

DATE
1/10/2025

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Halff Associates, Inc
PO BOX 678316
Dallas, Texas 75267-8316

DEPARTMENT
Public Works / Facilities Maint

REQUESTED BY
J. Little / S. Sands

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
16532	SR200 Trail Civil Engineering	04073519-546002 NCPP2	\$ 1,057,846.00	Encumber Contract	CM3456 WA04

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Project Management	1.00	\$ 4,672.08	\$ 4,672.08	
2	Subsurface Utility Engineering	1.00	\$ 3,525.69	\$ 3,525.69	
3	Environmental Assessment	1.00	\$ 3,557.62	\$ 3,557.62	
4	Geotechnical Investigation	1.00	\$ 3,200.00	\$ 3,200.00	
5	Civil Engineering	1.00	\$ 21,605.28	\$ 21,605.28	
6	Landscape Architecture & Irrigation	1.00	\$ 15,635.40	\$ 15,635.40	
7	Site Permitting	1.00	\$ 16,463.52	\$ 16,463.52	
8	Engineer's Estimate of Probable Cost	1.00	\$ 3,621.48	\$ 3,621.48	
9	Project Specification Booklet	1.00	\$ 6,427.20	\$ 6,427.20	
10	Bid Administration	1.00	\$ 5,020.22	\$ 5,020.22	
11	Limited Construction Administration	1.00	\$ 10,225.84	\$ 10,225.84	
12	Site lighting/Electrical Coordination	1.00	\$ 1,557.36	\$ 1,557.36	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
COPY - DEPARTMENT Total \$ 95,511.69

Department Head

I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

Doug Podiak 1/17/2025

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)

I attest that, to the best of my knowledge, funds are available for payment.

Chris Lacambra 1/17/2025

Procurement Director (signature required if greater than \$5,000.00)

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

Annice Almore 1/21/2025

County Manager (signature required if greater than \$100,000.00)

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

Clerk: LPB
Date: 1/28/2025

NASSAU COUNTY WORK AUTHORIZATION # 04 **CS-24-201**

Contract Number:	CM3456
Consultant/Vendor:	Halff Associates, Inc
Consultant/Vendor Contact Name:	Cody Smith
Consultant/Vendor Contact Phone Number:	904-456-9804
Consultant/Vendor Contact Email Address:	csmith@halff.com
Project Short Title:	Professional Services for Nassau County/SR 200 Trail Segment
Total Amount of Previous Work Authorizations:	\$518,950.74
Amount of this Work Authorization:	\$95,511.69
New Contract Amount including this Work Authorization:	\$614,462.43
Funding Source:	04073519-546002 NCPP2

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

ARTICLE 1. Description of Services. Consultant/Vendor shall provide the services as set forth in Exhibit “A”, attached hereto and incorporated herein.

ARTICLE 2. Time Schedule. Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit “A”, attached hereto and incorporated herein. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

ARTICLE 3. Compensation. Consultant/Vendor shall be compensated for the services in detailed in Exhibit “B”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

RECOMMENDED AND APPROVED BY:

Department Head/Managing Agent: Doug Podiak 1/17/2025
Date

Procurement: Sanace Helmore 1/21/2025
Date

Office of Management & Budget: Chris Lacambra 1/17/2025
Date

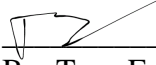
County Attorney: Denise C. May, Esq., BCS 1/27/2025
Denise C. May Date

FP

DJ

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

NASSAU COUNTY, FLORIDA


By: Taco E. Pope, AICP
Its: Designee
Date: 1/27/2025

HALFF ASSOCIATES, INC.

BY: Maxwell Spann
Print Name: Maxwell Spann
Title: Planning/Landscape Architecture Team Leader
Date: 1/21/2025



EXHIBIT "A"
VENDORS PROPOSAL

January 9, 2025
AVO P53758.005

Jeffrey Little
Facilities Maintenance Division Manager
Nassau County Public Works
45195 Musselwhite Road
Callahan, FL 32011
(904) 530-6126

Email: Jlittle@nassaucountyfl.com

TASK ORDER: Professional Services for Nassau County/SR 200 Trail Segment

Dear Mr. Little,

Halff Associates, Inc. (HALFF) is pleased to submit our proposal to Nassau County (CLIENT) to provide Professional Services for the Nassau County SR 200 Trail Segment Project, more specifically described as follows:

