

**WORK AUTHORIZATION # 02
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Consultant:	Halff Associates Inc.
Contract Number:	CM3456
Contact Name:	Michael Coffey
Contact Number:	904-456-9802
Email:	mcoffey@halff.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Map & Legal for Easement Miley			
		CONTRACT OVERVIEW	
Date Submitted	03/25/2024	Total of Previous Authorizations	\$410,189.39
Amount	\$6,901.00	This Work Authorization	\$6,901.00
Scheduled Completion	Completed	New Contract Amount including this work authorization	\$417,090.39

This Work Authorization is to the AGREEMENT between Nassau County and Halff Associates Inc. (“Vendor”) for Professional Architectural and Engineering Services, dated January 22, 2024. The parties acknowledge that the Vendor completed all services under this Work Authorization on April 1, 2024 which are more particularly described as follows:

ARTICLE 1. Services Described as:

Vendor provided a stormwater assessment for the addition of the proposed Animal Facility in accordance with the Task Order, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

. The parties acknowledge that the Vendor completed all services to be provided under this Work Authorization on April 1, 2024.

ARTICLE 3. Budget

For the services rendered under this Work Authorization, Vendor will be compensated in the lump sum amount of Six Thousand, Nine Hundred One Dollar and 00/100 (\$6,901.00). Vendor will be using rates previously established under Contract CM3456.

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: Michael Coffey
Print Name: Michael Coffey
Title: Director
Date: 4/26/2024

[This space intentionally left blank.]

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Katie Peay

Procurement: Lanace Helmore

Office of Management & Budget: Chris Lacambra *CP*

County Manager: Taco E. Pope, AICP
Taco E. Pope, AICP

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

ACCOUNT NO.: 03336541-531000



EXHIBIT "A" TASK ORDER

March 22, 2024
AVO 053758.004

Katie Peay, PE, CFM
Stormwater Director
Nassau County Stormwater and Drainage Management
96160 Nassau Place, Suite 1
Yulee, FL 32097

Email: kpeay@nassaucountyfl.com

TASK ORDER: Professional Services for West Nassau Animal Facility Stormwater Due Diligence

Dear Katie,

HALFF Associates, Inc. (HALFF) is pleased to submit our proposal to Nassau County (CLIENT) to provide Professional Services for the West Nassau Animal Facility, more specifically described as follows:

CLIENT has requested HALFF to assess the existing SR 200 FDOT Pond WDA 1 for sufficiency to provide the additional water quality treatment and water quantity attenuation for the proposed West Nassau Animal Facility located along SR 200 in Yulee. CLIENT has requested HALFF to discuss any potential concepts with the FDOT that would alter WDA 1. HALFF understands that the CLIENT is in the due diligence process for acquiring property for the proposed facility and this task is of critical importance in assessing the feasibility of the project.

Project Understanding:

If HALFF's understanding is incorrect or requires clarification, please contact us immediately so we can revise this Proposal.

We have developed a scope of work, fee schedule and terms of agreement for the proposed project, shown in the attached exhibits as follows:

- **Exhibit A Scope of Services**
- **Exhibit B Exclusions**
- **Exhibit C Fee Summary and Hourly Rates**
- **Exhibit D Agreement for Professional Services**

Please feel free to contact us if you have any questions or comments concerning this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "M. Coffey", is written over a light blue horizontal line.

Michael Coffey, PhD, PE LEED AP
Land Development/Public Works Leader



EXHIBIT A SCOPE OF SERVICES

HALFF is including the following services in this Proposal:

PHASE 100: PRELIMINARY STORMWATER ASSESSMENT

1. Preliminary Analysis: HALFF shall conduct preliminary analysis for the addition of the proposed Animal Facility, associated roads, parking lots, and multi-use trails to the existing SR 200 FDOT WDA 1 wet detention pond. This exercise will include:
 - A. Quantifying a weighted curve number (CN) for pervious/impervious ratio based on the development site plan.
 - B. Creating a routing model utilizing ICPR 4 for analysis of the stage and flow rates for the post condition.
 - C. Develop concepts of pond modification in order to add the development.
 - D. Run iterations of the ICPR model for the various concepts to attain water quality and meet pre-post attenuation requirements.
2. FDOT Coordination: HALFF shall communicate the conceptual changes to the existing SR 200 FDOT WDA 1. The preliminary drainage design and conceptual drainage plan will be shared with the FDOT for preliminary approval.
3. Conceptual Plan And Results: The resulting conceptual plan illustrating the changes to WDA 1 will be prepared and submitted to the CLIENT. A preliminary drainage report will also be prepared to accompany the plan and will be submitted to the CLIENT.

