

CS-23-086

WORK AUTHORIZATION # 01
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

Consultant:	Colliers International Valuation & Advisory Services
Contract Number:	CM3527
Contact Name:	Sean Mullen
Contact Number:	904-861-1154
Email:	Sean.mullen@colliers.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Pages Dairy and Chester Intersection ROW Acquisition Appraisal Work			
		CONTRACT OVERVIEW	
Date Submitted	12/12/2023	Total of Previous Authorizations	\$0.00
Amount	\$5,950.00	This Work Authorization	\$5,950.00
Scheduled Completion	2 Weeks from Issuance	New Contract Amount including this work authorization	\$5,950.00

This Work Authorization is to the AGREEMENT between Nassau County and Colliers International Valuation and Advisory Services (“Vendor”) for Continuing Contract Appraisal Work, dated November 27, 2023. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide Right-of-Way Acquisition Appraisal Services in accordance with the Scope of Services Document, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be immediately upon receipt of execution of this Work Authorization with an estimated duration of two weeks to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of \$5,950.00. Vendor’s fee amounts are detailed further in Exhibit “A”. Vendor will be using rates previously established under Contract CM3527.

ARTICLE 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

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

In presenting this Work Authorization, Vendor agrees that:

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

AGREED TO BY:

BY: John "Sean" Mullen
Print Name: John "Sean" Mullen
Title: Valuation Services Director
Date: 12/27/2023

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RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Robert Companion 12/22/2023

Procurement: Janice Helmore 12/27/2023

Office of Management & Budget: Chris Lacambra 12/22/2023

County Manager: Taco E. Pope, AICP 12/28/2023
Taco E. Pope, AICP

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

County Attorney: Denise C. May 12/28/2023 12/28/2023
Denise C. May

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this ____ day of _____, 202__.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

N/A
By: _____
Its: Chairman

ACCOUNT NO.: 363 63470541 563100 PDCII

Colliers Valuation & Advisory Services

Professional Service Proposal



76 South Laura Street, Suite 1500
 Jacksonville, FL 32202
 Direct: +1 904 861 1154
 www.colliers.com/valuationadvisory

December 22, 2023

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 Valuation Services Director
 Direct +1 904.861.1154
 Mobile +1 912.674.6995
 Sean.mullen@colliers.com

Robert T. Companion, PE
 Deputy County Manager - County Engineer
Nassau County, FL
Board of County Commissioners
 96135 Nassau Place
 Yulee, Florida 32097
 (904) 530-6010
 rcompanion@nassaucountyfl.com

RE: Appraisal of DJG 28 Chester LLC Parcel

Project	DJG 28 Chester LLC Parcel ("Property")
Location	West side of Chester Road, north of Courtney Isles Way in Yulee, Nassau County, FL 32097
Project Description	Eastern 7-feet of the parcel identified by Nassau County as PIN# 37-2N-27-0000-0001-0100
Parties	Colliers International Valuation & Advisory Services, LLC ("CIVAS") and Nassau County, FL, Board of County Commissioners (herein at times referred to as "Client")
Intended User	The appraisal will be prepared for Nassau County, FL, Board of County Commissioners . Intended users include the Client. No other users are intended. It should be noted that if this engagement is directly with the owner of the Property, the Appraisal will not be accepted by federally insured lenders due to FIRREA Compliance, limiting the use of this report. Should this potentially impact your source of lenders, we recommend engagement be directed by a Federally Insured Lender.
Intended Use	The report to be performed under this Agreement ("Appraisal") is intended only for use in Internal Decision Making - potential acquisition of the property via eminent domain for a future right-of-way. The report is not intended for any other use.
Purpose	Market Value
Type of Appraisal	CIVAS will produce an Appraisal Report in which the appraiser's analysis and conclusions will be fully described within this document.
Rights Appraised	Fee Simple
Date of Value	Date of inspection