CLIENT has requested a proposal from HALFF for civil engineering and landscape architecture design and permitting efforts for the development of approximately 800 linear feet of multi-use trail and landscape buffer along SR 200 on a county-owned parcel (parcel ID 44-2N-27-0000-0001-0110). The project site is located at 50 Bobby Moore Circle on the south side of SR 200. HALFF understands that the CLIENT would like to develop the frontage of the site with a 10' wide multi-use trail and landscape buffer as part of the greater County trail network and as identified in the Future Transportation Map Series Nassau County Trail Facilities (FTMS-8), the SR 200 Corridor Master Plan, and the William Burgess Context and Connectivity Blueprint (WB CCB). Landscaping will also be added to enhance the existing "Welcome to Yulee" sign. The 10' multi-use trail and landscape buffer will be designed in accordance with the Nassau County Land Development Code. HALFF assumes that site plan permitting through Nassau County DRC, utility plan review with JEA, and a permit exemption verification with the SJRWMD will be required for the project. HALFF anticipates providing conceptual and 90% progress submittals to the CLIENT, followed by the final 100% design submittal. HALFF understands that the CLIENT will provide a boundary and topographic survey for the project.

If HALFF's understanding is incorrect or requires clarification, please contact us immediately so we can revise this Proposal.

We have developed a scope of work, fee schedule and terms of agreement for the proposed project, shown in the attached exhibits as follows:

- **Exhibit A Scope of Services**
- **Exhibit B Exclusions**
- **Exhibit C Fee Summary and Hourly Rates**
- **Exhibit D Agreement for Professional Services**

Please feel free to contact us if you have any questions or comments concerning this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Cody Smith".

Cody Smith, PE
Land Development / Public Works Team Leader



EXHIBIT A SCOPE OF SERVICES

PHASE 100: PROJECT MANAGEMENT

HALFF will maintain communication and coordination with the CLIENT throughout the duration of the project, including tasks described below. The Project Manager, Cody Smith, will be the primary point of contact for HALFF.

1. HALFF project management duties shall include project planning, resource allocation, project scheduling, quality control, monthly invoicing and project status reports.
2. HALFF anticipates up to two (2) in-person meetings during project design and up to (4) virtual meetings with the CLIENT during the project duration. If additional meetings are requested, HALFF can provide these services under additional scope and fee.

PHASE 200: SUBSURFACE UTILITY ENGINEERING

Jacksonville Energy Authority (JEA) requires Subsurface Utility Engineering (SUE) Quality Level A (QL-A) utility location at all utility points of connection. HALFF assumes that a new irrigation service connection will be required for the project which will require SUE QL-A. If required HALFF will provide the following services:

1. Utility Locating (Quality Level A):
 - a. Halff will perform up to two (2) test holes. The test holes will be performed for a proposed irrigation service to be connected to the existing water main.
 - b. Deliverables: HALFF will provide an 8.5-in. x 11-in. Test Hole Data Form for each test hole, indicating depth, size, location, and other notable characteristics of the utility, along with photos.
 - c. Schedule: HALFF will complete the Quality Level-A investigation within thirty (30) calendar days upon receipt of the test hole layout and approval of permits.
 - d. Uncontrollable Factors: Due to factors such as ground conditions, weather, and safety hazards, HALFF reserves the right to request additional time to facilitate field efforts if necessary.
 - e. Work Hours: Work performed in the right-of-way will be conducted Monday through Friday, 9 am to 4 pm, and Saturday and Sunday, 7 am to 7 pm, barring foul weather.
 - f. Exclusion: Engineered Traffic Control Plan, SUE QL-B, Utility Surveying, Permitting.

PHASE 300: ENVIRONMENTAL ASSESSMENT

The Nassau County Land Development Code states that all preliminary binding site plans over ten (10) acres in size shall conduct an environmental assessment. If the environmental assessment is required by the County for this project, HALFF will provide the following services:

1. Site inspection for the purpose of determining if wetlands regulated by the St Johns River Water Management District (SJRWMD) and/or the US Army Corps of Engineers (USACE) are present. If wetlands are present, they will be identified in the field by using flagging tape and located using a handheld sub-meter GPS. The GPS data would then be used to generate a map showing the approximate extent and location of any wetlands marked in the field. A letter report and map will be submitted to the client within 5 days of completion of the field investigation. If no wetlands are identified, a letter report will be sent that describes what investigations were performed and stating that no wetlands were identified.
2. During the site inspection for wetlands, the site will be checked for the presence of listed species including gopher tortoises, which is a species that can be found in drier sites within Nassau County. If gopher tortoise burrows are observed, an informal presence / absence burrow survey will be performed by a qualified FWC Authorized Gopher Tortoise Agent to estimate the population that may be present. Burrows identified during this survey would be marked in the field with either pin flags or flagging tape and then located using handheld GPS. This information will be added to the site map (described above). The letter report (described above) would then



include a brief discussion of the implications of these findings including potential costs and impact on development timelines.

