

CS-23-043

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3387-A2

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Planning Contact Person: Elizabeth Backe
 Telephone: (904) 530-6320 Email: ebacke@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: Community Planning Collaborative LLC
 Address: 221 N. Hogan St., Suite 237
 City: Jacksonville State: FL Zip Code: 32202
 Vendor's Administrator Name: Adrienne Burke or Ennis Davis Title: Principles
 Telephone: (904) 577-0255 Email: adrienne@planningcollab.com; ennis@planningcollab.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Adrienne Burke or Ennis Davis
 Authorized Signatory Email: adrienne@planningcollab.com or ennis@planningcollab.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: Cultural Resource and Heritage Preservation Planning
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: Cultural Resource and Heritage Preservation Planning
 (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: NTE \$25,000.00 (Estimate if necessary)
 Account Number: 01121512-531000 and 04247515-531025
 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: AM

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3387 Amendment No: A2
 Type of Amendment: Renewal Time Only Extension Additional Scope Other: Amount
 Increased Amount to Existing Contract: \$ 19,950.00 (if any) Total with Amended Amount: \$ 44,950.00
 Account Code Change From: 01121512-531000 (DETAILS ON TRANSMITTAL) To: 04247515.51 - 531025 104247515-531025 5-BIVCP

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|--|--|
| 1. <u>Elizabeth Backe</u> <u>11/2/2023</u> | 3. <u>Ranace Adams</u> <u>11/7/2023</u> |
| Department Head/Contract Manager Date | Procurement Date |
| 2. <u>Chris Lacambra</u> <u>10.30.23</u> <u>JP</u> <u>10/27/23</u> | 4. <u>Denise C. May</u> <u>11/7/2023</u> |
| Office of Mgmt. & Budget Date | County Attorney Date |
- (Signature required only if procurement related)

COUNTY MANAGER - FINAL SIGNATURE APPROVAL
Taco E. Popey AICP 11/7/2023
 County Manager Date

SECOND AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES

THIS SECOND AMENDMENT TO THE CONTRACT FOR PROFESSIONAL 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 Community Planning Collaborative LLC, a business having its primary business location at 221 N. Hogan Street, Suite 237, Jacksonville, FL 32202 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Professional Services dated March 5, 2023 (hereinafter “Contract”) which was later amended on September 28, 2023; and

WHEREAS, the Parties now desire to further amend the Contract terms and conditions subject to the provisions contained herein.

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. Exhibit “A” of the Contract is hereby replaced in its entirety with a revised Exhibit “A”, a copy of which is attached hereto and incorporated herein.

SECTION 2. Section 7. of the Contract is hereby amended to increase the compensation amount for the goods/services to be provided under the Contract due to a change in scope and the County shall now compensate the Vendor in an amount not to exceed \$44,950.00.

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.

[The remainder of this page left intentionally blank.]

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 FLORIDA

Signature: Taco E. Pope, AICP

Print Name: Taco E. Pope

Title: Designee

Date: 11/7/2023

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May

DJ

DENISE C. MAY, County Attorney

COMMUNITY PLANNING COLLABORATIVE, LLC

Signature: Adrienne Burke

By: ~~Adrienne Burke~~ Adrienne Burke

Title: Principal/Owner

Date: 11/7/2023

Nassau County Continuing Planning Services Amendment

Please see contract amendment information related to two projects initiated under Contract No. CM3387 in FY22-23: A) Bicentennial 2024 Planning, and B) American Beach Planning.

FY 22-23 Contract - Bicentennial 2024 Planning (Project A) - Contract No. CM3387

Community Planning Collaborative previously projected **30 hours at \$150/hr or \$4,500.00** to assist with implementation of the Nassau County Bicentennial 2024 efforts, acting as adjunct staff/facilitators:

- Serve as coordinators for the history/cultural resource component of the celebration to include a history/cultural resource exhibit to be displayed during Bicentennial events and at County locations throughout 2024.
- Identify narrative themes for County history as a starting point for discussions. Narrative themes are intended to be broad categories and could include periods of time, cultural associations, etc.
- Identify stakeholders and facilitate meetings to finalize exhibit content.
- Research options for creating and manufacturing the exhibit.

