

Requisition Form

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

VENDOR NAME/ADDRESS

Environmental and Geotechnical Specialists, Inc. 3676 Hartsfield Road Tallahassee, FL 32303 96135 Nassau Place Suite 1 Yulee, FL 32097

DEPARTMENT
Public Works / Parks & Rec

	76 Hartsfield Road lahassee, FL 32303							STED BY
VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE		AMOUNT AVAILABLE	E	STANDARD I	O OR ENCUMBER ONLY	
18768	Expanded Yulee Regional Park	68075572-563716	G-C0149			Encumber	Contract	CM3490-WA16
ITEM NO.	DESCRIPTION		QUANTITY	UNIT PRICE	AMOUNT			
					\$ 0.00		Finance to open	account & OMB
1	Task A - Phase I Geotechnical	Investigation	1.00	\$ 52,000.00	\$ 52,000.0	00	to prepare budge	et transfer
2	Task B - Wetland Delineation S	ervice	1.00	\$ 16,400.00	\$ 16,400.0	00	needed	
3	Task C - Threaten and Endange	ered Species	1.00	\$ 14,400.00	\$ 14,400.	00		
	Survey Service				\$ 0.00			
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	nger (signature required if greater the best of my knowledge, the appro				quisition and no othe	er condition	s would prevent an	oproval.
	, , , , , , , , , , , , , , , , , , ,		8/4/2025		,		1	-

Clerk: **/ /** Dat**8**/5/2025

NASSAU COUNTY WORK AUTHORIZATION #16

Contract Number:	CM3490
Consultant/Vendor:	Environmental and Geotechnical Specialists, Inc.
Consultant/Vendor Contact Name:	Matthew R. Landschoot
Consultant/Vendor Contact Phone Number:	904-580-8501
Consultant/Vendor Contact Email Address:	Matt-landschoot@egs-us.com
Project Short Title:	Expanded Yulee Regional Park
Total Amount of Previous Work Authorizations:	\$246,990.33
Amount of this Work Authorization:	\$82,800.00
New Contract Amount including this Work Authorization:	\$329,790.33
Funding Source:	68075572-563716-C0149

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 120 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:	Doug Podiale	7/23/2025
Department Head Managing Agent.	y over 1 opcome	Date
Procurement:	Kanace Kelmore	7/25/2025
		Date
Office of Management & Budget:	Cliris Lacambra	7/23/2025
		Date
County Attorney:	Denise C. May, Esq., BCS	8/4/2025
	Denise C. May	Date EM ₈ /4/2025
IN WITNESS WHEREOF, texecuted by its duly authorized represent	the Parties have caused this W ntatives, effective as of the last da BOARD OF COUNTY COUNTY, FLO	ommissioners
	By: <u>Taco E. Pope AICP-IC</u>	MA-CM
	Its: County Manager	
	Date: 8/4/2025	
	ENVIRONMENTAL AND SPECIALISTS, INC.	D GEOTECHNICAL
	BYMatthew K. Landschood	<u> </u>
	Print Name: Matthew R. L.	andschoot
	Title: Vice President	
	Date:7/25/2025	

Exhibit "A"

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

EGS Proposal No: 100-754-25

July 21, 2025



Nassau County Board of County Commissioners

96161 Nassau Place Yulee, FL 32097

ATTN: Jason Brown, CPRP

Parks & Recreation Operations Manager

SUBJECT: Cost Proposal for Geotechnical and Environmental Services

Expanded Yulee Regional Park Alternative Concept

Nassau County Parcel Number: 50-3N-27-0000-0001-0380

Yulee, Florida

Dear Jason:

Attached is the Cost Estimate for Environmental and Geotechnical Specialists, Inc. (**EGS**) to perform the requested geotechnical design and environmental support services for the abovementioned Project. As requested, the below cost estimate is based on the following Scope of Services;

TASK A – Phase I Geotechnical Investigation (See Concept Figure)

• **EGS** will complete the attached Scope of Services in accordance with the Terms and Conditions that will be agreed to for this Contract. All work will be done in accordance with the understandings outlined in this Cost Proposal.