PHASE 400: GEOTECHNICAL INVESTIGATION

The Nassau County Land Development Code requires drainage and geotechnical reports for most Site Engineering Plans submittals. If a geotechnical investigation is required, HALFF will subcontract Universal Engineering Sciences, LLC (UES) to perform the work. UES proposes to perform four (4) auger borings to depths of 6 feet each for soil classification and seasonal high water table estimation. Horizontal and vertical permeability tube samples will be taken at depths of two feet at two (2) of the boring locations for laboratory permeability testing. UES will provide a report with a presentation of the subsurface conditions, estimated geotechnical properties, a geotechnical engineering evaluation of the site for the planned construction, recommendations for pavement design, recommendations for site earthwork, and recommendations for dry retention design.

PHASE 500: CIVIL ENGINEERING

Upon receipt of the site boundary and topographic survey provided by the CLIENT, HALFF will complete civil engineering design and plans production as described below. HALFF anticipates providing conceptual and 90% progress submittals to the CLIENT for review and comment, followed by the final 100% design submittal. Deliverables will be in PDF format.

1. Existing Conditions and Demolition Plan: The demolition plan will show the project site and immediate area of the property boundary (within 10 feet), based on the conceptual site plan and project survey. The demolition plan will identify the removal of pavement, buildings, removal of utilities, such as water, sewer, electric, and for vacation of easements within the site as necessary.
2. Erosion and Sedimentation Control Plan: The erosion and sedimentation control plan shall include required erosion and sedimentation control measures throughout the site, standard details, and Stormwater Pollution Prevention Plan (SWPPP) sheets.
3. Geometry Plan: The geometry plan for the project site and immediate area of the property boundary (within 10 feet) will be based on the approved conceptual site plan and will show locations for proposed site improvements including: building footprint(s), sidewalks, designated landscape areas, parking areas, driveways, concrete slabs, coordinate geometry for centerline of roadways, and horizontal control.
4. Utility Plan: The utility plan will show the proposed utilities necessary to serve the project and will be designed in accordance with JEA standards. The utility plan will include the following:
 - a. Potable Water: An on-site service connection designed to serve the irrigation system.
5. Grading and Drainage Plan: The drainage design for SR 200 Trail Segment will incorporate Low Impact Development (LID) practices where possible, such as infiltration basins, bio-swales, and raingardens. The system will be designed with pre and post development basin analysis. The grading and drainage plan will show the following: (i) the existing and proposed finished grade elevations with contours, spot grades and slope arrows; and (ii) the layout and details of the proposed stormwater conveyance system and stormwater management facilities, including storm sewer structures pipes, swales, ditches, wet detention ponds, and outfall structures. A drainage design report, operation and maintenance plan, and operation and maintenance cost estimate will also be prepared in accordance with local permitting agency requirements.
6. Pre- and Post-Development Drainage Plans: The pre- and post-development drainage plans shall serve as the master drainage plan and include an analysis of the existing and proposed site drainage conditions with calculations for basin areas, curve numbers, time of concentration, storage, and discharge rates to be used in the design of the stormwater management system.

PHASE 600: LANDSCAPE ARCHITECTURE AND IRRIGATION

Upon receipt of the site boundary and topographic survey provided by the CLIENT, HALFF will complete landscape architecture, irrigation and hardscape design and plans production as described below. HALFF



anticipates providing conceptual and 90% progress submittals to the CLIENT, followed by the final 100% design submittal. Deliverables will be in PDF format.