Potential deliverables included:

- Document identifying narrative themes for exhibit consideration.
- Stakeholder meetings and meetings with staff, with identified steps and outcomes from the meetings summarized after each meeting and roles assigned for action items. Action items may be assigned to CPC depending on the need and may impact projected hours. It was anticipated that the project would continue into FY23-24.

FY22-23 - Bicentennial 2024 Planning Services Previously Invoiced Hours:

July 2023 (5 hours at \$150/hour = \$750.00)

- 5 hours at \$150/hour were invoiced for participating in a coordination meeting with County staff, summarizing meeting notes, researching potential exhibit formats, and creating a draft master plan/timeline for the Bicentennial exhibit.

August 2023 (3.5 hours at \$150/hour = \$525.00)

- 3.5 hours at \$150/hour were invoiced for participating in a coordination meeting with county staff and setting up files for exhibit categories and historic research.

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September 2023 (21.5 hours at \$150/hour = \$3,225.00)

- 20.5 hours at \$150/hour were invoiced for drafting Bicentennial Exhibit narrative text. 1 hour at \$150/hour was invoiced for coordination with County staff regarding the Bicentennial Exhibit.

FY 22-23 Project A - Bicentennial 2024 Planning - Contract No. CM3387 was completed in September 2023 at 30 hours x \$150/hr or \$4,500.00

Amendment: Bicentennial 2024 Planning

Community Planning Collaborative (CPC) is proposing a fee of **\$4,950.00** for Continuing Planning Services from October 2023 - November 2023 as outlined below for Bicentennial 2024 Planning. This fee is inclusive of travel and materials.

To continue assisting with implementation of the Nassau County Bicentennial 2024 efforts started in FY22-23 scope of work, acting as adjunct staff/facilitators:

- Serve as coordinators for history/cultural resource traveling exhibit to be displayed during Bicentennial events and at County locations throughout 2024.
- Finalize exhibit content to include narrative and associated imagery, coordinating with County staff and local subject matter experts.
- Coordinate with graphic designer regarding exhibit design.
- Coordinate with the County regarding fabrication of exhibits.

Timeline: October - December (3 months)

Task 1 - Exhibit Narrative and Graphics

- Task 1.1 Final Content of Exhibit Narrative and Graphics Completed
Deliverable: Five sign narratives completed by November 10, 2023

Task 2 - Review

- Task 2.1 Review Feedback from SME
Review feedback from SME for five draft sign narratives by October 31, 2023
- Task 2.2 First Draft of Graphic Design Completed
Review and provide comments to exhibit team for five draft graphic designs by November 30, 2023
- Task 2.3 Second Draft of Graphic Design Completed
Review and provide comments to exhibit team for five draft graphic designs by December 8, 2023

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Task 3 - Coordination

- Task 3.1 Exhibit Team Meeting
Attend and participate in virtual Exhibit Team meeting in November
- Task 3.2 Final Draft of Exhibit Design Completed
Send completed Exhibit Designs to banner vendor for fabrication by December 18, 2023. Coordinated with Nassau County staff and fabricator through December 31, 2023.
- Task 3.3 Monthly Coordination Meetings
Attend and participate in monthly virtual meetings with county staff from October through December 2023.

Task 4 - Project Management

- Task 4.1 Project Management
Records Management and coordination

Bicentennial (Project A) Tasks	Time	Fee
Task 1 - Exhibit Narrative and Graphics	October - November	\$3,150
Task 2 - Review	October - December	\$600
Task 3 - Coordination	October - December	\$900
Task 4 - Project Management	October - December	\$300
Bicentennial (Project A) Total		\$4,950

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FY 22-23 Contract - American Beach Planning (Project B) - Contract No. CM3387

