

**CS-23-278****CHANGE ORDER REQUEST FORM**Professional Services-Construction Engineering Inspection (CEI)No. 01For Pavement Management Overlays

PROJECT

3/14/2024

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS  
 COUNTY Contract / Purchase Order No.: **CM2418-WA #09**  
 CONTRACTOR: **CDM Smith, Inc.**

ENGINEER / ARCHITECT: **N/A**

The undersigned parties agree to amend Work Authorization #09 to add an additional 32 days to the time schedule completion date.

Attachments: **Change Order Approval Form, Invoice #90192777; Invoice #90194268**

CHANGE IN CONTRACT PRICE:  Original Contract Price \$ <u>250,544.18</u>	CHANGE IN CONTRACT TIMES:  Original Contract Times <u>182 days (10/30/2023) final completion</u>  Ready for Final Payment: <u>10/30/2023</u> (days and dates)
Net change from previous Change Orders No. _____ to No. _____ \$ <u>N/A</u>	Net change from previous Change Orders No. _____ to No. _____ <u>N/A</u> (days)
Contract Price prior to this Change Order \$ <u>250,544.18</u>	Contract Times Prior to this Change Order  Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>182 days (10/30/2023)</u> (days and dates)
Net Increase (decrease) of this Change Order \$ <u>0.00</u>	Net Increase (decrease) of this Change Order <u>32 days</u> (days)
Contract Price with all approved Change Orders \$ <u>250,544.18</u>	Contract Times with all approved Change Orders  Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>214 days (12/1/2023)</u> (days and dates)

RECOMMENDED:

By: Robert Companion  
 Engineer/Architect (Authorized Signature)  
 3/19/2024  
 Date: \_\_\_\_\_

APPROVED:

By: Doug Podiak  
 COUNTY (Authorized Signature)  
 3/19/2024  
 Date: \_\_\_\_\_

ACCEPTED:

By: Robert Hamm  
 Contractor (Authorized Signature)  
 3/19/2024  
 Date: \_\_\_\_\_

## CHANGE ORDER APPROVAL FORM

PROJECT: Professional Services-Construction Engineering Inspection (CEI) for Pavement Management/Overlays

CHANGE ORDER NUMBER: 01

DATE: 3/14/2024

CONTRACT NUMBER: CM2418-WA #09

TO CONTRACTOR: CDM Smith, Inc.

Description: Add an additional 32 days to the time schedule completion date.

Reason for Change Order: Due to the over runs and under runs of quantities for the overlay project Vendor (Hubbard Construction), Contractor's performance period to provide continued services extends 32 days from the scheduled final completion date.

Original Contract Sum.....	\$ <u>250,544.18</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$ <u>N/A</u>
Contract Sum Prior to This Change Order.....	\$ <u>250,544.18</u>
 Amount of this Change Order (Add/Subtract).....	 \$ <u>N/A</u>
 New Contract Sum Including this Change Order.....	 \$ <u>250,544.18</u>

The Contract Time will be increased 32 days

Previous Substantial Completion: N/A      Previous Final Completion: 10/30/2023

New Substantial Completion: N/A      New Final Completion: 12/1/2023

APPROVED BY: Doug Podiak      DATE: 3/19/2024  
 Department Head

APPROVED BY: Lanace Helmore      DATE: 3/20/2024  
 Procurement

APPROVED BY: Chris Lacambra <sup>JP</sup>      DATE: 3/20/2024  
 Office of Management and Budget

APPROVED BY: Denise C. May <sup>DJ</sup>      DATE: 3/21/2024  
 County Attorney

APPROVED BY: Taco E. Popey AICP      DATE: 3/21/2024  
 County Manager

APPROVED BY:           N/A            
                  John F. Martin, Chairman

DATE: \_\_\_\_\_

ATTEST:           N/A            
                  John A. Crawford, Clerk of Courts

DATE: \_\_\_\_\_

Account No.   03461541-546550 L&O

**Certificate Of Completion**

Envelope Id: 0BACD79E98674CE7BC8D46E276B45DEE	Status: Completed
Subject: Complete with DocuSign: Change Order #1 WA #09 CDM Smith	
Source Envelope:	
Document Pages: 3	Signatures: 8
Certificate Pages: 6	Initials: 2
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
3/19/2024 8:46:14 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: 3/19/2024 8:47:35 AM Viewed: 3/19/2024 9:11:05 AM Signed: 3/19/2024 9:11:12 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Robert Companion RCompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/19/2024 9:11:14 AM Viewed: 3/19/2024 9:12:19 AM Signed: 3/19/2024 9:12:23 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Robert Hamm hammra@cdmsmith.com Vice President CDM Smith Security Level: Email, Account Authentication (None)		Sent: 3/19/2024 9:12:25 AM Viewed: 3/19/2024 9:41:31 AM Signed: 3/19/2024 9:41:56 AM
	Signature Adoption: Pre-selected Style Using IP Address: 208.116.164.237	

**Electronic Record and Signature Disclosure:**  
Accepted: 3/19/2024 9:41:31 AM  
ID: d6624d15-0e61-469d-9fc2-f10af2eaaf44

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/19/2024 9:41:57 AM Viewed: 3/19/2024 4:39:19 PM Signed: 3/19/2024 4:40:06 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>chris lacambra clacambra@nassaucountyfl.com OMB 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><i>Chris Lacambra</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/19/2024 4:40:08 PM Viewed: 3/20/2024 6:59:39 AM Signed: 3/20/2024 7:00:21 AM</p>
<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><i>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/20/2024 7:00:22 AM Viewed: 3/20/2024 9:19:57 AM Signed: 3/20/2024 9:20:10 AM</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><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/20/2024 9:20:12 AM Viewed: 3/21/2024 7:49:13 AM Signed: 3/21/2024 7:49:21 AM</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><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/21/2024 7:49:23 AM Viewed: 3/21/2024 9:27:43 AM Signed: 3/21/2024 9:28:48 AM</p>
<p>Taco E. 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><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/21/2024 9:28:49 AM Viewed: 3/21/2024 9:39:16 AM Signed: 3/21/2024 9:39:21 AM</p>

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
Clerk Admin BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/21/2024 9:39:22 AM Viewed: 3/21/2024 10:40:10 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/21/2024 9:39:23 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	COPIED	Sent: 3/21/2024 9:39:24 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/19/2024 8:47:35 AM
Certified Delivered	Security Checked	3/21/2024 9:39:16 AM
Signing Complete	Security Checked	3/21/2024 9:39:21 AM
Completed	Security Checked	3/21/2024 9:39:25 AM

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

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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](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 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..

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### **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.

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- 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.