

DATE
10/4/2024

Requisition Form

NASSAU COUNTY

BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
CSI Geo, Inc
2394 St. Johns Bluff Road Suite 200
Jacksonville, FL 32246

DEPARTMENT
Public Works

REQUESTED BY
Noami Davis

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
18459	Fire Station 20	04223522-562002 C0107		Encumber Contract	CM3472-WA03

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	Geotechnical Exploration	1.00	\$ 5,222.35	\$ 5,222.35	
	Field exploration and laboratory testing			\$ 0.00	
	Engineering and Support services			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
	Fire Station 20			\$ 0.00	
	South End of Amelia Island			\$ 0.00	
	5518 First Coast Hwy			\$ 0.00	
	Fernandina Beach, FL 32034			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
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				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
	<i>FP</i>	10/4/2024		\$ 0.00	

ORIGINAL - FINANCE	Shipping	\$ 0.00
COPY - DEPARTMENT	Total	\$ 5,222.35

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.

Doug Podiak 10/4/2024

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 10/4/2024

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.

Nancy Nemore 10/7/2024

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.

[Signature] 10/28/2024

Clerk *G. Higginbotham*
Date: 10/28/2024

NASSAU COUNTY WORK AUTHORIZATION #03

Contract Number:	CM3472
Consultant/Vendor:	CSI Geo, Inc
Consultant/Vendor Contact Name:	John A. Iya
Consultant/Vendor Contact Phone Number:	(904) 641-1993
Consultant/Vendor Contact Email Address:	jiya@csi-geo.com
Project Short Title:	Expansion of Fire Station 20
Total Amount of Previous Work Authorizations:	\$24026.04
Amount of this Work Authorization:	\$5,222.35
New Contract Amount including this Work Authorization:	\$29,248.39
Funding Source:	

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. 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>Doug Podiak</u>	<u>10/4/2024</u>
		Date
Procurement:	<u>Kanaco Belmont</u>	<u>10/7/2024</u>
		Date
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>10/4/2024</u>
		Date
County Attorney:	<u>Denise C. May, Esq., BCS</u>	<u>10/28/2024</u>
<i>DM</i> 10/28/2024	Denise C. May	Date

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

NASSAU COUNTY, FLORIDA


 By: Taco Pope
 Its: Designee
 Date: 10/28/2024

CSI Geo, Inc

BY: John Iya
 Print Name: John A. Iya
 Title: Vice President
 Date: 10/21/2024

EXHIBIT "A"
VENDOR'S SCOPE & ESTIMATE

October 3, 2024

Ms. Evelyn J. Burton "EJ"
Nassau County Public Works
Nassau County, Florida

RFP Name: Geotechnical Exploration & Engineering Services
Expansion of Fire Station 20

Dear Ms. Burton:

CSI Geo, Inc. (CSI Geo) is pleased to present this technical approach for the subject project.

PROJECT BACKGROUND INFORMATION AND PROJECT DESCRIPTION

We understand that a new building for lodging is proposed to the west of the existing Fire Station 20 building in Nassau County, Florida.

TECHNICAL APPROACH

It is the intent of this contract to acquire a complete and accurate geotechnical investigation for the identified project through obtaining boring logs, performing soil testing, and incorporating this and other pertinent information into a comprehensive subsurface investigation report for the project site.

SCOPE OF PROPOSED SERVICES

The geotechnical exploration will consist of field exploratory borings, laboratory testing, and a geotechnical analysis of the collected data. A narrative outline of the work plan is presented in the following section.

WORK PLAN**Field Exploration**

Fire Station Building – The proposed exploration along the proposed building areas will consist of one (1) 30 feet deep Standard Penetration Test (SPT) boring. The SPT borings will be grouted upon completion. In addition, an undisturbed soil sample will be retrieved to provide soil parameters for foundation design.

Soil samples will be classified, containerized, marked in the field and returned to the laboratory for visual inspection and classification by the geotechnical engineer using the Unified Soil Classification Systems (USCS).

Laboratory Testing

Laboratory classification and index soil tests will be performed as necessary on selected soil samples obtained from the exploration. Specific tests to be performed are Moisture Content, Organic Content, Percent Fines, Atterberg Limits, Consolidation, and Corrosion testing.

Engineering/Support Services

A geotechnical engineer, registered in the State of Florida, will direct the geotechnical exploration and provide engineering analysis and evaluation of the site and subsurface conditions with respect to the planned construction. The results of the exploration and engineering study will be presented in a report containing the following:

- A brief discussion of the planned construction
- A graphical representation of the subsurface conditions encountered
- Depth to the groundwater table at the time of the boring and an estimation of the seasonal high groundwater table
- A graphic representation of the soil borings using DOT style Report of SPT Borings and a common legend
- An appendix that contains stratified soil boring profiles, laboratory test data sheets and other pertinent calculations
- Written discussion of the subsurface conditions encountered
- Site preparation recommendations with any special precautions (e.g., soft soil conditions, high groundwater, etc.), including any equipment limitations
- Foundation recommendations and evaluation with respect to the proposed construction
- General site preparation recommendations for site construction and construction of compacted fills or backfills

