

CS-23-270

**WORK AUTHORIZATION # 03**  
**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

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

JM

CURRENT WORK AUTHORIZATION			
Project Short Title: Yulee Sports Expansion Acquisition Appraisal Work			
		CONTRACT OVERVIEW	
<b>Date Submitted</b>	02/22/2024	<b>Total of Previous Authorizations</b>	\$10,675.00
<b>Amount</b>	\$5,250.00	<b>This Work Authorization</b>	\$5,250.00
<b>Scheduled Completion</b>	23 days from Issuance	<b>New Contract Amount including this work authorization</b>	\$15,925.00

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 Land 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 twenty-three days to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Five Thousand, Two Hundred Fifty dollars and 00/100 (\$5,250.00). 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.

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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: John "Sean" Mullen  
Print Name: John "Sean" Mullen  
Title: Valuation Services Director  
Date: 3/12/2024


**[This space intentionally left blank.]**

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Robert Companion

Procurement: Lanace Helms

Office of Management & Budget: Chris Lacambra *AP*

County Manager:   
Taco E. Pope, AICP

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

County Attorney: Denise C May *aj*  
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.: 001 .121.512.51.020.0205.00000.531000

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Colliers Valuation &amp; Advisory Services

## Professional Service Proposal



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

February 22, 2024

John "Sean" Mullen, MAI  
 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 Potential Sports Complex Expansion Parcel**

Project	Potential Yulee Sports Complex Expansion Parcel ("Property")
Location	Northwest side of Pages Dairy Road just east of U.S. 17 in Yulee, Nassau County, FL 32097
Project Description	Approximately 8.22 acres of land that potentially has some site improvements (dock and wells per public records). The property is the entire parcel identified by Nassau County as PIN# 50-3N-27-4720-0104-0020.
Parties	Colliers International Valuation & Advisory Services, LLC ("CIVAS") and <b>Nassau County, FL, Board of County Commissioners</b> (herein at times referred to as "Client")
Intended User	The appraisal will be prepared for <b>Nassau County, FL, Board of County Commissioners</b> . Intended users include the Client. No other users are intended.  <b>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.</b>
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. 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"> <li>› As Is</li> </ul> <p>CIVAS anticipates developing the following valuation approaches:</p> <ul style="list-style-type: none"> <li>› Land Value (with potential contributory value of site improvements)</li> </ul> <p>An observation of the subject property will be performed.</p> <p><b>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.</b></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 twenty (20) 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	\$5,250 (based on a rate of \$175/hour for Appraisal Services and approximately 30 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: BB38A5279F45445C974F926C7E70787B

Status: Completed

Subject: Contract No.: CM3527-WA03 Vendor Name: Colliers \$5250.00 Description: Yulee Sports Comp. Exp. App

Source Envelope:

Document Pages: 6

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 5

Robert Companion

AutoNav: Enabled

RCompanion@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Robert Companion

Location: DocuSign

3/12/2024 8:07:56 AM

RCompanion@nassaucountyfl.com

**Signer Events****Signature****Timestamp**

Robert Companion

rcompanion@nassaucountyfl.com

Deputy County Manager - County Engineer

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 3/12/2024 8:15:11 AM

Viewed: 3/12/2024 8:15:35 AM

Signed: 3/12/2024 8:15:41 AM

**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)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 3/12/2024 8:15:42 AM

Viewed: 3/12/2024 8:43:19 AM

Signed: 3/12/2024 8:44:17 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

John "Sean" Mullen

sean.mullen@colliers.com

Valuation Services Director

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 134.215.103.214

Sent: 3/12/2024 8:44:20 AM

Viewed: 3/12/2024 8:47:00 AM

Signed: 3/12/2024 8:47:37 AM

**Electronic Record and Signature Disclosure:**

Accepted: 3/22/2023 11:10:08 AM

ID: 6bcaada3-4cfe-4d2a-84b9-c2bc3bf44737

chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 3/12/2024 8:47:40 AM

Viewed: 3/12/2024 11:05:12 AM

Signed: 3/12/2024 11:06:00 AM

**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><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/12/2024 11:06:04 AM Viewed: 3/12/2024 4:47:35 PM Signed: 3/12/2024 4:47:43 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/12/2024 4:47:44 PM Viewed: 3/13/2024 4:07:23 PM Signed: 3/14/2024 11:10:18 AM</p>
<p>John "Sean" Mullen sean.mullen@colliers.com Valuation Services Director Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 3/22/2023 11:10:08 AM ID: 6bcaada3-4cfe-4d2a-84b9-c2bc3bf44737</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 134.215.103.214</p>	<p>Sent: 3/13/2024 4:12:50 PM Viewed: 3/13/2024 4:16:54 PM Signed: 3/13/2024 4:17:01 PM</p>
<p>Robert Companion rcompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><b>Completed</b></p> <p>Using IP Address: 50.238.237.26</p>	<p>Sent: 3/13/2024 3:30:55 PM Viewed: 3/13/2024 3:31:29 PM Signed: 3/13/2024 3:32:48 PM</p>
<p>Denise C May dmay@nassaucountyfl.com 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>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/14/2024 11:10:21 AM Viewed: 3/14/2024 11:20:17 AM Signed: 3/14/2024 11:20:31 AM</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>	 <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 3/14/2024 11:20:33 AM Viewed: 3/14/2024 11:27:58 AM Signed: 3/14/2024 11:28:05 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</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
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Clerk Services BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 3/14/2024 11:28:07 AM Viewed: 3/14/2024 11:48:02 AM
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: 3/14/2024 11:28:08 AM
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	3/12/2024 8:15:11 AM
Envelope Updated	Security Checked	3/13/2024 3:30:55 PM
Envelope Updated	Security Checked	3/13/2024 3:32:20 PM
Envelope Updated	Security Checked	3/13/2024 4:12:49 PM
Certified Delivered	Security Checked	3/14/2024 11:27:58 AM
Signing Complete	Security Checked	3/14/2024 11:28:05 AM
Completed	Security Checked	3/14/2024 11:28:08 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **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.

### **Getting paper copies**

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](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.

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](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>.

### **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.