1. Landscape & Irrigation Plans: HALFF will utilize the approved conceptual site plan to prepare tree mitigation, landscape, and irrigation plans to meet the minimum code criteria of Nassau County. Plans will be developed at an appropriate scale and provide the necessary details and specifications for materials and methods. Irrigation Plans will illustrate an automatic underground irrigation system showing location, size, and type of irrigation heads, sleeves, pipes, valves, and controllers with accompanying details and notes. These plans will be used for permitting requirements and sufficient for construction documents for the improvements and meet all conditions of regulatory agencies.
2. Hardscape Plans: HALFF will prepare construction plans for the hardscape amenities, including flatwork elements. The plans required to fully capture the design intent, materials and methods of the proposed amenities include a hardscape plan, hardscape details, and hardscape specifications (to be provided on plan sheets).

PHASE 700: SITE PERMITTING

Once the required civil engineering, landscape architecture and irrigation plans are completed, HALFF will proceed with permitting as described below. CLIENT is responsible for assisting in obtaining required owner signatures and payment of application fees. HALFF will respond to requests for additional information. **HALFF assumes that the proposed use complies with the current zoning district and that no rezoning, variances, or conditional use permits are required. If necessary, HALFF can perform this service under a separate scope and fee.**

1. Nassau County Class II Pre-Application Conference: HALFF shall provide the conceptual plans to Nassau County Development Review Committee (DRC) for review and attend a pre-application conference with county staff to discuss basic site development requirements, site features and the proposed site development.
2. Nassau County Class II Preliminary Binding Site Plan: HALFF will submit the site boundary survey and site geometry plan to the Nassau County DRC for review and approval.
3. Nassau County Class II Site Engineering Plan: HALFF will submit the civil engineering plans and calculations and landscape and irrigation plans to the Nassau County DRC for review and approval.
4. St. Johns River Water Management District (SJRWMD) Environmental Resource Permit: HALFF shall prepare and submit a permit determination/exemption request with the SJRWMD. **HALFF assumes that an individual ERP will not be required since the proposed impervious area is estimated to be less than 9,000 square feet. If an individual ERP is required, HALFF can provide these services under a separate scope and fee.**
5. JEA Plans Review: HALFF shall request a Letter of Availability from JEA and shall submit the utility plans to JEA for review and approval.

PHASE 800: ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

Upon completion of design and permitting, HALFF shall conduct quantity take-offs for the project and assign probable estimated costs for construction based on best available data for the project in an effort to assist the CLIENT with construction budgeting.

PHASE 900: PROJECT SPECIFICATIONS BOOKLET

HALFF shall prepare the project specifications booklet to accompany the construction plan set. The specifications will require all discipline design services to be completed in order to contain all trades of work involved.



PHASE 1000: BID ADMINISTRATION

Once civil engineering, landscape architecture and irrigation plans are completed and required permits received, HALFF will provide the following bid administration services. **This phase will be billed on an hourly basis with an estimated fee.**

1. HALFF shall support the CLIENT in the preparation of bidding documents, with the CLIENT providing front end documentation.
2. HALFF shall attend a pre-bid meeting and present the scope of work to be performed.
3. HALFF shall answer written RFI's submitted by the prospective bidders.
4. HALFF shall review bids with CLIENT for the recommendation for award.
5. This scope includes one bid/RFI process.

PHASE 1100: LIMITED CONSTRUCTION ADMINISTRATION

Once civil engineering, landscape architecture and irrigation plans are completed and required permits received, HALFF will provide the following limited construction administration services. **This phase will be billed on an hourly basis with an estimated fee.**

1. HALFF will review all civil engineering, landscape architecture, and irrigation related shop drawings, schedules, samples, tests, and other data submitted by contractors prior to construction and evaluate if such data follows the project plans.
2. HALFF will provide answers to Requests For Information (RFIs) submitted by the contractor regarding the civil engineering, landscape architecture and irrigation plans. This scope includes one bid/RFI process. Additional processes due to re-bidding and contractor-suggested changes to the design are not included in this proposal.
3. HALFF will conduct monthly construction observation visits during construction, with an anticipated maximum of six (6) visits.
4. HALFF will attend the substantial completion walk-through and generate a punch list of items to be corrected. The contractor is assumed to be substantially complete. Additional visits requested after this first substantial walk through can be provided under a separate scope and fee.
5. HALFF will conduct a planting verification to confirm compliance with Nassau County planting requirements.
6. HALFF shall exercise the irrigation system to check the operation of the new zone(s) for the irrigation system. This shall take place at the first substantial walk through.
7. HALFF will review and mark up as-built drawings submitted by the contractor's registered surveyor, to a level sufficient to satisfy certifications of completions to the Authorities Having Jurisdiction and return for correction.
8. HALFF will prepare final certifications or acceptance letters required as part of the site permits obtained by HALFF and submit to the permitting agencies. All as-built drawings shall be submitted by the contractor's registered surveyor in the State of Florida, meeting all rules under the Florida Administrative Code (F.A.C.). Preparation and recording of easements and other materials are not included and shall be performed by others.

