 904.530.6127
 jrobertson@nassaucountyfl.com

PERFORMANCE PERIOD: 10/2020-05/2021
 TOTAL CONTRACT VALUE: \$91,320
 METRICS: 110 ACRES

SERVICES: Park Master Planning, [Landscape Architecture, Civil Engineering, Permitting and Construction Related Services-separate contract]

The park planning services for this regional master plan for this project site was broken down into three major tasks. The first task was Project Initiation and Data Gathering. Prosser/PRIME AE compiled all relevant data provided by the County and developed supplement data using in-house resources, such as GIS data.

A detailed work plan was also developed in this task identifying a process to interface with the County and relevant stakeholders. An Initiation Workshop was also held to develop a basis for the project Statement of Intent and Goals/Objectives. A sub-task included diagrammatic testing of potential ideas leading to a design coordination session.

The second task established Stakeholder Processes. Included in this task was a Stakeholder Workshop held virtually due to COVID-19 restrictions, targeting Needs Assessment, and generating ideas for the desired project elements. Electronic surveys were also utilized to help build consensus on a comprehensive approach.

The conceptual design and master planning was the last task, which we deployed a process aimed at finalizing the overall project requirements, principles and programming. A 3-step process was developed which included:

1. Synthesis with a Statement of Intent, Goals, Objectives and Guiding Principles, Precedents, Program Development and Synthesis Map
2. Conceptual Design and Draft Master Plan included a Concept and Character Development plan, Cost Analysis, Project Phasing Plan, Operations and Revenue Estimates and Draft Master Plan.
3. Final Master Plan included Final Documentation and Publishing of the Master Plan Documents, with final presentations to staff and stakeholders.



EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

DAYTONA BEACH, FL

CLIENT: EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
CONTACT: Rodney Cruise, Sr. V.P. of Administration & Planning
1 Aerospace Boulevard, Daytona Beach, FL 32114
386.226.7303 • cruiser@erau.edu

PERFORMANCE PERIOD: 11/2011-Ongoing

TOTAL CONTRACT VALUE: \$214,000

METRICS: 185 Acres, 1.5 Million SF, Over 7,000 students

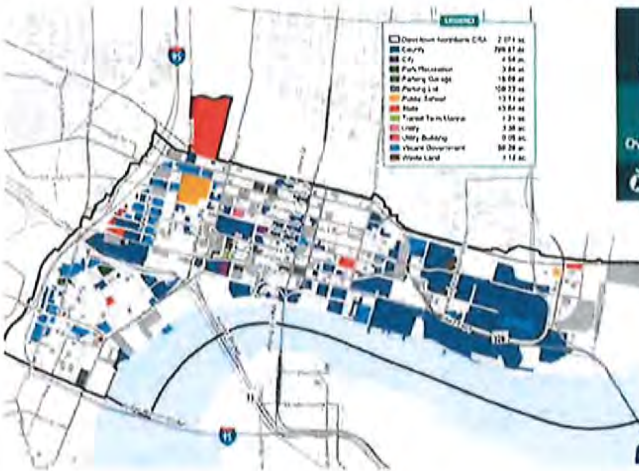
SERVICES: Master/Land Use Planning, Programming, Space Utilization, Stakeholder Engagement, Wayfinding and Signage, Capital Improvements/Cost Analysis and Support Collateral/3D Visualization, Campus Master Planning and Design, Landscape Architecture, Engineering, Transportation Analysis, Consensus-building, Visualization Graphics

The Embry-Riddle Aeronautical University (ERAU) master plan articulates a grand vision for the University that embraces accelerated growth of enrollment and facilities, the transition to

an R&D university and a commitment to the student experience. As the campus master planner and landscape architects, this is a legacy project for Prosser - Where vision and reality have collided to allow for the emergence of a campus that is at the pinnacle of functionality, experience and aesthetics, while embracing the mission set forth by ERAU leadership. The success of the master plan is grounded in our firm's design and capital planning expertise, which provides support for projects to be programmed, funded and constructed.

The 5- and 20-year master plan, with its updates, has provided a foundation for unprecedented university growth in capital projects and a 27% increase in enrollment. In our ongoing role as the campus master planner, Prosser provides detailed assessments for new improvements to ensure consistency with the master plan and compliance with the University's guidelines for exterior campus elements. Additionally, Prosser has provided its final design services in the implementation of the key projects listed below.

- College of Arts and Sciences Building
- Campus Perimeter Parkway
- Campus Wayfinding and Signage
- Legacy Walk Pedestrian Way
- Mori Hosseini Student Center
- New Campus Quadrangle
- 1,000-bed Residence Halls
- Baseball and Softball Clubhouse (Athletic Facility)



DOWNTOWN INVESTMENT AUTHORITY

JACKSONVILLE, FL

CLIENT: CITY OF JACKSONVILLE
DOWNTOWN INVESTMENT AUTHORITY

CONTACT: Guy Parola
117 West Duval Street
Jacksonville, FL 32202
904.255.5305
gparola@coj.net

PERFORMANCE PERIOD: 2013-2015
TOTAL CONTRACT VALUE: \$432,695.00

METRICS: 2,503 acres, 2,365 Dwelling Units

SERVICES: Large-scale master planning, site inventory and analysis, GIS, market study, community outreach, consensus building, theme development, business development plan, comprehensive plan and zoning amendments and implementation documents

The Downtown Investment Authority (DIA) is a governing body for the Community Redevelopment Area (CRA) for Downtown Jacksonville. Downtown Jacksonville is emblematic of civic pride and forms an enduring first impression that is on display to residents and visitors alike.

Through the consolidated update of three downtown redevelopment plans, and refinement of competing visions into a cohesive and practical new one, Prosser helped citizens and civic leaders designate and prioritize streetscape enhancement areas and focus on the city's interaction on multiple spatial scales. The goal is to broaden downtown's appeal to promote and foster a successful urban center. The BID document serves as a market-driven guide for policy considerations in shaping downtown Jacksonville's economic growth.

The BID plan is a strategic action plan that shapes the design, implements public infrastructure improvements and supports other private sector, market-based revitalization initiatives. It offers the private sector some assurance of what the end game is for downtown, no longer shifting with every local election. All projects are benchmarked annually allowing for a codified, community-adopted vision, with the flexibility of implementation of an action plan.



VISION 2020 DAYTONA BEACH

DAYTONA BEACH, FL

CLIENT: DAYTONA REGIONAL
CHAMBER OF COMMERCE

CONTACT: Nancy P. Keefer, COE
126 East Orange Avenue
Daytona Beach, FL 32114
386.523.3670
nancy@daytonachamber.com

PERFORMANCE PERIOD: 2017-2019

TOTAL CONTRACT VALUE: \$100,000

METRICS: 48 Acres

SERVICES: Vision Charrettes, 3D Visualization
and Video Production

The City of Daytona Beach experienced unprecedented growth in all sectors during this time. Advances and growth in tourism, technology, education, business and health care were all central to the success realized for the area. This led to the creation of a new vision for the Beachside - A vision incorporating the successes underway, while carefully integrating deeper design intelligence, characterized by the notion of a Florida coastal destination for leisure, lifestyle and commerce.

A series of vision sessions, charrettes and presentations resulted in a consensus-built vision for the beach district, from the Intracoastal Waterway to the Atlantic Ocean. The foundation of the plan was a reimagining of International Speedway Boulevard and the adjacent framework, where a vibrant urban experience occurs from river to sea. At its core, the vision celebrated the potential of what was to come for an area destined for success.

Prosser's work guided the process through visioning and consensus building, ultimately creating a comprehensive tool aimed at attracting new opportunities for the City of Daytona Beach.



JOHNSON CONTROLS, INC. HALL OF FAME VILLAGE PHASE 2 DEVELOPMENT

CANTON, OH

CLIENT: PROFESSIONAL FOOTBALL HALL OF FAME

CLIENT CONTACT: Carol Smith, Sr. Vice President,
Director of Development Services
IRG Realty Advisors LLC
4020 Kinross Lakes Pkwy., Ste. 200
Richfield, OH 44286
(o) 330.659.7124 • (m) 330.523.0216
csmith@irgra.com

CONTRACT VALUE: \$5,967,213 – Current Base + Add Service

PERFORMANCE PERIOD: April 2019 to Present

SERVICES: Architectural Master Planning and
Programming, Architectural Design and Documentation,
Architectural Construction Administration, Structural, Interior
Design, MEP/FP, Branding Assistance

PRIME AE is currently engaged in the design of the Johnson Controls Inc. Hall of Fame Village Phase 2 Development in Canton, Ohio. The project expands the Phase 1 development and integrates with the existing Pro Football Hall of Fame Museum and Tom Benson Stadium and consists of six separate buildings. PRIME AE was brought on board to assist in the re-evaluation of the existing structures sited in Phase 1 and how the new amenities could be best planned for aesthetic appeal, efficient access and pedestrian activity, branding opportunities, all within strict budgetary parameters.

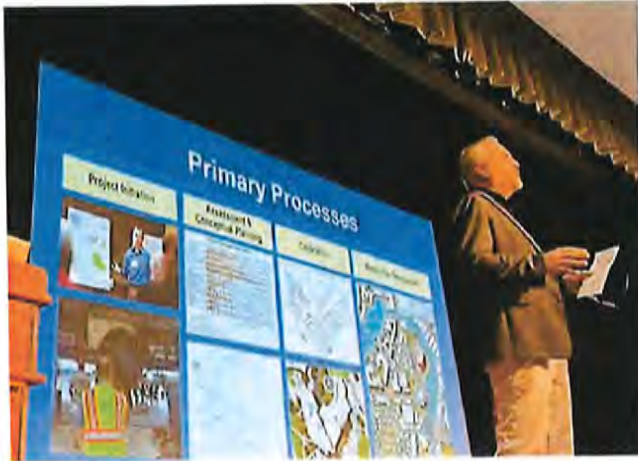
Center of Excellence: Completed in 2021, the COE is a 75,000 GSF mixed-use retail/office building located at the north/west end of the existing football stadium. The east façade of the building includes an integrated LED mesh three-story scoreboard aligned with the stadium. Exterior spaces integrates the new building that fronts the stadium end-zone and provide additional gathering areas for gameday viewing and events.