Community Planning Collaborative previously projected **64 hours at \$150/hr or \$9,600.00** to assist with implementation of Evans' Rendezvous rehabilitation, public space planning, and assisting in implementation of American Beach Cultural Heritage Experience Master Plan, acting as adjunct staff/facilitators:

- Review efforts to date and current status of Evans' Rendezvous rehabilitation and Cultural Heritage Master Plan.
- Coordinate community engagement process regarding use of Evans' Rendezvous and goals for activation of Gregg and Lewis Streets, including identifying potential facilitators.
- Coordinate with County Staff regarding rehabilitation plans for Evans' Rendezvous structure.
- Coordinate with community and County Staff regarding next steps for implementation of the Cultural Heritage Master Plan.

Potential deliverables included:

- TBD based on process, but primarily public meetings and meetings with staff, with identified steps and outcomes from the meetings summarized after each meeting and roles assigned for action items. Action items may be assigned to CPC depending on the need and may impact projected hours. It was anticipated that the project would continue into FY23-24.

FY22-23 Contract - American Beach - Evans' Rendezvous Community Outreach Previously Invoiced Hours:

July 2023 (1 hours at \$150/hour = \$150.00)

- 1 hour at \$150/hour were invoiced for review Evans' Rendezvous grant materials, review Evans' Rendezvous Historic Structures Report, and County staff follow up emails.

August 2023 (15 hours at \$150/hour = \$2,250.00)

- 15 hours at \$150/hour were invoiced for participating in community engagement planning meetings with county staff, creation of a community engagement schedule and outline, review of previous planning efforts, grants and existing documents collected.

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September 2023 (48 hours at \$150/hour = \$7,200.00)

- 48 hours at \$150/hour were invoiced for planning and set up of a series of community engagement meetings (including setting meeting agendas, creation of meeting advertisement materials, etc.), review of existing documents related to Evans' Rendezvous in preparation of November community meeting, participating with County staff regarding community engagement meetings and materials, a field visit to American Beach for current condition assessment and the on-going creation of presentation materials and display maps for November public engagement meeting.

FY 22-23 Project B - American Beach - Contract No. CM3387 was completed in September at 64 hours x \$150/hour or \$9,600.00

Amendment: American Beach Planning

Community Planning Collaborative (CPC) is proposing a fee of **\$15,000** for Continuing Planning Services from October 2023 - December 2023 as outlined below for American Beach Planning. This fee is inclusive of travel and materials.

To continue assisting with implementation of Evans' Rendezvous rehabilitation, public space planning, and assisting in implementation of American Beach Cultural Heritage Experience Master Plan, acting as adjunct staff/facilitators:

- Implement community engagement process regarding 1) use of Evans' Rendezvous
- Coordinate with County Staff regarding rehabilitation plans for Evans' Rendezvous structure
- Attend November and December BOCC meetings

Timeline: October - December (3 months)

Task 1 - Community Outreach

- Task 1.1 - Evans Rendezvous Public Workshop 1
Research, preparation, attendance and facilitation of November 4, 2023 project kick-off community engagement workshop for Evans' Rendezvous. Meeting agenda will include recap of American Beach planning efforts to date, recap of Evans' Rendezvous restoration and rehabilitation efforts to date, an explanation of the American Beach Historical Park State Management Plan and associated use restrictions, and an interactive discussion about options for Evans' Rendezvous and adjacent parcels within the parameters of the state management plan. Graphics produced for the public workshop will include workshop flyers, 24"x36" aerial map of subject properties, 24"x36"

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existing floor plan graphic of building, historic photographs of Evans and the Crossroads area. Of American Beach.

- Task 1.2 - Evans Rendezvous Public Workshop 2
Research, coordination and preparation for December 2, 2023 Conceptual Alternatives community engagement workshop for Evans' Rendezvous. Meeting agenda will include recap of November 4, 2023 community engagement workshop and presentation of alternative concepts for community consideration.

Task 2 - Concept Development

- Task 2.1 - Concept Development - Evans' Rendezvous
Based on feedback received from November 4, 2023 community engagement workshop, up to three alternative use concepts and graphics will be developed for further Nassau County staff, stakeholder and community consideration. The alternative concepts will be presented as a part of the December 2, 2023 community engagement workshop.

