

CS-24-167

CONTRACT TRACKING NO. CM3850

BOCC CONTRACT APPROVAL FORM

SECTION 1 - GENERAL INFORMATION

Requesting Department: Planning Contact Person: Mikhael Eyerman
Telephone: (904) 530-6320 Email: mdeyerman@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Stantec Consulting Services, Inc.
Address: 3915 Crescent Park Drive
City: Riverview State: FL Zip Code: 33578
Vendor's Administrator Name: Paul Jones Title: Senior Principal and Practice Lead
Telephone: (813) 418-0685 Email: paul.jones@stantec.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Paul Jones Title: Senior Principal and Practice Lead
Authorized Signatory Email: paul.jones@stantec.com
(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION

Contract Name: Phase II Historic Resources Survey
Short Description of Product(s)/Service(s) Being Requested: Preparation of Phase II Historic Resources Survey

(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)

Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source
Other: _____

Amount of Initial Contract Term: 1 Year

Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
Year 3: _____ Year 4: _____

Total Amount of Contract (Initial Term + Renewal Options): NTE \$50,000.00 (Estimate if necessary)

Account Number: 04247515-531025

Source of Funds: County State Federal Other: _____

County Authorized Signatory: BOCC Chairman County Manager

(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE

Insurance Category: Category L Category M Category H Other: _____ *MP*

Risk Manager Initials: _____

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: _____ Amendment No: _____

Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope

Supplemental Agreement Other: _____

Contract Amount with Previous Amendments: _____ Amount of this Amendment: _____

New Contract Amount including this Amendment: _____

Account Code Change From: _____ To: _____

County Authorized Signatory: BOCC Chairman County Manager

(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|--|---|
| 1. <u>Elizabeth Backe</u> <u>12/30/2024</u>
Department Head/Contract Manager Date | 3. <u>Lanani Belmont</u> <u>12/30/2024</u>
Procurement Date
<i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>12/30/2024</u>
Office of Mgmt. & Budget Date | 4. <u>Denise C. May, Esq., BCS</u> <u>1/7/2025</u> <i>EM</i>
County Attorney Date |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 1/7/2025
County Manager Date

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is entered into by and between the **Board of County Commissioners of Nassau County**, a political subdivision of the State of Florida, hereinafter referred to as the “County”, and **Stantec Consulting Services Inc.**, located at 3915 Crescent Park Drive, Riverview, Florida 33578-3625, hereinafter referred to as the “Consultant” on the day and year last written below (hereinafter “Effective Date”).

WHEREAS, the County desires to obtain professional services for conducting Phase II of a comprehensive Historic Resources Survey for Nassau County. Said services are more fully described in the Scope of Work attached hereto and incorporated herein as Exhibit “A”; and

WHEREAS, the Consultant desires to render certain professional services as described in Exhibit “A”, and has the qualifications, experience, staff and resources to perform those professional services; and

WHEREAS, the County, through a competitive selection process conducted in accordance with the requirements of law and County policy and based upon the Consultant’s assurance that it has the qualifications, experience, staff and resources, the County has determined that it would be in the best interest of Nassau County to award a contract to the Consultant for the rendering of those services described in Exhibit “A”.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

SECTION 1. Recitals.

1.1 The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

SECTION 2. Exhibits.

2.1 The Exhibits listed below are incorporated into and made part of this Contract:

Exhibit A SCOPE OF SERVICES

Exhibit B CONSULTANT’S PROPOSAL AND DETAILED BUDGET

Exhibit C INSURANCE REQUIREMENTS

SECTION 3. Employment of the Consultant.

3.1 The County hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the professional services set forth in Exhibit “A” and Exhibit “B”.

SECTION 4. Scope of Services.

4.1 The Consultant shall provide professional services in accordance with Exhibit “A” and Exhibit “B”.

4.2 Services requested by the County or the County’s representative that are not set forth in Exhibit “A” and Exhibit “B” shall be considered additional services. Any request for additional services and additional fees shall be mutually agreed upon by the parties in writing.

SECTION 5. The County’s Responsibility.

5.1 The County shall provide the Consultant with all required data, information, and services regarding the requirements and objectives for the services under this Contract. The Consultant shall rely upon the accuracy and completeness of any information, reports, data supplied by the County or the County’s representative.

5.2 The County hereby designates the Planning Director, or designee, to act on the County’s behalf under this Contract. The Planning Director, or designee, under the supervision of the County Manager, shall have complete authority to transmit instructions, receive information, interpret and define the County’s policies and decisions with respect to materials, elements and systems pertinent to the provision of the Consultant’s services.

SECTION 6. Term of Contract and Option to Extend or Renew.

6.1 The term of this Contract shall begin upon the execution of this Contract by all parties and shall terminate one (1) year from date of execution. The term of this Contract may be extended in one (1) year increments, with no changes in terms or conditions, upon mutual written agreement between the Consultant and the County. The County Manager is hereby authorized to execute any Contract renewal, amendment and/or modification upon approval by the County Attorney's Office. Any extension or amendment to this Contract shall be subject to availability of funds of the County as set forth in Section 11 hereinbelow.

6.2. In the event that this Contract is continued beyond the term provided above by mutual consent of the parties and not reduced to writing, this Contract shall be carried out on a month-to-month basis and shall not constitute an implied renewal of the Contract. Said month-to-month extension shall be upon the same terms of the Contract and at the compensation and payment provided herein.

SECTION 7. Compensation.

7.1 The Consultant shall be compensated in an amount not to exceed \$50,000.00, in accordance with Exhibit "A" and Exhibit "B".

7.2 The Consultant shall prepare and submit to the Planning Director, for approval, an invoice for the services rendered, with a copy provided to invoices@nassaucountyfl.com. Invoices for services shall be paid in accordance with the Florida Prompt Payment Act found at Section 218.70, Florida Statutes. All invoices shall be accompanied by a report or statement identifying the nature of the work performed, the hours required and compensation for the work performed. The report or statement shall show a summary of fees. The County reserves the right to withhold payment to the Consultant for failure to perform the work in accordance with the provisions of this Contract, and the County shall promptly notify the Consultant in writing if any invoice or report is found to be unacceptable and will specify the reasons therefore. The

Consultant shall have thirty (30) days to cure any failure upon written notice. Consultant shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract.

7.3 All representations, indemnifications, warranties and guaranties made in, required by or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, will survive final payment and termination or completion of this Contract.

7.4 Final Invoice: Consultant shall submit to County Consultant's final/last billing to County clearly marked as "Final Invoice." Submittal of the Final Invoice by Consultant to County shall indicate that all services have been performed by Consultant and that all charges and costs have been invoiced by the Consultant to County and that there is no further work to be performed and no further invoices to be submitted under this Contract.

SECTION 8. Standard of Care.

8.1 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a professional under similar circumstances, at the same time, and in the same locality. In the County's sole discretion, upon request by the County, the Consultant shall, at no additional cost to the County, re-perform services which in the sole discretion of the County do not meet the foregoing standard of care.

SECTION 9. Equal Opportunity Employment.

9.1 In connection with the work to be performed under this Contract, the Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

SECTION 10. Access to Premises.

10.1 The County shall be responsible for providing access to all project sites (if required), and for providing project site specific information.

SECTION 11. Funding.

11.1 The County's performance and obligation under this Contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years and is subject to termination based on lack of funding.

SECTION 12. Expenses.

12.1 The Consultant shall be responsible for all expenses incurred while performing the services under this Contract including, but not limited to, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to the Consultant's agents, if any, hired by the Consultant to complete the work under this Contract.

SECTION 13. Taxes, Liens, Licenses and Permits.

13.1 The Consultant recognizes that the County, by virtue of its sovereignty, is not required to pay any taxes on the services or goods purchased under the terms of this Contract. As such, the Consultant shall refrain from including taxes in any billing. The Consultant is placed on notice that this exemption generally does not apply to nongovernmental entities, contractors, or subcontractors. Any questions regarding this tax exemption shall be addressed to the County Manager.

13.2 The Consultant shall secure and maintain all licenses and permits required to perform the services under this Contract and to pay any and all applicable sales or use tax, or any other tax or assessment which shall be imposed or assessed by any and all governmental authorities, required under this Contract, and to meet all federal, state, county and municipal laws, ordinances, policies and rules.

13.3 The Consultant acknowledges that property being improved that is titled to the County, shall not be subject to a lien of any kind for any reason. The Consultant shall include notice of such exemptions in any subcontracts and purchase orders issued under this Contract.

SECTION 14. Governing Law, Venue and Compliance with Laws.

14.1 This Contract shall be deemed to have been executed and entered into within the State of Florida and any dispute arising hereunder, shall be governed, interpreted and construed according to the laws of the State of Florida, the Ordinances of Nassau County, and any applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida, and any trial shall be non-jury. Any mediation, pursuant to litigation, shall occur in Nassau County, Florida.

14.2 The Consultant shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, codes, orders, criteria and standards.

SECTION 15. Modifications.

15.1 The terms of this Contract may be modified only upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

SECTION 16. Assignment and Subcontracting.

16.1 The Consultant shall not assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the County.

16.2 In order to assign this Contract, or to subcontract any of the work requirements to be performed, the Consultant shall ensure and provide assurances to the County, that any subcontractor selected for work under this Contract has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Contract. The Consultant shall provide the County with the names of any subcontractor considered for work under this Contract; the County reserves the right to reject any subcontractor whose qualifications or performance, in

the County's sole discretion, are insufficient. The Consultant shall be responsible for all work performed and all expenses incurred with the project. Any subcontract arrangements shall be evidenced by a written document available to the County upon request. The Consultant further agrees that the County shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Consultant, at its expense, shall defend the County against such claims.

16.3 The Consultant shall make payments to any of its subcontractors within seven (7) working days after receipt of full or partial payments from the County in accordance with Section 287.0585, Florida Statutes, unless otherwise stated in the contracts between the Consultant and subcontractors. The Consultant's failure to pay its subcontractor(s) within seven (7) working days shall result in a penalty charged against the Consultant and paid to the subcontractors in the amount of one-half of one percent (0.50%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to the actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

SECTION 17. Severability.

17.1 If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 18. Termination for Default.

18.1 If the Consultant fails to perform any of its obligations under this Contract, and if such default remains uncured for a period of more than fifteen (15) days after notice thereof was given in writing by the County to the Consultant, then the County may, without prejudice to any right or remedy the County may have, terminate this Contract.

