NASSAU COUNTY WORK AUTHORIZATION #21

Contract Number:	CM3498
Consultant/Vendor:	ARC Surveying and Mapping, Inc.
Consultant/Vendor Contact Name:	John K. Maffett, PSM
Consultant/Vendor Contact Phone Number:	(904)384-8377
Consultant/Vendor Contact Email Address:	jmaffett@arcsurveyors.com
Project Short Title:	Baptist Hospital Easements
Total Amount of Previous Work Authorizations:	\$165,476.00
Amount of this Work Authorization:	\$1,366.00
New Contract Amount including this Work Authorization:	\$166,842.00
Funding Source:	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. 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, Exhibit "B", 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:	Katie Peay	11/20/2024	
Department Freuer Wallaging / Igent.		Date	
Procurement:	Lanau Kilmou	11/22/2024	19
1 rocarement.		Date	<i>JF</i>
Office of Management & Budget:	Cliris Lacambra	11/20/2024	11/20/2024
or ramingement of 2 wages.		Date	
County Attorney:	Denise C. May, Esq., BCS	11/22/2024	EM
, and the second	Denise C. May	Date	_
			11/22/2024

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 11/25/2024
Date:

ARC SURVEYING AND MAPPING, INC.

BY:	
Print	Name: John Maffett
Title:	Vice President
Date	: 11/22/2024

ExHIBIT "A"



REQUEST FOR QUOTE

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 11/04/2024	Response Due Date: 10/30/2024
Short Description of Product(s)/Service(s) being requested:	Create 30 foot NS drainage easement to tie into existing (Shown in Red)
Create 40 foot wide East-West drainage easement through Ba	ptist property see attached for location. (Shown in Green)

FOR QUESTIONS, COUNTY REPRESENTATIVE INFORMATION IS BELOW:

Requesting Department: Stormwater and Drainage	County Representative: Katie Peay
	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:

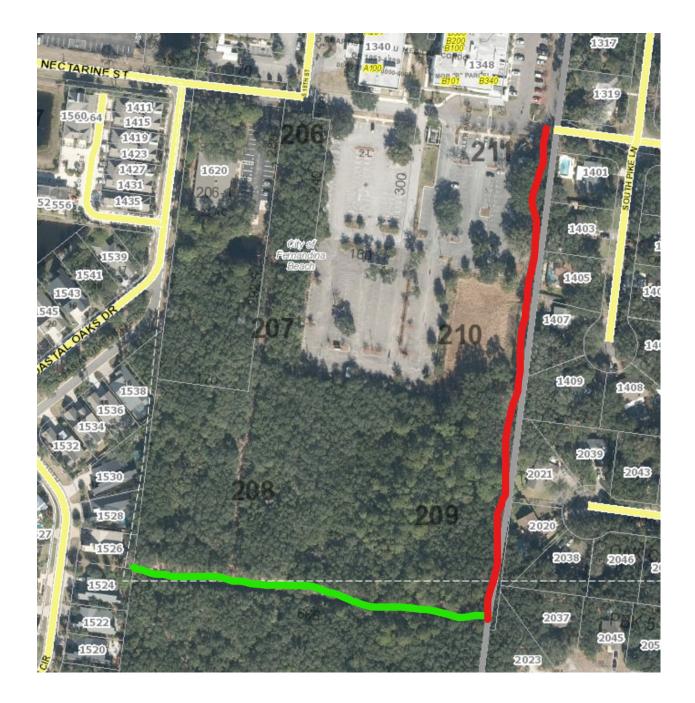
This form must be completed and returned to the County Representative listed above before the response due date. You may attach your quote to this form; however, this form must still be completed. Responses to this request shall be valid for one hundred twenty (120) days from the response due date. If 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-24-221		ea		
2						
3						
4						
5						
6						
7		Cadd Comp Technician	8	ea	\$ 102.50	\$ 820.00
8		SUR Chief Surveyor	2	ea	\$ 230.00	\$ 460.00
9		SUR Secretary/Clerical	1	ea	\$ 86.00	\$ 86.00
10				TOTAL		\$ 1,366.00

maffett@arcsurveyors.com
Date: 11/19/2024
Title: Vice President







Arc Surveying & Mapping, Inc. 5202 San Juan Avenue Jacksonville, FL 32210 (904) 384-8377

Surveying Services Rate Sheet

Personnel	2-Person Survey Crew		3-Person Survey Crew	
*Field Crew Day Rates	*\$1,500.00		*\$1,964.00	
*Day Rate is for an 8-hour day				
Approved Hourly Rates/All Classifications				
CADD Computer Technician \$102.50				
SUR Chief Surveyor		\$230.00		
SUR Crew Chief		\$115.50		
SUR Instrument Operator		\$72.00		
SUR Rodman		\$58.00		
SUR Secretary/Clerical			\$86.00	

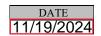
2-Person Survey Crew Day Rate

Position	Hourly Rate	Hours	Total
SUR Crew Chief	\$115.50	8	\$924.00
SUR Instrument Operator	\$72.00	8	\$576.00
		Day Rate	\$1,500.00