CLIENT'S RESPONSIBILITIES

- A. Provide HALFF with any background materials such as plans, surveys, electronic files, permits of the subject areas.
- B. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
- C. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.

SCHEDULE

Upon receipt of a fully executed copy of this Agreement, HALFF shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner as is consistent with professional skill and care and the orderly progress of the work. CLIENT shall be regularly consulted with the performance hereunder.



EXHIBIT B EXCLUSIONS

HALFF's Scope of Services expressly does NOT include the following services which are the obligation of the CLIENT or others as the case may be. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT.

1. Construction Documents for site improvements
2. Detailed drainage design report
3. Site or stormwater permitting with agencies having jurisdiction
4. Fees for regulatory authority meetings, filing, and submittals (All fees by CLIENT)
5. Recording of easements
6. Environmental impact and cultural statements and assessments, jurisdictional waters of the US determination
7. Geotechnical Services
8. Specifying means and methods to complete the required work
9. Flood studies, conditional (CLOMR) or final FEMA Letter of Map Revision (LOMR)
10. Offsite infrastructure capacity studies/assessments/analysis/designs
11. Bidding services
12. Any services not specifically noted in Exhibit A Scope of Services. If requested, these services can be provided under separate scope and fee.



EXHIBIT C FEE SCHEDULE AND HOURLY RATES

Lump Sum fees will be invoiced monthly based on the status of each task (percent complete). Hourly Services will also be invoiced monthly based on the current hourly rates for the actual personnel involved in the tasks.

The CLIENT shall pay HALFF the following fees for its services:

Professional Services Fee Summary

PHASE	Description	Subtotal
100	PRELIMINARY STORMWATER ASSESSMENT	\$ 6,901.00
TOTAL:		\$ 6,901.00

SUPPLEMENTAL SERVICES

Services authorized in writing by the CLIENT, other than those specifically listed in the Exhibit A, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at an agreed upon lump sum fee or based on current hourly rates for the actual personnel involved in the tasks (Hourly Services). Hourly Services will be invoiced based on the Hourly Billing Rates.

HALFF
2024 HOURLY RATE SCHEDULE
FOR
WEST NASSAU ANIMAL FACILITY STORMWATER ASSESSEMENT

Labor Category	Level	PHASE 100 Prelim Storm		
		Rates	Assess	Subtotal
Architect	I	\$97.85		\$0.00
	II	\$114.33		\$0.00
	III	\$160.68		\$0.00
	IV	\$209.61		\$0.00
	V	\$334.75		\$0.00
Engineer	I	\$118.45		\$0.00
	II	\$160.68		\$0.00
	III	\$194.67		\$0.00
	IV	\$222.48	25	\$5,562.00
	V	\$334.75	4	\$1,339.00
Scientist	I	\$77.25		\$0.00
	II	\$117.42		\$0.00
	III	\$164.80		\$0.00
	IV	\$206.00		\$0.00
	V	\$334.75		\$0.00
Landscape/ Planner	I	\$88.58		\$0.00
	II	\$113.30		\$0.00
	III	\$145.23		\$0.00
	IV	\$230.72		\$0.00
	V	\$334.75		\$0.00
Surveyor	I	\$97.85		\$0.00
	II	\$113.30		\$0.00
	III	\$145.23		\$0.00
	IV	\$168.92		\$0.00
	V	\$334.75		\$0.00
Field Tech	I	\$59.74		\$0.00
	II	\$77.25		\$0.00
	III	\$98.88		\$0.00
	IV	\$127.72		\$0.00
	V	\$208.06		\$0.00
Office Tech	I	\$61.80		\$0.00
	II	\$77.25		\$0.00
	III	\$98.88		\$0.00
	IV	\$127.72		\$0.00
	V	\$164.80		\$0.00
Administrative	I	\$35.02		\$0.00
	II	\$77.25		\$0.00
	III	\$99.91		\$0.00
	IV	\$121.54		\$0.00
	V	\$164.29		\$0.00
Specialist	I	\$71.07		\$0.00
	II	\$109.18		\$0.00
	III	\$135.96		\$0.00
	IV	\$195.70		\$0.00
	V	\$267.80		\$0.00
Intern		\$77.25		\$0.00
SUBTOTALS				\$6,901.00



EXHIBIT D AGREEMENT FOR PROFESSIONAL SERVICES

This Task Letter constitutes our understanding of the required Professional Services and our relationship under this project, and may only be modified in writing, signed by both parties. All other terms and conditions contained in our original Master Service Agreement for Professional Services between Nassau County and Halff Associates, Inc. signed by the Parties and dated January 22, 2024, and any/all amendments relating thereto and executed by the Parties since the said date will remain in effect.