18.2 Upon termination of this Contract, the Consultant shall immediately (1) stop work on the date specified; (2) terminate and settle all orders and subcontracts relating to the performance of the terminated work; (3) transfer all work in process, completed work, and other materials related to the terminated work to the County; (4) render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 19. Termination for Convenience.

19.1 The County reserves the right to terminate this Contract in whole or part by giving the Consultant written notice at least thirty (30) days prior to the effective date of the termination. Upon receipt of written notice of termination from the County, the Consultant shall only provide those services and/or materials specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the Consultant for the payment of any obligations to the extent such responsibility has not been excused by breach or default of the Consultant. The Consultant shall promptly contact the County to make arrangements to render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 20. Nondisclosure of Proprietary Information.

20.1 The Consultant shall consider all information provided by the County and all reports, studies, calculations, and other documentation resulting from the Consultant's performance of the services to be proprietary unless such information is available from public sources. The Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of the County or in response to legal process.

SECTION 21. Contingent Fees.

21.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Contract.

SECTION 22. Ownership of Documents.

22.1 The Consultant shall be required to work in harmony with other County consultants relative to providing information requested in a timely manner and in the specified form. All documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by the County.

SECTION 23. Force Majeure.

23.1 Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restrictions, strikes and freight embargoes. In all cases, the failure to perform shall be totally beyond the control and without any fault or negligence of the party.

23.2 In the event of delay from the foregoing causes, the party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the party's performance obligation under this Contract. If the delay is excusable under this section, the delay shall not result in any additional charge or cost under the Contract to either party. In the case of any delay that the Consultant believes is excusable under this section, the Consultant shall notify the County in writing of the delay or potential delay and describe the cause of the delay either: (1)

within ten (10) calendar days after the cause that created or will create the delay first arose, if the Consultant could reasonably foresee that a delay could occur as a result; or (2) within five (5) calendar days after the date the Consultant first had reason to believe that a delay could result, if the delay is not reasonably foreseeable. THE FOREGOING SHALL CONSTITUTE THE CONSULTANT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this section is a condition precedent to such remedy. The County, in its sole discretion, shall determine if the delay is excusable under this section and shall notify the Consultant of its decision in writing. No claim for damages, other than for an extension of time, shall be asserted against the County. The Consultant shall not be entitled to an increase in the Contract price or payment of any kind from the County for direct, indirect, consequential, impact, or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the Consultant shall perform at no increased cost, unless the County determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the County, in which case, the County may do any or all of the following: (1) accept allocated performance or deliveries from the Consultant, provided that the Consultant grants preferential treatment to the County with respect to products or services subjected to allocation; (2) purchase from other sources (without recourse to and by the Consultant for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Contract quantity; or (3) terminate the Contract in whole or in part.

SECTION 24. Access And Audits of Records.

24.1 The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the services and materials for at least three (3) years after completion of work contemplated under this Contract. The County and the County Clerk of Court shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours upon five (5) days' written notice to the Consultant.

SECTION 25. Independent Consultant Status.

25.1 The Consultant shall perform the services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the Consultant or any of its agents or employees to be an agent, employee or representative of the County.

25.2 The Consultant and the County agree that during the term of this Contract: (a) the Consultant has the right to perform services for others; (b) the Consultant has the right to perform the services required by this Contract; and (c) the Consultant has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

SECTION 26. Indemnification.

26.1 The Consultant shall indemnify and hold harmless the County and its agents and employees from all claims, liabilities, damages, losses, expenses and costs, including attorney's fees, arising out of or associated with or caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant or any persons employed or utilized by the Consultant, in the performance of this Contract. The Consultant shall, at its own expense, defend any and all such

actions, suits, or proceedings which may be brought against the County in connection with the Consultant's performance under this Contract.

SECTION 27. Insurance.

27.1 The Consultant shall provide and maintain at all times during the term of this Contract, without cost or expense to the County, such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance policies as detailed in Exhibit "C". The policy limits required are to be considered minimum amounts.

27.2 The Consultant shall provide to the County a Certificate of Insurance for all policies of insurance and renewals thereof in a form acceptable to the County. Said certificates shall provide that the Nassau County Board of County Commissioners is an additional insured, and that the County shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action with the exception of ten (10) days for non-payment. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized under the laws of the State of Florida.

SECTION 28. Dispute Resolution Process.

28.1 In the event of a dispute regarding the interpretation of the terms of this Contract, the County, in its sole discretion, may elect to use the dispute resolution process as set forth in this section.

28.2 In the event the County elects to use the dispute resolution process under this section, the County shall send a written communication to the Consultant pursuant to Section 35 hereinbelow. The written notification shall set forth the County's interpretation of the terms of this Contract.

28.3 The County shall then set a date and time for the parties to meet with the County Manager or designee. This meeting shall be set no more than twenty (20) days from the date that the written communication was sent to the Consultant. The Consultant may submit a written response to the County's written communication no less than five (5) days prior to the meeting with the County Manager or designee.

28.4 If no satisfactory resolution as to the interpretation of the Contract terms is reached at the meeting with the County Manager or designee, then the parties may elect to submit the dispute to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Consultant. The Consultant shall not stop work during the pendency of the dispute resolution or mediation process as set forth in this section.

SECTION 29. E-Verify.

29.1 The Consultant shall comply with Section 448.095, Florida Statutes, and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by the Consultant during the term of this Contract to work in Florida. Additionally, if the Consultant uses subcontractors to perform any portion of the work (under this Contract), the Consultant shall include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.

29.2 The Consultant shall maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized entity consistent

with the terms of the Consultant's enrollment in the program. This includes maintaining a copy of proof of the Consultant's and subcontractors' enrollment in the E-Verify program. If the Consultant enters into a contract with a subcontractor, the subcontractor shall provide the Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract.

29.3 Compliance with the terms of the E-Verify program provision is made an express condition of this Contract, and the County may treat a failure to comply as a material breach of the Contract. If the County terminates the Contract pursuant to Section 448.095(2)(c), Florida Statutes, the Consultant may not be awarded a public contract for at least one (1) year after the date on which the contract was terminated and the Consultant is liable for any additional costs incurred by the County as a result of the termination of this Contract.

SECTION 30. Public Records.

30.1 The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this Contract, to the extent that the Consultant is providing services to the County, and pursuant to Section 119.0701, Florida Statutes, the Consultant shall:

- a. Keep and maintain public records required by the County to perform the service.

- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Consultant does not transfer the records to the County.
- d. Upon completion of the Contract, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of the Contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

30.2 A request to inspect or copy public records relating to the County's contract for materials shall be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Consultant of the request, and the Consultant shall provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

30.3 If the Consultant does not comply with the County's request for records, the County shall enforce the Contract provisions in accordance with the Contract.

30.4 If the Consultant fails to provide the public records to the County within a reasonable time, the Consultant may be subject to penalties under Section 119.10, Florida Statutes.

30.5 If a civil action is filed against the Consultant to compel production of public records relating to the Contract, the Court shall assess and award against the Consultant the reasonable costs of enforcement, including reasonable attorney fees if:

- a. The Court determines that the Consultant unlawfully refused to comply with the public records request within a reasonable time; and
- b. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Consultant has not complied with the request, to the County and to the Consultant.

30.6 A notice complies with Section 30.5 b. hereinabove, if it is sent to the County's custodian of public records and to the Consultant at the Consultant's address listed on its Contract with the County or to the Consultant's registered agent. Such notices shall be sent pursuant to Section 35 hereinbelow.

30.7 If the Consultant complies with a public records request within eight (8) business days after the notice is sent, the Consultant is not liable for the reasonable costs of enforcement.

30.8 In reference to any public records requested under this Contract, the Consultant shall identify and mark specifically any information which the Consultant considers confidential and/or proprietary, inclusive of trade secrets as defined in Section 812.081, Florida Statutes, and which the Consultant believes to be exempt from disclosure, citing specifically the applicable exempting law and including a brief written explanation as to why the cited Statute is applicable

to the information claimed as confidential and/or proprietary information. All materials shall be segregated and clearly identified as "EXEMPT FROM PUBLIC DISCLOSURE."

30.9 In conjunction with the confidential and/or proprietary information designation, the Consultant acknowledges and agrees that after notice from County, the Consultant shall respond to a notice from the County immediately, but no later than 10 calendar days from the date of notification or the Consultant shall be deemed to have waived and consented to the release of the confidential and/or proprietary designated materials.

30.10 The Consultant further agrees that by designation of the confidential/proprietary material, the Consultant shall defend the County (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to the Consultant's designation of the material as exempt from public disclosure and to hold harmless the County (and its employees, agents and elected and appointed officials) from any award to a plaintiff for damages, costs and attorneys' fees, incurred by the County by reason of any claim or action related to the Consultant's designation of material as exempt from public disclosure.

SECTION 31. Disclosure Of Litigation, Investigations, Arbitration or Administrative Decisions.

31.1 During the term of this Contract, or any extension thereto, the Consultant shall have the continued duty to disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Consultant. If the existence of the proceeding causes the County concerns that the Consultant's ability or willingness to perform this contract is jeopardized, the Consultant may be required to provide the County with reasonable written assurance to demonstrate the Consultant can perform the terms and conditions of the Contract.

SECTION 32. Scrutinized Companies and Public Entity Crimes.

32.1 The Consultant is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, as well as Section 287.135, Florida Statutes, regarding Scrutinized Companies, and represents to County that the Consultant is qualified to transact business with public entities in Florida, and to enter into and fully perform this Contract subject to the provisions stated therein. Failure to comply with any of the above provisions will be considered a material breach of the Contract.

SECTION 33. Anti-Discrimination.

33.1 The Consultant agrees that it will not discriminate in employment, employee development, or employee advancement because of religious or political opinions or affiliations, race, color, national origin, sex, age, physical handicap, or other factors, except where such factor is a bonified occupational qualification or is required by State and/or Federal Law.

SECTION 34. Advertising.

34.1 The Consultant shall not publicly disseminate, advertise, or publish any information concerning this Contract without prior written approval from the County, including but not limited to, mentioning the Contract in a press release or other promotional material, identifying the County as a reference, or otherwise linking the Consultant's name and either description of this Contract or the name of the County in any material published, either in print or electronically.

SECTION 35. Notices.