Task 3 - Project Management and Coordination Meetings

- Task 3.1 - Coordination Meetings
Coordination meetings with County staff and the Board of County Commissioners as needed.

American Beach (Project B) Tasks	Time	Fee
Task 1.1 - Public Workshop 1 - Project Kick-Off	October - November	\$5,000
Task 1.2 - Public Workshop 2 - Conceptual Alternatives Workshop	November - December	\$2,800
Task 2.1 - Concept Development - Evans' Rendezvous	November - December	\$6,000
Task 3.1 - Coordination Meetings	November - December	\$1,200
American Beach (Project B) Total		\$15,000

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TOTAL AMENDMENT COST FOR PROJECTS A AND B: \$19,950.00



Community Planning
Collaborative LLC

904.577.0255
info@planningcollab.com
221 N. Hogan Street, Suite 237
Jacksonville, FL 32202
www.planningcollab.com


Certificate Of Completion

Envelope Id: ADACCF2F85DD483988F2098377668C22	Status: Completed
Subject: CM3387-A2 CONTRACT AMENDMENT FOR COMMUNITY PLANNING COLLABORATIVE LLC	
Source Envelope:	
Document Pages: 11	Signatures: 12
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Laurie Goltry
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	lgoltry@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Laurie Goltry	Location: DocuSign
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Signer Events

Signer Events	Signature	Timestamp
Elizabeth Backe ebacke@nassaucountyfl.com Planning Director Nassau County Security Level: Email, Account Authentication (None)		Sent: 11/2/2023 11:06:38 AM Viewed: 11/2/2023 1:39:41 PM Signed: 11/2/2023 1:40:42 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


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chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 11/2/2023 1:40:45 PM Viewed: 11/2/2023 3:40:35 PM Signed: 11/2/2023 3:44:22 PM
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Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 11/2/2023 1:40:45 PM Viewed: 11/2/2023 1:46:21 PM Signed: 11/2/2023 1:46:49 PM
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Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 11/2/2023 3:44:25 PM Viewed: 11/7/2023 9:14:40 AM Signed: 11/7/2023 9:14:46 AM
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Signer Events	Signature	Timestamp
<p>Adrienne Burke adrienne@planningcollab.com Principal/Owner Security Level: Email, Account Authentication (None)</p>	<p><i>Adrienne Burke</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 75.33.240.252</p>	<p>Sent: 11/7/2023 9:14:49 AM Viewed: 11/7/2023 10:53:14 AM Signed: 11/7/2023 11:17:05 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 11/7/2023 10:53:14 AM ID: a7b13439-b54a-420c-bbba-c78dc5a842fd</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</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 11:17:06 AM Viewed: 11/7/2023 11:51:30 AM Signed: 11/7/2023 1:29:42 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile</p>	<p>Sent: 11/7/2023 1:29:45 PM Viewed: 11/7/2023 1:51:32 PM Signed: 11/7/2023 1:51:54 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</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: 11/7/2023 1:51:56 PM Viewed: 11/7/2023 4:00:31 PM Signed: 11/7/2023 4:00:58 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	<p><i>SB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 11/7/2023 4:01:02 PM Viewed: 11/8/2023 8:20:13 AM Signed: 11/8/2023 8:20:20 AM</p>
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BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/7/2023 4:01:01 PM
Elizabeth Backe ebacke@nassaucountyfl.com Planning Director Nassau County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/8/2023 8:20:23 AM Resent: 11/8/2023 9:08:08 AM Viewed: 11/8/2023 9:08:39 AM
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	11/8/2023 9:08:08 AM
Certified Delivered	Security Checked	11/8/2023 8:20:13 AM
Signing Complete	Security Checked	11/8/2023 8:20:20 AM
Completed	Security Checked	11/8/2023 9:08:09 AM
Payment Events	Status	Timestamps
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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.

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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

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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.

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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..

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

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- 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.