

NASSAU COUNTY WORK AUTHORIZATION # CM3585-WA01

Contract Number:	CM3585
Consultant/Vendor:	GAI Consultants, Inc.
Consultant/Vendor Contact Name:	Peter Sechler, Vice President
Consultant/Vendor Contact Phone Number:	(321) 319-3126
Consultant/Vendor Contact Email Address:	p.sechler@gaiconsultants.com
Project Short Title:	Plantation Park PUD Land Use Amendment & County Zoning Code Amendment
Total Amount of Previous Work Authorizations:	\$0.00
Amount of this Work Authorization:	\$16,460.00
New Contract Amount including this Work Authorization:	\$16,460.00
Funding Source:	04247515-531025

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" and Exhibit "B", 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 eight (8) months 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>Elizabeth Backe</u>	8/5/2024	
		Date	
Procurement:	<u>Annex Helms</u>	8/12/2024	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	8/7/2024	FP
		Date	
County Attorney:	<u>Denise C. May</u>	8/14/2024	EM
	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

Taco E. Pope, AICP
 By: Taco E. Pope, AICP
 Its: Nassau County Manager
 Date: 8/14/2024

EXP U.S. SERVICES, INC.

BY: P. Sechler
 Print Name: Peter Sechler
 Title: Project Executive/Vice President
 Date: 8/13/2024

GAI CONSULTANTS, Inc.
Work Order for Professional Services

Project Number: R230770.00 Work Order Number: 1

Project Name: Land Use Amendment & Zoning Code Text Amendment

Project Location: Nassau County, FL

The terms and conditions of the Professional Services Agreement for Professional Services, (hereinafter referred to as "AGREEMENT") between Nassau County, (hereinafter referred to as "CLIENT") and GAI Consultants, Inc (hereinafter referred to as "GAI") will govern the performance of the services described in this Work Order (hereinafter referred to as "WORK ORDER").

Project Description: This project involves two Tasks. Task 1 includes GAI assistance to County Planning Department staff for a Land Use Amendment in the Plantation Park PUD near American Beach. Task 2 will be GAI assistance of County Planning Department staff for County Zoning Code text changes in Commercial and Industrial Districts.

GAI Scope of Services: GAI will perform the following services under this Work Order.

Task 1 – Plantation Park PUD Land Use Amendment

1. GAI will provide planning services to assist County staff with a Land Use Amendment approximately 9 acres on the east end of the Plantation Park PUD, encompassing the Nana Sand Dune on Ocean Boulevard near American Beach. The parcel is owned by the National Park Service and the Land Use Amendment being sought changes the parcel from Commercial to Conservation land use.
2. Zoning for the parcel will remain the same PUD zoning.
3. GAI will generate a Staff Report for the Land Use Amendment. GAI will provide up to two revisions of the Staff Report and supporting exhibits based on comments from staff and the two Commission meetings.
4. GAI Will attend up to two (2) meetings for the Land Use Amendment. Anticipated meetings are before the Planning & Zoning Board, and the Board of County Commissioners. County staff will present the Land Use Amendment, while GAI supports with Q&A and technical assistance.

Task 2 – County Zoning Code Amendment

1. GAI will provide planning services to assist County staff with a County Zoning Code Amendment affecting Definitions, Commercial Neighborhood zone, Commercial Intensive zone, and Industrial Warehouse zone.
2. GAI will research small batch printing vs. large batch printing use definitions and use appropriateness in similar zones in zoning codes from other and similar Florida communities.
3. GAI will provide draft edits of the affected Zoning Code sections, following County guidelines for change notes, strikethroughs, and text colors for the draft code amendments. GAI will revise the draft edits up to two times based on staff and Commission meetings comments.
4. GAI will generate a Staff Report for the Zoning Code Amendments. GAI will provide up to two revisions of the Staff Report and supporting exhibits based on comments from staff and the two Commission meetings.
5. GAI Will attend up to three (3) meetings for the Zoning Code Amendments. Anticipated meetings are before the Planning & Zoning Board, and two (2) meetings before the Board of County Commissioners. County staff will present the Zoning Code Amendments, while GAI supports with Q&A and technical assistance.