35.1 All notices, demands, requests for approvals or other communications given by the parties to another in connection with this Contract shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or overnight delivery

service (such as federal express), or courier service or by hand delivery to the office of each party indicated below:

County: Nassau County
Attn: Elizabeth Backe
96161 Nassau Place
Yulee, Florida 32097

Consultant: Stantec Consulting Services, Inc.
Attn: Paul Jones
3915 Crescent Park Drive
Riverview, Florida 33578-3625

SECTION 36. Attorney's Fees.

36.1 Notwithstanding the provisions of Section 30 hereinabove, in the event of any legal action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

SECTION 37. Authority to Bind.

37.1 The Consultant represents and warrants that the Consultant's undersigned representative if executing this Contract of behalf of a partnership, corporation or agency has the authority to bind the Company to the terms of this Contract.

SECTION 38. Conflicting Terms, Representations and No Waiver of Covenants or Conditions.

38.1 In the event of any conflict between the terms of this Contract and the terms of any exhibits, the terms of this Contract shall prevail.

38.2 All representations, indemnifications, warranties and guaranties made by the Consultant in this Contract, as well as all continuing obligations indicated in this Contract, shall survive final payment and termination or completion of this Contract.

38.3 The failure of either party to insist on strict performance of any covenant or condition herein, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance.

38.4 The Consultant warrants that any goods provided by the Consultant under this Contract shall be merchantable. All goods provided shall be of good quality within the description given by the County, shall be fit for their ordinary purpose, shall be adequately contained and packaged with the description given by the County, shall conform to the agreed upon specifications, and shall conform to the affirmations of facts made by the Consultant or on the container or label.

SECTION 39. Construction of Contract.

39.1 The parties hereby acknowledge that they have fully reviewed this Contract and any exhibits and have had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

SECTION 40. Headings.

40.1 The section headings and captions of this Contract are for convenience and reference of the parties and in no way define, limit or describe the scope or intent of this Contract or any part thereof.

SECTION 41. Entire Agreement and Execution.

41.1 This Contract, together with any exhibits, constitutes the entire Contract between the County and the Consultant and supersedes all prior written or oral understandings.

41.2 This Contract may be executed in any number of counterparts; each executed counterpart hereof shall be deemed an original; and all such counterparts, when taken together, shall be deemed to constitute one and the same instrument.

SECTION 42. Change of Laws.

42.1 If there is a change in any state or federal law, regulation or rule or interpretation thereof, which affects this Contract or the activities of either party under this Contract, and either party reasonably believes in good faith that the change will have a substantial adverse effect on that party's rights or obligations under this Contract, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Contract. If the parties are unable to reach an agreement concerning the modification of this Contract within fifteen (15) days after the date of the notice seeking renegotiation, then either party may terminate this Contract by written notice to the other party. In such event, Consultant shall be paid its compensation for services performed prior to the termination date.

SECTION 43. Human Trafficking Affidavit.

43.1 In accordance with Section 787.06, Florida Statutes, the Consultant shall provide the County an affidavit, on a form approved by the County, signed by an officer or a representative of the Consultant under penalty of perjury attesting that the Consultant does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

(Remainder of page intentionally blank. Signature page follows.)

IN WITNESS WHEREOF, the parties have executed this Contract which shall be deemed an original on the day and year last written below

NASSAU COUNTY, FLORIDA



By: TACO POPE
Its: COUNTY MANAGER
Date: 1/7/2025

Approved as to form and legality by the
Nassau County Attorney

Denise C. May, Esq., BCS

DENISE C. MAY

STANTEC CONSULTING SERVICES INC.

Paul Jones

By: PAUL JONES
Its: SENIOR PRINCIPAL AND
PRACTICE LEAD
Date: 1/6/2025

Scope of Work: Historic Resources Survey

1. Introduction

The Nassau County Board of County Commissioners is seeking proposals from qualified consultants to conduct Phase II of a comprehensive Historic Resources Survey for Nassau County. The purpose of this survey is to identify, document, and evaluate historic properties within the recommended areas to guide future preservation planning efforts. The survey should meet the standards and guidelines set by the Florida Division of Historical Resources (SHPO) and the National Park Service (NPS).

2. Project Background

Nassau County is one of the oldest counties in Florida, dating to c.1824. Of course, the history in the county precedes that date extensively. Numerous archaeological sites in the county record evidence of Indigenous communities associated with the Timucua people, and Nassau was the site of early European contact, dating to 1562, with the arrival of the French on present day Amelia Island. The County has seen occupation by the French, English, Spanish, and Americans, and Revolutionary War and Civil War action. Nassau County tells the story of industry, agriculture, seafaring, railroads, tourism, and life in early Florida in general. Florida names familiar to the state's history such as Yulee, Plant, Kingsley, Reed, Delaney, and Lewis, all have ties to Nassau County.

Sites in Fernandina Beach and Amelia Island have been well-documented and preserved, but the rest of Nassau County is also home to centuries of history that have not had the same level of protection and preservation. Many towns associated with 19th century industry in Nassau County have been lost to time, such as Italia, Crandall, and Romulus. Other small towns still have a few structures remaining. Cemeteries dot the landscape of Nassau County, home to early settlers, pioneers, and families, many of whom still have descendants in the area. The history of Nassau County is vital to understanding the development of Florida.

To rectify these gaps in documentation, Nassau County completed Phase I of a Historic Resource Survey in 2020. This survey effort began in order to complete a comprehensive historic resource survey of the County, which has never been done. Phase I included a survey of 556 resources, of which 451 were recorded for the Florida Master Site File. This only accounts for 23% of the resources needing survey, which is why this surveying effort became a phased approach. Initial review by the consultants for Phase I suggested there were 2,395 parcels in the County that could be surveyed as over 50 years old (properties constructed through 1970).

The County is looking to continue surveying efforts with a Phase II project that moves the survey end date to properties constructed through 1975 and reviews additional areas of the County. Cemeteries in the study areas may be included for updated or new Site File forms; however, the cemeteries are not expected to be fully surveyed themselves. For Phase II of the survey, the following areas are recommended for review subject to coordination with the selected consultant;

if not all of these areas can be included for the Phase II budget, they would be shifted to a Phase III project component:

- Hilliard
- Thomas Creek area
- William Burgess District
- Lessie, Evergreen and Kings Ferry
- O'Neal
- American Beach (last surveyed with National Register nomination in 1998; currently undergoing proposed National Historic Landmark review that may overlap with survey efforts and therefore not be needed in Phase II).

To the extent they exist, it would be beneficial during Phase II to identify properties within the survey range (properties over 50 years old through 1975) that are on large tracts of land under common ownership. No surveying is recommended at this time, but this information will allow the County to begin conversations with these entities about accessing these properties for survey purposes in a future phase.

3. Objectives

The primary objectives of the Historic Resources Survey are to:

- Identify and document historic properties in Nassau County (including buildings, structures, sites, objects, and districts) that meet the criteria for listing in the National Register of Historic Places (NRHP) or local historic registers.
- Evaluate the significance and integrity of these resources.
- Provide recommendations for potential historic districts, landmark designations, or other preservation strategies.
- Complete and/or update Florida Master Site File forms for surveyed properties, compatible with SHPO standards.
- Provide survey information in ArcGIS shapefiles to the County to assist in mapping and identification.

4. Project Tasks

The selected consultant will be responsible for the following tasks:

Task 1: Project Kickoff and Research

- Meet with Nassau County staff, County preservation consultants, SHPO representatives, and other stakeholders to discuss project goals, methodologies, and deliverables as needed.
- Review existing documentation, maps, previous surveys, and other relevant materials.

Task 2: Field Survey

- Conduct an on-the-ground survey of the designated areas, including photographic documentation and detailed field notes for each property.
- Identify and record all properties that are 50 years old or older through 1975, as well as those of exceptional significance that may be less than 50 years old.

Task 3: Data Entry and Mapping

- Enter survey data into the Florida Master Site File forms in accordance with SHPO requirements.
- Produce GIS-based data maps illustrating the location and distribution of historic resources within the survey area.

Task 4: Evaluation and Recommendations

- Assess the significance and integrity of each property, referencing NRHP and local criteria.
- Identify potential eligible National Register properties or historic districts and provide boundary justifications.
- Recommend properties or districts for local or NRHP designation.

Task 5: Public Engagement

- Attend a minimum of two (2) public meetings to assist in gathering input from residents and stakeholders, preferably one on the west side of the County and one on the east side of the County. It is anticipated that the County will take the lead on coordinating these meetings.
- Provide updates on the survey progress and preliminary findings.

Task 6: Final Report and Deliverables

- Prepare a comprehensive final report that includes:
 - Survey methodology
 - Contextual history of the surveyed areas
 - Inventory of all documented properties
 - Evaluation of significance and integrity
 - Recommendations for future preservation actions
- Submit all digital files, maps, photographs, and Florida Master Site File data to Nassau County and the SHPO.

5. Deliverables

The following deliverables are expected from the consultant:

- Public engagement summary

- Draft and final versions of the survey report
- Digital copies of all survey data, including photographs and GIS files
- Public engagement materials and summaries

6. Project Schedule

The project is expected to be completed within twelve (12) months from the date of contract award. A detailed timeline with milestones will be established during the project kickoff meeting.

7. Budget

The budget for this project is not to exceed \$50,000.00. Proposals should include a detailed cost estimate, broken down by task.

8. Proposal Submission Requirements

Consultants interested in this project should submit a proposal that includes:

- A cover letter
- A description of the firm's qualifications and relevant experience: Provide a biography describing the consultancy's members' individual qualifications and history, years in business, location(s), legal structure, ownership, organizational structure, and key staff that would be committed to this project
- Related experience: Provide examples of the consultant's previous experience with comparable projects, specifically survey projects that have met the Secretary of the Interior's Standards. Examples of projects should be from the last five (5) years and include descriptive information such as the character of these projects, the scope of the consultant's involvement, methodology, and locations of the projects
- Resumes of key personnel
- A proposed approach and methodology
- A detailed budget and proposed timeline
- References from similar projects: Provide a list of at least three (3) references who have worked with the consultant in the past five (5) years who have relevant knowledge concerning the consultant's ability to complete such a project. Names, affiliations, addresses, current telephone numbers, and email addresses of all references must be provided.

9. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project scope and objectives
- Relevant experience and qualifications of the firm and key personnel
- Proposed methodology and approach
- Quality of past work and references
- Cost-effectiveness and budget alignment

10. Submission of Responses

Submissions must be received no later than October 14, 2024, at 5:00 PM. Proposals may be sent to the following contact via email:

Elizabeth Backe, AICP, Director
Nassau County Planning Department
96161 Nassau Place Yulee, FL 32097
(904) 530-6320
ebacke@nassaucountyfl.com

Nassau County Board of County Commissioners

Phase II Historic Resources Survey for Nassau County



October 18, 2024

Stantec Consulting Services Inc.





Stantec Consulting Services Inc.
3915 Crescent Park Drive
Riverview, FL 33578

Attention:
Elizabeth Backe, AICP, Director
Nassau County Board of County
Commissioners
Nassau County Planning Department 96161
Nassau Place Yulee, FL 32097

**Reference: Phase II Historic Resources
Survey for Nassau County**

Dear Ms. Backe,

We understand that the preservation of historic resources is important to the Nassau County Board of Commissioners, and we look forward to the opportunity to support the Commission in conducting a Phase II Historic Resources Survey for Nassau County, Florida. Stantec Consulting Services Inc. (Stantec) brings our experience in identifying, documenting, and evaluating historic properties, and in providing guidance and support for preservation planning efforts to help the Commission and County meet their goals.

Our firm is large, but our project team is local. Within our 300-person cultural resources team, our historic preservation program includes a roster of over 25 Secretary of the Interior (SOI)-qualified professional historians and architectural historians. Our project team selected to serve the Commission consists of individuals who specialize in Florida history and have experience executing Florida Division of Historical Resources (DHR) grants projects.

Our experience meets your needs. Our Florida-based team is passionate about historic preservation, and we have work history demonstrating this experience. We encourage you to ask our references about our expertise and community-focused approach. The difference between individuals comprising the Stantec team and other firms is that our Lead Architectural Historian and Lead Historian each have more than 25 years of experience focused on Florida history.

We're eager to do important work. We have the depth of staff, experience, and relationships you need, but also the energy and enthusiasm that your project deserves. We are history lovers through and through and want to see your project succeed. Working with historic properties are the types of projects our personnel find enjoyable, rewarding, and meaningful. We would be grateful for the opportunity to assist the Commission in this important project.

Firm name: Stantec Consulting Services Inc. (Stantec)
Point of contact and authorized representative: Paul Jones
Address: 3915 Crescent Park Drive, Riverview, Florida 33578-3625
Telephone number: 813-418-0685
Fax number: (813) 367-0440
Contact email: Paul.Jones@stantec.com

Our skilled team is committed to completing all work to the satisfaction of the Commission and meeting the established deadlines. We believe that we are qualified to provide the requested services and would be glad to provide additional information regarding our credentials or speak directly to discuss our qualifications.

We confirm that we are the willing to perform the services associated with the Commission's Phase II Historic Survey and are willing and able to enter into a contract with the Commission and the County. We are fully insured and can comply with County requirements regarding professional liability and other insurance coverage.

I am a Principal in the company and am authorized to commit Stantec to this project.



Paul Jones
Senior Principal

Stantec Consulting Services Inc.

Julie Byrd, MA, RPA
Business Development Leader
Direct: (813) 367-0968
julie.byrd@stantec.com

Paul Jones, MA, RPA
Senior Principal and Practice
Lead
Direct: 813-418-0685
Paul.Jones@stantec.com

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1 Firm Qualifications and Relevant Experience

Stantec Inc., founded in 1954, is an international full-service engineering and environmental firm with more than 31,000 employees working in over 450 locations across six continents. Stantec has offices in most major cities in the United States, with 18 offices across Florida, including our office location in Jacksonville, Florida. Stantec Consulting Services Inc., originally incorporated in 1929, is a U.S. operating entity of the Stantec family of companies.

1.1 Organization

Full Name: Stantec Consulting Services Inc.

Address: 410 17th Street, Suite 1400, Denver, Colorado 80202-4427 (Corporate Headquarters)

Telephone number: (303) 295-1717

Fax number: (303) 410-4100

Federal I.D. number: 11-2167170

Corporate Charter Number: 282029 (Florida Secretary of State: F01000005948, November 14, 2001)

a) Stantec Consulting Services Inc. is a corporation, incorporated in the State of New York in 1929.

b) Services for this project will be performed out of our offices located at 4651 Salisbury Road, Suite 350 **Jacksonville**, Florida 32256 and located at 3915 Crescent Park Drive, Riverview, Florida 33578-3625.

c) Stantec is an international full-service engineering and environmental firm.

- i. Age and size of firm and local office:** Stantec Consulting Services Inc. was incorporated 94 years ago and currently more than 850 Florida-based full-time employees. Our Florida-based cultural resources group was established in 1973 when Biological Research Associates started, later acquired by Entrix, then by Cardno, then by Stantec. The group currently has 20 full-time employees who specialize in cultural resources and work in Florida.
- ii. Location of office where work will be performed and managed:** Work will be managed from 3915 Crescent Park Drive, Riverview, Florida 33578-3625 and fieldwork, archival research, meetings, and local work will occur from 4651 Salisbury Road, Suite 350 Jacksonville, Florida 32256.
- iii. Number and nature of staff to be assigned to project full-time:** 1 full time and 5 full-time staff to be assigned with several hours a week on this project.



Tabby wall, Kingsley Plantation

1.2 Key Participants

Stantec’s key personnel are the strongest element of our experience. The project examples and references below were successful because they were led by qualified, caring, detail-oriented professionals who take pride in doing great work. Our project team is hand-selected to bring complimentary not duplicative skillsets, and we present our qualifications and experience below, preceding project examples and references. The roster highlighted below is backed by a team of more than 20 professionals in Florida and 300 nationwide, from which we have selected our best-fit individuals to lead the Nassau County project.

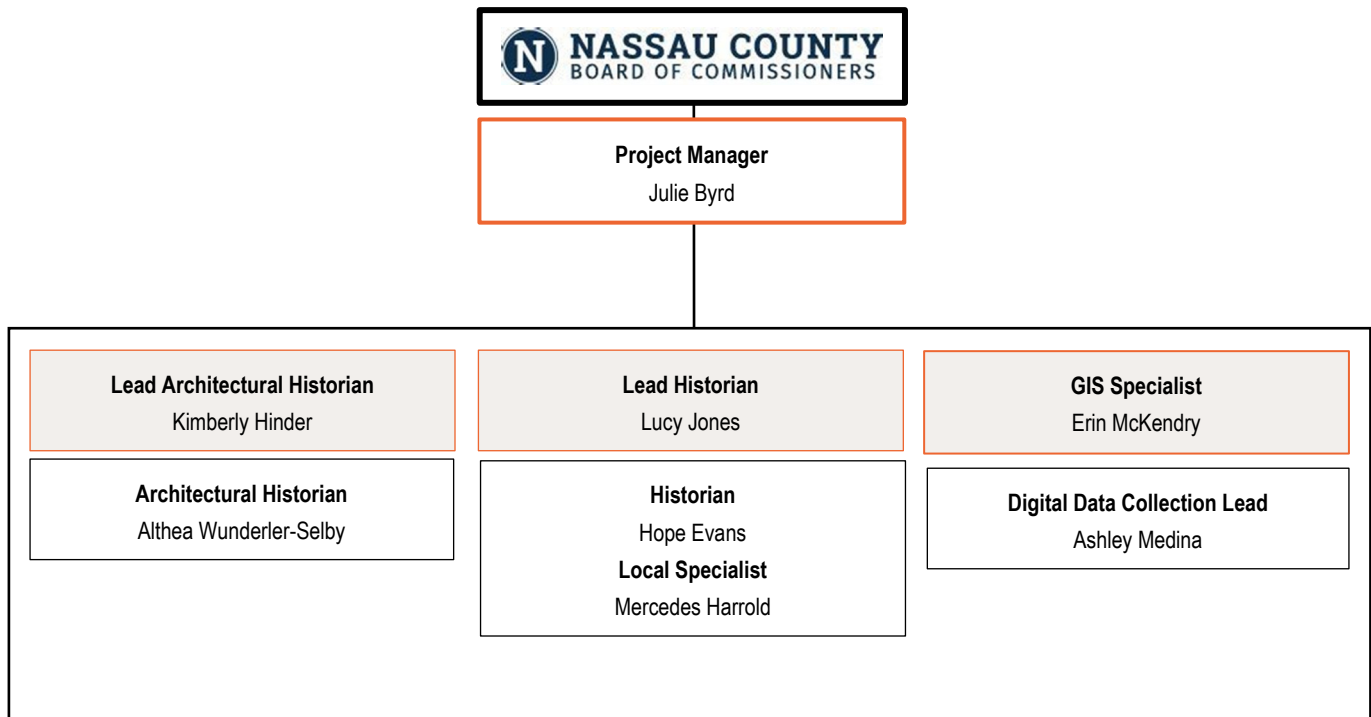
SOI Qualified Staff	Role	Years of Experience
Julie Byrd	Project Manager	19
Kimberly Hinder	Senior Architectural Historian	25
Lucy Jones	Senior Historian	25
Mercedes Harrold	Local Historian	10
Erin McKendry	Cultural Resources GIS Specialist	11
Althea Wunderler-Selby	Architectural Historian / Historian	5

Our team consists of a Project Manager, Senior Architectural Historian, Senior Historian, Local Historian, Cultural Resources GIS Specialist, and Architectural Historian/Historian. All meet the Secretary of the Interior’s Standards. Combined, we have nearly 100 years of experience. We also have a data collection specialist who will lead fieldwork and a supporting architectural historian.

Our Project Manager **Julie Byrd** will oversee the timeline, budget, and communication to Nassau County. **Kimberly Hinder** will be responsible for Architectural History reporting, evaluations, and Florida Master Site File forms. She will be supported by **Lucy Jones** for archival research and historic context. Also supporting Kimberly Hinder will be **Althea Wunderler-Selby**, who specializes in northern Florida architectural history. **Erin McKendry** is an expert in GIS mapping and will lead the GIS effort for Stantec. Lastly, **Mercedes Harrold** will provide rapid local response, if needed, and will support the team as an SOI-Qualified team member from the Jacksonville Stantec office.

2 Resumes of Key Staff

Figure 1. Organizational Chart



Resumes of *Project Manager*, *Lead Architectural Historian*, and *Lead Historian* follow. Resumes of all of our team are available upon request. Our personnel meet the Secretary of the Interior’s Standards and have professional qualifications appropriate to the tasks they would perform for this contract.

