

NASSAU COUNTY WORK AUTHORIZATION # 01

Contract Number:	CM3565
Consultant/Vendor:	EXP U.S. Services, Inc.
Consultant/Vendor Contact Name:	Tyler Blair
Consultant/Vendor Contact Phone Number:	904-891-0909
Consultant/Vendor Contact Email Address:	tyler.blair@exp.com
Project Short Title:	Multimodal Transportation Manager
Total Amount of Previous Work Authorizations:	\$0.00
Amount of this Work Authorization:	\$20,040.00
New Contract Amount including this Work Authorization:	\$20,040.00
Funding Source:	04335515-531000

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 "B", attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

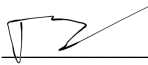
ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder 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>Caleb Hurst</u>	<u>6/4/2024</u>	
	Caleb Hurst, PE	Date	
Procurement:	<u>Lanaee Gilmore</u>	<u>6/4/2024</u>	
	Lanaee Gilmore	Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>6/4/2024</u>	<i>JP</i>
	Chris Lacambra	Date	
County Attorney:	<u>Denise C May</u>	<u>6/4/2024</u>	<i>EM</i>
	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 E. Pope, AICP
 Its: Designee
 Date: 6/4/2024

EXP U.S. SERVICES, INC.

BY: Tyler Blair
 Print Name: Tyler Blair
 Title: Multimodal Transportation Manager
 Date: 6/4/2024



**Exhibit A – Scope of Services
Professional Services for On-Call Planning Services
Nassau County, FL**

May 29, 2024

Mr. Caleb Hurst
Development Services Director
Nassau County - Development Services
96161 Nassau Place
Yulee, FL 32097

Re: Professional Review Services

Dear Mr. Hurst:

EXP U.S. Services, Inc. (“EXP”) is pleased to submit this Scope to **Nassau County** (“Client”) for professional services for the above referenced project. The proposed professional services will be provided in accordance with Contract for Professional Services CM3565 as well as the terms and conditions set forth herein.

I. General

EXP understands the Client has requested a proposal to provide professional services for the review of development submittals under Contract No. CM3565. We have structured our proposal to be consistent with the processes required by Local, State, and Federal requirements. Our proposed scope of services, schedule, and fee are as follows:

II. Scope of Work

For the Project described above, EXP shall provide the following professional services:

Task 1 – General Development Review

EXP shall provide review services in accordance with the latest Nassau County Development Review Schedule for the following application/project types:

- Plat (PL) Review for Preliminary Plats, Final Plats, & Vacation of Plats
- Preliminary Binding Site Plan (PBSP) Review for Residential, Non-Residential, & Mixed-Use projects.
- Site Engineering Plan (SEP) & Construction Plan Review for Residential, Non-Residential, & Mixed-Use projects.
- Final Development Plan (FDP) Review for Residential, Non-Residential, & Mixed-Use projects.

Task 1 – Deliverables

The following deliverables will be produced:

- Review Comments & Recommendations
- Red-lined plans & reports

Task 2 – Miscellaneous Support

EXP shall provide support services as-needed for the development or review of the following project types:

- Policy Development and Updates
- Review Checklist Updates
- Forms and Application Updates
- As-built Review
- Paving & Drainage Plans
- Traffic Studies
- Utility Impacts
- Transportation Safety Studies

Task 2 – Deliverables

The following deliverables will be produced:

- Review Comments & Recommendations
- Red-lined plans & reports

III. Reporting

EXP shall meet with the Client to discuss relevant project reviews as well as coordinate and participate in discussions with public officials, as necessary. EXP shall submit timely monthly invoices electronically with corresponding progress reports to document and support the work completed for approval by the Client.

IV. Client Responsibilities

It is understood that EXP will perform services under the sole direction of the Client or their designated representative. In the performance of these services, EXP will coordinate its efforts with those of other project team members and consultants as required. The Client shall provide EXP with all project related information available including any existing plans, property legal description, title work, boundary and topographic surveys, geotechnical investigation reports, environmental reports, permits, etc. EXP will rely upon the accuracy and completeness of all Client-furnished information in connection with the performance of services under this agreement.

V. Length Of Service

The professional review services described herein will be provided as needed for **one (1) year**. All services are to be completed in a timely fashion in coordination with the Client, County review periods, and the Developer/Owner (if applicable).

VI. Fee Estimate/Method of Compensation

EXP will perform the above-mentioned services on an hourly as needed basis for a Not-to-Exceed amount of twenty thousand forty dollars and zero cents (**\$20,040.00**). The method of compensation will be in accordance with the *Professional Services Agreement* and based on the rates provided in the Master Services Agreement. The

Client shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order.