County Assistance

The County will provide GAI all relevant data and documents pertaining to these tasks.

Schedule: Pursuant to the provisions of the AGREEMENT between GAI and CLIENT, GAI shall commence work upon receipt of a copy of this WORK ORDER executed by CLIENT. GAI shall endeavor to complete its services under this WORK ORDER within the schedule mutually agreed to with the County after execution by GAI and CLIENT, subject to excused delays occasioned by factors beyond GAI's reasonable control.

Compensation: Total estimated cost of GAI's services under this WORK ORDER is \$16,460.00, to be billed on an hourly basis including direct expenses.

Assumptions and Understandings: GAI's Scope, Schedule and Compensation as set forth above have been based on the following assumptions and understandings:

- 1) CLIENT has provided all its requirements for GAI's services under this WORK ORDER at the time this WORK ORDER is authorized.

GAI CONSULTANTS, Inc.
Work Order for Professional Services

- 2) CLIENT has provided all available information pertinent to GAI's services, including previous reports/drawings/GIS data, etc. at the time this WORK ORDER is authorized. Unless otherwise noted, GAI may rely upon such information.
- 3) CLIENT will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
- 4) CLIENT will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
- 5) Any of CLIENT's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
- 6) GAI's compensation is based on receiving authorization to proceed with the services described in this WORK ORDER within 45 days. If authorization to proceed is not received within 45 days, GAI reserves the right to revise its compensation.

REQUESTED AND AUTHORIZED BY
NASSAU COUNTY

By Taco E. Popey AICP

Printed Name Taco E. Pope, AICP

Title County Manager

OFFERED AND AGREED BY
GAI CONSULTANTS, INC.

By P Sechler

Printed Name Peter Sechler

Title Vice President, GAI Consultants, Inc

Attachments:

Exhibit A – Professional Services Agreement

END OF WORK ORDER

EXHIBIT B

Project: R230770.00 Nassau County Planning Services CSC											
Date: 7/18/2024		LIVE: Budget Factor 3.36		GAI Staff Labor				Acid Employees			
STEP 1 Choose Billing Term by Task		STEP 2 Input Task and Sub-Task Names		STEP 3 Choose Task and Sub-Task Managers		STEP 4 Choose Staff		WARNING: Only modify white fields.			
Task #	Task Name	Task #	Subtask Name Here	Task #	Subtask Name Here	Task #	Subtask Name Here	Task #	Subtask Name Here	Task #	Subtask Name Here
001	Plantation Park PUD Land Use Amendment	001	Subtask Name Here	001	Subtask Name Here	001	Subtask Name Here	001	Subtask Name Here	001	Subtask Name Here
		002		002		002		002		002	
		003		003		003		003		003	
		004		004		004		004		004	
		005		005		005		005		005	
		006		006		006		006		006	
		007		007		007		007		007	
		008		008		008		008		008	
		009		009		009		009		009	
		010		010		010		010		010	
	Task 001 Subtotals										
002	County Zoning Code Amendment	001	Subtask Name Here	001	Subtask Name Here	001	Subtask Name Here	001	Subtask Name Here	001	Subtask Name Here
		002		002		002		002		002	
		003		003		003		003		003	
		004		004		004		004		004	
		005		005		005		005		005	
		006		006		006		006		006	
		007		007		007		007		007	
		008		008		008		008		008	
		009		009		009		009		009	
		010		010		010		010		010	
	Task 002 Subtotals										
		Project Totals									

Certificate Of Completion

Envelope Id: 99D4E57EBDC44483BA5132D418D1306A Status: Completed
Subject: Complete with Docusign: GAI, CM3585-WA01, LAND USE AMENDMENT & ZONING CODE AMENDMENT
Source Envelope:
Document Pages: 6 Signatures: 12 Envelope Originator:
Certificate Pages: 6 Initials: 4 Laurie Goltry
AutoNav: Enabled Igoltry@nassaucountyfl.com
Envelopeld Stamping: Enabled IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)


