

NASSAU COUNTY WORK AUTHORIZATION #05

Contract Number:	CM3563
Consultant/Vendor:	Surveying and Mapping LLC (SAM)
Consultant/Vendor Contact Name:	Scott Borowski
Consultant/Vendor Contact Phone Number:	904-886-0071
Consultant/Vendor Contact Email Address:	Scott.borowski@sam.biz
Project Short Title:	Manucy Rd ROW Survey
Total Amount of Previous Work Authorizations:	\$48,128.00
Amount of this Work Authorization:	\$16,165.00
New Contract Amount including this Work Authorization:	\$64,293.00
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 as 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>	12/5/2024	
		Date	
Procurement:	<u>Kanani Helms</u>	12/6/2024	
		Date	JP
Office of Management & Budget:	<u>Chris Lacambra</u>	12/5/2024	12/5/2024
		Date	
County Attorney:	<u>Denise C. May</u>	12/9/2024	
	Denise C. May	Date	EM
			12/9/2024

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: 12/9/2024

SAM SURVEYING AND MAPPING LLC

BY: Patrick A. Smith
 Print Name: Patrick A. Smith
 Title: Principal/Executive Vice President
 Date: 12/6/2024

EXHIBIT "A"



Delivery Method:

Email: kpeay@nassaucountyfl.com

December 4, 2024

Katie Peay, PE CFM
Stormwater Director
Nassau County Stormwater
and Drainage Management
96161 Nassau Place
Yulee, FL 32097
Office: 904-530-6390

RE: Nassau County Manucy Road Survey Proposal, Nassau County, Florida

Mrs. Peay,

SAM Surveying and Mapping is pleased to provide you with this proposal for professional Surveying services in connection with the above-referenced project. Based upon the request for proposal and information provided to SAM and upon our previous experience providing similar surveying services, we have prepared the attached proposed Scope of Services and Fee Estimate.

After you have reviewed the attached proposed Scope of Services and Fee, please do not hesitate to call if you have any questions or comments. Again, thank you for the opportunity to provide this proposal. We are looking forward to working with you on this project.

Sincerely,


Scott Borowski, PLS
Project Manager

cc: Eric Stuart, PSM



Project Overview

SAM Surveying and Mapping, LLC (SAM) proposes to provide a Topographic Survey of a Portion of Manucy Road in Nassau County, Florida. The approximate project limits are from the northeast edge of pavement of Manucy Pointe Drive to 100' north of Castro Court. The limits will extend 50 feet north and south of the physical centerline of Manucy Drive and is shown on attached Exhibit "A".

Scope of Services – Tree, and Topographic Survey

SAM will perform a Tree, and Topographic Survey of a Portion of Manucy Road as shown on attached Exhibit "A".

- Set/establish (or reference to provided) horizontal and vertical survey control at the project site, based horizontally on the Florida East Zone State Plane Coordinate System, North American Datum of 1983 and vertically on the North American Vertical Datum of 1988. Minimum of 2 control points.
- Locate existing parcel and right of way boundary corners along route to depict probable right of way.
- Collect topographic information to include all aboveground visible improvements, edges of pavement, driveways, storm sewer and structures (with invert elevations where accessible), and sanitary sewer and structures (with invert elevations where accessible).
- Grades shots to be collected on a 50ft-grid, plus all breaks within survey area.
- Generate DTM surface with 1ft contour interval.
- Locate and depict aboveground visible evidence of underground utilities as evidenced by aboveground features marked at the time of field survey.
- Locate trees with DBH of 6" or greater within topographic survey limits.

Project Deliverables

- Signed/sealed pdf file and cad file of the survey.

Project Schedule

SAM will begin the field work within 1 week of notice to proceed and submit final survey within 4 weeks of notice to proceed.



Fees

SAM will provide the following services on a lump sum basis per the Scope of Services defined in SAM this proposal. Tree and Topographic Survey per Nassau county negotiated rates (see Exhibit "B") (\$16,165.00)

Total Lump sum fee \$16,165.00

Please do not hesitate to contact me at 904-634-8571 if you have any questions or wish to discuss this proposal.

Terms and conditions per Nassau County Contract for Professional Services Contract Tracking No. CM3563.