**Exhibit B – Vendor’s Fee
Professional Services for On-Call Planning Services
Nassau County, FL**

May 29, 2024

Mr. Caleb Hurst
Development Services Director
Nassau County - Development Services
96161 Nassau Place
Yulee, FL 32097

Re: Professional Review Services

Dear Mr. Hurst:

EXP U.S. Services, Inc. (“EXP”) is pleased to provide this Fee Proposal to **Nassau County** (“Client”) for professional services for the above referenced project. The proposed professional services will be provided in accordance with Contract for Professional Services CM3565.

Schedule of Deliverables						
Task No.	Major Task, Sub-Task Activity, or Deliverable	Role	Anticipated Hours	Hourly Rate Amount	Fee	Fee Basis
1	Development Review	Planning Director	4	\$275	\$1,100.00	NTE
		Principal Planner	4	\$220	\$880.00	NTE
		Planner III	16	\$180	\$2,880.00	NTE
		Planner II	24	\$150	\$3,600.00	NTE
		Planner I	10	\$120	\$1,200.00	NTE
		Clerical	4	\$90	\$360.00	NTE
Subtotal					\$10,020.00	NTE
2	Miscellaneous Support	Planning Director	4	\$275	\$1,100.00	NTE
		Principal Planner	4	\$220	\$880.00	NTE
		Planner III	16	\$180	\$2,880.00	NTE
		Planner II	24	\$150	\$3,600.00	NTE
		Planner I	10	\$120	\$1,200.00	NTE
		Clerical	4	\$90	\$3600.0	NTE
Subtotal					\$10,020.00	NTE
Total:					\$20,040.00	NTE

Certificate Of Completion

Envelope Id: CDE637EC21E24E98AD6DF2D49B75A444	Status: Completed
Subject: CM3565-WA01 - EXP US Services - Professional Review Services - \$20,040.00	
Source Envelope:	
Document Pages: 7	Signatures: 9
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Caleb Hurst
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	churst@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Caleb Hurst	Location: DocuSign
6/4/2024 9:59:19 AM	churst@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Caleb Hurst		Sent: 6/4/2024 10:00:46 AM
churst@nassaucountyfl.com		Viewed: 6/4/2024 10:00:56 AM
Development Services Director		Signed: 6/4/2024 10:01:14 AM
Nassau County BOCC		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 50.238.237.26	

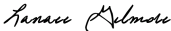
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore		Sent: 6/4/2024 10:01:15 AM
tpoore@nassaucountyfl.com		Viewed: 6/4/2024 10:24:39 AM
OMB Admin		Signed: 6/4/2024 10:25:54 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: 6/4/2024 10:25:56 AM
clacambra@nassaucountyfl.com		Viewed: 6/4/2024 10:26:39 AM
OMB Director		Signed: 6/4/2024 10:26:45 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: 6/4/2024 10:26:46 AM
lgilmore@nassaucountyfl.com		Viewed: 6/4/2024 10:57:23 AM
Procurement Director		Signed: 6/4/2024 10:57:42 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

Signer Events	Signature	Timestamp
<p>Tyler Blair tyler.blair@exp.com Multimodal Transportation Manager Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 172.59.67.191	<p>Sent: 6/4/2024 10:57:44 AM Viewed: 6/4/2024 11:00:31 AM Signed: 6/4/2024 11:01:27 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 6/4/2024 11:00:31 AM ID: c2344b06-d0f6-4bd5-9e31-d1fdeac3ef4b</p>		
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 6/4/2024 11:01:29 AM Viewed: 6/4/2024 2:19:43 PM Signed: 6/4/2024 2:21:27 PM</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>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 6/4/2024 2:21:29 PM Viewed: 6/4/2024 3:15:12 PM Signed: 6/4/2024 3:16:42 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 6/4/2024 3:16:44 PM Viewed: 6/4/2024 3:23:13 PM Signed: 6/4/2024 3:23:20 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>L.BELTON boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 6/4/2024 3:23:22 PM Viewed: 6/5/2024 9:28:36 AM Signed: 6/5/2024 9:28:49 AM</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
Clerk Admin BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/5/2024 9:28:50 AM Viewed: 6/5/2024 9:43:36 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/5/2024 9:28:51 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	6/4/2024 10:00:46 AM
Certified Delivered	Security Checked	6/5/2024 9:28:36 AM
Signing Complete	Security Checked	6/5/2024 9:28:49 AM
Completed	Security Checked	6/5/2024 9:28:51 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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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

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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.

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.