TASK B – Wetland Delineation Service

- EGS will conduct a wetland delineation an approximately 102-acre parcel of land for the Yulee Regional Park. The wetland delineation will include the following:
 - Conduct a desktop review to evaluate potential wetlands and other surface waters within and adjacent to the project area;
 - Field verify wetlands present on the property and coordinate locations with the surveyor, to ensure wetland locations are incorporated into the plans;
 - Wetland Flags to be picked up by a Professional Land Surveyor to more accurately locate the wetland boundary; and
 - Preparation of a Wetland Assessment Report.

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

TASK C – Threaten and Endangered Species Survey Service

- **EGS** will conduct a threatened and endangered species survey an approximately 102-acre parcel of land for the Yulee Regional Park. The survey will include the following:
 - Conduct a desktop review to evaluate potential listed species within and adjacent to the project area;
 - In conjunction with the wetland delineation, a field review for potential listed species and/or their habitat present within the project area will also be conducted. If listed species are identified within the project area, photographic documentation and GPS coordinates will be collected and shared with the Client; and
 - Preparation of Threaten and Endangered Species Assessment Report.

The attached Scope of Services and costs are based on the following understandings:

- Environmental and Geotechnical Specialists, Inc. (**EGS**) will have access to the soil boring locations and have permission to be on-site;
- Bid assumes that **EGS** can perform the work between the regular business hours of Monday through Friday, 7:00 am to 5:00 pm;
- **EGS** is not responsible for obtaining necessary permits (excluding utility locate ticket), should they be required, for the proposed site;
- Costs have not been included for design services other than those outlined in the above Scope of Services;
- Groundwater Mounding Analysis of the proposed SWMF is to be performed by others;
- EGS has approval and permission to clear a 10-foot-wide path to access our soil boring locations. The path will be cleared with a skid steer track unit with a mulching head attachment, and all brush and trees cleared will be mulched and placed on and around the proposed path. Care will be taken to avoid clearing larger trees (tree diameters in excess of 6 inches), but the Client understands that some larger trees will likely need to be removed to access the soil boring location. This cost proposal is based on the understanding that the Client or Owner has coordinated with the property owner and has obtained permission for us to clear, PRIOR to EGS mobilizing on site;
- Costs have not been included to coordinate site access/site approval /
 clearing approval with private property owners. In cases where access is
 needed on private property or when clearing a path is required on private
 property to access the boring locations, EGS will mobilize on-site to begin
 the field investigation after we have received something in writing from the
 Client or Owner authorizing us to proceed with the investigation;
- The Client and the Owner understand that geotechnical rotary drill equipment causes an impact on grass and existing vegetation to access soil boring locations and to install soil borings as requested. Should the property

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

owner want the grass and/or landscaping restored to its existing conditions, it is the responsibility of Others to perform that service;

- Costs have not been included to evaluate the use of deep foundations;
- Foundation design of the proposed building is to be performed by others;
 and;
- Costs have only been included for the tasks outlined in the attached cost proposal, as directed by the Client;
- Surveyors will pick up wetland flags;
- All work will be conducted in accordance with the Contract that will be agreed to for this Project, should it be approved.

EGS estimates it can complete the attached Scope of Services for a Lump Sum amount of \$82,800.00.

EGS estimates it can complete the attached Scope of Services for the following Lump-Sum Amounts:

TASK A – Geotechnical Investigation: \$52,000.00
 TASK B – Wetland Delineation: \$16,400.00
 TASK C – Listed Species Assessment: \$14,400.00
 TOTAL – TASK's A through C: \$82,800.00

Environmental and Geotechnical Specialists appreciates the opportunity to provide the attached Cost Estimate under **EGS**'s continuing service contract with Nassau County. Authorization of this Cost Proposal can be accomplished by providing **EGS** a Contract for our review and signature.

