

**NASSAU COUNTY WORK AUTHORIZATION #15**

<b>Contract Number:</b>	CM3498
<b>Consultant/Vendor:</b>	ARC Surveying and Mapping, Inc.
<b>Consultant/Vendor Contact Name:</b>	John K. Maffett, PSM
<b>Consultant/Vendor Contact Phone Number:</b>	(904)384-8377
<b>Consultant/Vendor Contact Email Address:</b>	jmaffett@arcsurveyors.com
<b>Project Short Title:</b>	N Harts & Robin Rd
<b>Total Amount of Previous Work Authorizations:</b>	\$104,655.00
<b>Amount of this Work Authorization:</b>	\$7,826.00
<b>New Contract Amount including this Work Authorization:</b>	\$112,481.00
<b>Funding Source:</b>	03336541-531000

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 twenty-one (21) 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>Katie Peay</u>	8/14/2024	
		Date	
Procurement:	<u>Lanese Belmont</u>	8/16/2024	<i>JP</i>
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	8/14/2024	8/14/2024
		Date	
County Attorney:	<u>Denise C. May</u>	8/16/2024	<i>EM</i>
	Denise C. May	Date	8/16/2024

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  
Its: Designee  
Date: 8/16/2024

**ARC SURVEYING AND MAPPING, INC.**

BY: *[Signature]*  
Print Name: John Maffett  
Title: Vice President  
Date: 8/16/2024



# REQUEST FOR QUOTE

## NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 08/07/2024	Response Due Date: 08/16/2024
Short Description of Product(s)/Service(s) being requested: Field verify and stake out drainage/ ROW off N Hart's Road and Robin Road	

**FOR QUESTIONS, COUNTY REPRESENTATIVE INFORMATION IS BELOW:**

Requesting Department: Stormwater and Drainage	County Representative: Katie Peay
Phone Number: (904) 530-6391	Email Address: kpeay@nassaucountyfl.com

**REQUEST FOR QUOTE SENT TO:**

Vendor Name: ARC Surveying & Mapping Inc	
Address of Vendor: 5202 San Juan Avenue	
City, State, Zip Code: Jacksonville, Florida 32210	
Phone Number: (904) 384-8377	Email: jmaffett@arcsurveyors.com

**GENERAL INSTRUCTIONS/DECLARATIONS:**

This form must be completed and returned to the County Representative listed above before the response due date. You may attach your quote to this form; however, this form must still be completed. Responses to this request shall be valid for one hundred twenty (120) days from the response due date. If you are unable to respond, please so indicate on this form and return it to the County Representative listed above.

This request is not an offer. Response to this request constitutes acceptance of the Nassau County Standard Purchase Order Terms and Conditions, attached hereto as Attachment A. In the event that this response results in an executed contract, the executed contract's terms and conditions shall apply. Any additional or different terms in the provided response shall be deemed material alterations and notice of objection to and rejection of them is hereby given.

If selected for an award of the request for quote, the respondent must provide (1) a certificate of insurance meeting the insurance limits provided in this request, listing Nassau County Board of County Commissioners as an additional insured; (2) proof of E-Verify registration; and (3) a completed W9 before an order can be issued.

LINE NO.	PRODUCT NO.	DESCRIPTION OF PRODUCT(S) OR SERVICE(S)	QTY	UOM	UNIT PRICE	TOTAL AMOUNT
1		P-24-160		ea		
2		Stake out County ROW/EASEMENT				
3		Locate Piped Drainage along 86105 Robin Road				
4		Legal description for easement on Robin Road				
5						
6		2-Person Survey Crew	4	ea	\$ 1,500.00	\$ 6,000.00
7		Cadd Comp Technician	8	ea	\$ 102.50	\$ 820.00
8		SUR Chief Surveyor	4	ea	\$ 230.00	\$ 920.00
9		SUR Secretary/Clerical	1	ea	\$ 86.00	\$ 86.00
10				TOTAL		\$ 7,826.00

Lead Time After Receipt of Order 60 days.

Name of Person Providing Quote: John K. Maffett, PSM	
Address: 5202 San Juan Avenue	
City, State, Zip Code: Jacksonville, Florida 32210	
Phone Number: (904) 384-8377	Email: jmaffett@arcsurveyors.com
Signature of Person Authorized to Sign (Quote): <i>(Signatory must be authorized to bind company)</i>	Date: 08/13/2024
Printed Name of Signer: John K. Maffett	Title: Vice President



**Subject:** Harts and Robin Road Drainage Project, Nassau County

Arc Surveying & Mapping will provide Surveying services as follows: Project will be proposed and completed in phases.