PHASE 1200: SITE LIGHTING/ELECTRICAL COORDINATION

The Nassau County Land Development Code requires site lighting plans for most Site Engineering Plans submittals. If required, HALFF will coordinate with a site lighting vendor to prepare a photometrics plan and with the electrical provider, Florida Power and Light, to provide electrical service to the site.

CLIENT'S RESPONSIBILITIES

- A. Payment of all impact, review, and permitting fees
- B. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project



- C. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
- D. If HALFF is NOT providing surveying services under this agreement, the CLIENT shall provide HALFF with all surveys, including electronic point files and .dwg files for same, prepared by other surveyors.

SCHEDULE

Upon receipt of a fully executed copy of this Agreement, HALFF shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. HALFF also acknowledges that the CLIENT is to be regularly and routinely consulted in connection with the performance hereunder.



EXHIBIT B EXCLUSIONS

HALFF's Scope of Services expressly does NOT include the following services which are the obligation of the CLIENT or others as the case may be. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT.

1. Rezoning, variance, or conditional use permitting
2. Architectural, structural, mechanical, fire protection, or electrical services
3. Survey services
4. Phase 1 Environmental Assessments
5. Fees for regulatory authority meetings, filing, and submittals (All fees by CLIENT)
6. Recording of easements
7. Environmental impact and cultural statements and assessments, jurisdictional waters of the US determination
8. Flood studies, conditional (CLOMR) or final FEMA Letter of Map Revision (LOMR)
9. Traffic impact analyses and studies
10. Offsite roadway improvements, access, and right-of-way design and permitting
11. Offsite water and sewer extension design and permitting services
12. Offsite infrastructure capacity studies/assessments/analysis/designs
13. Offsite stormwater design and permitting
14. Lift station design and permitting
15. Quality control and construction material testing services
16. Construction observation and progress meetings during construction. (Hourly if provided).
17. Construction staking
18. Revisions to the plans requested by the Client/Contractor/Landowner after the plans are approved unless necessitated by discrepancy in the plans.
19. Revisions to the plans due to scope changes, value engineering, budget overruns, or other reasons
20. Structural design of retaining walls and pond walls
21. Design of landscape/decorative type signage walls
22. LEED services
23. Sign design and permitting
24. Gas, electric, telephone, and/or cable design
25. Post-construction Improvement Survey
26. Any services not specifically noted in Exhibit A Scope of Services



EXHIBIT C FEE SCHEDULE AND HOURLY RATES

Our fees for the described services are outlined in the following table. Lump Sum fees will be invoiced monthly based on the status of each task (percent complete). Hourly Services will also be invoiced monthly based on the current hourly rates for the actual personnel involved in the tasks.

The CLIENT agrees to pay HALFF the following fees for its services:

Phase	Description	Lump Sum Fee	Hourly Fee Estimate
100	Project Management	\$ 4,672.08	-
200	Subsurface Utility Engineering	\$ 3,525.69	-
300	Environmental Assessment	\$ 3,557.62	-
400	Geotechnical Investigation	\$ 3,200.00	-
500	Civil Engineering	\$ 21,605.28	-
600	Landscape Architecture and Irrigation	\$ 15,635.40	-
700	Site Permitting	\$ 16,463.52	-
800	Engineer's Estimate of Probable Cost	\$ 3,621.48	-
900	Project Specification Booklet	\$ 6,427.20	-
1000	Bid Administration	-	\$ 5,020.22
1100	Limited Construction Administration	-	\$ 10,225.84
1200	Site Lighting / Electrical Coordination	\$ 1,557.36	-
TOTAL:		\$ 80,265.63	\$ 15,246.06

SUPPLEMENTAL SERVICES

Services authorized in writing by the CLIENT, other than those specifically listed in the Exhibit A, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at an agreed upon lump sum fee or based on current hourly rates for the actual personnel involved in the tasks (Hourly Services). Hourly Services will be invoiced based on the Hourly Billing Rates shown on Exhibit C.