If you have any questions concerning the costs, please call me. Thank you again for considering EGS for this Project.

Sincerely,

Environmental and Geotechnical Specialists, Inc.

Matt Landschoot

Matthew R. Landschoot, P.E. Vice President / Senior Geotechnical Engineer

Attachment: EGS Cost Proposal (7-21-2025)

Figure - Site Concept Plan/Boring Locations

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC. PROJECT ESTIMATE - TASK A

	EXPANDED YULEE REGIONAL PARK ALTERNATIVE	DATE: 7/21/2025
OCATION:	YULEE, FLORIDA	PROPOSAL: 100-754-25
		
CLIENT:	NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS	Page 1 of
TACK A.	GEOTECHNICAL INVESTIGATION - BASED ON THE EXPANDED YUL	EE DECIONAL DARK
IASK A.	ALTERNATIVE CONCEPT PROVIDED (SEE FIGURE)	LEE REGIONAL FARR
	,	
cope of Se		
	Clearing	
	Mobilize on Site Based On 3 Days Of Clearing, To Access Soil Boring Locations.	
	Field	
	Mobilize on Site	
	Obtain Utility Clearance (Sr. Eng. Tech: 8 Hrs)	
	One (1) Proposed Restroom Facility - ~15,000 Sf (See Figure)	
	Based On Installing 2-15 Ft SPT Soil Borings In Footprint Of Restroom	Facility, Based On The Restroom Faci
	Being Founded On A Shallow Foundation (30 Ft SPT)	
	One (1) Proposed Septic Drain Field (See Figure)	
	Based On 1-15 Ft SPT Soil Boring And 1-10 Ft Cased Hole "Piezomete	
	Location Outlined In The Attached Figure (15 ft SPT / 10 Ft Cased Hole	
	Two (2) Proposed Storm Water Management Facility (SWMF) Ponds Based On Installing 3-30 Ft SPT Soil Borings (1 Boring For Smaller Por	
	And 3-10 Ft Cased Hole "Piezometer" Tests (1 Cased Hole For Smaller	
	In The Footprint Of Pond Locations Outlined In The Attached Figure (90	
	Proposed Pedestrian Access (With Future Vehicle Access) (See Fig	
	Based On Installing 1-10 Ft SPT Soil Boring In Footprint Of Pedestrian	Access, In The Footprint Of
	Location Outlined In The Attached Figure (10 Ft SPT)	
	One (1) Proposed Parking Facility (See Figure)	
	Based On Installing 1-10 Ft SPT In Footprint Of Parking Facility (10 Ft	SPT)
	Proposed Access Road to Parking Facility (See Figure)	O.T.)
	Based On Installing 1-10 Ft SPT In Footprint Of Access Road (10 Ft SF Three (3) Proposed Soccer Fields With Two (2) Pavillion Structures	
	Based On Installing 3-10 Ft SPT Soil Boring In The Footprint Of Propos	
	Area To Evaluate If Groundwater Issues Will Effect The Performance O	
	Laboratory (Classification and Uniformity)	
	Particle Size Analysis Every 10 Feet (20 Tests)	
	Plastic Limit and Liquid Limit Every 20 Feet (10 Tests)	
	Organic Test Every 20 Feet (10 Tests)	
	Report	
	Prepare a Geotechnical Report, Including:	
	Subsurface Materials Encountered	A A
	Measured Groundwater and Estimated "Normal" Seasonal High Ground Geotechnical Plan Sheet For Inclusion In Construction Plan Set	iwater
	Restroom Facility: Geotechnoial Design Parameters And Allowable Be	earing Canacity For
	Shallow Foundations and Geotechnical Design Parameters For Propos	
	Drain Field: Provide Geotechnical Design Parameters (Horizontal and	
	Saturation) For Design Of Septic Drain Field (Note: Design of Septic D	
	SWMF (2): Provide Geotechnical Parameters, Including Horizontal and	Vertical Permeability Estiamtes, Poros
	Saturation, and Other Parameters Needed In Order To Perform The G	
	Note: Costs Have Not Been Included To Provide Design Infiltration R	
	Pedestrian Access: Over-Excavation Recommendations (If Any), And	Compaction Recommendations
	For Proposed Roadway	
	Parking Facility: Over-Excavation Recommendations (If Any), And Co	mpaction Recommendations
	For Proposed Roadway Access Road to Parking Facility: Over-Excavation Recommendations	s (If Any) And Compaction
	Recommendations For Proposed Roadway	in Any), And Compaction
	Soccer Fields (3)/Pavillions (2): Evaluate If Groundwater Issues Will I	Effect The Performance
	Of Each Facility/Structure	

