

CS-23-042

BOCC CONTRACT APPROVAL FORM

**CONTRACT TRACKING NO.
CM3179 A1**

SECTION 1 - GENERAL INFORMATION
 Requesting Department: County Manager Contact Person: Marshall Eyerman
 Telephone: (904) 530-6011 Email: meyerman@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: PQH Group
 Address: 4141 Southpoint Drive East
 City: Jacksonville State: FL Zip Code: 32216
 Vendor's Administrator Name: Rob Hoenshel Title: Vice President
 Telephone: (904) 224-0001 Email: hoenshelr@pqh.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Ricardo E. Quinones
 Authorized Signatory Email: quinonesr@pqh.com
(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: _____
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: _____

(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source
 Single Source Other _____
 Total Amount of Contract: _____ (Estimate if necessary)
 Account Number: 118.160.712.71.562002.CTRM3: 118.999.599.59.599001
 Source of Funds: County State Federal Other: _____
 County Authorized Signatory: BOCC Chairman County Manager
(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE
 Insurance Category: Category L Category M Category H Other: _____ *AM*
Risk Manager Initials: _____ 11/3/2023

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3179 Amendment No: 1
 Type of Amendment: Renewal Time Only Extension Additional Scope Other: _____
 Increased Amount to Existing Contract: \$ 6,000.00 (if any) Total with Amended Amount: \$ 79,250.00
 Account Code Change From: _____ To: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. <u>Marshall Eyerman</u> <u>11/2/2023</u> Department Head/Contract Manager Date	3. <u>Sanan Kelmou</u> <u>11/3/2023</u> Procurement Date <i>(Signature required only if procurement related)</i>
2. <u>Chris Lacambra</u> <u>11/3/2023</u> Office of Mgmt. & Budget Date	4. <u>Denise C. May</u> <u>11/8/2023</u> <i>DJ</i> County Attorney Date <u>11/8/2023</u>

COUNTY MANAGER - FINAL SIGNATURE APPROVAL
Taco E. Popey AICP 11/8/2023
 County Manager Date

**FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL ARCHITECTURAL
AND ENGINEERING DOCUMENTATION SERVICES**

THIS FIRST AMENDMENT TO THE CONTRACT FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING DOCUMENTATION SERVICES (hereinafter “Amendment”) is made by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida (hereinafter the “County”), and **PQH GROUP DESIGN, INC.**, a business having its primary business location at 4141 Southpoint Drive East, Jacksonville, Florida 32216 (hereinafter the “Consultant”).

WITNESSETH:

WHEREAS, the Parties previously entered into a **CONTRACT FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING DOCUMENTATION SERVICES** dated May 9, 2022 (hereinafter “Contract”); and

WHEREAS, the Contract provided for an initial term of one (1) year beginning on May 9, 2022 and ending on May 8, 2023 with the option to extend the term in one (1) year increments upon mutual agreement between the parties; and

WHEREAS, beyond May 8, 2023, the parties continued to perform their contractual duties and responsibilities under the Contract; and

WHEREAS, the parties agree by this performance that there was an implied extension of the term of the Contract; and

WHEREAS, the parties now desire to memorialize the extension of the term of the Contract for an additional one (1) year period beginning May 9, 2023 and ending on May 8, 2024.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. Article 4 of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on May 8, 2024.

SECTION 2. Section 5.1 of the Contract is hereby amended to include an additional Six Thousand Dollars (\$6,000) increasing the total Contract not to exceed amount to Seventy-Nine Thousand, Two-Hundred Fifty Dollars (\$79,250), as referenced in the Professional Services Amendment No. 1, a copy of which is attached hereto as Exhibit “A”.

SECTION 3. All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

NASSAU COUNTY, FL

Signature: Taco E. Pope, AICP

Print Name: Taco E. Pope, AICP

Title: County Manager

Date: 11/8/2023

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May
DENISE C. MAY, County Attorney

PQH GROUP DESIGN, INC.

