

NASSAU COUNTY WORK AUTHORIZATION #01

Contract Number:	CM3503
Consultant/Vendor:	Tetra Tech, Inc.
Consultant/Vendor Contact Name:	Betty Kamara
Consultant/Vendor Contact Phone Number:	(404) 803-2551
Consultant/Vendor Contact Email Address:	TDR.Contracts@tetratech.com
Project Short Title:	Technical Assistance & Program Assessment for Florida Recovery Obligation Calculation (F-ROC)
Total Amount of Previous Work Authorizations:	\$0.00
Amount of this Work Authorization:	\$19,440.00
New Contract Amount including this Work Authorization:	\$19,440.00
Funding Source:	01135513-531000

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

ARTICLE 1. Description of Services. Consultant/Vendor shall provide the services as set forth in Exhibit "A", attached hereto and incorporated herein.

ARTICLE 2. Time Schedule. Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit "A", attached hereto and incorporated herein, or no later than three hundred sixty-five (365) days from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

ARTICLE 3. Compensation. Consultant/Vendor shall be compensated for the services in detailed in Exhibit "A", attached hereto and incorporated herein, using rates previously established in the Contract referenced above.


ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract 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. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

RECOMMENDED AND APPROVED BY:


Department Head/Managing Agent:	<u>Chris Lacambra</u>	<u>4/26/2024</u>	Date
Procurement:	<u>Sanace Helms</u>	<u>4/30/2024</u>	Date
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>4/26/2024</u>	Date
County Attorney:	<u>DJ</u>	<u>Denise C May</u>	<u>5/8/2024</u>
	5/8/2024	Denise C. May	Date

IN WITNESS WHEREOF, the Parties have caused this Work Authorization to be executed by its duly authorized representatives, effective as of the last date below.

NASSAU COUNTY, FLORIDA


 By: Taco Pope
 Its: County Manager
 Date: 5/8/2024

TETRA TECH, INC.

BY: 
 Print Name: Jonathan Burgiel
 Title: Business Unit President
 Date: 5/1/2024

"Exhibit A"



Task Order Proposal for Technical Assistance and Program Assessment Support
Contract No. CM3503 | RRP No. NC23-035

Proposal to Nassau County, FL, for Technical Assistance and Program Assessment Support

Submitted to:

Mr. Chris Lacambra
Office of Management and Budget Director
Nassau County, FL
Phone: (904) 530-6010
clacambra@nassaucountyfl.com

Submitted by:

Technical representative:

Ms. Christina R. Hendrick, MPA, PMP
Director, Post Disaster Programs
Tetra Tech, Inc.
Mobile (281) 733-8623
Email christina.hendrick@tetrattech.com

Contractual representative:

Ms. Betty Kamara
Contracts Manager
Tetra Tech, Inc.
Mobile: (407) 803-2551
Email: TDR.Contracts@tetrattech.com



Task Order Proposal for Technical Assistance and Program Assessment Support
 Contract No. CM30503 | RRP No. NC23-035

A. PROJECT SCOPE OF WORK

Task 1- Technical Assistance & Program Assessment

Tetra Tech will support Nassau County (County) with preparing for upcoming Florida Recovery Obligation Calculation (F-ROC) milestones as well as perform a review of the City’s previous disaster recovery performance through the tasks described below.

Subtask 1.1 - Policies and Procedures Review

Tetra Tech will review the following local policies and procedures for the County for issues of FEMA Public Assistance and/or Florida F-ROC relevancy and compliance:

- Payroll & Overtime Policy
- Employee Manuals
- Emergency Declaration and Emergency Operations Center (EOC) Policies & procedures
- Timekeeping and Payroll documentation from previously declared events
- Equipment inventory lists
- Emergency Sheltering and Donated Resources policies
- Debris Management Plan
- Procurement Policy including:
 - Code of Conduct for Procurement
 - RFQ/RFP Procedures
 - Bid Advertisement Procedures
 - Selection Process
 - Award Process
- Records Retention Policy
- Internal Controls Policy
- Preposition Contracts Review

Subtask 1.2 – Previous Disaster Review and Assessment

Tetra Tech will support the County by reviewing the performance and outcomes of its previous three disaster claims (4734DR-FL, 4680DR-FL, and 4673DR-FL) and provide feedback, analysis, and recommendations for improvement.