	UNITS	NO. OF UNITS	COST/UNIT	COST
LABOR CATEGORY				
MAT Senior Engineer	Hour	32	\$215.16	\$6,885.12
MAT Engineer	Hour	32	\$133.94	\$4,286.08
MAT Engineering Intern	Hour	80	\$87.92	\$7,033.60
MAT CADD / Computer Technician	Hour	80	\$97.69	\$7,815.20
Total Labor			\$26,020.00	
FIELD CATEGORY				
UTILITY CLEARANCE				
MAT Senior Engineering Technician	Hour	8	\$118.90	\$951.20
MOBILIZATION				
Drill Rig - Truck Mounted	Each	1	\$636.54	\$636.54
Clearing Equipment	Each	1	\$742.63	\$742.63
DRILLING	•			
Drill Crew Support Vehicle	Day	2	\$318.27	\$636.54
SPT - Truck - 0-50 Ft	LF	195	\$19.10	\$3,724.50
Grout Boreholes - Truck - 0-50 Ft	LF	195	\$8.49	\$1,655.55
Extra SPT Samples - Truck - 0-50 Ft	Each	39	\$72.14	\$2,813.46
CLEARING	•			
Clearing Equipment - Mulching Attachment (Equipment Only)	Day	3	\$2,652.25	\$7,956.75
Chainsaw - (Equipment Only)	Day	3	\$159.14	\$477.42
FIELD PERMEABILITY TESTING / PIEZOMETERS				
Field Permeability - 0-10 Ft - Piezometer (Cased Hole) Method	Each	4	\$424.36	\$1,697.44
2-Inch Temporary Piezometer Installation - 0-50 Ft	LF	40	\$49.86	\$1,994.40
Total Field			\$23,286.43	
LABORATORY CATEGORY				
Particle Size Anlys AASHTO T88 (No Hydrometer)	Test	20	\$99.72	\$1,994.40
Liquid Limit AASHTO T89	Test	10	\$60.47	\$604.70
Plastic Limit & Plasticity Index AASHTO T90	Test	10	\$60.47	\$604.70
Organic Content Ignition FM 1 T-267	Test	10	\$45.62	\$456.20
Corrosion Series FM 5-550 through 5-553	Test	2	\$291.75	\$583.50
Total Laboratory			\$4,243.50	

SUBTOTAL	\$53,549.93
TASK A - LUMP-SUM TOTAL:	\$52,000.00

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC. PROJECT ESTIMATE - TASK B AND C

PROJECT: EXPANDED YULEE REGIONAL PARK ALTERNATIVE

LOCATION: NASSAU COUNTY, FLORIDA

DATE: 7/21/2025
PROPOSAL: 100-754-25

CLIENT: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

TASK B ENVIRONMENTAL SUPPORT SERVICES - BASED ON THE EXPANDED YULEE REGIONAL PARK

AND C: ALTERNATIVE CONCEPT PROVIDED (SEE FIGURE)

WETLAND DELINEATION AND THREATENED AND ENDANGERED SPECIES SURVEY

Scope of Services:

TASK B - WETLAND DELINEATION

Perform a Desktop Review

Conduct a Field Review to Delineate Wetlands and Other Surface Waters within Project Area (~102 ac)

Share Wetland Aerials with Design Team and Surveyor

Prepare a Wetland Delineation Report

Review Plan Set

TASK C - THREATENED AND ENDANGERED SPECIES SURVEY

Perform a Desktop Review

In Conjunction with Task B, Conduct a Field Review of Species within Project Area (~102 ac)

Document Species Indentified within Project Area

Share Identified Species with Design Team

Prepare a Threatened and Endangered Species Survey Report

Permitting Efforts are Not Included

UNIT RATES ARE NEGOTIATED, PLUS 3% ESCALATOR FOR 2025

Page 2 of 2 COST

ENVIRONMENTAL SERVICES					
TASK B - WETLAND DELINEATION					
MAT Chief Engineer	Hour	2	\$198.90	\$397.80	
MAT Engineering Intern	Hour	55	\$87.93	\$4,836.15	
MAT CADD / Computer Technician	Hour	16	\$97.69	\$1,563.04	
Senior Environmental Scientist	Hour	72	\$145.80	\$10,497.60	
Task B Total - Wetland Delineation \$17,294.59					
TASK C - THREATENED AND ENDANGERED SPECIES SURVEY					
MAT Chief Engineer	Hour	2	\$198.90	\$397.80	
MAT Engineering Intern	Hour	45	\$87.93	\$3,956.85	
MAT CADD / Computer Technician	Hour	12	\$97.79	\$1,173.48	
Senior Environmental Scientist	Hour	66	\$145.80	\$9,622.80	
Fask C Total - Threatened and Endangered Species Survey \$15,150.93					

TASK B - SUBTOTAL: \$17,294.59

TASK C - SUBTOTAL: \$15,150.93

TOTAL - TASK'S B AND C - LUMP SUM TOTAL: \$30,800.00

UNITS NO. OF UNITS COST/UNIT

NOTE: ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH THE TERMS AND CONDITIONS AGREED TO FOR THIS CONTRACT.

1 Baseball Fields
2 Dog Park
3 Fitness Corral with Shade Sales
4 Floating Boardwalk
5 Group Pavilion
6 Lake (Total: 42 Acres)
7 Main Park Drive
8 Maintenance Compound
9 Multi-generation, Universally Accessible

each parking area within parking boundary,

Access Road to

Parking Lot

Proposed pedestrian access, future vehicular

access

on-street parking along park boundary

is not included.

(x) = Approximate number of parking spaces in

(1) Multi-Purpose Open Space
(1) Multi-Purpose Trail
(2) On-Street Parking
(3) Outdoor Amphitheater Stage
(4) Parking (Total: 1,159)
(5) Pavilion
(6) Pickleball Court
(7) Pine Plantation
(8) Recreation Center (57,800 sf.)
(9) Restored Habitat with Canopy Trees
(2) Soccer Field
(2) Softball Fields
(2) Softball Fields
(2) Splash Pad
(3) Tennis Court

stormwater pond

~0.6 ac

Anticipated

restroom and septic location -

15,000 sf

Anticipated

Boring Locations S Stormwater pond S Stormwater pond S Stormwater pond -4.1ac

Playground with Shade Sales

Expanded Yulee Regional Park Alt.