Stantec is well qualified for the current scope of work, having successfully completed similar projects in Florida and across the country. Our team has conducted hundreds of surveys requiring the preparation of Florida Master Site File (FMSF) inventory forms. These projects required extensive archival and contextual research; creation of historic contexts; conducting field surveys; preparation of forms, maps, and photos; and development of reports. Stantec staff to be used on this project have an average of 20 years of experience in historic and architectural survey work.

◆ Lead Architectural Historian **Kimberly Hinder** has extensive grant experience throughout Florida, with examples provided below.

- Historic resources survey of Don Cesar Place and Belle Vista Neighborhoods for the City of St. Pete Beach, Pinellas County, Florida
- Survey of historic lakeside resources in unincorporated areas near Sebring and preparation of 123 FMSF forms for Highlands County, Florida.
- Historic resource survey and preparation of 522 FMSF forms for the City of Wauchula, Hardee County, Florida.
- Historic resources survey of 253 properties to update the existing National Register of Historic Places listed historic districts in the City of Ocala, Florida, including the Ocala Historic Residential District, the Tusawilla Park Historic District, and the Ocala Historic Commercial District.
- Historic structure survey of 152 historic resources including completion of FMSF forms, historic context development, and recommendations for NRHP eligibility for the unincorporated community of Lealman in Pinellas County, Florida.
- Survey of 40 historic bridges including completion of FMSF forms, historic context development, and recommendations of NRHP eligibility for Pinellas County, Florida.
- Research, writing, and design of 22 interpretive panels for the St. Petersburg African American Heritage Trails. This project involved preparing the application for the grant, administration of the grant, and installation of the markers along with extensive coordination with the community.
- Survey and preparation of the Overtown Historic District nomination to the National Register of Historic Places for the City of Sarasota in Sarasota County, Florida.
- Preparation of a Historic Structures Report and nomination to the National Register of Historic Places for the Mound House (William H. Case House) in Fort Myers Beach, Lee County, Florida.
- Historic resource survey project of the Clearwater Central Business District and the Old Clearwater Bay neighborhood for the City of Clearwater, Pinellas County, Florida.

◆ **Lucy Jones** has served as Project Manager and Lead Historian on numerous historic preservation grant projects in Florida since 1995, with examples provided below.

- Historic structure survey of the Ybor City National Historic Landmark districts and South Ybor City Historic District. This survey and planning grant in Fiscal Year 2017-2018 included the completion of a historic resources survey of the portion of the Ybor City local historic district between the Ybor City National Historic Landmark District and Adamo Drive. The City of Tampa previously received a state grant in Fiscal Year 2007-2008 to update the inventory of historic structures in the northern portion of the National Historic Landmark district; that survey, also completed by Lucy Jones, recorded and evaluated 644 buildings.
- Historical and Architectural Survey Phase IV: Mid-Twentieth-Century Resources, 1940-1971, for the City of Eustis, Florida.
- Historic structure survey of the traditionally African American neighborhoods of Egypt and East Town in Eustis, Lake County, for the City of Eustis, Florida.

◆ **Julie Byrd** has served as Contract Manager, Project Manager, or Principal-in-Charge on multiple grant projects:

- Avon Park Architectural Survey of Historic Lakeside Resources, a Florida DHR Small-Matching Grant.
- Re-Examining St. Augustine’s Archaeological Zones, a Florida DHR Small-Matching Grant.
- Jacksonville Underrepresented Communities: Durkee Gardens Neighborhood Survey and National Register of Historic Places Nominations, a Florida DHR Small-Matching Grant.
- Wakulla Countywide Survey, an inventory conducted for Florida DHR funded by Federal assistance.
- City of Montgomery Civil Rights Historic Building Survey, funded by the Historic Preservation Fund.
- City of Winter Garden Survey of Downtown Historic District, a Florida DHR Small-Matching Grant.
- Hastings, Florida Structure Survey, a Florida DHR Small Matching Grant.



Tabby cabins, Kingsley Plantation



Julie Byrd

RPA

Project Manager

Stantec

19 years of experience

Julie Byrd has 19 years of professional experience in cultural resources with the past 15 focused on Florida. She has led a diverse array of project types and specializes in working with government clients to meet grant needs. Julie meets the Secretary of the Interior's Standards for Archaeology.

Formerly employed by the Florida Division of Historical Resources, Julie brings an agency-perspective of the requirements of state-led or state-funded projects. She has overseen more than ten successful Florida Division of Historical Resources grant projects and has developed methodologies that are trusted by the granting agency and pass deliverable review without revision. For example, she has added a quarterly progress update letter that grant recipients can submit as official documentation of meeting grant schedule and on-track deliverable submission.

Education:

MA Anthropology/Archaeology, Florida State University, 2011

BA Anthropology, Wake Forest University, 2005

Registration:

Registered Professional Archaeologist

Cultural Resources Survey, Wakulla County, FL. 2020-2021.

Historic Lakeside Resources, Avon Park, FL. 2021. Architectural history inventory to support a DHR Grant, requiring FMSF forms and 1A-46 compliant report.

Durkee Gardens Survey and NRHP District Nomination, Jacksonville, FL. 2019. Architectural history inventory to support a DHR Grant, requiring FMSF forms and 1A-46 compliant report.

Historic Resource Survey, Hastings, FL. Architectural history inventory to support a DHR Grant, requiring FMSF forms and 1A-46 compliant report.

Downtown Historic District Survey, Winter Garden, FL. Architectural history inventory to support a DHR Grant, requiring FMSF forms and 1A-46 compliant report.

Examining Archaeological Zones, St. Augustine, FL. 2021. GIS mapping to support a DHR Grant, requiring FMSF forms and 1A-46 compliant report.

City of Winter Garden Survey of Downtown Historic District, Winter Garden, FL. Architectural history inventory to support a DHR Grant, requiring FMSF forms and 1A-46 compliant report.

Hastings Architectural Inventory Survey, Hastings, FL. Architectural history inventory to support a DHR Grant, requiring FMSF forms and 1A-46 compliant report.

Cultural Resource Services, Broward County, FL.

As contract manager and archaeologist, provided contracted cultural resource professional services in support of county government historic preservation program.

New Smyrna Beach On-Call, Volusia County, FL. Contract Manager and on-call archaeological consultant for County projects under local ordinance.



Kimberly Hinder

Lead Architectural Historian

Stantec

28 years of experience

Kimberly Hinder has extensive experience in Architectural History, Historic Preservation Planning, and project management. She has over 25 years of experience in cultural resources, and she served for over ten years as the Senior Historic Preservation Planner with the County of St. Petersburg, Florida. Due to her work as a County preservationist, Kimberly has an understanding of the perspective and role of municipal government in preservation planning, and she works seamlessly with passionate County and other agency clients. She meets the U.S. Secretary of the Interior's Standards for History and Architectural History.

In addition to these experiences, Kimberly has prepared heritage education projects, professional publications, and reported on thousands of historical resources. She has identified historic districts, evaluated significance of buildings and other resource types, and developed public interpretation focused on African American history in a municipal context.

Education:

Master of Historic Preservation, University of Georgia, 1996

BA History, Agnes Scott College, 1992

County of Ocala Historic Property Survey Phase 1

Ocala, Marion County, FL. 2019.

As Senior Architectural Historian, Kimberly managed and conducted a grant-funded survey recording 253 historic resources on Florida Master Site File forms in order to update existing historic districts and recommend new areas for district and individual NRHP nomination. She performed extensive research on fifteen properties identified as potentially eligible, and presented the final report to the County of Ocala's Historic Preservation Advisory Board.

Lealman Historic Resources Survey

Lealman, Pinellas County, FL. 2019.

Kimberly was Senior Architectural Historian for the preparation of a grant-funded survey as part of an effort to identify significant properties within the Lealman Community Redevelopment Area. The survey, which resulted in the completion of 152 Florida Master Site File forms, was also intended to support heritage education efforts.

City of Cayce Survey of Historic African American Cemeteries, Cayce, Lexington County, SC. 2022-2023.

As Senior Historian, Kimberly managed this historic resources survey of African American cemeteries that are not well marked or well documented and endangered by a lack of awareness or other threats. The project included public meetings, extensive archival research, preparation of a historic context, and field survey of 11 cemeteries. The report included NRHP evaluation of each cemetery along with recommendations for maintenance and preservation. Funded through a state survey and planning grant.

Architectural Inventory and Evaluation of Sebring's Historical Lakeside Resources

Sebring, Highlands County, FL. 2023.

Senior Architectural Historian. Kimberly managed and conducted a grant-funded survey recording 123 historic resources on Florida Master Site File forms in order to any properties or districts eligible for district or individual NRHP nomination around seven of Sebring's lakes. She oversaw and conducted the field survey, conducted research on two properties identified as potentially eligible, and prepared the final report for the Highlands County Board of County Commissioners.



Lucy Jones

Lead Historian

Stantec

27 years of experience

Lucy Jones is an experienced professional Architectural Historian and as a Historian who has specialized in Florida and southeastern history for more than 25 years. Her experience includes multiple successful nominations of historic properties for listing on the National Register of Historic Places (NRHP), archival research, historic context development, and evaluation of historic structures for NRHP eligibility. Lucy meets the U.S. Secretary of the Interior's Standards as an Architectural Historian and as a Historian.

Lucy excels at archival research and applies her decades of work experience to locate and identify previously unknown primary sources. Because she has worked in Florida for several decades, Lucy has become an expert at finding and searching not only national online libraries and databases but also local, brick-and-mortar repositories. She understands the value of community knowledge and seeks to incorporate information from locals who know their history best.

Education:

Master of Liberal Arts Florida Studies, University of South Florida at St. Petersburg, 2006

MEd Elementary Education, University of Florida, 1993

BS Biology, Texas Christian University, 1987

Historic Structures Survey of Robles Park Village, Tampa, FL.

As Project Manager/Architectural Historian, Lucy recorded and evaluated historic resources at Robles Park Village, a 1952 public housing complex that includes 68 apartment buildings, an administration building, and associated outbuildings. She prepared the history of the project area for evaluation of property in the context of public housing in Tampa. The project was conducted in anticipation of Tampa Housing Authority's redevelopment of the complex.