Hotel: The Tapestry Brand by Hilton, to be called the '11' honoring the original Canton 11 football club is a custom design full-service hotel planned to be a ±183-key of five guestroom stories that will follow Hilton Brand's prototypical concept features and will also include meeting space and dining.

Indoor Water Park: Adjoined to the new hotel, a custom themed indoor water facility of approximately 140,000 GSF with various waters slides, pools, and water features. The building will also include lobby and locker room support spaces to operate the facility. The building fronts the highway and is designed to allow custom Hall of Fame branded artwork to be integrated onto the façade to welcome visitors.

The Center for Performance: A combination of a field house and exhibition hall at full buildout will consist of approximately 250,000 SF inclusive of a 50,000 SF exhibition hall; a large loading dock; pre-function space including concessions and restrooms; and breakout meeting spaces.

Retail/Dining Buildings One and Two: Consisting of approximately 82,000 GSF and 22,000SF, the retail one structure will be one-story core and shell buildings with temporary heating and lighting provisions in anticipation of future retail tenant improvements. The building was designed to back to an adjacent future parking structure with mixed use retail/housing on the upper levels. Retail 2 will be integrated into the sites cascading topography to allow it to provide roof deck areas with views to the stadium and other campus amenities.

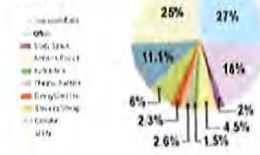


Enrollment and Campus Statistics

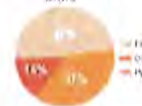
The 616 acre Daytona Beach Campus is comprised of 38 buildings and complexes with construction beginning in the late 1950s to present day. With approximately 1.27 million square feet (SF) of enclosed space, the Daytona Beach Campus also includes an extensive portfolio of building and A/C systems. Classroom laboratories and associated support space comprise 27 percent (256,600 SF) of the Daytona Beach Campus. The support campus facility dedicated to construction is the Park Square Hall Building 106. Health Sciences Hall amounts to 181,600 SF with 50,971 SF dedicated to classrooms and laboratories. The allocation of space on the Daytona Beach Campus by type is depicted in these charts (see Figure 1).

Enrollment at Daytona State College is based on long-term headcount and Full Time Equivalent (FTE) student counts. The unduplicated headcount at the Daytona Beach Campus amounted to 9,900 students for the 2014-2015 academic year. Due to the varied institutional construction methods, the funded FTE enrollment figures for face-to-face and hybrid for the same period is 1,500 students (see Figure 2 below).

Existing Campus Uses



Duplicated Headcount by Instructional Method

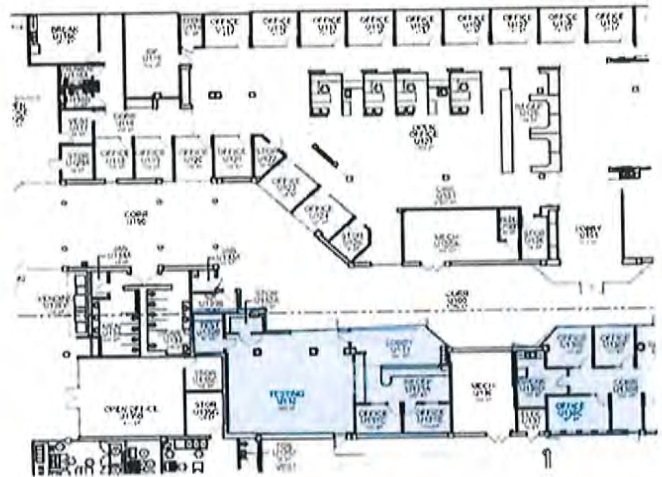


Face FTE by Instructional Method



1. Existing Conditions and Data

Daytona State College (2014) - Campus Planning (2014)



FLORIDA STATE COLLEGE AT JACKSONVILLE

NORTHEAST, FL

CLIENT: FLORIDA STATE COLLEGE AT JACKSONVILLE

CONTACT: Danielle Ray, Director of Facilities Planning & Design
danielle.ray@fscj.edu
 501 West State Street
 Jacksonville, FL 32202
 904.632.3112

PERFORMANCE PERIOD: 2022- Current

TOTAL CONTRACT VALUE: \$400,000.00

METRICS: 7 Campus and Center Locations

SERVICES: Stakeholder Engagement, Data Gathering, Campus Analytics and Analysis, Campus Master Planning

Prosser/PRIME AE is currently engaged to complete the campus master plan for FSCJ. Our team is responsible for managing the entire campus master planning process including the entire development of the plan which is targeted to be completed in early Winter. The work is synergistic with the Nassau County Civic Campus Master Plan based on its adjacency to the Nassau Center as well as the process deployed. FSCJ required an extensive stakeholder and outreach process that included roundtables, a web-based survey, interviews and various private sector interfaces. The conceptual planning processes are underway as well as the master plan document production.

Our specific vision is to create an outstanding student and employee experience that coalesces with workforce needs and the public's vision. We are specifically tasked with developing the campus master plan for a 5-year and 20-year term with emphasis on architecture, landscape architecture and site development/infrastructure improvements. Our work included the creation of a robust report, 3d digital imagery, goals/objectives/strategies, a design guideline framework and catalyst project identification.



The fast-growing I-4 corridor between Orlando and Daytona is among many primary drivers influencing growth in the Deltona region. As the recognized leader in the region for providing educational opportunities in trades, nursing and STEM, Daytona State College embarked on a master planning process aimed at building an achievable path for growth. Under Prosser's leadership a master plan was devised that respected the topography (over 40' of relief on the property), environmentally sensitive lands (scrub habitat) and the community while creating a methodology for growth that is a beacon for the community.

Our approach was to create an integrated and "front-facing" campus that responded to community and business needs of the region.

A measured approach to growth that was consensus-built with the Board of Trustees that accounted for flexibility in academic offerings, technological changes in delivery methods of instruction and allowed for a walkable open campus to all. Our plan was approved by the Board in 2019 and construction of the first building identified in our plan is scheduled to commence in 2021. Our 5-year plan calls for a new classroom building focused on nursing and STEM education, student collaboration center and a recreation complex. These are currently in the pipeline with the nursing and STEM building in design. We recently finished a revised environmental permitting process to maintain the Scrub Jay population (an endangered species) while facilitating the long-term vision of the campus master plan. Additionally, our work included stakeholder engagement including working with City of Deltona to ensure proper calibration of certain civic spaces. The Deltona Campus shares property with the City of Deltona's City Hall, our team worked to ensure that proper integration of the city's assets worked with Daytona State College. One of the results was the development of a large public park component that served the citizens as well as the college.

DAYTONA STATE COLLEGE

DELTONA, FL

CLIENT: DAYTONA STATE COLLEGE
 CONTACT: Christopher Wainwright, AIA, LEED AP, Associate Vice President of Planning + Operations
 2351 Providence Blvd, Deltona, FL 32725
 386.506.3162
Christopher.Wainwright@DaytonaState.edu

PERFORMANCE PERIOD: 01/2018 -11/2019

TOTAL CONTRACT VALUE: \$130,000

METRICS: 99 acres
 420,000 SF (Planned)

SERVICES: Master Planning, Space Utilization Analysis, Stakeholder Engagement, Programming, Capital Improvements/Cost Analysis and State of Florida Habitat/Permit Programming, Capital Improvements/Cost Analysis, Coordination, Landscape Architecture, Engineering, Consensus-building



Bidget Point Resort (Subsequent Phase)

This project is a 100-acre site with approximately 600 acres of surrounding land and water. The project is a 100-acre site with approximately 600 acres of surrounding land and water. The project is a 100-acre site with approximately 600 acres of surrounding land and water.

with landscaping, parking, roads, and other infrastructure. The project is a 100-acre site with approximately 600 acres of surrounding land and water. The project is a 100-acre site with approximately 600 acres of surrounding land and water.

with landscaping, parking, roads, and other infrastructure. The project is a 100-acre site with approximately 600 acres of surrounding land and water. The project is a 100-acre site with approximately 600 acres of surrounding land and water.



THE NORTH ACKLINS ISLAND MASTER PLAN

ACKLINS ISLANDS, BAHAMAS

CLIENT:	Lady Igrid Darling
CLIENT CONTACT:	Lady Igrid Darling Acklins Island, Bahamas 248.246.1584 ladydarling@yahoo.com
PERFORMANCE PERIOD:	2010-2019
CONTRACT VALUE:	Withheld
METRICS:	2,100-acre study area
SERVICES:	Master Planning, business plan development, permit guidance and program management+

The Lady Darling Heritage Foundation sought to develop a master plan for the Acklins Island with the goal to responsibly expand resources and population throughout the family islands including Acklins. The 2,100-acre study area focused on civic improvements, including sustainable food production, municipal offices, a new port, an employment center, multiple resort destinations leveraging and expanding contextual resources and governmental interfaces. Prosser/PRIME AE led the project which resulted in a new vision for North Acklins, that included a comprehensive library of resources, the master plan, capital improvements plan, implementation summary and proforma.

A project of this magnitude, complexity and expense requires a structured and methodical phased approach. It requires multiple phases based on the availability and cost of capital, debt retirement schedules, land allocation, success and other factors. The phasing will roughly follow the development configuration based on precincts presented in a "Primary Program Elements" section. Based on that rationale there are five basic phases, with sub-phases to be required once the project commences.