HALFF
2024 HOURLY RATE SCHEDULE
FOR
SR 200 TRAIL SEGMENT

Labor Category	Level	PHASE Rates	100 PM	200 SUE	300 ENV	400 Geotech	500 Civil	600 LA	700 Permit	800 EEOPC	900 Specs	1000 BA (Hourly)	1100 CA (Hourly)	1200 Electrical	1300	1400	Subtotal
Architect	I	\$101.97															\$0.00
	II	\$114.33															\$0.00
	III	\$160.68															\$0.00
	IV	\$209.61															\$0.00
	V	\$334.75															\$0.00
Engineer	I	\$118.45															\$0.00
	II	\$160.68					104		72	17	40						\$37,438.44
	III	\$194.67	24				16		16			12	16	8			\$17,909.64
	IV	\$222.48					8		8	4		4	8				\$7,119.36
	V	\$334.75															\$0.00
Scientist	I	\$77.25															\$0.00
	II	\$117.42															\$1,291.62
	III	\$164.80					11										\$0.00
	IV	\$206.00					11										\$2,266.00
	V	\$334.75															\$0.00
Landscape/ Planner	I	\$88.58															\$0.00
	II	\$113.30															\$0.00
	III	\$145.23															\$0.00
	IV	\$230.72						60				6	24				\$13,070.70
	V	\$334.75						30				4	8				\$9,690.24
Surveyor	I	\$101.97															\$0.00
	II	\$113.30															\$0.00
	III	\$145.23															\$0.00
	IV	\$168.92															\$0.00
	V	\$334.75															\$0.00
Field Tech	I	\$59.74															\$0.00
	II	\$77.25															\$0.00
	III	\$98.88															\$0.00
	IV	\$127.72															\$1,341.06
	V	\$208.06															\$2,184.63
Office Tech	I	\$61.80															\$0.00
	II	\$77.25															\$0.00
	III	\$98.88															\$0.00
	IV	\$127.72															\$0.00
	V	\$164.80															\$0.00
Administrative	I	\$35.02															\$0.00
	II	\$77.25															\$0.00
	III	\$99.91															\$0.00
	IV	\$121.54															\$0.00
	V	\$164.29															\$0.00
Specialist	I	\$71.07															\$0.00
	II	\$109.18															\$0.00
	III	\$135.96															\$0.00
	IV	\$195.70															\$0.00
	V	\$267.80															\$0.00
Intern		\$77.25															\$0.00
			\$4,672.08	\$3,525.69	\$3,557.62	\$3,200.00	\$21,605.28	\$15,635.40	\$16,463.52	\$3,621.48	\$6,427.20	\$5,020.22	\$10,225.84	\$1,557.36	\$0.00	\$0.00	\$95,511.69
			Sub														



Materials Testing
Geotechnical Engineering
Environmental
Building Sciences & Safety
Inspections & Code Compliance
Virtual Design Consulting

December 10, 2024

Half Associates, Inc.
12598 US Highway 98 West, Suite 250
Miramar, Florida 32550

Attn: Mr. Cody Smith

Subject: **PROPOSAL FOR A GEOTECHNICAL EXPLORATION**
50 Bobby Moore Circle
Yulee, Florida
UES Proposal No. 2122326
UES Opportunity No. 0930.1224.00006

Dear Mr. Smith:

UES is pleased to submit this proposal for providing geotechnical services for your project. Included in this proposal is an outline of the project information, proposed exploration, and schedule.

PROJECT INFORMATION

Project information was provided to us through recent correspondence with you. We were provided with a copy of an aerial for the site. The aerial shows the boundary limits for the property, the roadway located adjacent to the site, and the layout of the proposed and existing construction.

We understand that the proposed construction will consist of the construction of 10 foot wide multi-use trail and a dry retention swale. Proposed grading information has not been provided, therefore we have assumed that less than two feet of elevating fill will be required for site development.

PROPOSED GEOTECHNICAL EXPLORATION

Based on our understanding of the project, we propose to perform four (4) auger borings to depths of 6 feet each. Additionally, we will obtain horizontal and vertical permeability tube samples at depths of two feet at two of the boring locations for laboratory permeability testing.

Due to the nature of the equipment required to perform the test borings, some property disturbance should be expected. Our proposal does include limited site clean-up including backfilling the boreholes with soil-cuttings for safety considerations. No other restoration

services (i.e. pressure washing, landscaping, repairing wheel ruts, etc.) are included in this proposal. We understand that the rights of entry and access to the property will be provided to us prior to and at commencement of field activities.