EXHIBIT A

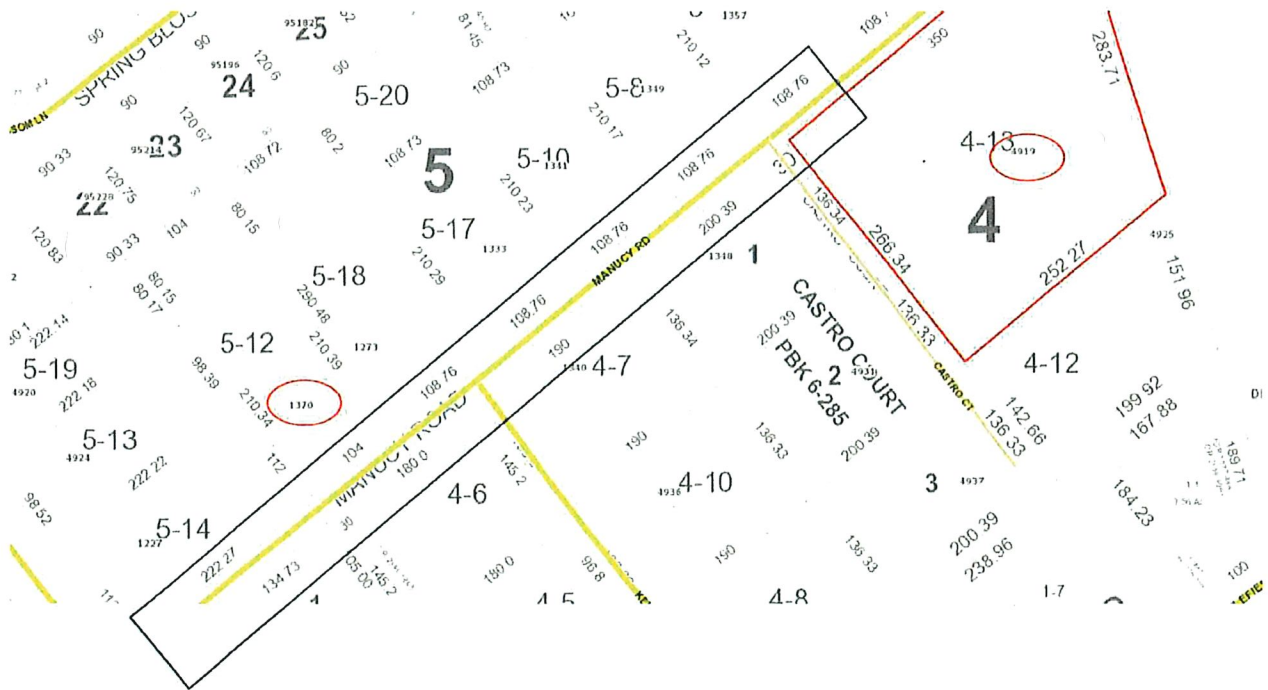





Exhibit B										
		Survey And Mapping LLC (SAM) Scott Borowski, Project Manager 9440 Phillips Highway Suite 7 Jacksonville, FL, 32256 Phone (904) 634-8571 Email: scott.borowski@sam.biz								
		Nassau County Topographic Survey of of Portion of Manucy Road								
Rates per Nassau County Contract for Professional Services Contract Tracking No. CM3563										
		Management/ Admin	Field Survey	Office Survey					Total Hours	Fee
Survey Office Personnel	Rate	Man Hours								
Office/Department Manager	\$270.00	0						0	\$0.00	
Senior Project Manager	\$230.00	1						1	\$230.00	
Project Manager	\$190.00	4		2				6	\$1,140.00	
Staff Surveyor	\$165.00	8						8	\$1,320.00	
Phase Manager	\$155.00							0	\$0.00	
Project Coordinator	\$135.00			6				6	\$810.00	
Senior Office Technician	\$118.00			25				25	\$2,950.00	
Office Technician	\$98.00							0	\$0.00	
Project Specialist	\$95.00							0	\$0.00	
Administration/Clerical Support	\$90.00	1						1	\$90.00	
Survey Field Crew								0	\$0.00	
Field Operations Manager	\$165.00							0	\$0.00	
Field Coordinator/Supervisor	\$115.00							0	\$0.00	
One (1) Person Survey Field Crew	\$110.00							0	\$0.00	
Two (2) Person Survey Field Crew	\$175.00		55					55	\$9,625.00	
Three (3) Person Survey Field Crew	\$240.00							0	\$0.00	
Additional Rodperson or Flagperson	\$65.00							0	\$0.00	
Utility Engineering Personnel Rates								0		
Project Manager	\$200.00							0	\$0.00	
Field Technician III	\$112.00							0	\$0.00	
Total Fee									\$16,165.00	