Exhibit 1: Task 1 Deliverable Summary

Deliverable	Description
Policies and Procedures Review Assessment	Tetra Tech will review the County’s policies and procedures as outlined in subtask 1.1 and provide a report with any findings and change recommendations.
Previous Disaster Performance Reports	Tetra Tech will review the County’s previous disaster performance and provide feedback, analysis, and recommendations for improvement.

B. PROJECT COST

The not-to-exceed amount of **\$19,440.00** is based on Tetra Tech’s current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the County and Tetra Tech. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech’s hourly rates as set forth in Contract No. CM30503 between the County and Tetra Tech. Table 1 below shows the estimated cost breakdown by task. Table 2 outlines the anticipated staff positions and level of effort for these services.

Table 1: Estimated Cost Breakdown by Project Task [1][2]

Project Task	Estimated Amount
Task 1: Technical Assistance & Program Assessment	\$19,440.00
Estimated Total	\$19,440.00



Task Order Proposal for Technical Assistance and Program Assessment Support
Contract No. CM30503 | RRP No. NC23-035

Table 2: Estimated Cost Breakdown by Labor Category [1][2]

Labor Category	Hourly Rate	Estimated Hours	Estimated Amount
Project Manager	\$195.00	40	\$7,800.00
Consultant I	\$135.00	80	\$10,800.00
Finance Specialist II	\$105.00	8	\$840.00
Estimated Total			\$19,440.00

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates.

[2] Tetra Tech may take the following actions, in its discretion, so long as Tetra Tech does not exceed the estimated grand total: (i) Use fewer hours of one labor category and more hours of another labor category or categories and (ii) use fewer hours within one task and more hours within another task as necessary.

C. PROJECT SCHEDULE

Tetra Tech will work with the County on a detailed project schedule given current priorities and operational considerations.

D. PROJECT ASSUMPTIONS & EXCLUSIONS

The scope of services and project costs shown above were developed with the following assumptions and exclusions:

- **Project Sponsor.** The County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Key Personnel.** Availability of key personnel is critical to obtaining the information required for the success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location.** Tetra Tech assumes that this support will be provided remotely.
- **Additional Services.** If the County wishes to engage Tetra Tech for additional services not included in the scope above, a cost estimate for the additional services will be presented to the County through the proper proposal amendment process. 45
- **Invoicing/Payment.** The County will be invoiced monthly. Payment terms are net ~~30~~ days. JB
- **Proposal.** This proposal is based on our current understanding of the project, and revisions will be subject to mutual agreement on the final work scope/schedule and other technical/management requirements desired by the County. The final approved proposal will be part of the awarded Task Order/Purchase Order by reference or incorporated as an exhibit.

DATE
4/2/2024

Requisition Form

NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Tetra Tech, Inc.
2301 Lucien Way, Suite 120
Maitland, FL 32751

DEPARTMENT
OMB

REQUESTED BY
Chris Lacambra/Tracy Poore

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Tech. Asst./Program Asset	01135513-531000	\$ 23,000.00	Encumber Contract	CM3503 WA1

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	Technical Assistance and Program Assessment	1.00	\$ 19,440.00	\$ 19,440.00
				\$ 0.00
				\$ 0.00
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				\$ 0.00

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 19,440.00

Department Head

I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

Chris Lacambra 4/26/2024

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)

I attest that, to the best of my knowledge, funds are available for payment.