Our fee estimate does not include an allowance for horizontal and vertical survey control for the test boring locations. Our field crew will locate the test locations based upon estimated distances and relationships to obvious landmarks. Therefore, the test locations and depths should be considered accurate to the degree of the methodologies used.

UES will contact Sunshine State One Call (1-800-432-4770) for public utility clearance prior to the start of drilling activities. It is our experience that this service does not mark the locations of privately owned utilities. Our proposal requires that private utility lines and other subsurface appurtenances be located in the field by others prior to our mobilization. UES shall not be held responsible for service interruptions or damage to private utility lines or other buried structures.

We will conduct all drilling and sampling in general accordance with applicable ASTM standards. At the completion of drilling, we will transport all samples to our laboratory where they will be examined by a geotechnical engineer and visually classified according to the Unified Soil Classification System.

A professional engineer, registered in the State of Florida, who has specialized in geotechnical engineering will direct and supervise our work. A report which describes our exploration and documents the subsurface conditions encountered will be provided for you. This report will include the following:

1. A brief discussion of our understanding of the planned construction and imposed loads.
2. A presentation of the field and laboratory test procedures used and the data obtained.
3. A presentation of the subsurface conditions including subsurface profiles, estimated seasonal high groundwater, and estimated geotechnical engineering properties (as necessary).
4. A geotechnical engineering evaluation of the site and subsurface conditions with respect to the planned construction.
5. Recommendations for pavement design parameters.
6. Recommendations for site preparation/earthwork construction.
7. Recommendations for retention pond design.

COMPENSATION FOR SERVICES

Based on the scope of the geotechnical exploration, the proposed laboratory testing, and the engineering services outlined above, we propose to complete the geotechnical exploration and engineering services for a **lump sum fee of \$3,200.00**. We will contact you immediately if we encounter subsurface conditions which could require (1) the borings to be performed to deeper depths, (2) additional borings or other field testing, and/or (3) additional engineering analysis/evaluation and studies outside the scope of this proposal.

SCHEDULING AND AUTHORIZATION

We can initiate the field services within two weeks after receipt of written authorization to proceed with the field exploration complete in one day. We can provide preliminary verbal results as soon as the drilling has been completed in order to expedite the design process, upon request. The final report should be available within four weeks after notice to proceed.

We have included a short form authorization agreement. In order to expedite our internal project tracking requirements, please execute this document and return one copy to our office.

We appreciate your consideration of UES for these services and are looking forward to serving as your geotechnical consultant on this and other future projects.