Respectfully,

Approved:

HALFF ASSOCIATES, INC.

Approved:

NASSAU COUNTY, FL

Michael Coffey

Michael Coffey, PhD, PE, LEED AP

Land Development & Public Works Team Lead

Katie Peay

Signature: _____

Name: _____

Title: _____

Date: _____

Katie Peay, PE, CFM

Stormwater Director

4/25/2024


Certificate Of Completion

Envelope Id: AC46853FEBE148179E0D6DE69FB3E3FB	Status: Completed
Subject: Complete with DocuSign: CM3456 - WA02 - Animal Facility - Halff Associates Inc. - \$6,901.00	
Source Envelope:	
Document Pages: 10	Signatures: 12
Certificate Pages: 6	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Stephanie Walsh
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	swalsh@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Stephanie Walsh	Location: DocuSign
4/25/2024 9:01:59 AM	swalsh@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Katie Peay		Sent: 4/25/2024 9:11:02 AM
kpeay@nassaucountyfl.com		Viewed: 4/25/2024 9:45:10 AM
Stormwater Director		Signed: 4/25/2024 9:45:16 AM
Nassau County BOCC		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 50.238.237.26	


Electronic Record and Signature Disclosure:
 Accepted: 11/2/2021 8:55:57 AM
 ID: a37cb26b-663c-4683-bca2-fe14683393b0

Tracy Poore		Sent: 4/25/2024 9:45:18 AM
tpoore@nassaucountyfl.com		Viewed: 4/25/2024 9:53:00 AM
OMB Admin		Signed: 4/25/2024 9:57:28 AM
Nassau County BOCC		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

chris lacambra		Sent: 4/25/2024 9:57:31 AM
clacambra@nassaucountyfl.com		Viewed: 4/25/2024 11:05:25 AM
OMB Director		Signed: 4/25/2024 11:06:42 AM
Nassau County BOCC		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Lanaee Gilmore		Sent: 4/25/2024 11:06:44 AM
lgilmore@nassaucountyfl.com		Viewed: 4/26/2024 11:33:14 AM
Procurement Director		Signed: 4/26/2024 11:33:44 AM
Nassau County BOCC		
Security Level: Email, Account Authentication (None)	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>Michael Coffey mcoffey@halff.com Director Security Level: Email, Account Authentication (None)</p>	<p><i>Michael Coffey</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 65.57.159.19</p>	<p>Sent: 4/26/2024 11:33:47 AM Viewed: 4/26/2024 11:42:05 AM Signed: 4/26/2024 11:43:40 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 4/26/2024 11:42:05 AM ID: e5fcd7e9-b311-473d-841f-1d4013f880fa</p>		
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p>	<p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/26/2024 11:43:43 AM Viewed: 4/29/2024 9:01:28 AM Signed: 4/29/2024 9:09:53 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Denise C May dmay@nassaucountyfl.com 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</p>	<p>Sent: 4/29/2024 9:09:56 AM Viewed: 4/29/2024 9:22:15 AM Signed: 4/29/2024 9:22:40 AM</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: 4/29/2024 9:22:43 AM Viewed: 4/30/2024 6:55:36 PM Signed: 4/30/2024 6:55:43 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>LPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 4/30/2024 6:55:46 PM Viewed: 5/1/2024 3:35:59 PM Signed: 5/1/2024 3:36:03 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</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
<p>George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 5/1/2024 3:36:06 PM
<p>BOCC Clerk BOCCclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 5/1/2024 3:36:07 PM Viewed: 5/1/2024 3:56:27 PM</p>
<p>Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 5/1/2024 3:36:08 PM
<p>Stephanie Walsh swalsh@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 5/1/2024 3:36:09 PM Resent: 5/1/2024 3:36:16 PM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/25/2024 9:11:02 AM
Certified Delivered	Security Checked	5/1/2024 3:35:59 PM
Signing Complete	Security Checked	5/1/2024 3:36:03 PM
Completed	Security Checked	5/1/2024 3:36:09 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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

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.