TAB **6**

CURRENT WORKLOAD



TAB 6

Workload

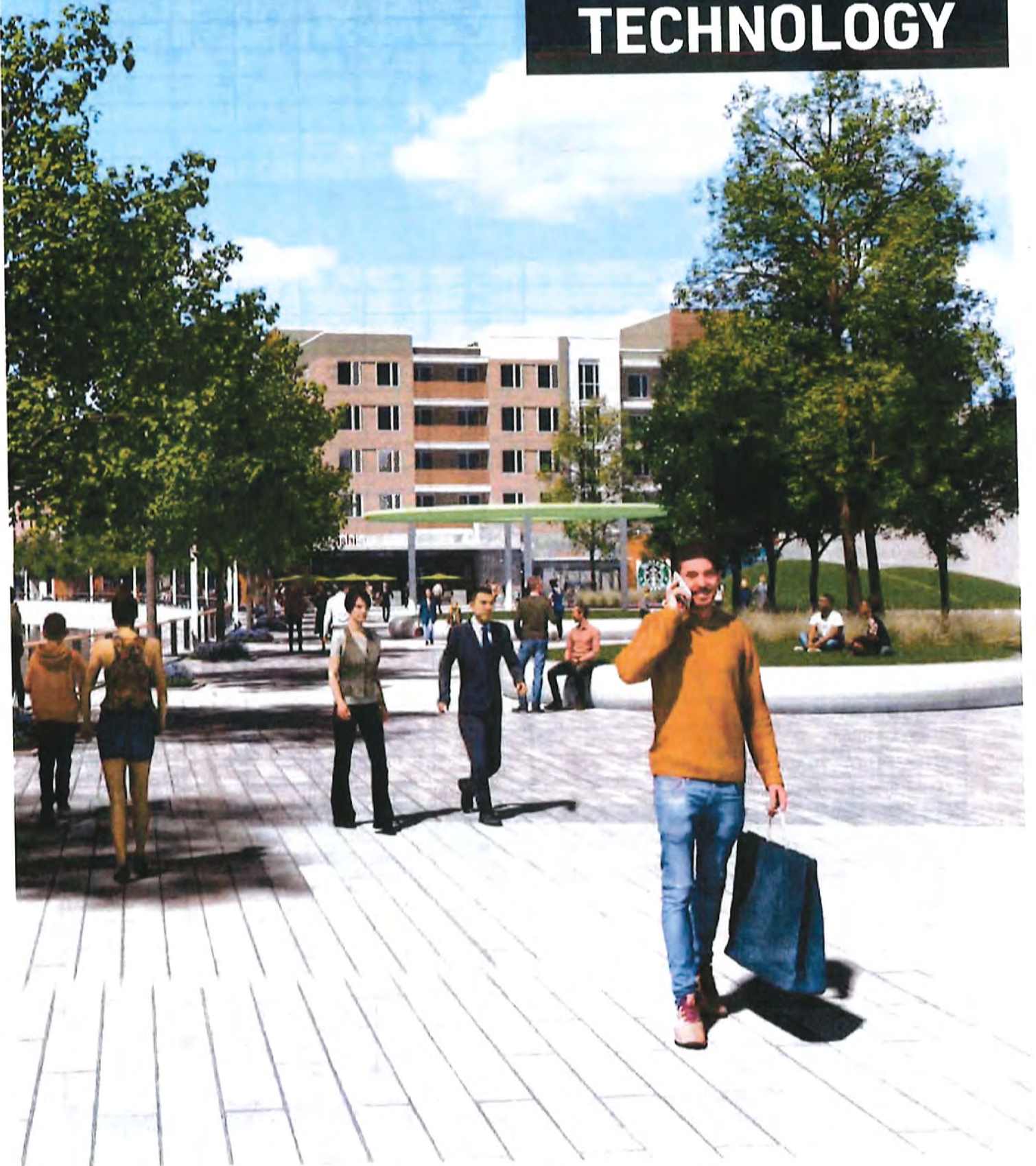
Below is the list of the Prosser/PRIME AE Team's current projects/workload and schedules for completion including the percentage of the project complete and schedule for completion.

Prosser/PRIME AE		Anticipated Completion Date					
Projects	% CoMPLETED	q3	q4	q1	q2	q3	q4
		2022	2022	2023	2023	2023	2023
PGA-Tour Master Plan & Digital Media Center	90%	•					
ERAU Research Park West Master Plan	90%	•					
corrections center baltimore city demolition	97%	•					
Flagler Health + Campus Master Plan	90%	•					
RiverLodge Master Site Plan	90%	•					
Mayo Clinic Specialty Use Master Plan	90%	•					
NAS JRB New Orleans IDP	90%	•					
PGA- Tour Master Plan and Digital Media Center	90%	•					
ERAU Research Park West Master Plan	90%	•					
corrections center baltimore city demolition	97%	•					
Nassau Regional Park Master Plan and Construction Documents	65%		•				
Adler Creek Master Plan	85%		•				
BCJJC educational addition expansion	75%		•				
Florida State College of Jacksonville Campus Master Plan	50%			•			
Forest Park Library renovation	10%				•		
Indian river juvenile correctional facility	20%					•	
clary		Anticipated Completion Date					
Projects	% CoMPLETED	q3	q4	q1	q2	q3	q4
		2022	2022	2023	2023	2023	2023
US301 Maintenance map	95%	•					
sr10 r/w maps	95%	•					
cathedral oak	85%	•					
ct brown park	50%	•					
us17 broward to ncl	0%				•		
sr24 sr26 to sr222	0%				•		
sr26 141s to i-75	0%					•	
ERS		Anticipated Completion Date					
Projects	% CoMPLETED	q3	q4	q1	q2	q3	q4
		2022	2022	2023	2023	2023	2023
JEA CONVEYOR DEMOLITION	85%		•				
JEA MANDARIN TO GREENLAND INTERCONNECT	50%		•				
FIRE STATION 47	40%			•			
I-95 BRIDGE OVER NASSAU RIVER	30%			•			
CHAFFEE TRAILS MIDDLE SCHOOL	30%				•		
PALMETTO LEAVES REGIONAL PARK	15%					•	

JEA SIPS WM	10%						•	
JEA YULEE WQ MONITORING	75%							•
MESKEL		Anticipated Completion Date						
Projects	% CoMPLETED	q3 2022	q4 2022	q1 2023	q2 2023	q3 2023	q4 2023	
CCUA Peters Creek WRF	50%	•						
JEA H2O Water Purification	30%	•						
JEA SIPS Southside wm	10%	•						
jacksonville riverfront park	90%	•						
SJCUD SR 207 WRF/Pipelines	5%		•					
Emerald Trail	40%		•					
FDOT SR 312 Extension	5%			•				
GEMINI		Anticipated Completion Date						
Projects	% CoMPLETED	q3 2022	q4 2022	q1 2023	q2 2023	q3 2023	q4 2023	
HILLSBOROUGH CO 500YR MAPPING	25%	•						
ORLANDO FLOODPLAINS AREA 2	90%	•						
FEMA R4 RISKMAP MT-2/PMR REVIEWS	80%		•					
ORANGE COUNTY LAKES KEHOE-BERGE	80%		•					
pinellas county south creek watershed	85%		•					
ADLER CREEK	0%			•				
MS RICHLAND-MILL WATERSHED	20%			•				
PANAMA CITY BEACH LULLWATER OUTFALL	60%			•				
St johns county ctp	35%			•				
west laird phase 1	0%			•				
ms base level engineering	60%			•				
tributary multi-family	50%			•				
ESCAMBIA CO ELEVEN MILE CREEK	0%				•			
tributary units 8, 10, 15	65%				•			
wildlight dsap 2	0%				•			
MS NON-REG DEER STEELE	0%				•			
MS NON-REG YALOBUSHA	0%				•			
tributary units 16, 17	0%					•		
MS NON-REG YOCONA	0%						•	
MS NON-REG LITTLE TALLAHATCHIE	0%							2024
panama city beach stormwater continuing services	5%							2024
WALKER CONSULTANTS		Anticipated Completion Date						
Projects	% CoMPLETED	q3 2022	q4 2022	q1 2023	q2 2023	q3 2023	q4 2023	
AMTEC	90%	•						
MIZNER PARK	50%	•						
FORT PIERCE	99%	•						
ST. AUGUSTINE	0%		•					
CITY OF ORLANDO	70%		•					
UNIVERSITY BRIDGE	90%		•					
1420 S MIAMI	70%		•					
BAPTIST HEALTH	5%			•				
THE ASCENDANCY GROUP (TAG)		Anticipated Completion Date						

TAB **7**

TECHNOLOGY



TAB 7

Technology

TAB 3.d. discusses specific technology and related innovation we have used in the past and continue to deploy for our work in campus master planning. As directed, we wish to take this opportunity to provide a brief summary of innovative strategies and creative processes we use to deliver successful campus outcomes.

Campus Master Planning is our life's work. In fact, unlike most of our competitors, we are distinctively different because we are a master planning firm that does architecture instead of an architectural firm that does master planning. As the foundation on which our firm is built, campus and facilities master planning has allowed us to put holistic integrated services as the highest level of importance in our practice. We continually improve processes, learn the latest techniques and trends, hire and maintain the highest quality of staff, all while maintaining the most important focus; making our clients successful. Our work quality and design ability, compliance with schedules, cost control and customer satisfaction are unmatched.

Perhaps the greatest indicator of successful past performance is our long list of continuing client relationships, many of whom we have maintained as repeat customers for more than 30 years. In fact, over 90% of our client base is repeat business and 95% of those in campus master planning are repeat customers. Our services and innovation have been proven and tested in previous campus master plans for higher education, municipal clients, the federal governments and institutional clients as demonstrated in our project sheets, references and documented experience.

INNOVATIVE AND CREATIVE APPROACHES

Below are a few specific unique qualifications we offer in Campus Master Planning that we believe give our firm an advantage, but most importantly, will lead to a successful Campus Master Plan for Nassau County.

Responsiveness – We have the capacity, culture and processes in place to provide a collaborative and highly responsive interface. We have identified Shawn Bliss, a Campus Planner and Principal at Prosser/PRIME AE, as your primary interface. His role is to ensure that communication, resources, expertise and creativity will be successfully deployed.

Analytics – We are an organization that is constantly leaning forward and evolving to provide the best outcomes in Campus Master Planning. Applying the impacts of work from home, recent Covid related trends, rideshare, coupled with our custom space/benchmarking and utilization analytics tools, are a few examples of Prosser/PRIME AE's methods in staying on the leading edge. We are proposing a specific process dedicated to benchmarking the Nassau County Civic Campus Master Plan. (see TAB 4)

Our in-house modeling tools are specifically tailored to developing a comprehensive quantitative profile for the development of the needs assessment required for this campus master plan.