Record Tracking

Status: Original Holder: Laurie Goltry Location: DocuSign
8/5/2024 1:32:15 PM Igoltry@nassaucountyfl.com

Signer Events

Signature	Timestamp
Elizabeth Backe ebacke@nassaucountyfl.com Planning Director Nassau County Security Level: Email, Account Authentication (None)	Sent: 8/5/2024 1:43:38 PM Viewed: 8/5/2024 1:51:05 PM Signed: 8/5/2024 1:51:35 PM

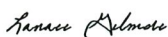
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 8/5/2024 1:51:37 PM Viewed: 8/6/2024 10:04:12 AM Signed: 8/6/2024 10:05:21 AM
---	---	---






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: 8/6/2024 10:05:23 AM Viewed: 8/7/2024 8:00:19 AM Signed: 8/7/2024 8:00:49 AM
--	---	--

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: 8/7/2024 8:00:53 AM Viewed: 8/12/2024 6:17:22 PM Signed: 8/12/2024 6:18:51 PM
---	---	---

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Peter Sechler p.sechler@gaiconsultants.com Vice President, GAI Consultants, Inc Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 8/13/2024 5:29:16 PM ID: a73cd615-df6f-4992-944e-8e5d942d5eef</p>	<p></p> <p>Signature Adoption: Drawn on Device Using IP Address: 64.187.133.114</p>	<p>Sent: 8/12/2024 6:18:54 PM Viewed: 8/13/2024 5:29:16 PM Signed: 8/13/2024 5:30:06 PM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p>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: 8/13/2024 5:30:09 PM Viewed: 8/13/2024 5:33:50 PM Signed: 8/13/2024 5:36:11 PM</p>
<p>Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>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: 8/13/2024 5:36:14 PM Viewed: 8/14/2024 7:55:18 AM Signed: 8/14/2024 7:57:53 AM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>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: 8/14/2024 7:57:57 AM Viewed: 8/14/2024 9:30:51 AM Signed: 8/14/2024 9:31:00 AM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>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: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 8/14/2024 9:31:04 AM Viewed: 8/14/2024 10:42:10 AM Signed: 8/14/2024 10:42:15 AM</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 Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/14/2024 10:42:18 AM Viewed: 8/14/2024 11:15:55 AM

Procurement Staff procurementstaff@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/11/2022 4:06:53 PM ID: 70ba6b9d-4524-4116-9685-dc2e1d625e39	COPIED	Sent: 8/14/2024 10:42:20 AM
--	---------------	-----------------------------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/5/2024 1:43:38 PM
Certified Delivered	Security Checked	8/14/2024 10:42:10 AM
Signing Complete	Security Checked	8/14/2024 10:42:15 AM
Completed	Security Checked	8/14/2024 10:42:20 AM

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.

DATE
7/31/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
GAI Consultants, Inc. 618 E. South Street, Suite 700 Orlando, FL 32801

DEPARTMENT
Planning

REQUESTED BY
Laurie Goltry

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE		STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Plantation Park, Zoning Amendme	04247515-531025			Encumber Contract	CM3585
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
1	Plantation Park PUD Land Use Amendment	1.00	\$ 9,520.00	\$ 9,520.00	CM3585-WA01-New Contract	
2	County Zoning Code Amendment	1.00	\$ 6,940.00	\$ 6,940.00	Amount \$16,460.00	
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		

ORIGINAL - FINANCE
COPY - DEPARTMENT

Shipping \$ 0.00
Total \$ 16,460.00

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.

Elizabeth Backe 8/5/2024

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 8/7/2024 8/6/2024

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.

Annex Belmont 8/12/2024

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.

Taco E. Popey AICP 8/14/2024

L.BELTON

Clerk:
Date: 8/14/2024