North Ward Elementary School White Paper and NRHP Nomination, Clearwater, FL, USA

Project Manager/Historian. Co-authored a white paper presented to the City's Planning and Development Department summarizing information regarding the school's history, its significance to the local community, and how historic designation can contribute to the revitalization of the northern downtown district. Designation of the North Ward Elementary School is a key action item for the implementation of the Clearwater Downtown Redevelopment Plan within the Old Bay District; Ms. Jones also co-authored the NRHP nomination for the property (listed 2021).

Ground Penetrating Radar Survey of the Bannerman Road Property and Carr Cemetery, Tallahassee, Leon County, FL.

Historian. The purpose of the study was to identify potential grave locations within the project area associated with the historic Carr Cemetery. Since little has been written about the history of this African American cemetery on what was an antebellum plantation, Lucy Jones, at the request of Blueprint Intergovernmental Agency, conducted archival research focusing on the plantation's owner, William A. Carr, the identities of those who may be buried in the cemetery, and connections with the adjacent Black communities today.

Florida Trust for Historic Preservation and Tallahassee Trust for Historic Preservation Archaeology Awards, 2024.

3 Related Experience

Don Cesar Place and Belle Vista Neighborhoods Historic Survey

Location: St. Pete Beach, Pinellas County, Florida

Duration: April 2024 – August 2024

Client: City of St. Pete Beach

Stantec prepared a historic resources survey according to state guidelines to fulfill a **DHR survey and planning grant**. Our architectural historians identified and documented 336 historical resources providing mapping, potential district boundaries, and a survey report. Ms. Hinder administered the project, which included the completion of a **survey report** and new **FMSF forms**. Resources identified were primarily residences within two subdivisions established in the 1920s and incorporated as separate towns in the 1950s before consolidation with the City of St. Pete Beach. Stantec provided recommendations for future preservation efforts.

- ✓ DHR preservation grant project
- ✓ Identification of historic residences and potential districts
- ✓ Archival research and historic context
- ✓ National Register of Historic Places eligibility recommendations
- ✓ Preservation planning report
- ✓ Historic resource mapping using GPS and GIS



Mid-century Ranch house, St. Pete Beach

Joynerville and Beyond: The African American Community of Titusville

Location: Titusville, Brevard County, Florida

Duration: March 2024 - August 2024

Client: City of Titusville

The City of Titusville, Florida, received a **Small Matching Grant from the Florida Bureau of Historic Preservation, Division of Historical Resources** for a project that involved the comprehensive research and documentation of the history, events, and landmarks within the City's historic African American neighborhoods and commercial district. Ms. Hinder administered the project, which included archival research, community meetings, and recorded oral history interviews. Stantec produced a report that presented a timeline of the community, maps documenting historic locations throughout the community, and recommendations for education planning and future preservation efforts. This information will be used to prepare proposed text for interpretive signage or historic markers, the City's webpage, and the City's mobile app. This survey and report are intended to be used as tools for the preservation of Titusville's historic African American community.

African American History in Titusville

- 1870s**
 - 1859, Sand Point Post Office established
 - 1871, First office moved and renamed Titusville
 - 1874, Andrew and Myra Gibson settled in Titusville
 - 1879, Synagogue merged with the homes of Andrew and Myra Gibson, Edward Gibson and Berney Thomas
- 1880s**
 - 1880, Andrew Gibson selected as first Brevard County jailer
 - 1883, First African American school opened on Washington Avenue with six students and a white teacher brought in by Andrew Gibson
 - 1885, Arrival of the Atlantic Coast, St. Johns and Indian River Railroad; leased to the Jacksonville, Tampa, and Key West Railway in 1884
 - 1886, Andrew Gibson, Edward Gibson and Louis Ufflow establish first Black church, which later became the Greater Bethlehem Baptist Church
- 1890s**
 - 1890, The Prince Hall Indian River Lodge #185 (P.H.M.) established
 - 1892, St. James AME Church officially organized
 - 1894, William Henry Maxwell purchases his first orange grove
 - 1914-1915, The Great Freeze: in December 1914 and February 1915, destroy orange trees in the region, Maxwell creates kudzuwood from saved trees, used throughout the region to start new groves
 - 1895, Fire destroys the central business district of Titusville
- 1900s**
 - 1900, the St. James AME Church began annual meetings at the Colored Camp Grounds attracting thousands of African Americans to town
- 1910s**
 - 1910, Titusville Negro School established on Yager Avenue, referred to as "the Old Barn" by students
 - 1915, Dixie Highway constructed to town
 - 1916, The International Order of Odd Fellows African American lodge located on South Street
- 1920s**
 - 1920, Growth in Black-owned businesses, included George Denmark's blacksmith shop, Mr. Moore's barber shop, a grocery store by Henry Maxwell Little Groceries grocery, John Cunningham's bar
 - 1925, Edward Davis opens E.D. Davis & Co. Staple and Fancy Groceries on the northeast corner of South Street and Nigger Avenue
 - 1927, Henry T. Moore is promoted to principal of the Titusville Negro School, additional classrooms are added to the school using Rosewood funds.
 - 1927, The City purchases lots around Sylvan Lake to be used for fairgrounds and sports, Sylvan Lake is later filled by residents to create recreational space
- 1930s**
 - 1930, Black-owned businesses included Gene Hall's cafe on South Street, Charles Green's blacksmith and carpentry shop, and Ben Taylor's grocery
 - 1931, the Titusville Negro School burns down and students are forced to teach the term in churches. A new six room school is built during the summer to replace it
 - 1932, Andrew Gibson dies
- 1940s**
 - 1940, The Black Business District develops, stretching along South Street from Palm Avenue to the railroad
- 1950s**
 - 1951, Civil Rights activist and educator Henry T. Moore and his wife, Harriette are killed in a home explosion
 - 1952, New integrated neighborhoods developed; Displacement of Joynerville area and Black Business District begins; Lincoln Park developed 1952 followed by Gibson Park in 1959
 - 1956, the Dana Memorial Cemetery established
 - 1957, The Gibson High School opened on Spicewood Street
- 1960s**
 - 1963, Kennedy Space Program and NASA developed on Merritt Island
 - 1967, Gibson High School integrated with the Titusville High School

- ✓ DHR preservation grant project
- ✓ Archival research and historic context
- ✓ Preservation planning report
- ✓ Historic resource mapping using GPS and GIS

Beaufort County South of the Broad River and St. Helena Island Historic Resources Survey

Location: Beaufort County, South Carolina

Duration: January 2024 - Ongoing

Client: Beaufort County, South Carolina

Beaufort County selected Stantec to **update and expand their 1998 historic resources survey**, focusing on areas south and west of the Broad River and on St. Helena Island, with particular attention paid to the development of historically African American neighborhoods and institutions in the survey area. The County's goals are to (1) reevaluate buildings and structures recommended eligible for the NRHP in the 1998 survey (built pre-1950) but not subsequently listed, (2) to document potentially eligible resources in the study area built after 1950 and before 1979 (45 years from the 2024 survey date), including those in areas now annexed into municipalities and not under County zoning, and (3) **make eligibility recommendations for listing in the National Register of Historic Places (NRHP)** and/or local designation. The County's Historic Preservation Review Board (HPRB) and by the County's staff will use the updated survey for future NRHP nominations. This project is funded by a matching Federal Historic Preservation Grant; Stantec worked with the County to devise a survey strategy to maximize value to the County within the available budget.

Stantec developed **a historic context**, focusing on the development of historically African American neighborhoods and institutions in the survey area and major trends and events occurring after 1950, where the prior survey left off, and before 1979, 45 years before the 2024 survey date. Before fieldwork a community questionnaire was made available online, with an option to add location points, and in paper format. The questionnaire collected information from the public about places in the survey area with potential historic significance. Stantec historians drove all publicly accessible streets in the survey area, noting the properties with the most potential for NRHP eligibility. Stantec is providing the County with a map and list of properties surveyed at the windshield level, preparing state forms for up to 50 resources eligible for the NRHP, and synthesizing the project results in a survey reports.

- ✓ Update of earlier Countywide Survey
- ✓ Federal historic preservation grant funding
- ✓ Identification of historic residences and potential districts
- ✓ Archival research and historic context
- ✓ National Register of Historic Places eligibility recommendations
- ✓ Preservation planning report
- ✓ Collaborated with client to refine survey strategy
- ✓ Collaboration and coordination with local stakeholders and SHPO
- ✓ Historic resource mapping using GPS and GIS



Jakie Lee's Salt Marsh Cottages, Hilton Head Island

City of Eustis Historical and Architectural Survey Phase IV: Mid-Twentieth-Century Resources, 1940-1973

Location Lake County, Florida

Duration May 2023 – July 2023

Client: City of Eustis, Florida

This survey's essential goals were to **record 200+ historic resources** built between 1940 and 1973 and identify properties eligible for listing in the **National Register of Historic Places (NRHP)** within the prior survey areas. The City of Eustis selected Stantec to identify local historic resources, to record the results of the investigation, to develop a historic background of the area, and to create a summary of prior survey efforts in Eustis. Kimberly Hinder led the field survey teams and presented the survey's findings to the city council and historic preservation board. Erin McKendry provided GIS mapping and field data collection quality control. Lucy Jones was responsible for overall project management and preparation of the historic context; the report was coauthored by Lucy Jones and Kimberly Hinder. This project was funded by a **survey and planning grant from the Florida Division of Historical Resources**. This survey and report are intended to be used as tools for the preservation of the area's history and significant resources that enrich the social and cultural life of all Eustis residents.

- ✓ DHR preservation grant project
- ✓ Continuation of multiphase project
- ✓ Identification of historic residences and potential districts
- ✓ Wide variety of commercial and residential buildings
- ✓ Archival research and historic context
- ✓ National Register of Historic Places eligibility recommendations
- ✓ Preservation planning report
- ✓ Historic resource mapping using GPS and GIS



4 Proposed Approach and Methodology

The County has successfully applied for and been awarded a grant from DHR, and Stantec commends them for these efforts and for the commitment to highlighting the history of Nassau County. We understand that the project will have an impact on the preservation of County's history, and we are enthusiastic about assisting in this documentation effort. Because this project is so important, we want to be a part of its success.

Stantec has had the opportunity to support municipalities in completing DHR grants, so we are familiar with the standardized set of deliverables, the four-phase invoicing timeline, and the requirement for the City to provide DHR with quarterly progress reports. Additionally, our staff formerly worked at DHR, which gives us unique insight into the desires of your granting agency. Our key personnel also have experience as employees of County and City government and have applied for DHR Grants and acted as agency Project Manager. Our goal is to perform the tasks in the scope of work to the satisfaction of the County, to the satisfaction of the Grants Section at DHR, and to the satisfaction of the community stakeholders.