Asset Inventory Tools – Prosser/PRIME AE is serious about campus master planning. In fact, we have a specific asset inventory tool with a software partner to document conditions assessment and spatial quality/configuration for campuses. This tool is a digital asset inventory (developed in association with Evolve FM), which allows for an online interface by the client. Evolve FM is a graphical interface which documents all building assets, campus site assets and utilities (subsurface and overhead) in a user friendly format that can be easily updated as the campus expands. It documents condition, area, materiality, disposition, security information, floor plans, room type, room scheduling and occupant information. There are multiple reporting capabilities that can assist in targeted queries and outputs. This tool allows for enhanced facility management capabilities.

Experience with High Performance Public Spaces (HPPS) – Our recent work with Nassau County and with the late Dr. Barth has allowed Prosser/PRIME AE to develop and apply a master plan that incorporates the criteria. This work includes Economic, Social and Environmental Criteria. We assert that all will apply to the Nassau County Civic Master Plan.

TAB **8**

HOURLY RATE SCHEDULE



TAB 8

Hourly Rate Schedule

The Prosser/PRIME AE Team is ready and available to provide the necessary expertise and services needed to complete the civic campus master plan within the timeframe allotted. As mentioned, the team identified for the Nassau Civic Campus Master Plan focuses primarily on master planning for institutions and large-scale private clients. We track volume of work individually using Deltek Enterprise Resource Planning software. Below is Prosser/PRIME AE and our client hourly rates.

Rate Schedule - Prosser/PRIME AE

Planning & Engineering

Principal	\$235
Project Manager	\$175
Senior Engineer	\$170
Engineer	\$140
Senior Planner & Senior Landscape Architect	\$165
Planner & Landscape Architect	\$140
Senior Graphic Arts Director	\$165
Graphic Art Designer	\$120
CADD Technician	\$ 95
Clerical	\$ 85
Administrative Support	\$ 85

Project & Business Services

Sr. Project Researcher	\$140
Project Researcher	\$135
Sr. Public Relations Liaison	\$150
Technical Writer	\$105

Information Services

Information Systems	\$140
GIS Programmer	\$150
GIS Analyst	\$130
GIS Technician	\$115

CEI/Construction Management Services

Construction Project Manager	\$150
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ALL REIMBURSABLE EXPENSES SHALL BE COST TIMES A FACTOR OF 1.15

Subconsultant Hourly Rate Schedules

Clary & Associates

Licensed Senior Surveyor	\$185
Project Lead	\$125

Environmental Resource Solutions

Senior Environmental Scientist	\$150
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Gemini

Principal Engineer	\$202
Senior Project Manager	\$188
Junior Project Manager	\$137
Senior Engineer	\$180
Project Engineer	\$159
Junior Engineer	\$130
Engineering Intern	\$87
Senior GIS Specialist	\$173
Project GIS Specialist	\$144
Junior GIS Specialist	\$101
GIS Intern	\$72
Senior Scientist	\$180
Project Scientist	\$151
Junior Scientist	\$115
Science Intern	\$79
Administrative Assistant	\$58

Meskel & Associates Engineering (MAE)

Principal Engineer	\$65
Senior Geotechnical Engineer	\$61

Walker Consultants

Senior Consultant	\$295
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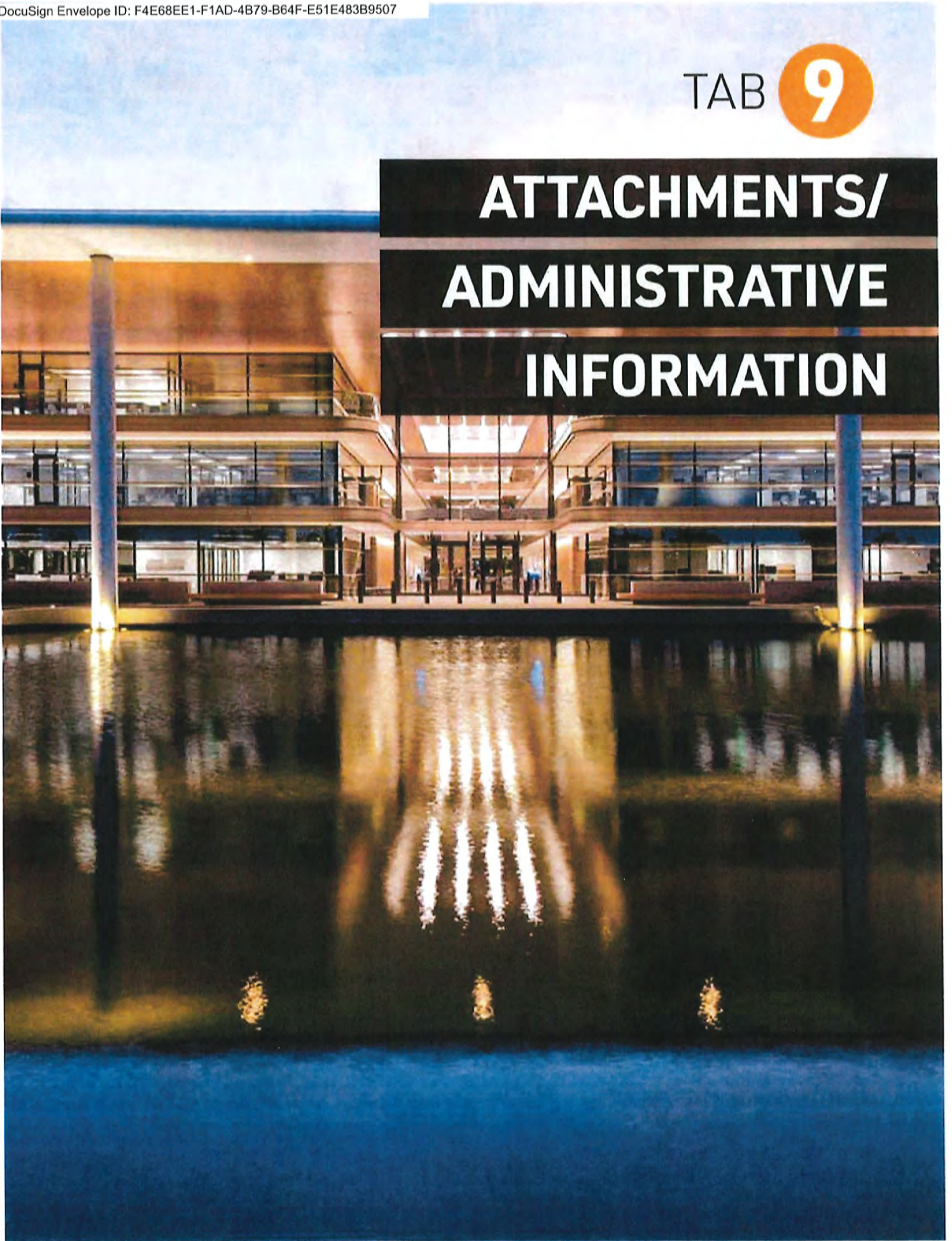
The Ascendancy Group (TAG)

Senior Consultant

The Ascendancy Group is unable to divulge rates due to the level of security assessed to the project (Top Security).

TAB **9**

**ATTACHMENTS/
ADMINISTRATIVE
INFORMATION**



PROSSER ENGINEERING LICENSE



LICENSEE DETAILS

Licensee Information:
 Name: PROSSER, INC.
 License Number: 4058
 Rank: Current
 Expiration Date: 01/15/2025

Qualifying Agent - Ryan P. Stowell, V.P. of Engineering

Licensee Number	Status	Related Party	Relationship Type	Relationship Effective Date	Rank	Expiration Date
4058	Current	PROSSER, INC.	Professional Engineer	01/15/2025	Professional Engineer	01/15/2025

Prosser Landscape Architecture License



Qualifying Registered Landscape Architect - Shawn R. Bliss, V.P. of Design and Planning

Licensee Number	Status	Related Party	Relationship Type	Relationship Effective Date	Rank	Expiration Date
14003154	Current	PROSSER, INC.	Landscape Architect	01/15/2022	Registered Landscape Architect	01/15/2022

State of Florida Department of State


I certify from the records of this office that PROSSER, INC. is a corporation organized under the laws of the State of Florida, filed on August 29, 1984.

The document number of this corporation is H116654.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on March 1, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Ninth day of March, 2022.



Randy R. Be
Secretary of State

Tracking Number: H116654-1
 To authenticate this certificate visit the following URL: enter the number, and then follow the instructions displayed.
<https://www.myfloridalegal.com/Florida-Certificate-Verification>

State of Florida Department of State

I certify from the records of this office that PRIME AIR GROUP, INC. is a Maryland corporation authorized to transact business in the State of Florida, qualified on May 15, 2019.

The document number of this corporation is F1900002311.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on May 19, 2022, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Fifth day of August, 2022.



Randy R. Be
Secretary of State

Tracking Number: F1900002311
 To authenticate this certificate visit the following URL: enter the number, and then follow the instructions displayed.
<https://www.myfloridalegal.com/Florida-Certificate-Verification>

State of Florida Department of State

I certify from the records of this office that CLARY & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on June 2, 1983.

The document number of this corporation is G42322.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 11, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Fourth day of January, 2022.



Randy R. Be
Secretary of State

Tracking Number: H116654-1
 To authenticate this certificate visit the following URL: enter the number, and then follow the instructions displayed.
<https://www.myfloridalegal.com/Florida-Certificate-Verification>

State of Florida Department of State

I certify from the records of this office that WALTER CONSLANIS, INC. OF MICHIGAN is a Michigan corporation authorized to transact business in the State of Florida, qualified on December 15, 1988.

The document number of this corporation is P63285.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on April 25, 2022, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Eighth day of August, 2022.



Randy R. Be
Secretary of State

Tracking Number: H116654-1
 To authenticate this certificate visit the following URL: enter the number, and then follow the instructions displayed.
<https://www.myfloridalegal.com/Florida-Certificate-Verification>

State of Florida Department of State

I certify from the records of this office that THE ASCENDANCY GROUP OF VA CORP. is a Virginia corporation authorized to transact business in the State of Florida, qualified on February 8, 2019.

The document number of this corporation is F1900000748.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on April 28, 2022, and that its status is active.