Professional Service Proposal

Continued

Scope of Work	<p>CIVAS and/or its designated affiliate will provide the Appraisal in accordance with USPAP, and the Code of Ethics and Certifications Standards of the Appraisal Institute and State Licensing Laws. CIVAS will research relevant market data and perform analysis to the extent necessary to produce credible appraisal results.</p> <p>Based on our discussions with the Client, the Client has requested the following valuation scenarios:</p> <ul style="list-style-type: none"> › As Is <p>CIVAS anticipates developing the following valuation approaches:</p> <ul style="list-style-type: none"> › Land Value <p>An observation of the subject property will be performed.</p> <p>Please note if it's a requirement per the client's underwriting guidelines to analyze and report all approaches to value, this will be performed although some approaches may be limited in application.</p> <p>The scope of work will be included in the Appraisal. A copy of the Assumptions and Limiting Conditions, which appear in the Appraisal, is available upon request.</p>
Delivery	<p>Draft Appraisal: Delivered ten (10) business days from the date of authorization and receipt of property specific information.</p> <p>Final Appraisal: Delivered three (3) days after completion of client review and authorization to deliver final report(s).</p>
Professional Fee	\$5,950 (based on a rate of \$175/hour for Appraisal Services and approximately 34 hours estimated for the assignment)
Expenses	Fees include all associated expenses.
No. of Reports	<p>One (1) Electronic Draft Appraisal and One (1) Electronic Final Appraisal.</p> <p>No printed copies will be delivered to the client.</p>
Retainer	No retainer is required
Payment Terms	CIVAS will invoice Client for the Appraisal in its entirety at the delivery of the draft appraisal.

Reliance Language – Non-Lender Client

The Appraisal is for the sole use of the Client; however, Client may provide only complete, final copies of the Appraisal report in its entirety (but not component parts) to third parties who shall review such reports in connection with the stated Intended Use. CIVAS is not required to explain or testify as to appraisal results other than to respond to the Client for routine and customary questions.. CIVAS hereby expressly grants to client the right to copy the Appraisal and distribute it to employees of client and to your accountants/auditors in its entirety (but not component parts) without the need to provide CIVAS with an Indemnification Agreement and/or Non-Reliance letter.

The Appraisal requires CIVAS to submit a Summation of the Appraisal Findings in the form of a Letter of Transmittal along with the Summary of Salient Facts and Special/Limiting Conditions applicable to the Appraisal. This will be completed in conjunction with the Appraisal at the above stated fee.

Certificate Of Completion

Envelope Id: 90C6063CA34A4BE997D5DD1945FB4689	Status: Completed
Subject: Contract #CM3527-WA01 \$5,950 Description: Colliers Appraisal Pages Dairy Chester PDCII	
Source Envelope:	
Document Pages: 6	Signatures: 9
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Robert Companion
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	RCompanion@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Robert Companion	Location: DocuSign
12/22/2023 1:49:58 PM	RCompanion@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Robert Companion rcompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 12/22/2023 1:54:15 PM Viewed: 12/22/2023 1:54:22 PM Signed: 12/22/2023 1:54:28 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 12/22/2023 1:54:15 PM Viewed: 12/22/2023 2:02:57 PM Signed: 12/22/2023 2:04:18 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: 12/22/2023 2:04:21 PM Viewed: 12/22/2023 8:13:23 PM Signed: 12/22/2023 8:14:19 PM
	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: 12/22/2023 2:04:21 PM Viewed: 12/22/2023 2:53:48 PM Signed: 12/22/2023 2:54:00 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>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 12/22/2023 8:14:21 PM Viewed: 12/27/2023 1:07:22 PM Signed: 12/27/2023 1:07:29 PM</p>
<p>John "Sean" Mullen sean.mullen@colliers.com Valuation Services Director Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 3/22/2023 11:10:08 AM ID: 6bcaada3-4cfe-4d2a-84b9-c2bc3bf44737</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 134.215.103.214</p>	<p>Sent: 12/27/2023 1:07:33 PM Viewed: 12/27/2023 1:12:13 PM Signed: 12/27/2023 1:12:55 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></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 12/27/2023 1:12:58 PM Viewed: 12/28/2023 8:10:59 AM Signed: 12/28/2023 8:11:23 AM</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></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 174.239.83.92 Signed using mobile</p>	<p>Sent: 12/28/2023 8:11:25 AM Viewed: 12/28/2023 12:07:31 PM Signed: 12/28/2023 12:07:46 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></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 108.147.177.110 Signed using mobile</p>	<p>Sent: 12/28/2023 12:07:48 PM Viewed: 12/28/2023 12:31:05 PM Signed: 12/28/2023 12:31:13 PM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 12/28/2023 12:31:17 PM Viewed: 12/28/2023 1:48:23 PM Signed: 12/28/2023 1:48:38 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
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/28/2023 12:31:15 PM Viewed: 12/28/2023 1:51:31 PM
BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/28/2023 12:31:16 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/22/2023 1:54:15 PM
Certified Delivered	Security Checked	12/28/2023 1:48:23 PM
Signing Complete	Security Checked	12/28/2023 1:48:38 PM
Completed	Security Checked	12/28/2023 1:48:38 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.