Signature: Ricardo E. Quinones

By: Ricardo E. Quinones

Title: President/CEO

Date: 11/7/2023

**PROFESSIONAL
SERVICES
AMENDMENT**

EXHIBIT A



4141 Southpoint Dr., E, Suite 200
Jacksonville, Florida 32216
9 0 4 - 2 2 4 - 0 0 0 1
F A X - 2 2 4 - 0 0 2 3

AMENDMENT NO. 1

In accordance with the **AGREEMENT** dated: May 9, 2022

BETWEEN: (CLIENT)

Board of County Commissioners of Nassau County
96135 Nassau Place
Yulee, FL 32097

and: (CONSULTANT)

PQH Group Design, Inc.
4141 Southpoint Drive East, Suite 200
Jacksonville, FL 32216

for the Project:

Nassau Courthouse Courtroom No. 3 Renov.

authorization is (requested) ~~(given)~~

X to proceed with Additional Services
to proceed with revised scope of Basic Services
to incur Reimbursable Expenses

or

notification is made

of the need to proceed with Contingent Additional
Services
of the need for other services

AS

FOLLOWS: Additional engineering services for demolition and installation of the elevator pit in order to make it ADA compliant. Along with coordination of millwork.

The opening for the ADA lift needed to move when the courtroom area was shifted to the east. The depth needed to be increased from 4" to 8" due to the updated ADA Code. IMEG (Structural Engineer) has provided a proposal to provide a design for what needs to be done structurally to reinforce the opening for the new ADA lift. (See Attached)

The following adjustments shall be made to compensation and time.


Compensation: Six thousand dollars and no/100. (\$6,000.00)

Time:

None

Prompt written notice is required if the services indicated are not needed.

SUBMITTED BY: PQH Group Design, Inc.


(Signature)

AUTHORIZATION IS GIVEN OR
NOTIFICATION IS ACKNOWLEDGED BY:

(Signature)

Robert D. Hoenshel, AIA.
Project Architect
(Printed name and title)

(Printed name and title)

November 1, 2023

(Date)

(Date)


Certificate Of Completion

Envelope Id: C998241CB0514AF29EDACD8E4B06500E	Status: Completed
Subject: Contract #CM3179 A1 \$6,000 Amendment No. 1	
Source Envelope:	
Document Pages: 4	Signatures: 8
Certificate Pages: 6	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Marshall Eyerman
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	MEyerman@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Marshall Eyerman	Location: DocuSign
11/2/2023 4:08:41 PM	MEyerman@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Marshall Eyerman meyerman@nassaucountyfl.com Assistant County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 11/2/2023 4:15:33 PM Viewed: 11/2/2023 4:15:48 PM Signed: 11/2/2023 4:15:54 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


Electronic Record and Signature Disclosure:
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 11/2/2023 5:55:25 PM Viewed: 11/3/2023 9:05:28 AM Signed: 11/3/2023 9:06:54 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 11/2/2023 5:55:25 PM Viewed: 11/3/2023 7:27:16 AM Signed: 11/3/2023 7:27:32 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lanaae Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 11/3/2023 9:06:57 AM Viewed: 11/3/2023 1:45:37 PM Signed: 11/3/2023 1:45:45 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Ricardo E. Quinones quinonesr@pqh.com President/CEO PQH Group Design Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 11/7/2023 3:44:41 PM ID: dfc9542f-9e89-43ba-8d9b-a92d889f6a08</p>	<p><i>Ricardo E. Quinones</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.240.121.209</p>	<p>Sent: 11/3/2023 1:45:47 PM Viewed: 11/7/2023 3:44:41 PM Signed: 11/7/2023 3:45:30 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/7/2023 3:45:33 PM Viewed: 11/8/2023 3:36:33 PM Signed: 11/8/2023 3:36:52 PM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/8/2023 3:36:55 PM Viewed: 11/8/2023 3:43:32 PM Signed: 11/8/2023 3:43:57 PM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/8/2023 3:44:00 PM Viewed: 11/8/2023 6:18:23 PM Signed: 11/8/2023 6:18:31 PM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 11/8/2023 6:18:34 PM Viewed: 11/9/2023 8:46:19 AM</p>

Carbon Copy Events	Status	Timestamp
BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/8/2023 6:18:34 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	11/2/2023 4:15:34 PM
Envelope Updated	Security Checked	11/2/2023 5:55:24 PM
Certified Delivered	Security Checked	11/8/2023 6:18:23 PM
Signing Complete	Security Checked	11/8/2023 6:18:31 PM
Completed	Security Checked	11/8/2023 6:18:34 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

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

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.