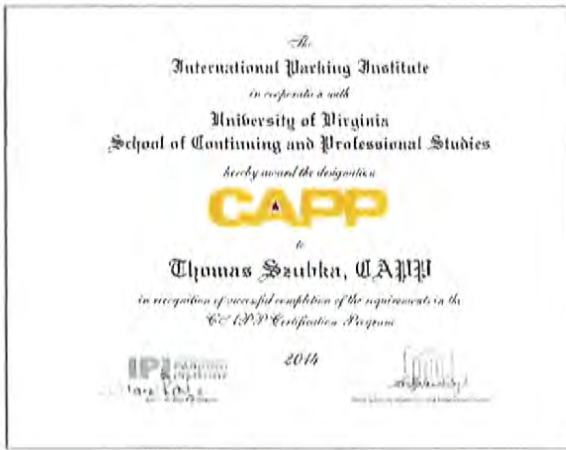
I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Ninth day of August, 2022.




Randy R. Be
Secretary of State

Tracking Number: H116654-1
 To authenticate this certificate visit the following URL: enter the number, and then follow the instructions displayed.
<https://www.myfloridalegal.com/Florida-Certificate-Verification>



ATTACHMENT "A"
ADDENDA ACKNOWLEDGMENT

<p>Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.</p> <p>SOLICITATION NUMBER: NC22-020-RFP</p>	<p>Addendum # <u> 1 </u> through # <u> 3 </u></p> <p>Date: 8/1/2022</p>
<p>Signature of Person Completing:</p> 	
<p>Printed Name: Shawn R. Bliss</p>	<p>Title: Vice President of Design and Planning</p>

>>>Failure to submit this form may disqualify your response<<<



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
904-530-6040 Fax: 904-321-2658

TO: All Proposers
FROM: Thomas O'Brien, Procurement Specialist
SUBJECT: Addendum #1
Invitation to Bid, Bid Number NC22-020
Nassau County Civic Campus Master Plan
7/13/22

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

Pre-Submittal Meeting Change of Date and Time

Due to scheduling conflicts The Pre-Submittal Meeting is being rescheduled to the following date:

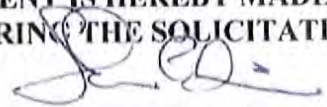
July 28, 2022 at 2:00 PM via Zoom.

The Zoom Link will be provided prior to the meeting to all who have RSVP'd via PlanetBids.

The Q&A period will be extended as well to **August 1, 2022 until 4:00 PM**

ATTACHMENTS: N/A

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM NO. 1, ISSUED DURING THE SOLICITATION PERIOD:

Vendor Signature:  Date: 7/14/2022

End of Addendum #1



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
Ph: 904-530-6040

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

TO: All Proposers
FROM: Thomas O'Brien, Procurement Specialist
SUBJECT: Addendum #2
Invitation to Bid Number NC22-020
Nassau County Civic Campus Master Plan
DATE: August 1, 2022

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Questions:

1. In section 3, First paragraph, line 2 says The Respondent shall provide information as to the qualifications and experience of all executives, managerial, legal and professional personnel to be assigned to this project. Please provide additional guidance related to representation of legal personnel.
Answer: The consultants shall select their team as they see fit for the response to the RFQ. There is no specific legal personnel request from the County.
2. In Tab 3b, first bullet asks for the firms past experience and performance on comparable Civic Campus design, placemaking, urban/civic design, architecture, spatial needs assessment, transportation, and land use projects. Can you please provide further explanation of land use projects?
Answer: Experience in land development design including supporting utilities and infrastructure.
3. Can you please provide real estate numbers for the subject property (ies)?
Answer: See Exhibit 11 of the RFQ. 08-2N-27-0000-0003-0040
4. What are the budgeted fees for completing the campus master plan as defined in this RFQ?
Answer: The current CIP budget reflects \$1,229,664 for the initial project phase.
5. Attachment C, #4 – The current list of employee types seems to be for a construction solicitation. Can you define the employee work groups that are consistent with Bid NC20-001? Question: Attachment C instructions state the questionnaire will be used “in evaluating the response to determine the lowest, responsive, and responsible respondent, meeting the required specifications.” Is it the County’s intent to award based on lowest cost instead of qualifications?
Answer: Selection will be based on qualifications. Negotiations will be conducted with the top ranked firm.

Nassau County Civic Campus Master Plan NC22-020-RFQ
Addendum No. 2

6. Can you provide the schedule for Award?
Answer: The schedule is listed in Section 4.1 of the RFQ.
7. Can you provide the desired timeframe associated with commencing and completing the campus master planning process?
Answer: The County would expect the Master Plan project would take approximately one year from award.
8. Tab 9 Attachments/Administrative Information Question: Should licensing and applicable certifications be provided for the Prime firm only?
Answer: Licensing and certifications should be provided for all professionals on the project team.
9. Would participating in this project as a sub-consultant preclude that firm from pursuing the construction of the project?
Answer: Pursuant to Florida Statute 287.055, a design criteria professional who has been selected to prepare the design criteria package is not eligible to render services under a design-build contract executed pursuant to the design criteria package.
10. How does the county intend to procure the construction of the project, Design-build, design-bid-build, CM at Risk?
Answer: The actual construction is expected to take place in multiple phases over many years, each phase may be procured in any of the methods described above.
11. Does the County anticipate Geotechnical Services as part of this scope?
Answer: Yes.
12. By "Spatial Needs" assessment, is the County referring to the size of the development (land acquisition) required to account for all County staff, or projected demand for various departments and office/cubicle arrangements?
Answer: No land acquisition is expected, but the rest of the statement is accurate. Projected demands will look at additional Commission chamber spaces, meeting rooms, storage, employee space. Cubicle arrangements may be too detailed for this exercise, but the designs should account for how to meet the needs based on the site location, the use of vertical development, multiple individual buildings, etc.
13. The RFQ calls for a Master Site Plan. Are construction plan sets intended to be included as part of the final deliverable?
Answer: No, but the master site plan should contain enough preliminary engineering to ensure the conceptual master plan is based in reality and ultimately "constructable".
14. Advanced technology appears to be highlighted item in the scope. Is there any technology in particular Nassau County would like to see incorporated as part of the planning and design process?

Nassau County Civic Campus Master Plan NC22-020-RFQ
Addendum No. 2

Answer: The master plan and campus are expected to support the County's functions for many years and to come. Planning for technology needs over the campus' life is a must. Technology should be utilized both within buildings to support government functions but also in the social/external portion of the greater campus. Outdoor/plaza spaces should include high-speed wifi/internet connections and outdoor electrical hook-ups available. The campus needs to be "connected" to allow for outdoor workspace with electrical hook-ups, shade, and wifi.

15. The RFQ states transportation modeling is provided through the NFTPO. Does this include operational modeling, or solely NERPM-AB modeling.

Answer: NERPM-AB modeling.

16. Is it possible to extend the deadline considering additional information may be needed to specify the necessary project team members to meet the scope of services?

Answer: No. The due date and time remains: August 10, 2022 at 10:00 a.m.

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM

Vendor/Company Name Prosser, a PRIME AE Company

Vendor Signature:  **Date:** 8/1/2022

End of Addendum #2



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
Ph: 904-530-6040

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

TO: All Proposers
FROM: Thomas O'Brien, Procurement Specialist
SUBJECT: Addendum #3
Invitation to Bid Number NC22-020
Nassau County Civic Campus Master Plan
DATE: August 3, 2022

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Question

- 1. Attachment C, #4 – The current list of employee types seems to be for a construction solicitation. Can you define the employee work groups that are consistent with Bid NC20-001?

Answer: Respondents shall include a staffing breakdown that corresponds to their firm's established job classifications.

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM

Vendor/Company Name: Prosser, a PRIME AE company

Vendor Signature:  **Date:** 8/4/2022

End of Addendum #3

ATTACHMENT "B"
SWORN STATEMENT
UNDER FLORIDA STATUTE 287.133(3)(a) ON PUBLIC ENTITY CRIMES

TO BE RETURNED WITH RESPONSE

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Response, Proposal or Contract for _____
Prosser, a PRIME AE Company.
2. This sworn statement is submitted by Prosser, a PRIME AE Company (entity submitting sworn statement), whose business address is 13901 Sutton Park Drive, South - Suite 200, Jacksonville, FL 32224 and its Federal Employee Identification Number (FEIN) is 59-2484852. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is Shawn R. Bliss (please print name of individual signing), and my relationship to the entity named above is Vice President of Design and Planning.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any response or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a) A predecessor or successor of a person convicted of a public entity crime; or
 - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which responses or applies to response on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been

charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Shawn Bliss
Signature

07/25/2022
Date

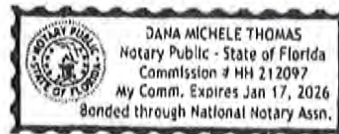
State of: Florida

County of: Duval

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 25th day of July, 2022 by Shawn Bliss who is personally known to me or produced _____ as identification.

Dana Michele Thomas
Notary Public

My commission expires: 1/17/2026



**ATTACHMENT "C"
EXPERIENCE OF RESPONDENT**

The following questionnaire shall be answered by the respondent for use in evaluating the response to determine the lowest, responsive, and responsible respondent, meeting the required specifications.