We understand that the following areas are being considered for the Phase II survey:

- Hilliard
- Thomas Creek area
- William Burgess District
- Lessie, Evergreen and Kings Ferry
- O'Neal
- American Beach (last surveyed with National Register nomination in 1998; currently undergoing proposed National Historic Landmark update by Stantec)

The primary objectives of the Historic Resources Survey are to:

- Identify and document historic properties in Nassau County (including buildings, structures, sites, objects, and districts) that meet the criteria for listing in the National Register of Historic Places (NRHP) or local historic registers.
- Evaluate the significance and integrity of these resources.
- Provide recommendations for potential historic districts, landmark designations, or other preservation strategies.
- Complete and/or update Florida Master Site File forms for surveyed properties, compatible with SHPO standards.
- Provide survey information in ArcGIS shapefiles to the County to assist in mapping and identification.

Our proposed approach and methodology below outlines our tasks for each section of the project, following the formula we have used to successfully complete similar projects supported by DHR grants.



NaNa Dune in American Beach

Task 1. Project Kickoff and Research

Stantec and the County Commissioners will hold a project kickoff meeting at the outset of the project, which will include Nassau County staff, County preservation consultants, SHPO representatives, and other stakeholders. The purpose of the meeting will be to introduce all key personnel for the project, establish mutual understanding of project goals, methodologies, project timeline, and deliverables. At this meeting, Stantec's Project Manager will confirm that we understand all portions of the scope of work, and we will clarify any questions regarding the expected deliverables. We will discuss the project timeline presented elsewhere in this proposal response, gaining mutual agreement that the timeline is appropriate and achievable. The introduction and kickoff meeting also allows Stantec to learn from the County about the background of the project. We will seek a deeper understanding of the project's context and listen and learn about any potential informants or background information that the County might already have in mind. At the end of the meeting, Stantec will understand what a successful project looks like to the County.

Through recent and current project experience, Stantec's architectural historians and historians are familiar with the county's resources and significant historical themes. Stantec's team, including key staff identified for the Nassau County survey, are completing an ethnographic overview and assessment for the National Park Service at the Timucuan Ecological and Historic Preserve and Fort Caroline National Memorial, focusing on collection, evaluation and analysis of demographic, ethnohistorical, ethnographic studies, and archival sources related to the peoples and communities traditionally associated with park

properties. Stantec has drafted a historic context and annotated bibliography along with a list of museums, historical societies, government agencies, local and university libraries, and other archives that may have information relevant to the project. Additionally, we have identified informants for each of these communities and recorded oral histories, both individually and with descendant focus groups.

Stantec is also part of the team currently working to complete the American Beach National Historic Landmark nomination on behalf of the National Park Service. The project includes determining boundaries contributing noncontributing for the NHL district and community meetings. This makes us well positioned and informed concerning the American Beach portion of the Nassau County project.

Our archival research will be conducted at historical societies, archives, libraries, in online repositories, and with municipalities. We will review existing research and synthesize previous work. The research will focus on building an historic context and identifying places, people, events, and other aspects of history significant to the story of Nassau County and pertinent for our survey. Archival research will also incorporate information from any informants identified or recommended in the public meeting process.



Browns Creek Fish Camp, Heckscher Drive

Task 2. Field Survey

Prior to field work, Stantec will use GIS information from the Nassau County Property Appraiser's Office to generate a list of properties 50 years old and older through 1975 within the areas to be surveyed. This information will be compared with the FMSF data for previously recorded resources and recent survey

areas. This information, along with feedback from the County, will be used to select areas and resources to be included in the field survey.

Fieldwork will be completed by teams of two, consisting of an architectural historian and a technician, using iPads to collect digital data for each historic resource, including GPS data and photographs; at the same time, field assessment notes are entered into digital fillable resource forms.

Stantec uses an ArcGIS based digital field data collection system on mobile devices (iPad or iPhone). The surveyors use Field Maps to see their location on a high-resolution aerial image, click on the location of the built resource they are documenting, and launch a Survey123 form. They then fill out the required fields and take high-resolution digital photographs of the resource. Once a resource is documented it displays as “complete” on the digital map and the survey data, photographs, and GIS point are automatically connected to each other and backed up to our server. The data collection platform can be set for offline use for areas that have limited cellular connectivity. Surveyors can toggle historical aerial and topographic maps on and off to help identify the age of built resources. Cemeteries may also be recorded as part of this project. Locations will be recorded using Field Maps and photo-documentation.

Stantec’s project manager will confirm and coordinate field dates with the Nassau County project manager. Care is taken to avoid trespassing on private property and no interior inspections are conducted at this stage. Our team is trained in field safety precautions and will follow established field investigation protocols. They are also trained in how to interact with members of the public encountered during field investigations in a friendly, informative, and courteous way. Naturally, people are curious about why we are taking photographs. We will explain the project in straightforward terms and in consideration of the County’s preferred communication messaging.



Ervin's Rest, American Beach

Task 3. Data Entry and Mapping

Stantec has developed a desktop editing and quality control dashboard allowing the architectural historians to review individual records and to assign FMSF numbers. This dashboard receives the Survey123 photographs and data in the same format in which the data was collected. The Stantec team can then review survey photographs in large format, compare documented resources, finalize the data and NRHP recommendations, and check for accuracy during the QA/QC process. This system is designed to automate the renaming of survey photographs according to SHPO standards, reducing project costs. They are also designed so that the data can be seamlessly exported from FileMaker Pro and imported into the SCDAH Access database and directly converted to a GIS geodatabase (GDB) with the renamed digital photographs attached.

Once field investigations are complete, our team will finalize the data and prepare deliverables. As part of Stantec's quality control process, the survey record for each resource will be reviewed for completeness and accuracy by the staff member who documented the resource and finalized. They may conduct additional desktop analysis to finalize the resource's date of construction and historic associations. A second historian or architectural historian will review each record for accuracy. Our process ensures accurate, complete, and consistent documentation and thoughtful recommendations.

Once each structure is documented, a report is run to generate the FMSF structure form, the required street and topographic maps, and attached photographs, each individual file named and organized according to the site file's requirements. This system of field data collection and editing was designed to increase both the efficiency and accuracy of historic resources survey and recordation.



Fort Clinch, Amelia Island

Task 4. Evaluation and Recommendations

The results of the field survey will be analyzed within the context of the findings of the background research to identify specific areas or properties that may possess significant architectural or historical associations. A recommendation for consideration of district boundaries, if appropriate, as well as individual eligibility or ineligibility for the National Register of Historic Places, will be contained in the report. Each property will be assessed for eligibility for listing in the National Register of Historic Places utilizing the standard Criteria for Evaluation, as set forth in 36 CFR 60.4 and as published by the National Park Service in National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation and the Florida Department of State, DHR's Standards and Operational Manual: Module 3. It will also consider local criteria. Integrity will be considered. This project does not include the update or creation of any National Register of Historic Places nomination forms. GIS data will include a resource table that includes geographic coordinates, resource name, and year of construction, as well as one layer and a shapefile.



Evans' Rendezvous, American Beach

Task 5. Public Engagement

Stantec is prepared to engage the public in this process and we are eager to obtain any information local informants might have. We will attend and support Nassau County's planning of two public meetings with residents and stakeholders. We understand these meetings will be on each side of the County and engage residents, stakeholders, and any locals interested in learning about or contributing to the project.

Throughout the project, Stantec will provide regular and consistent updates to Nassau County about our progress. This progress can be communicated in quarterly reports to the State and can be used to provide informed updates to interested citizens. Stantec believes public engagement like this is critical, and we look forward to working with Nassau County to demonstrate how important this project is to the communities involved. We will provide a public engagement summary at the conclusion of the project, which will be a plain-language deliverable that conveys the results of the survey in concise, understandable format.



Franklinton United Methodist Church and Franklinton Chapel, American Beach

Task 6. Final Report and Deliverables

Following completion of the field survey, a final technical report will be completed that conforms to Chapter 1A-46, Florida Administrative Code, Archaeological and Historical Report Standards and Guidelines. The report will include, as appropriate, sections outlining the results of the background research, narrative history, research design, field methodology, and survey. The submission of final deliverables will include clean final versions of all reports, incorporating comments received during the review periods. The final version of the reports will be in Adobe PDF, including all appendices and references. While Stantec will aim to address any County edits prior to this deliverable submission, any reasonable edits that arise during final submission will be addressed and incorporated for clean, copy-edited, error-free deliverables.

For public engagement deliverables, we will prepare a summary for the public, which will be a plain-language deliverable that conveys the results of the survey in concise, understandable format. If multiple summaries are desired during the project, we will prepare one at each benchmark of the project (archival research, fieldwork complete, and report complete). These summaries will be no more than one half page with one photograph. The purpose is to inform and engage the public about this important work.

Throughout the process of developing draft and final deliverables, Stantec will incorporate methods to minimize costs and rely on our technological capabilities to provide innovative approaches for the County. First, our project management and financial management systems are robust and mature because Stantec is a large company with long-established business systems. These systems are built to withstand

management of very large-scale projects and meanwhile adaptable for any scale, such as Nassau County Phase II Historic Survey. Our financial management system is Oracle-based and provides updates on percent complete as well as percent spent, so that we can remain on budget. Our cultural resources group uses a suite of project management practices to keep projects on track and within schedule. Internal project kickoff meetings establish timelines and roles, mirroring our detailed “timeline and task owner” project documents. Our group will set up a Microsoft Teams channel dedicated to the Nassau County project. In this digital central place, which is the live version of our server document repositories, the project team can communicate instantaneously, reducing email and prompting faster response times. Files can be uploaded, organized, and shared on Teams in a dynamic, editable manner, facilitating collaboration. This software enables our personnel to work together seamlessly and deliver project results on time and within budget.

At Stantec, we take great pride in the quality of our work. We understand the long-term importance of preservation planning and research, including the foundation they provide for future projects. In our commitment to excellence, we have a quality assurance/quality control (QA/QC) process that ensures that our deliverables are complete and accurate. Additionally, we collaborate with a technical editor with experience with cultural resource management documentation to ensure the deliverables are complete, accurate, and presented in a clear and concise manner. Our clients attest to the difference. We are frequently retained by municipal clients for subsequent preservation planning services.