Conceptual Park Site Master Plan



Certificate Of Completion

Envelope Id: 785A20E1-1189-46BD-9F31-753ABD27867F

Subject: CM3490-WA16 Environmental and Geotechnical Specialists, Inc. \$82,800

Source Envelope:

Document Pages: 9 Signatures: 10 Initials: 4 Certificate Pages: 6

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kdeetlefs@nassaucountyfl.com IP Address: 50.238.237.26

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> 7/23/2025 8:32:44 AM kdeetlefs@nassaucountyfl.com

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Signature Signer Events **Timestamp** Sent: 7/23/2025 8:36:37 AM Becky Diden BD bdiden@nassaucountyfl.com Viewed: 7/23/2025 9:52:00 AM Recycle Coordinator Signed: 7/23/2025 9:52:31 AM Nassau County BOCC Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication Using IP Address: 50.238.237.26 (None)

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Doug Podiak Sent: 7/23/2025 9:52:33 AM Doug Podiak dpodiak@nassaucountyfl.com Viewed: 7/23/2025 1:03:17 PM **Facilities Director** Signed: 7/23/2025 1:03:32 PM Nassau County BOCC

Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication Using IP Address: 50.238.237.26 (None)

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Not Offered via Docusign

Tracy Poore Sent: 7/23/2025 1:03:35 PM 17 tpoore@nassaucountyfl.com Viewed: 7/23/2025 1:50:24 PM OMB Admin Signed: 7/23/2025 1:52:53 PM

Nassau County BOCC Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication

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OMB Director

chris lacambra Cliris Lacambra clacambra@nassaucountyfl.com

Nassau County BOCC

Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication Using IP Address: 50.238.237.26 (None)

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lgilmore@nassaucountyfl.com	Manage (Achieve	Viewed: 7/23/2025 2:32:13 PM
Procurement Director		Signed: 7/25/2025 8:44:43 AM
Nassau County BOCC	Signature Adoption: Pre-selected Style	
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Electronic Record and Signature Disclosure:		
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Matthew R. Landschoot		Sent: 7/25/2025 8:44:46 AM
matt.landschoot@egs-us.com	Matthew R. Landschoot	Resent: 7/25/2025 9:00:44 AM
Vice President		Viewed: 7/25/2025 11:57:19 AM
Security Level: Email, Account Authentication	Signature Adoption: Pre-selected Style	Signed: 7/25/2025 11:59:39 AM
(None)	Using IP Address: 142.190.122.182	
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Elizabeth Moore		Sent: 7/25/2025 11:59:42 AM
emoore@nassaucountyfl.com	EM	Viewed: 7/28/2025 1:58:57 PM
Assistant County Attorney		Signed: 8/4/2025 8:34:45 AM
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Denise C. May, Esq., BCS		Sent: 8/4/2025 8:34:48 AM
dmay@nassaucountyfl.com	Denise C. May, Esq., BCS	Viewed: 8/4/2025 8:35:55 AM
County Attorney		Signed: 8/4/2025 8:36:10 AM
Nassau County BOCC	Signature Adoption: Pre-selected Style	
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Taco Pope, AICP		Sent: 8/4/2025 8:36:13 AM
tpope@nassaucountyfl.com		Viewed: 8/4/2025 10:19:30 AM
County Manager	V	Signed: 8/4/2025 10:19:50 AM
Nassau County BOCC	0	
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Clerk Finance		Sent: 8/4/2025 10:19:54 AM
boccap@nassauclerk.com	UB	Viewed: 8/5/2025 9:16:38 AM
Nassau County Clerk		Signed: 8/5/2025 9:20:40 AM
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(None)	Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	
Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059		

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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/5/2025 9:20:43 AM Viewed: 8/5/2025 9:28:06 AM
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication		Sent: 8/5/2025 9:20:43 AM

Electronic Record and Signature Disclosure: Not Offered via Docusign

Witness Events	Signature	Timestamp		
Notary Events	Signature	Timestamp		
Envelope Summary Events	Status	Timestamps		
Envelope Sent	Hashed/Encrypted	7/23/2025 8:36:37 AM		
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Envelope Updated	Security Checked	7/25/2025 9:00:43 AM		
Certified Delivered	Security Checked	8/5/2025 9:16:38 AM		
Signing Complete	Security Checked	8/5/2025 9:20:40 AM		
Completed	Security Checked	8/5/2025 9:20:44 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.