1. **FIRM NAME:** Prosser, a PRIME AE Company
 Address: 13901 Sutton Park Drive, South - Suite 200, Jacksonville, FL 32224
 City/State/Zip: Jacksonville, FL 32224
 Phone: (904) 739-3655 Email: sbliss@prosserinc.com
 Name of primary contact responsible for work performance: Shawn Bliss
 Phone: (904) 739-3655 Cell Phone: (904) 945-2764
 Email: sbliss@prosserinc.com

2. **INSURANCE:** As a professional service company, we do not have the need for bonds. We have no bond presently and no bond capacity.
 Surety Company: _____
 Agent Company: _____ Agent Contact: _____


Total Bonding Capacity: \$ _____ Value of Work Presently Bonded: \$ _____

3. **EXPERIENCE:**
 Years in business: 38 years
 Years in business under this name: _____
 Years performing this type of work: 38 years
 Value of work now under contract: _____
 Value of work in place last year: _____
 Percentage (%) of work usually self-performed: _____
 Name of subvendors you may use: Clary, ERS, Walker Consultants, The Ascendancy Group
 Has your firm: Failed to complete a contract: Yes No
 Been involved in bankruptcy or reorganization: Yes No
 Pending judgment claims or suits against firm: Yes No

4. **PERSONNEL** - Please see attached - all employees are full time
 How many employees does your company employ:

Management	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
Site/Crew Supervisors	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
Workers/Laborers	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
Clerical	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
Other	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time

5. WORK EXPERIENCE:

ARCHITECT-ENGINEER QUALIFICATIONS					1. SOLICITATION NUMBER (if any)	
PART II - GENERAL QUALIFICATIONS						
(If a firm has branch offices, complete for each specific branch office seeking work.)						
2a FIRM (or Branch Office) NAME Prosser, A PRIME AE Company				3 YEAR ESTABLISHED 1984		4. UNIQUE ENTITY IDENTIFIER UZANBT8XZ1N3
2b STREET 13901 Sutton Park Drive South, Suite 200				5. OWNERSHIP*		
2c CITY Jacksonville				2d STATE FL		2e ZIP CODE 32224
6a POINT OF CONTACT NAME AND TITLE Joseph Bradford Davis, Principal				a TYPE Corporation		
6b TELEPHONE NUMBER 904-739-3655		6c E-MAIL ADDRESS bdavis@prosserinc.com		b SMALL BUSINESS STATUS		
8a. FORMER FIRM NAME(S) (if any) Prosser Hallock, Inc.				8b. YEAR ESTABLISHED 1984		8c. UNIQUE ENTITY IDENTIFIER 13-1966327
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a Function Code	b Discipline	c. No. of Employees		a Profile Code	b Experience	c Revenue Index Number (see below)
		(1) Firm	(2) Branch			
02	Administrative	84	10	A06	Airports, Terminals & Hangars	1
06	Architects	23		C15	Construction Management	2
	Architectural Designers	9		E02	Education Facilities	5
08	CADD Technicians	21	8	E09	EIS, Assessment or Statements	2
	Civil Designers	29		E11	Environmental Planning	1
12	Civil Engineers	49	23	G04	GIS Services	5
15	Construction Inspectors	64		G06	Graphic Design	3
16	Construction Managers	20	3	H03	Landscape Architecture	5
	Electrical Designers	3		H09	Hospitals & Medical Facilities	5
21	Electrical Engineers	1		H11	Housing	5
24	Environmental Engineer/Specialist	1		O01	Office Buildings; Industrial Parks	3
29	GIS Specialist	1	2	O03	Ordinance; Munitions; Special Weapons	1
37	Interior Designers	2		P05	Planning (Regional, Community)	5
38	Land Surveyors	7		P06	Planning (Site, Installation Project)	4
39	Landscape Architect	7	10	R04	Recreational Facilities	3
	Materials Testing	8		R06	Rehabilitation (Buildings, Structures)	1
	Mechanical Designer	2		S07	Solid Waste; Incineration; Landfill	1
42	Mechanical Engineer	2		S11	Sustainable Design	2
47	Planner; Urban Planners	7	5	T03	Traffic/Transportation Engineering	5
48	Project Managers	11		Z01	Zoning; Land Use Studies	2
	Roof Consultants	3				
	Structural Designers	16				
57	Structural Engineers	25				
	Technician/Analyst	7				
	Technology	8	3			
	Transportation Designer	8				
60	Transportation Engineers	23	6			
	Water Resources Designers	4				
62	Water Resources Engineers	5				
Total		459	70			
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>				PROFESSIONAL SERVICES REVENUE INDEX NUMBER		
a. Federal Work	5			1. Less than \$100,000	6. \$2 million to less than \$5 million	
b. Non-Federal Work	7			2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million	
c. Total Work	8			3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million	
				4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million	
				5. \$1 million to less than \$2 million	10. \$50 million or greater	
12. AUTHORIZED REPRESENTATIVE <i>The foregoing is a statement of facts.</i>						
a SIGNATURE 					b DATE July 26, 2022	
c NAME AND TITLE Joseph Bradford Davis, Principal						

STANDARD FORM 330 (1/2021) PART II

List your three (3) most significant commercial accounts where the contract was similar in scope and size to this response.

Reference #1:

Company/Agency Name: Embry-Riddle Aeronautical University
Address: 1 Aerospace Blvd., Daytona Beach, FL 32114
Contract Person: Rodney Cruise, Sr. VP of Administration & Planning
Phone: 386.226.7303 Email: cruiser@erau.edu
Project Description: 5-year and 20-year campus master plan
Contract \$ Amount: \$214,000
Date Completed: Ongoing

Reference #2:

Company/Agency Name: Daytona State College, Deltona Campus
Address: 2351 Providence Blvd, Deltona, FL 32725
Contract Person: Christopher Wainwright, AIA, LEED AP, Associate VP of Planning + Operations
Phone: 386.506.3162 Email: Christoper.Wainwright@DaytonaState.edu
Project Description: 5-year and 20-year campus master plan
Contract \$ Amount: \$130,000
Date Completed: 11/2019

Reference #3:

Company/Agency Name: The City of Savannah
Address: 2 East Bay Street, Savannah, GA 31401
Contract Person: Tom Perdue
Phone: 904.476.0320 Email: perduedesign@gmail.com
Project Description: Land development vision/plan incorporating a civic campus master plan
Contract \$ Amount: Withheld
Date Completed: 2012

REMINDER:

THIS FORM IS TO BE INCLUDED WITH RESPONSE. FAILURE TO SUBMIT ALONG WITH RESPONSE MAY BE CAUSE FOR DISQUALIFICATION.

ATTACHMENT "D"
DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____
Prosser, a PRIME AE company _____ (print or type name of firm)

1. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Gives each employee engaged in providing commodities or contractual services that are under response or proposal, a copy of the statement specified above.
4. Notifies the employees that as a condition of working on the commodities or contractual services that are under response or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
5. Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through the implementation of a drug free workplace program.

[Remainder of the page intentionally blank.]

"As a person authorized to sign a statement, I certify that the above-named business, firm, or corporation complies fully with the requirements set forth herein."

Shawn Bliss

Authorized Signature

07/25/2022

Date Signed

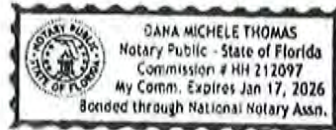
State of: Florida

County of: Duval

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 25th day of July, 2022 by Shawn Bliss who is personally known to me or produced _____ as identification.

Dana Michele Thomas
Notary Public

My commission expires: 1/17/2026





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/14/2022

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 INSURED provisions 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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7370 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Prosser, Inc. 13901 Sutton Park Dr. S. Suite 200A Jacksonville, FL 32224	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER B: Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C: Berkley Insurance Company</td> <td>32603</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Continental Casualty Company	20443	INSURER B: Continental Insurance Company	35289	INSURER C: Berkley Insurance Company	32603	INSURER D:		INSURER E:		INSURER F:	
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INSURER B: Continental Insurance Company	35289														
INSURER C: Berkley Insurance Company	32603														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** W24546843 **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER			7018054118	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/DP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" 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			7018054555	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			7018062025	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	7018061344	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			AEC-9051405-03	01/01/2022	01/01/2023	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Evidence of Insurance	CANCELLATION 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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ACORD 25 (2016/03)

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BR ID: 22476575

BATCH: 2487985



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place, Suite 6
Yulee, Florida 32097

John Martin
Aaron C. Bell
Jeff Gray
Thomas R. Ford
Klynt Farmer

Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

MICHAEL S. MULLIN
County Attorney

TACO E. POPE, AICP
County Manager

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Project Name: Nassau County Civic Campus Master Plan

Bid No./Contract No.: RFQ NO. NC22-020

DEFINITIONS:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify System” means an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Contractors, shall register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with Nassau County. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with Nassau County; and

(904) 530-6100

An Affirmative Action / Equal Opportunity Employer

- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility", as amended from time to time. This includes, but is not limited to, registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The Contractor shall also execute the attached affidavit (Exhibit "A") attesting that the Contractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract; and
- d) Contractor shall also require all subcontractors to execute the attached affidavit (Exhibit "B") attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

CONTRACT TERMINATION:

- a) If Nassau County has a good faith belief that a person or entity with which it is contracting has knowingly violated §448.09(1), Florida Statutes, the contract shall be terminated.
- b) If Nassau County has a good faith belief that a subcontractor knowingly violated §448.095(2), but the Contractor otherwise complied with §448.095(2), Florida Statutes, shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
- d) Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination.
- e) If the contract is terminated for a violation of the Statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

EXHIBIT "A"

CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that Prosser, a PRIME AE company (Contractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Prosser, a PRIME AE company(Contractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Shawn Bliss

Print Name: Shawn Bliss

Date: 07/25/2022

STATE OF FLORIDA

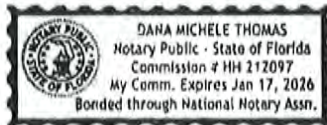
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 7/25/22 (Date) by Shawn Bliss (Name of Officer or Agent, Title of Officer or Agent) of PROSSER, INC. (Name of Contractor Company Acknowledging), a FLORIDA (State or Place of Incorporation) Corporation, on behalf of the Corporation. He/She is personally known to me or has produced _____ as identification.