Anticipated Completion Schedule:

Geotechnical Exploration and Evaluation Report & Preliminary Soil Profiles

Approximately 25 working days after NTP



GEOTECHNICAL FEE ESTIMATE
Geotechnical Exploration
Expansion of Fire Station 20
Nassau County, Florida

2394 St. Johns Bluff Road, Suite 200
 Jacksonville, Florida 32246
 tel (904) 641-1993

Item Description	Unit	Number of Units		Cost / Unit		Estimated Cost
Field Investigation						
Mudbug/All Terrain Vehicle Mobilization 0-30 Miles	ea.	1	ea.	\$875.00	/ea.	\$875.00
Fire Station Building						
1 Truck/Mud Bug SPT 0-50 Ft	ft.	30	ft.	\$15.50	/ft.	\$465.00
Truck/Mud Bug Temp Casing 3" 0-50 Ft	ft.	20	ft.	\$10.00	/ft.	\$200.00
Truck/Mud Bug Grout Boreholes 0-50 Ft	ft.	30	ft.	\$7.00	/ft.	\$210.00
Truck/Mud Bug Undisturbed Samples 0-50 Ft	ea.	1	ea.	\$160.00	/ea.	\$160.00
Boring Layout/Utility Clearance/Coordination (Engineer Intern)	hr.	3	hr.	\$135.00	/hr.	\$405.00
Subtotal:						\$2,315.00
Laboratory Testing						
Lab Moisture Content of Soils (ASTM D2216. AASHTO T127)	ea.	3	ea.	\$22.00	/ea.	\$66.00
Lab Material Finer Than No.200 Sieve	ea.	3	ea.	\$48.00	/ea.	\$144.00
Lab Organic Content in Soils (Ignition or Combustion Method)	ea.	2	ea.	\$52.00	/ea.	\$104.00
Lab Atterberg Limits Test - ASTM D423, D424, AASHTO T90, ASTM D4318	ea.	2	ea.	\$115.00	/ea.	\$230.00
Lab Consolidation (ASTM D2435-2011)	ea.	1	ea.	\$530.00	/ea.	\$530.00
Subtotal:						\$1,074.00
Engineering/Support Services						
Project Manager	hr.	1	hr.	\$235.00	/hr.	\$235.00
Geotechnical Engineer	hr.	3	hr.	\$181.33	/hr.	\$543.99
Engineer Intern	hr.	5	hr.	\$135.00	/hr.	\$675.00
CADD Operator	hr.	3	hr.	\$100.00	/hr.	\$300.00
Clerical	hr.	1	hr.	\$79.36	/hr.	\$79.36
Subtotal:						\$1,833.35
TOTAL (Estimated):						\$5,222.35

Certificate Of Completion

Envelope Id: 21F6554633D84110A74963CC1799819E	Status: Completed
Subject: C3472-WA03 Fire Station 20 Expansion	
Source Envelope:	
Document Pages: 6	Signatures: 11
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Noami Davis
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	ndavis@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Noami Davis	Location: DocuSign
10/4/2024 11:21:22 AM	ndavis@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 10/4/2024 11:39:45 AM Viewed: 10/4/2024 11:41:42 AM Signed: 10/4/2024 11:41:51 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


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: 10/4/2024 11:41:54 AM Viewed: 10/4/2024 2:24:25 PM Signed: 10/4/2024 2:56:56 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 10/4/2024 2:56:58 PM Viewed: 10/4/2024 2:58:49 PM Signed: 10/4/2024 3:57:54 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 10/4/2024 3:57:58 PM Viewed: 10/4/2024 4:00:01 PM Signed: 10/7/2024 4:10:47 PM
	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>John Iya jiya@csi-geo.com Vice President Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 168.220.110.139	<p>Sent: 10/7/2024 4:10:49 PM Viewed: 10/21/2024 3:00:00 PM Signed: 10/21/2024 3:00:36 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 9/23/2024 10:26:54 AM ID: 1bc96fff-914c-4cb6-b70a-5b0d4f37692d</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 10/21/2024 3:00:39 PM Viewed: 10/21/2024 9:25:01 PM Signed: 10/28/2024 11:00:36 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Denise C. May, Esq., BCS 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: 10/28/2024 11:00:38 AM Viewed: 10/28/2024 11:12:10 AM Signed: 10/28/2024 11:12:46 AM</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: 10/28/2024 11:12:48 AM Viewed: 10/28/2024 3:10:04 PM Signed: 10/28/2024 3:10:10 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>G. Higginbotham 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: 10/28/2024 3:10:12 PM Viewed: 10/29/2024 7:58:40 AM Signed: 10/29/2024 7:58:47 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 Services bocclerksservices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/29/2024 7:58:54 AM Viewed: 10/29/2024 10:44:57 AM
Procurement Department procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/29/2024 7:58:55 AM Viewed: 10/29/2024 8:02:06 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	10/4/2024 11:39:45 AM
Certified Delivered	Security Checked	10/29/2024 7:58:40 AM
Signing Complete	Security Checked	10/29/2024 7:58:47 AM
Completed	Security Checked	10/29/2024 7:58:55 AM

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.

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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.