Chris Lacambra 4/26/2024

Procurement Director (signature required if greater than \$5,000.00)

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

Annice Belmonte 4/30/2024

County Manager (signature required if greater than \$100,000.00)

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

UPB
Clerk:
Date: 5/9/2024

Certificate Of Completion

Envelope Id: 45DB8E4D97CE43339CE4E40FFA7718CB Status: Completed
Subject: Complete with DocuSign: 01 Work Authorization #01.docx, Tetra Tech CM3503 WA 1 Requisition.pdf,...
Source Envelope:
Document Pages: 6 Signatures: 9 Envelope Originator:
Certificate Pages: 6 Initials: 4 Tracy Poore
AutoNav: Enabled tpoores@nassaucountyfl.com
Envelope Stamping: Enabled IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original Holder: Tracy Poore Location: DocuSign
4/25/2024 1:38:09 PM tpoores@nassaucountyfl.com

Signer Events

Signature	Timestamp
Tracy Poore tpoores@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 4/25/2024 1:49:01 PM Viewed: 4/25/2024 1:49:21 PM Signed: 4/25/2024 1:49:27 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: 4/25/2024 1:49:29 PM Viewed: 4/26/2024 12:14:50 AM Signed: 4/26/2024 12:15:19 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		



Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 4/26/2024 12:15:21 AM Viewed: 4/30/2024 12:53:11 PM Signed: 4/30/2024 12:53:19 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jonathan Burgiel jonathan.burgiel@tetrattech.com Security Level: Email, Account Authentication (None)		Sent: 4/30/2024 12:53:21 PM Viewed: 5/1/2024 1:52:32 PM Signed: 5/1/2024 1:55:59 PM
Signature Adoption: Uploaded Signature Image Using IP Address: 162.81.120.178		

Electronic Record and Signature Disclosure:
Accepted: 5/1/2024 1:52:32 PM
ID: d79e80bd-c717-43b9-8cd7-e7ac6e98ac80

Signer Events	Signature	Timestamp
<p>Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 50.238.237.26</p>	<p>Sent: 5/3/2024 10:38:57 AM Viewed: 5/3/2024 10:39:36 AM Signed: 5/3/2024 10:39:39 AM</p>
<p>Jonathan Burgiel jonathan.burgiel@tetrattech.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 5/8/2024 10:26:48 AM ID: 18e862f4-7221-4fd2-acf6-7cdeb3f70b03</p>	<p></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 162.81.120.178</p>	<p>Sent: 5/3/2024 10:39:42 AM Resent: 5/6/2024 11:49:36 AM Resent: 5/7/2024 8:27:40 AM Viewed: 5/8/2024 10:26:48 AM Signed: 5/8/2024 10:27:20 AM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None) 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: 5/1/2024 1:56:01 PM Resent: 5/8/2024 10:27:24 AM Viewed: 5/8/2024 2:33:32 PM Signed: 5/8/2024 2:33:47 PM</p>
<p>Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) 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: 5/8/2024 2:33:50 PM Viewed: 5/8/2024 2:34:16 PM Signed: 5/8/2024 2:35:02 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 5/8/2024 2:35:05 PM Viewed: 5/8/2024 3:00:11 PM Signed: 5/8/2024 3:00:16 PM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) 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: 5/8/2024 3:00:18 PM Viewed: 5/9/2024 2:00:05 PM Signed: 5/9/2024 2:00:15 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
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COPIED

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/25/2024 1:49:02 PM
Envelope Updated	Security Checked	5/3/2024 10:38:56 AM
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Envelope Updated	Security Checked	5/3/2024 10:38:56 AM
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Envelope Updated	Security Checked	5/3/2024 10:38:57 AM
Envelope Updated	Security Checked	5/3/2024 10:38:57 AM
Certified Delivered	Security Checked	5/9/2024 2:00:05 PM
Signing Complete	Security Checked	5/9/2024 2:00:15 PM
Completed	Security Checked	5/9/2024 2:00:18 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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.

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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 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..

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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.

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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.