Dana Michele Thomas
Notary Public

Dana Michele Thomas
Printed Name

My Commission Expires: 1/17/2026





Company ID Number:1215852

Client Company ID Number:1774988

Employer PRIME AE Group	
Name (Please Type or Print) Maddy Qualls	Title
Signature Electronically Signed	Date January 06, 2022
E-Verify Employer Agent ADP, Inc.	
Name (Please Type or Print) eVerify Team WFN	Title
Signature Electronically Signed	Date January 06, 2022
Department of Homeland Security - Verification Division	
Name USCIS Verification Division	Title
Signature Electronically Signed	Date January 06, 2022



Company ID Number:1215852

Client Company ID Number:1774988

If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer	
PRIME AE Group	
Name (Please Type or Print)	Title
Maddy Qualls	HR Generalist
Signature	Date
<i>Maddy Qualls</i>	8/5/2022
E-Verify Employer Agent	
ADP, Inc.	
Name (Please Type or Print)	Title
Jamie Dotson	
Signature	Date
Electronically Signed	August 04, 2022
Department of Homeland Security - Verification Division	
Name	Title
Signature	Date



Company ID Number:1215852

Client Company ID Number:1774988

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	PRIME AE Group
Company Facility Address	5521 Research Park Drive Suite 300 Baltimore, MD 21228
Company Alternate Address	8415 Pulsar Place Suite 300 Columbs, OH 43240
County or Parish	Baltimore City
Employer Identification Number	26-0546656
North American Industry Classification Systems Code	Professional, Scientific, And Technical Services (541)
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	19



Company ID Number:1215852

Client Company ID Number:1774988

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

Maryland	1
Pennsylvania	2
New York	3
Ohio	3
Virginia	2
Florida	2
Kentucky	3
Massachusetts	2
Connecticut	1



Company ID Number:1215852

Client Company ID Number:1774988

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name	Maddy Qualls
Phone Number	(614) 382-8818 e xt. 8818
Fax Number	
Email Address	mqualls@primeeng.com

EXHIBIT "B"

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that Clary & Associates, Inc. (Subcontractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Clary & Associates, Inc. (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Jennifer Samaniego
Print Name: Jennifer Samaniego
Date: 7/27/22

STATE OF FLORIDA

COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 7/27 (Date) by Jennifer Samaniego, HR Manager (Name of Officer or Agent, Title of Officer or Agent) of Clary + Associates, Inc. (Name of Contractor Company Acknowledging), a Florida (State or Place of Incorporation) Corporation, on behalf of the Corporation. He/She is personally known to me or has produced _____ as identification.

Bianca Turner
Notary Public

Bianca Turner
Printed Name

My Commission Expires: 12/09/2024



Here's how you know



Menu

My Company Profile

My Company Profile

Company Information

Company Name

clary & assoc

Doing Business As (DBA)

Company ID

1455188

Enrollment Date

Oct 01, 2019

Employer ID Number

592294688

Unique Entity Identifier (UEI)

DUNS Number

Total Number of Employees

20 to 99

NAICS Code

541

Professional, Scientific, and Technical Services

Subsector

Professional, Scientific, and Technical Services

[Edit Company Information](#)

Employer Category

Employer Category

State Government

[Edit Employer Category](#)

Company Addresses

Physical Address

3830 crown point rd
MANDARIN, FL 32257

Mailing Address

Same as Physical Address

[Edit Company Addresses](#)

Hiring Sites

We have implemented a new policy and require more information for existing and future hiring sites.

Number of Sites

1

[Edit Hiring Sites](#)

Company Access and MOU

My Company is Configured to:

Verify Its Own Employees

Memorandum of Understanding

[View Current MOU](#)

[U.S. Department of Homeland Security](#)

[U.S. Citizenship and Immigration Services](#)

[Accessibility](#)

[Plug-ins](#)



EXHIBIT "B"

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that SES Energy Services LLC (Subcontractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of SES Energy Services LLC (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Kim Allerton

Print Name: Kim Allerton

Date: 8/4/2022

STATE OF FLORIDA

COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 8/4/2022 (Date) by Melony Thriege Baker (Name of Officer or Agent, Title of Officer or Agent) of SES Energy Services LLC (Name of Contractor Company Acknowledging), a Florida (State or Place of Incorporation) Corporation, on behalf of the Corporation. He/She is personally known to me or has produced personally known as identification.

Melony Thriege Baker
Notary Public

Melony Thriege Baker
Printed Name

My Commission Expires: 6/10/2024





Company ID Number:184636

Client Company ID Number:1246058


Employer SES Energy Services LLC	
Name (Please Type or Print) Basil Skelton	Title
Signature Electronically Signed	Date November 09, 2017
E-Verify Employer Agent Bristol Bay Share Services LLC	
Name (Please Type or Print) Elizabeth Hansen	Title
Signature Electronically Signed	Date November 09, 2017
Department of Homeland Security - Verification Division	
Name USCIS Verification Division	Title
Signature Electronically Signed	Date November 09, 2017

EXHIBIT "B"
SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that Meskel & Associates Engineering, PLLC (Subcontractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Meskel & Associates Engineering, PLLC (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

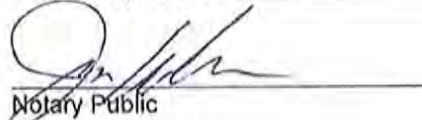


Print Name: Antoinette D. Meskel, P.E.

Date: August 3, 2022

STATE OF FLORIDA
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 8/3/2022 (Date) by Antoinette D. Meskel, P.E. (Name of Officer or Agent, Title of Officer or Agent) of Meskel & Associates Engineering, PLLC (Name of Contractor Company Acknowledging), a Florida (State or Place of Incorporation) Corporation, on behalf of the Corporation. He/She is personally known to me or has produced _____ as identification.



Notary Public

James Oehmann
Printed Name



JAMES OEHMANN
Commission # HH 181087
Expires December 2, 2025
Bonded Through Budget Notary Services

My Commission Expires: 12/2/2025



My Company Account

My Company Profile

Company Information

Company Name Meskel & Associates Engineering, PLLC	Doing Business As (DBA) ---
Company ID 419943	Enrollment Date Jun 04, 2011
Employer ID Number 262014749	Unique Entity Identifier (UEI) ---
DUNS Number 017339204	Total Number of Employees 20 to 99
NAICS Code 541	Sector Professional, Scientific, and Technical Services
Subsector Professional, Scientific, and Technical Services	

Company Addresses

Physical Address
3726 Philips Hwy
Suite 208
Jacksonville, FL 32207

Mailing Address
Same as Physical Address

[Edit Company Addresses](#)

Hiring Sites

⚠ We have implemented a new policy and require more information for existing and future hiring sites.

Number of Sites
1

[Edit Hiring Sites](#)

Company Access and MOU

My Company is Configured to:
Verify its Own Employees

Memorandum of Understanding
[View Current MOU](#)

EXHIBIT "B"

SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that Gemini Engineering & Sciences (Subcontractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Gemini Engineering & Sciences (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

[Handwritten Signature]

Print Name: Ki Hong Pak, President

Date: 8/4/22

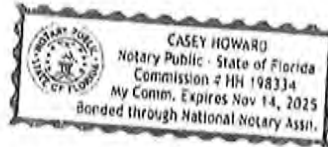
STATE OF FLORIDA

COUNTY OF St. Johns

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 8/4/22 (Date) by AV Ki Hong Pak (Name Ki Hong Pak) of Officer or Agent, Title of Officer or Agent of Gemini Engineering & Sciences (Name of Contractor Company Acknowledging), a Florida (State or Place of Incorporation) Corporation, on behalf of the Corporation. He/She is personally known to me or has produced FL Drivers License as identification.

[Handwritten Signature]
Notary Public

[Handwritten Name]
Printed Name



My Commission Expires: NOV. 14. 2025

8/4/22, 10:44 AM

My Company Profile | E-Verify

An official website of the United States government [Here's how you know](#)



Menu

My Company Account

My Company Profile

Company Information

Company Name

Gemini Engineering & Sciences

Doing Business As (DBA)

Company ID

1355200

Enrollment Date

Oct 29, 2018

Employer ID Number

262700828

Unique Entity Identifier (UEI)

DUNS Number

828429154

Total Number of Employees

5 to 9

NAICS Code

541

Sector

Professional, Scientific, and Technical Services

Subsector

Professional, Scientific, and Technical Services

[Edit Company Information](#)

Employer Category

Employer Category

Federal Contractor with FAR E-Verify Clause

[Edit Employer Category](#)

<https://everify.uscis.gov/account/company/profile>

1/2

EXHIBIT "B"
SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that _____ (Subcontractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of _____ (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____
Date: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ (Date) by _____ (Name of Officer or Agent, Title of Officer or Agent) of _____ (Name of Contractor Company Acknowledging), a _____ (State or Place of Incorporation) Corporation, on behalf of the Corporation. He/She is personally known to me or has produced _____ as identification.

Notary Public

Printed Name

My Commission Expires: _____



Company ID Number: 44615

Approved by:

Employer Walker Parking Consultants/Engineers, Inc.-Kalamazoo	
Name (Please Type or Print) Pauletta Wagner	Title
Signature Electronically Signed	Date 05/23/2007
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/23/2007



Company ID Number: 44615

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Walker Parking Consultants/Engineers, inc.-Kalamazoo
Company Facility Address	151 S Rose St Suite 800 Kalamazoo, MI 49007
Company Alternate Address	
County or Parish	KALAMAZOO
Employer Identification Number	371782774
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	24



Company ID Number: 44615

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

CALIFORNIA	3 site(s)
COLORADO	1 site(s)
FLORIDA	1 site(s)
GEORGIA	1 site(s)
ILLINOIS	2 site(s)
INDIANA	1 site(s)
MASSACHUSETTS	1 site(s)
MARYLAND	2 site(s)
MICHIGAN	2 site(s)
MINNESOTA	1 site(s)
NORTH CAROLINA	1 site(s)
NEW YORK	1 site(s)
PENNSYLVANIA	2 site(s)
TEXAS	4 site(s)
WASHINGTON	1 site(s)



Company ID Number: 44615

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name	Pauletta Wagner
Phone Number	(269) 381 - 6080 ext. 1102
Fax Number	(269) 343 - 8874
Email Address	pauletta.wagner@walkerparking.com

Form W-9
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Prosser, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3)

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions
13901 Sutton Park Drive, South, Suite 200A

6 City, state, and ZIP code
Jacksonville, FL 32224

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

5	9	-	2	4	8	4	8	5	2
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

9/10/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

TRUTH-IN-NEGOTIATION CERTIFICATION

1. Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Consultant must execute this Certificate and include it with the submittal of its proposal or as prescribed in the solicitation.

2. The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project are accurate, complete, and current at the time of contracting.

3. The Consultant further agrees that the original agreement price and any additions thereto will be adjusted to exclude any significant sums by which Nassau County determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments must be made within (1) year following the end of the agreement.