Phase 1:

- Set control for the site.
- Identify property boundaries within the limits shown on the attached exhibit marked in Green.
- Perform a topographic survey and locate all features within 30 feet of the property lines marked in Red.
- Locate 50 feet each side of road intersection to include any drainage features marked in Blue.
- Locate ends of pipes found in Yard drain located along Robin Road.
- Provide mapped exhibit to the county for Easement Creation and drainage design.

Phase 2:

- Create new easement sketch and descriptions to define required drainage easement locations.
- Stakeout the limits of the current easement once verified. (Shown in Orange)
- Modify Easements as needed to meet county requirements.

Sincerely,



John K. Maffett, PSM  
Vice President  
Office 904-384-8377





**Certificate Of Completion**

Envelope Id: BB5C8C9085A745FBB2A9EB689AE96C87  
Subject: Complete with Docusign: CM3498-WA15 - N Harts Rd- ARC Surveying - \$7,826.00  
Source Envelope:  
Document Pages: 5 Signatures: 10  
Certificate Pages: 6 Initials: 3  
AutoNav: Enabled  
Envelopeld Stamping: Enabled  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed  
Envelope Originator:  
Stephanie Walsh  
swalsh@nassaucountyfl.com  
IP Address: 50.238.237.26

**Record Tracking**

Status: Original Holder: Stephanie Walsh Location: DocuSign  
8/14/2024 9:37:42 AM swalsh@nassaucountyfl.com

**Signer Events**

**Signature**

**Timestamp**

Katie Peay  
kpeay@nassaucountyfl.com  
Stormwater Director  
Nassau County BOCC  
Security Level: Email, Account Authentication (None)  
*Katie Peay*  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26  
Sent: 8/14/2024 9:43:16 AM  
Viewed: 8/14/2024 9:51:07 AM  
Signed: 8/14/2024 9:51:12 AM

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

Tracy Poore  
tpoore@nassaucountyfl.com  
OMB Admin  
Nassau County BOCC  
Security Level: Email, Account Authentication (None)  
*TP*  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26  
Sent: 8/14/2024 9:51:16 AM  
Viewed: 8/14/2024 12:50:35 PM  
Signed: 8/14/2024 12:51:16 PM

**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)  
*Chris Lacambra*  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26  
Sent: 8/14/2024 12:51:18 PM  
Viewed: 8/14/2024 1:33:57 PM  
Signed: 8/14/2024 1:35:19 PM

**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)  
*Lanaee Gilmore*  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26  
Sent: 8/14/2024 1:35:22 PM  
Viewed: 8/16/2024 9:40:08 AM  
Signed: 8/16/2024 9:40:18 AM

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



Signer Events	Signature	Timestamp
<p>John Maffett jmaffett@arcsurveyors.com Vice President Security Level: Email, Account Authentication (None)</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 129.222.84.10 Signed using mobile</p>	<p>Sent: 8/16/2024 9:40:21 AM Viewed: 8/16/2024 9:43:04 AM Signed: 8/16/2024 9:43:18 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 8/16/2024 9:43:04 AM ID: 08b9c785-e1a9-40d5-9611-8d693b8a60e6</p>		
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 8/16/2024 9:43:21 AM Viewed: 8/16/2024 10:30:26 AM Signed: 8/16/2024 10:30:53 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> 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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 8/16/2024 10:30:56 AM Viewed: 8/16/2024 11:02:24 AM Signed: 8/16/2024 11:02:33 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> 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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 8/16/2024 11:02:38 AM Viewed: 8/16/2024 11:42:42 AM Signed: 8/16/2024 11:42:46 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	 <p>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 8/16/2024 11:42:50 AM Viewed: 8/19/2024 4:48:03 PM Signed: 8/19/2024 4:48:13 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> 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
Stephanie Walsh swalsh@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/19/2024 4:48:18 PM Resent: 8/19/2024 4:48:27 PM
George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/19/2024 4:48:19 PM
BOCC Clerk BOCCclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/19/2024 4:48:20 PM Viewed: 8/20/2024 8:27:01 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/19/2024 4:48:22 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/14/2024 9:43:16 AM
Certified Delivered	Security Checked	8/19/2024 4:48:03 PM
Signing Complete	Security Checked	8/19/2024 4:48:13 PM
Completed	Security Checked	8/19/2024 4:48:22 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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](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.

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](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..

### **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.