3-Person Survey Crew Day Rate

Position	Hourly Rate	Hours	Total
SUR Crew Chief	\$115.50	8	\$924.00
SUR Instrument Operator	\$72.00	8	\$576.00
SUR Rodman	\$58.00	8	\$464.00
		Day Rate	\$1,964.00

Contract Duration 3% Escalation per year - Hourly/Crew Rates				
Contract Duration	2024-202		Crew Rates	
	Unit of	3%		
Item	Measure	escalation	2024-2025 Hourly Rates	
CADD Computer Technician	Hourly	\$3.08	\$105.58	
SUR Chief Surveyor	Hourly	\$6.90	\$236.90	
SUR Secretary/Clerical	Hourly	\$2.58	\$88.58	
SUR Crew Chief	Hourly	\$3.47	\$118.97	
SUR Instrument Operator	Hourly	\$2.16	\$74.16	
SUR Rodman	Hourly	\$1.74	\$59.74	
	2025-202	6		
	Unit of	3%		
Item	Measure	escalation	2025-2026 Hourly Rates	
CADD Computer Technician	Hourly	\$3.17	\$108.74	
SUR Chief Surveyor	Hourly	\$7.11	\$244.01	
SUR Secretary/Clerical	Hourly	\$2.66	\$91.24	
SUR Crew Chief	Hourly	\$3.57	\$122.53	
SUR Instrument Operator	Hourly	\$2.22	\$76.38	
SUR Rodman	Hourly	\$1.79	\$61.53	
2026-2027 (1st Year Renewal Option)				
	Unit of	3%		
Item	Measure	escalation	2026-2027 Hourly Rates	
CADD Computer Technician	Hourly	\$3.26	\$112.00	
SUR Chief Surveyor	Hourly	\$7.32	\$251.33	
SUR Secretary/Clerical	Hourly	\$2.74	\$93.97	
SUR Crew Chief	Hourly	\$3.68	\$126.21	
SUR Instrument Operator	Hourly	\$2.29	\$78.68	
SUR Rodman	Hourly	\$1.85	\$63.38	
2027-2028 (2nd Year Renewal Option)				
Item	Unit of Measure	3% escalation	2027-2028 Hourly Rates	
CADD Computer Technician	Hourly	\$3.36	\$115.36	
SUR Chief Surveyor	Hourly	\$7.54	\$258.87	
SUR Secretary/Clerical	Hourly	\$2.82	\$96.79	
SUR Crew Chief	Hourly	\$3.79	\$130.00	
SUR Instrument Operator	Hourly	\$2.36	\$81.04	
SUR Rodman	Hourly	\$1.90	\$65.28	



Requisition Form

NASSAU COUNTY **BOARD OF COUNTY COMMISSIONERS**

VENDOR NAME/ADDRESS

Arc Surveying and Mapping, Inc 5202 San Juan Avenue Jacksonville, FL 32210

96135 Nassau Place Suite 1 Yulee, FL 32097

DEPARTMENT Stormwater & Drainage

REQUESTED BY

Ja	acksonville, FL 32210						e Peay
VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE		AMOUNT AVAILABLE	STANDARD P	O OR ENCUMBER ONL	
15478	Baptist Hospital Easement	03336541-531000)	\$ 1,833,158.00	Encumber	Contract	CM3498-WA21
ITEM NO.	DESCRIPTION	•	QUANTITY	UNIT PRICE	AMOUNT		
1	Professional Mapping and Surv	eying Services	1.00	\$ 1,366.00	\$ 1,366.00		
	Locate swale and possible acce	ess easement running	!		\$ 0.00		
	NS and EW on parcel				\$ 0.00		
	00-00-31-1600-0203-0000				\$ 0.00		
	Baptist Hospital legal descriptio	n and easement.			\$ 0.00		
					\$ 0.00		
					\$ 0.00		
					\$ 0.00		
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					\$ 0.00		
					\$ 0.00		
					\$ 0.00		
					\$ 0.00		
					\$ 0.00		
ORIGINAL - FIN	IANCE			I	Shipping	\$	0.00

COPY - DEPARTMENT **Department Head**

> I attest that, to the best of my knowledge, this requisitition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchesing Politicay

11/20/2024

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. 11/20/2024 (liris Lacambra

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.

11/22/2024

11/22/2024

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.