CONSULTANT

Firm Name: Prosser, a PRIME AE Company

Signature: *Shawn R. Bliss*

Print Name: Shawn R. Bliss, RLA, LEED AP

Title: VP, Design and Planning

This 27 day of June, 2023.

State of FLORIDA

County of DUVAL

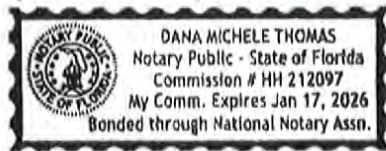
The foregoing instrument was acknowledged before me this 27th day of June, 2023

by Shawn R. Bliss
(print name of officer or agent)

on behalf of PROSSER, a PRIME AE Company
(name of corporation/entity)

He/she is personally known to me or has produced
_____ as identification.

(NOTARY SEAL)



Dana Michele Thomas
Notary Signature

Dana Michele Thomas
Print Name

1/17/2026
Commission Expiration:

GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

<u>Part One</u> – Workers' Compensation Insurance – Unlimited	
Statutory Benefits as provided in the Florida Statutes and	
<u>Part Two</u> – Employer's Liability Insurance	
Bodily Injury By Accident	\$500,000 Each Accident
Bodily Injury By Disease	\$500,000 Policy Limit
Bodily Injury By Disease	\$500,000 Each Employee

*If leased employees are used, policy must include an Alternate Employer's Endorsement

AUTOMOBILE LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Automobile Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Combined Single Limit – Each Accident	\$1,000,000
---------------------------------------	-------------

Covered Automobiles shall include any auto owned or operated by the insured Vendor/Contractor, including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective Vendor/Contractor.

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)

This additional coverage will be required for all projects involving consultants, engineering services, architectural or design/build projects, independent testing firms and similar exposures.

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Professional Liability insurance coverage for the life of this Contract.

If the contract includes a requirement for Professional Liability or Errors and Omissions insurance, the minimum amount of such insurance shall be as follows:

Each Occurrence/Annual Aggregate	\$1,000,000
----------------------------------	-------------

Design Professional Liability coverage will be provided on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Agreement. If provided on a Claims Made Form, the coverages must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

Vendor/Contractor shall require each of his Sub-Vendor/Contractors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage and Automobile Liability insurance coverage meeting the same limit and requirements as the Vendor/Contractors insurance.

Certificates of Insurance and the insurance policies required for this Agreement shall contain –

- **Endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.**
 - **Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability policy (ies).**
 - **CGL policy for construction related contracts –**
 - **Additional Insured Endorsement must include Ongoing and Completed**
 - **CGL policy shall not be endorsed with Contractual Liability Limitation Endorsement or Amendment of Insured Contract Definition**
 - **CGL policy shall include broad form contractual liability coverage for the Contractors covenants to and indemnification of the Authority under this Contract**
- **Provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.**
- **Provision that policies, except Workers' Compensation, are primary and noncontributory.**

Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision under General Liability, Auto Liability, Environmental Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Vendor/Contractor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Vendor/Contractor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Vendor/Contractor, in which event, Vendor/Contractor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Vendor/Contractor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Vendor/Contractors coverage based on the evidence of insurance provided by the Vendor/Contractor shall not be construed as a waiver by Nassau County Board of County Commissioners of Vendor/Contractor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Vendor/Contractors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of Vendor/Contractor's right under any policy with higher limits, and no policy maintained by the Vendor/Contractor shall be construed as limiting the type, quality or quantity of insurance coverage that

Vendor/Contractor should maintain. Vendor/Contractor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Vendor/Contractor or any Sub-Vendor/Contractor contains deductible(s), penalty(ies) or self-insured retention(s), the Vendor/Contractor or Sub-Vendor/Contractor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Vendor/Contractor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/28/2023

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 INSURED provisions 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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com															
INSURED Prime AE Group, Inc. d/b/a Prosser, A Prime AE Company, Inc. 13901 Sutton Park Dr. S. Suite 200A Jacksonville, FL 32224		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER B: Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER C: Travelers Property Casualty Company of Ame</td> <td>25674</td> </tr> <tr> <td>INSURER D: Travelers Casualty and Surety Company</td> <td>19038</td> </tr> <tr> <td>INSURER E: National Fire & Marine Insurance Company</td> <td>20079</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Charter Oak Fire Insurance Company	25615	INSURER B: Phoenix Insurance Company	25623	INSURER C: Travelers Property Casualty Company of Ame	25674	INSURER D: Travelers Casualty and Surety Company	19038	INSURER E: National Fire & Marine Insurance Company	20079	INSURER F:	
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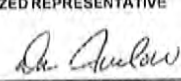
COVERAGES **CERTIFICATE NUMBER:** W29742106 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT LOC OTHER	Y	Y	P-630-2W502269-COF-23	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	810-2W545510-23-43-G	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0 <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE	Y		CUP-2W548898-23-43	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 11,000,000 AGGREGATE \$ 11,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-2W547736-23-43-G	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liability			42-EPP-325975-01	01/01/2023	01/01/2024	Per Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 This Voids and Replaces Previously Issued Certificate Dated 07/27/2023 WITH ID: W29738884.

Re: Nassau County Civic Campus Master Plan
 Nassau County Board of County Commissioners is included as an Additional Insured as respects to General Liability, Automobile Liability, and Umbrella/Excess Liability.

CERTIFICATE HOLDER Nassau County Board of County Commissioners 96135 Nassau Place Suite 6 Yulee, FL 32097	CANCELLATION 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 

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED Prime AE Group, Inc. d/b/a Prosser, A Prime AE Company, Inc. 13901 Sutton Park Dr. S. Suite 200A Jacksonville, FL 32224	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

General Liability, Automobile Liability, and Umbrella/Excess Liability policies shall be Primary and Non-Contributory with any other insurance in force for or which may be purchased by Additional Insured.

Waiver of Subrogation applies in favor of Additional Insured with respects to General Liability, Automobile Liability, and Workers Compensation, as permitted by law.

Coverage for Contractual Liability and Broad Form Property Damage are provided under the General Liability policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED
(Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:
 COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that you agree in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only:

- a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and
- b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

- a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section III – Limits Of Insurance.
- b. The insurance provided to such additional insured does not apply to:

- (1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including:

- (a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
- (b) Supervisory, inspection, architectural or engineering activities.

- (2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.

- c. The additional insured must comply with the following duties:

- (1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
 - (a) How, when and where the "occurrence" or offense took place;
 - (b) The names and addresses of any injured persons and witnesses; and
 - (c) The nature and location of any injury or damage arising out of the "occurrence" or offense.
- (2) If a claim is made or "suit" is brought against the additional insured:

COMMERCIAL GENERAL LIABILITY

- (a)** Immediately record the specifics of the claim or "suit" and the date received; and
- (b)** Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.
- (3)** Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- (4)** Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph 4., Other Insurance, of Section IV – Commercial General Liability Conditions.

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**BLANKET ADDITIONAL INSURED – WRITTEN
CONTRACTS (ARCHITECTS, ENGINEERS AND
SURVEYORS)**

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to **SECTION II – WHO IS AN INSURED:**

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies. The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is limited as follows:

- c. In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III – Limits Of Insurance.
- d. This insurance does not apply to the rendering of or failure to render any "professional services" or construction management errors or omissions.
- e. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured ap-

plies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

2. The following is added to Paragraph 4.a. of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The insurance provided to the additional insured is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that "other insurance". But this insurance provided to the additional insured still is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any "other insurance".

3. The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

Duties Of An Additional Insured

As a condition of coverage provided to the additional insured:

- a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

COMMERCIAL GENERAL LIABILITY

- i. How, when and where the "occurrence" or offense took place;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.
- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:
- i. Immediately record the specifics of the claim or "suit" and the date received; and
 - ii. Notify us as soon as practicable.
- The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.
- c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- d. The additional insured must tender the defense and indemnity of any claim or "suit" to

any provider of other insurance which would cover the additional insured for a loss we cover. However, this condition does not affect whether this insurance provided to the additional insured is primary to that other insurance available to the additional insured which covers that person or organization as a named insured.

4. The following is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After the signing and execution of the contract or agreement by you;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

GENERAL PURPOSE ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ENTITY - EARLIER NOTICE OF CANCELLATION/NONRENEWAL
PROVIDED BY US

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:
ALL COVERAGE PARTS INCLUDED IN THIS POLICY
SCHEDULE

CANCELLATION: NUMBER OF DAYS NOTICE: 30
WHEN WE DO NOT RENEW (NONRENEWAL): NUMBER OF DAYS NOTICE:

NAME :

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN
CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN,
BUT ONLY IF:

1. YOU SEND US WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING
THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE
FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION
OF THIS PERIOD; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE
BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS
SCHEDULE.

ADDRESS: THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN
REQUEST FROM YOU TO US.



POLICY NUMBER: 810-2W 545510-23-43

THIS ENDORSEMENT CHANGES THE POLICY . PLEASE READ IT CAREFL

**NOTICE OF CANCELLATION OR NONRENEWA
PROVIDED BY US**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:

Number of Days Notice: 30

WHEN WE DO NOT RENEW (Nonrenewal):

Number of Days Notice: 30

PROVISIONS

A. If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

B. If we do not renew this policy for permitted reason other than non premium, and a number of days i When We Do Not Renew (Nonren Schedule above, we will mail nonrenewal at least the number of da When We Do Not Renew (Nonrene Schedule before the effective date of



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY ENDORSEMENT WC 99 06 R3 (00) - 001

NOTICE OF CANCELLATION TO DESIGNATED PERSONS OR ORGANIZATIONS

The following is added to PART SIX – CONDITIONS :

Notice Of Cancellation To Designated Persons Or Organizations

If we cancel this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation.

SCHEDULE

Table with 2 columns: Name and Address of Designated Persons or Organizations, Number of Days Notice. Content: ANY PERSON OR ORGANIZATION WITH WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN ; BUT ONLY IF: 1. YOU SEE TO IT THAT WE RECEIVE A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT. 30

ADDRESS: THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Insured Policy No. Endorsement No. Premium \$

Insurance Company Countersigned by _____