

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

<b>Consultant:</b>	ETM Surveying & Mapping, Inc.
<b>Contract Number:</b>	CM3502
<b>Contact Name:</b>	Scott A. Graham, PSM
<b>Contact Number:</b>	904-265-3111
<b>Email:</b>	GrahamS@etmsurvey.com

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: Survey and Map Tom Brown Road Right of Way</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	3/4/2024	<b>Total of Previous Authorizations</b>	\$0.00
<b>Amount</b>	\$13,380.00	<b>This Work Authorization</b>	\$13,380.00
<b>Scheduled Completion</b>	<i>SM</i> <del>xxxxxx</del> 64 days	<b>New Contract Amount including this work authorization</b>	\$13,380.00

3/11/2024

This Work Authorization is to the AGREEMENT between Nassau County and ETM Surveying & Mapping, Inc. ("Vendor") for Professional Services, dated November 27, 2023. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide a right of way survey of Tom Brown Road from Henry Smith Road southerly for 2,600 feet in accordance with the Proposal and Surveying Scope of Services, a copy of which is attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be four (4) days from receipt of execution of this Work Authorization with an estimated duration of sixty (60) days to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Thirteen Thousand, Three Hundred Eighty Dollars and 00/100 (\$13,380.00). Vendor will be using rates previously established under Contract CM3502.

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.

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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: Scott Graham

Print Name: Scott Graham

Title: VP

Date: 3/6/2024

[This space intentionally left blank.]

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent:           Doug Podiak          

Procurement:           Lanace Holmoe          

Office of Management & Budget:           Chris Lacambra           *LP*

County Manager:                       
Taco E. Pope, AICP

County Attorney:           Denise C. May           *DJ*  
Denise C. May

ACCOUNT NO.:           03404541-531402

## PROPOSAL AND SURVEYING SCOPE OF SERVICES

**Tom Brown Road Right of Way Survey  
Nassau County, Florida ~ ETM Surveying & Mapping, Inc.  
Proposal and Surveying Scope of Services**

Pursuant to your request, ETM Surveying & Mapping, Inc., is pleased to submit a fee proposal for providing surveying & mapping services for the above referenced project located in Nassau County, Florida. Our proposed scope of services and fee schedule are as follows:

**Task 1: Right of Way Control Survey and Map**

Conduct a right of way control survey to accurately determine and place the right of way of Tom Brown Road from Henry Smith Road southerly for 2600 feet. This effort will include the survey of subdivisions adjoining the project corridor, research of plats and right of way maps available in the Public Records of Nassau County. There are approximately 15 ownerships adjoining this section of the roadway that will need to be searched and the section line between sections 20 and 21 will need to be proven out by survey.

The deliverable will consist of a signed and sealed right of way control survey.

<b>Fee: Principle Surveyor</b>	<b>4 hours @ \$250.00/Hr.....</b>	<b>\$1,000.00</b>
<b>Survey Project Manager</b>	<b>8 hours @ \$140.00/Hr.....</b>	<b>\$1,120.00</b>
<b>Survey CADD Technician</b>	<b>20 hours @ \$113.00/Hr.....</b>	<b>\$2,260.00</b>
<b>Survey Field Crew</b>	<b>50 hours @ 180.00/Hr.....</b>	<b>\$9,000.00</b>
<b>Total Fee.....</b>		<b>\$13,380.00</b>

**Items Not Included**

Boundary Survey	Title Review
Jurisdictional Wetlands Survey	Construction Layout
As-Built Survey	Tree Survey
Plat Preparation	Sketch and Legal Description
County Plat Review	Research/Consultation
Plat Processing for Recordation	Document Processing for Recordation



**Certificate Of Completion**

Envelope Id: 03FA358E90C1455892390FEC99A1BC7E	Status: Completed
Subject: Complete with DocuSign: Work Authorization #01 ETM Surveying & Mapping \$13,380.00	
Source Envelope:	
Document Pages: 5	Signatures: 9
Certificate Pages: 6	Initials: 5
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Idalia Gutierrez
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	igutierrez@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: Idalia Gutierrez	Location: DocuSign
3/4/2024 10:59:58 AM	igutierrez@nassaucountyfl.com	


**Signer Events**

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/4/2024 11:03:56 AM Viewed: 3/4/2024 12:29:54 PM Signed: 3/4/2024 12:33:48 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: 3/4/2024 12:33:50 PM Viewed: 3/5/2024 8:43:33 AM Signed: 3/5/2024 8:44:11 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

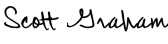





**Electronic Record and Signature Disclosure:**  
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chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/5/2024 8:44:12 AM Viewed: 3/5/2024 8:48:04 AM Signed: 3/5/2024 8:49:05 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**Electronic Record and Signature Disclosure:**  
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Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/5/2024 8:49:09 AM Viewed: 3/5/2024 5:53:25 PM Signed: 3/5/2024 5:53:29 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>Scott Graham  GrahamS@etmsurvey.com  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 3/6/2024 9:27:11 AM  ID: 3c026477-87de-40dd-8def-606b7e4c7c7d</p>	  Signature Adoption: Pre-selected Style Using IP Address: 170.249.159.100	<p>Sent: 3/5/2024 5:53:31 PM  Viewed: 3/6/2024 9:27:11 AM  Signed: 3/6/2024 9:28:04 AM</p>
<p>Scott Graham  GrahamS@etmsurvey.com  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 3/11/2024 10:06:43 AM  ID: b89dc0f8-2147-438d-a748-34d75bd8cbea</p>	  Signature Adoption: Pre-selected Style Using IP Address: 170.249.159.100	<p>Sent: 3/11/2024 9:52:39 AM  Viewed: 3/11/2024 10:06:43 AM  Signed: 3/11/2024 10:07:43 AM</p>
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Assistant County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 3/6/2024 9:28:08 AM  Resent: 3/11/2024 10:07:45 AM  Viewed: 3/12/2024 3:48:09 PM  Signed: 3/12/2024 4:01:40 PM</p>
<p>Denise C May  dmay@nassaucountyfl.com  Assistant County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 3/12/2024 4:01:42 PM  Viewed: 3/12/2024 4:02:27 PM  Signed: 3/12/2024 4:03:27 PM</p>
<p>Taco Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 3/12/2024 4:03:29 PM  Viewed: 3/12/2024 4:06:58 PM  Signed: 3/12/2024 4:07:09 PM</p>
<p>Clerk Finance received  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 3/12/2024 4:07:11 PM  Viewed: 3/13/2024 11:20:29 AM  Signed: 3/13/2024 11:20:39 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 3/13/2024 11:20:44 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	<b>COPIED</b>	Sent: 3/13/2024 11:20:45 AM
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Certified Delivered	Security Checked	3/13/2024 11:20:29 AM
Signing Complete	Security Checked	3/13/2024 11:20:39 AM
Completed	Security Checked	3/13/2024 11:20:45 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		



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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](mailto: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](mailto: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 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](mailto: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](mailto: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>.

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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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- 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.