Certificate Of Completion

Envelope Id: 9A3C000C-E542-4116-AE1A-F15F953F5095 Status: Completed
Subject: Complete with Docusign: CM3563-WA05 - SAM SURVEYING AND MAPPING LLC - MANUCY RD ROW - \$16,165.00
Source Envelope:
Document Pages: 7 Signatures: 10 Envelope Originator:
Certificate Pages: 6 Initials: 3 Stephanie Walsh
AutoNav: Enabled swalsh@nassaucountyfl.com
Envelopeld Stamping: Enabled IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)


Record Tracking

Status: Original Holder: Stephanie Walsh Location: DocuSign
12/5/2024 2:59:44 PM swalsh@nassaucountyfl.com


Signer Events

Signature	Timestamp
Katie Peay kpeay@nassaucountyfl.com Stormwater Director Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 12/5/2024 3:07:04 PM Viewed: 12/5/2024 3:08:18 PM Signed: 12/5/2024 3:08:26 PM


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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 12/5/2024 3:08:28 PM Viewed: 12/5/2024 4:19:17 PM Signed: 12/5/2024 4:20:12 PM
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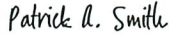




Electronic Record and Signature Disclosure:
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 12/5/2024 4:20:14 PM Viewed: 12/5/2024 4:23:32 PM Signed: 12/5/2024 4:34:27 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lanae Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 12/5/2024 4:34:29 PM Viewed: 12/5/2024 4:38:52 PM Signed: 12/6/2024 1:51:46 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Patrick A. Smith psmith@sam.biz Principal / VP Surveying And Mapping, LLC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/6/2024 5:42:07 PM ID: 3ad360f9-ab4f-44fe-8eb5-3fc8520afd5d</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 69.8.72.50</p>	<p>Sent: 12/6/2024 1:51:49 PM Viewed: 12/6/2024 5:42:07 PM Signed: 12/6/2024 5:42:22 PM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 12/6/2024 5:42:25 PM Viewed: 12/6/2024 6:03:33 PM Signed: 12/9/2024 8:18:51 AM</p>
<p>Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 12/9/2024 8:18:55 AM Viewed: 12/9/2024 8:26:54 AM Signed: 12/9/2024 8:28:17 AM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile</p>	<p>Sent: 12/9/2024 8:28:20 AM Viewed: 12/9/2024 8:41:05 AM Signed: 12/9/2024 8:48:11 AM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	 <p>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 12/9/2024 8:48:15 AM Viewed: 12/9/2024 1:19:31 PM Signed: 12/9/2024 1:19:36 PM</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) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/9/2024 1:19:38 PM Resent: 12/9/2024 1:19:50 PM
George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/9/2024 1:19:40 PM
BOCC Clerk BOCCclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/9/2024 1:19:41 PM Viewed: 12/9/2024 2:01:01 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/9/2024 1:19:42 PM Viewed: 12/9/2024 1:30:41 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/5/2024 3:07:04 PM
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Signing Complete	Security Checked	12/9/2024 1:19:36 PM
Completed	Security Checked	12/9/2024 1:19:42 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.

DATE
12/5/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
SAM Surveying and Mapping
10250 Normandy Blvd, Suite 604
Jacksonville, FL 32221

DEPARTMENT
Stormwater & Drainage

REQUESTED BY
Katie Peay

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Manucy Rd ROW	03336541-531000	\$ 1,935,707.00	Encumber Contract	CM3563-WA05
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Professional Mapping and Surveying Services	1.00	\$ 16,165.00	\$ 16,165.00	
	Manucy Road ROW map			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
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				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
COPY - DEPARTMENT Total \$ 16,165.00

Department Head
I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.
Katie Peay 12/5/2024

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)
I attest that, to the best of my knowledge, funds are available for payment.
Chris Lacambra 12/5/2024

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.
Nassau Schmidt 12/6/2024

County Manager (signature required if greater than \$100,000.00)
I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.
Taco E. Popey 12/9/2024

L.BELTON

Clerk: _____
Date: 12/9/2024