We understand that following deliverables will result from the project:

- Public engagement summary
- Draft and final versions of the survey report
- Digital copies of all survey data, including photographs and GIS files
- Public engagement materials and summaries

5 Proposed Timeline and Detailed Budget

5.1 Proposed Timeline

We understand that the project is expected to be completed within twelve (12) months from the date of the contract award. Due to our experience with and knowledge of the DHR grants process, we understand that the grant deliverables need to be submitted in final form by July 2025. Therefore, we have adjusted our scheduled to reflect completion of the project in June 2025.

The table below outlines benchmark deliverable dates and tasks.

Tasks / Deliverable	Timeline
<i>Task 1 – Project Kickoff and Research</i>	
Project Kickoff Meeting	As soon as possible after receipt of signed purchase order; no later than December 13, 2024
Provide one (1) digital copy of Stantec’s credentials; and one (1) digital copy of the survey timeline to the County and Florida Division of Historical Resources (DHR) for review and approval.	By December 20, 2024
Compilation of FMSF and County parcel data in GIS format for areas selected for survey	January 2025
Review of literature and archival resources for preparation of historic context	January-February 2025
<i>Task 2 – Field Survey</i>	
First field session	Mid February 2025
Second field session	Mid March 2025
Third field session (if needed)	Mid April 2025
<i>Task 3. Data Entry and Mapping</i>	
Concurrent with field survey	Mid February-April 2025
Complete and provide five (5) FMSF forms, including maps and photographs, to the County and Florida Division of Historical Resources for review and approval.	By February 28, 2025
<i>Task 4. Evaluation and Recommendations</i>	
Stantec Internal Review	Complete by April 30, 2025
Provide one (1) electronic copy of the draft survey report to the County for review and approval.	May 15, 2025
Revised draft based on comments from County / County submits draft report to DHR for review	June 6, 2025
<i>Task 5. Public Engagement</i>	
First Public Meeting	Mid to late February 2025
Second Public Meeting	Mid to late February 2025
<i>Task 6 – Final Report and Deliverables</i>	
Preparation of Final Report incorporating comments from DHR	Early July 15, 2025
Provide one (1) electronic and one (1) hard copy of the FMSF forms, including photographs and maps; one (1) electronic and one (1) hard copy of the final survey report, conforming to Chapter 1A-46, Florida	July 15, 2025

Administrative Code. The GIS data files will be delivered as well.	
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5.2 Detailed Budget

We understand that the budget for this project is not to exceed \$50,000.00, and we know that DHR allows 5% of the grant funds to go to the agency for administration. A detailed cost estimate, broken down by task, is presented below. Stantec can complete the scope of work, recording more than 200 and up to 250 historic structures in the Florida Master Site File and preparing a 1A-46 compliant report for \$47,295.39. At the kickoff meeting, Stantec will consult with the client to establish an invoicing schedule that is acceptable to the Board of Commissioners and in line with the invoicing for grant payments. Stantec recommends 25% payment due each grant quarter.

Tasks	Deliverables	Cost
1) Setup and Kickoff, Public Meetings	Virtual Meeting, GIS Setup, Send Resumes, Archival visit	\$7,267.16
2) Background Research	Historic Context	\$4,321.61
3) Fieldwork	Data Collection on Site, 5 FMSF Forms	\$10,454.58
4) Draft and Final Report, Site Forms	Reporting and Site Forms	\$25,252.04
Total		\$47,281.99

6 References

Name: Tom Scofield

Affiliation: Pinellas County

Address: 315 Court St, Clearwater, Florida 33756

Telephone Number: 727-464-3585

Email Address: tscofield@co.pinellas.fl.us

Phillipe Park, 2024

Name: Gina L. Clayton

Affiliation: City of Clearwater

Address: 100 S. Myrtle Avenue, Clearwater, Florida 33756

Telephone Number: 727-562-4587

Email Address: gina.clayton@myclearwater.com

Project: North Ward School, 2021

Name: Mike Parker

Affiliation: Town of Oakland

Address: 230 N Tubb Street, P.O. Box 98, Oakland, Florida 34760-0098

Telephone Number: (407) 656-1117 ext. 2302

Email Address: MParker@oaklandfl.gov

Project: Oakland Cemetery, 2022



Stantec's cultural resource team is an expert at architectural history surveys supported by Division of Historical Resources grants. We would be honored to support Nassau County in this survey effort.



GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS



COMMERCIAL GENERAL LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

<u>Part One</u> – Workers' Compensation Insurance – Unlimited Statutory Benefits as provided in the Florida Statutes and	
<u>Part Two</u> – Employer's Liability Insurance	
Bodily Injury By Accident	\$500,000 Each Accident
Bodily Injury By Disease	\$500,000 Policy Limit
Bodily Injury By Disease	\$500,000 Each Employee

*If leased employees are used, policy must include an Alternate Employer's Endorsement

AUTOMOBILE LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Automobile Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Combined Single Limit – Each Accident	\$1,000,000
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Covered Automobiles shall include any auto owned or operated by the insured Vendor/Contractor, including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective Vendor/Contractor.

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)

This additional coverage will be required for all projects involving consultants, engineering services, architectural or design/build projects, independent testing firms and similar exposures.

The Contractor/Vendor shall purchase and maintain at the Contractor/Vendor's expense Professional Liability insurance coverage for the life of this Contract.

If the contract includes a requirement for Professional Liability or Errors and Omissions insurance, the minimum amount of such insurance shall be as follows:

Each Occurrence/Annual Aggregate –	\$1,000,000
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Design Professional Liability coverage will be provided on an Occurrence Form or a Claims Made Form with a retroactive date to at least the first date of this Agreement. If provided on a Claims Made Form, the coverages must

respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

Vendor/Contractor shall require each of his Sub-Vendor/Contractors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage and Automobile Liability insurance coverage meeting the same limit and requirements as the Vendor/Contractors insurance.

Certificates of Insurance and the insurance policies required for this Agreement shall contain –

- **Endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.**
 - **Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability policy (ies).**
 - **CGL policy for construction related contracts –**
 - **Additional Insured Endorsement must include Ongoing and Completed**
 - **CGL policy shall not be endorsed with Contractual Liability Limitation Endorsement or Amendment of Insured Contract Definition**
 - **CGL policy shall include broad form contractual liability coverage for the Contractors covenants to and indemnification of the Authority under this Contract**
- **Provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.**
- **Provision that policies, except Workers' Compensation, are primary and noncontributory.**

Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision under General Liability, Auto Liability, Environmental Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Vendor/Contractor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Vendor/Contractor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Vendor/Contractor, in which event, Vendor/Contractor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Vendor/Contractor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Vendor/Contractors coverage based on the evidence of insurance provided by the Vendor/Contractor shall not be construed as a waiver by Nassau County Board of County Commissioners of Vendor/Contractor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Vendor/Contractors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of Vendor/Contractor's right under any policy with higher limits, and no policy maintained by the Vendor/Contractor shall be construed as limiting the type, quality or quantity of insurance coverage that Vendor/Contractor should maintain. Vendor/Contractor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Vendor/Contractor or any Sub-Vendor/Contractor contains deductible(s), penalty(ies) or self-insured retention(s), the Vendor/Contractor or Sub-Vendor/Contractor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Vendor/Contractor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.

Certificate Of Completion

Envelope Id: D77AA666-902B-4E6D-A436-120C6A70B38F

Status: Completed

Subject: Contract No.: CM3850 Vendor Name: Stantec Consulting Svcs NTE \$50,000 Ph 2 Historic Resources Survey

Source Envelope:

Document Pages: 62

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 3

Susan Gilbert

AutoNav: Enabled

sgilbert@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: Susan Gilbert

Location: DocuSign

12/30/2024 1:16:13 PM

sgilbert@nassaucountyfl.com

Signer Events

Signature

Timestamp

Elizabeth Backe

ebacke@nassaucountyfl.com

Planning Director

Nassau County

Security Level: Email, Account Authentication (None)

Elizabeth Backe

Signature Adoption: Pre-selected Style
Using IP Address: 73.105.32.153

Sent: 12/30/2024 1:35:12 PM

Viewed: 12/30/2024 1:52:14 PM

Signed: 12/30/2024 1:55:24 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Chris Lacambra

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

Sent: 12/30/2024 1:55:26 PM

Viewed: 12/30/2024 2:16:04 PM

Signed: 12/30/2024 2:16:49 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michelle Proctor

mproctor@nassaucountyfl.com

Risk Manager

Security Level: Email, Account Authentication (None)

MP

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

Sent: 12/30/2024 2:16:51 PM

Viewed: 12/30/2024 2:47:19 PM

Signed: 12/30/2024 2:47:25 PM

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)

Lanae Gilmore

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






Sent: 12/30/2024 2:47:27 PM

Viewed: 12/30/2024 4:23:46 PM

Signed: 12/30/2024 4:23:50 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Paul Jones paul.jones@stantec.com Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 131.148.120.74	<p>Sent: 12/30/2024 4:23:52 PM Viewed: 1/6/2025 10:01:51 AM Signed: 1/6/2025 10:03:13 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 1/6/2025 10:01:51 AM ID: 3c3cbe12-02af-4594-9fd7-dbd3f14886b0</p>		
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 1/6/2025 10:03:17 AM Viewed: 1/7/2025 11:57:03 AM Signed: 1/7/2025 11:59:42 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: 1/7/2025 11:59:46 AM Viewed: 1/7/2025 2:47:23 PM Signed: 1/7/2025 2:49:23 PM</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: 1/7/2025 2:49:27 PM Viewed: 1/7/2025 2:57:59 PM Signed: 1/7/2025 2:58:08 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254	<p>Sent: 1/7/2025 2:58:12 PM Viewed: 1/8/2025 11:38:32 AM Signed: 1/8/2025 11:39:06 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 BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/8/2025 11:39:09 AM Viewed: 1/8/2025 2:37:29 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/8/2025 11:39:10 AM Viewed: 1/8/2025 2:08:20 PM
Mikhael D. Eyerman mdeyerman@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/8/2025 11:39:11 AM Viewed: 1/8/2025 11:59:51 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	12/30/2024 1:35:12 PM
Certified Delivered	Security Checked	1/8/2025 11:38:32 AM
Signing Complete	Security Checked	1/8/2025 11:39:06 AM
Completed	Security Checked	1/8/2025 11:39:11 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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

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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.

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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.

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- 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;
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