11/25/2024 L.BELTON

> Clerk: Date: -11/25/2024

\$1,366.00

Total



Certificate Of Completion

Envelope Id: 7B334428-F638-4BF9-83E7-DCAB8C54601E Status: Completed

Subject: Complete with Docusign: CM3498-WA21 - ARC SURVEYING - BAPTIST EASEMENT - \$1,366.00

Source Envelope:

Document Pages: 7 Signatures: 10 Envelope Originator: Certificate Pages: 6 Initials: 3 Stephanie Walsh

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

swalsh@nassaucountyfl.com IP Address: 50.238.237.26

Record Tracking

Status: Original Holder: Stephanie Walsh Location: DocuSign

11/20/2024 8:35:50 AM	swalsh@nassaucountyfl.com	
Signer Events	Signature	Timestamp
Katie Peay		Sent: 11/20/2024 8:41:08 AM
kpeay@nassaucountyfl.com	Katie Peay	Viewed: 11/20/2024 8:54:47 AM
Stormwater Director		Signed: 11/20/2024 8:54:57 AM
Nassau County BOCC	O'markens Adamt's a Bas asked at Otals	
Security Level: Email, Account Authentication	Signature Adoption: Pre-selected Style	
(None)	Using IP Address: 174.212.33.32 Signed using mobile	
Electronic Record and Signature Disclosure: Accepted: 11/2/2021 8:55:57 AM ID: a37cb26b-663c-4683-bca2-fe14683393b0	o o	
Tracy Poore		Sent: 11/20/2024 8:55:01 AM
tpoore@nassaucountyfl.com	<i>1</i> 9	Viewed: 11/20/2024 1:50:15 PM
OMB Admin		Signed: 11/20/2024 1:50:27 PM
Nassau County BOCC Security Level: Email, Account Authentication	Signature Adoption: Pre-selected Style	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

clacambra@nassaucountyfl.com

OMB Director

Lanaee Gilmore

chris lacambra

Nassau County BOCC

Security Level: Email, Account Authentication

(None)

(None)

Chris Lacambra

Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26

Using IP Address: 50.238.237.26

Sent: 11/20/2024 1:50:31 PM Viewed: 11/20/2024 8:04:31 PM Signed: 11/20/2024 8:04:45 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Igilmore@nassaucountyfl.com

Procurement Director Nassau County BOCC

Security Level: Email, Account Authentication

(None)

Lanace Helmore

Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26

Sent: 11/20/2024 8:04:49 PM Viewed: 11/22/2024 11:31:45 AM

Signed: 11/22/2024 11:31:51 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
John Maffett		Sent: 11/22/2024 11:31:54 AM
jmaffett@arcsurveyors.com		Viewed: 11/22/2024 11:46:47 AM
Vice President	·	Signed: 11/22/2024 11:47:01 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Drawn on Device Using IP Address: 107.77.216.70	
Electronic Record and Signature Disclosure: Accepted: 11/22/2024 11:46:47 AM ID: 174bd862-b31d-425f-bb75-e21009ddb7a5	Signed using mobile	
Elizabeth Moore		Sent: 11/22/2024 11:47:05 AM
emoore@nassaucountyfl.com	EM	Viewed: 11/22/2024 2:16:17 PM
Assistant County Attorney		Signed: 11/22/2024 2:16:44 PM
Nassau County	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May, Esq., BCS		Sent: 11/22/2024 2:16:47 PM
dmay@nassaucountyfl.com	Denise C. May, Esq., BCS	Viewed: 11/22/2024 2:18:02 PM
County Attorney		Signed: 11/22/2024 2:18:14 PM
Nassau County BOCC	O'marking Adapting Proported Oblin	
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 71.203.166.119 Signed using mobile	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco E. Pope, AICP		Sent: 11/22/2024 2:18:18 PM
tpope@nassaucountyfl.com	Taco E. Pope, AICP	Viewed: 11/25/2024 3:33:26 PM
County Manager		Signed: 11/25/2024 3:33:31 PM
Nassau County BOCC	Cignotium Adoption: Dro coloated Ctula	
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
BOCC AP		Sent: 11/25/2024 3:33:34 PM
boccap@nassauclerk.com	L.BELTON	Viewed: 11/25/2024 3:48:30 PM
Nassau County Clerk		Signed: 11/25/2024 3:48:36 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254	
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp

Timestamp

Timestamp

Intermediary Delivery Events

Certified Delivery Events

Status

Status

Carbon Copy Events	Status	Timestamp
Stephanie Walsh	CODTED	Sent: 11/25/2024 3:48:38 PM
swalsh@nassaucountyfl.com	COPIED	
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
George Murray	CODIED	Sent: 11/25/2024 3:48:40 PM
gmurray@nassaucountyfl.com	COPIED	
Project Manager		
Nassau County		
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
BOCC Clerk	CODYED	Sent: 11/25/2024 3:48:41 PM
BOCCClerkservices@nassauclerk.com	COPIED	
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Procurement	COPTED	Sent: 11/25/2024 3:48:42 PM
procurement@nassaucountyfl.com	COPIED	
Security Level: Email, Account Authentication (None)		

Witness Events	Signature	Timestamp	
Notary Events	Signature	Timestamp	
Envelope Summary Events	Status	Timestamps	
Envelope Sent	Hashed/Encrypted	11/20/2024 8:41:08 AM	
Certified Delivered	Security Checked	11/25/2024 3:48:30 PM	
Signing Complete	Security Checked	11/25/2024 3:48:36 PM	
Completed	Security Checked	11/25/2024 3:48:42 PM	
Payment Events	Status	Timestamps	
Electronic Record and Signature Disclosure			

Electronic Record and Signature Disclosure:Not Offered via DocuSign

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.