Respectfully Submitted,

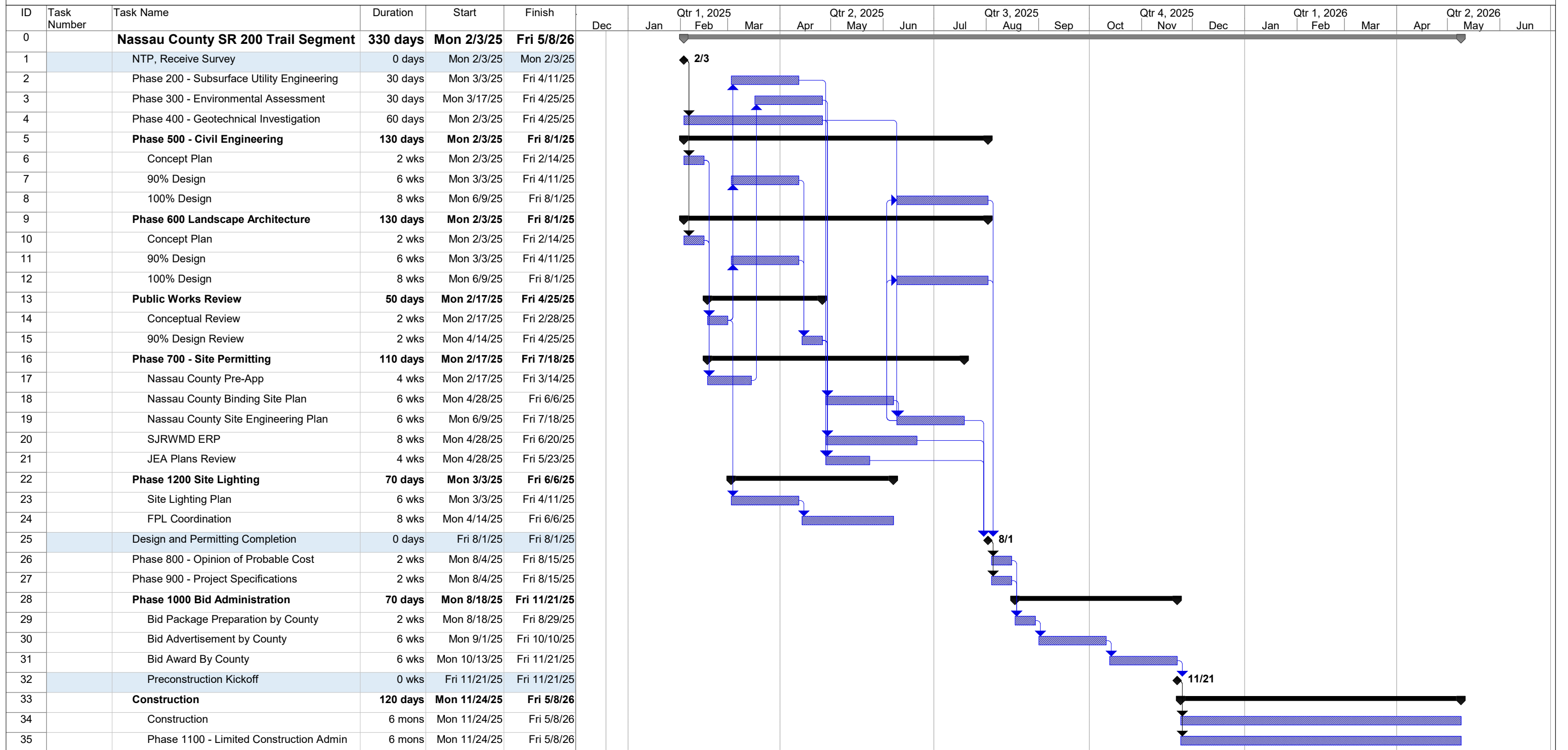
UES

Stephen R. Weaver, P.E.
Geotechnical Services Manager

Jake D. Cochran, P.E.
Senior Geotechnical Engineer

SRW/jdc

Project Schedule
for
Nassau County SR 200 Trail Segment



Project: Nassau County SR 200 Trail S
Date: Thu 12/19/24

Task	■	External Tasks	■	Inactive Summary	Start-only	■	Deadline	↓
Split	External Milestone	◆	Manual Task	◇	Finish-only	■		
Milestone	◆	Inactive Task	■	Duration-only	External Tasks	◇		
Summary	■	Inactive Milestone	■	Manual Summary Rollup	◆	External Milestone	■		
Project Summary	■	Inactive Milestone	■	Manual Summary	◆	Progress	■		





EXHIBIT "B"
VENDOR'S ESTIMATE

Jeffrey Little
Nassau County
January 9, 2025
Page 8 of 9

EXHIBIT C FEE SCHEDULE AND HOURLY RATES

Our fees for the described services are outlined in the following table. Lump Sum fees will be invoiced monthly based on the status of each task (percent complete). Hourly Services will also be invoiced monthly based on the current hourly rates for the actual personnel involved in the tasks.

The CLIENT agrees to pay HALFF the following fees for its services:

Phase	Description	Lump Sum Fee	Hourly Fee Estimate
100	Project Management	\$ 4,672.08	-
200	Subsurface Utility Engineering	\$ 3,525.69	-
300	Environmental Assessment	\$ 3,557.62	-
400	Geotechnical Investigation	\$ 3,200.00	-
500	Civil Engineering	\$ 21,605.28	-
600	Landscape Architecture and Irrigation	\$ 15,635.40	-
700	Site Permitting	\$ 16,463.52	-
800	Engineer's Estimate of Probable Cost	\$ 3,621.48	-
900	Project Specification Booklet	\$ 6,427.20	-
1000	Bid Administration	-	\$ 5,020.22
1100	Limited Construction Administration	-	\$ 10,225.84
1200	Site Lighting / Electrical Coordination	\$ 1,557.36	-
TOTAL:		\$ 80,265.63	\$ 15,246.06

SUPPLEMENTAL SERVICES

Services authorized in writing by the CLIENT, other than those specifically listed in the Exhibit A, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at an agreed upon lump sum fee or based on current hourly rates for the actual personnel involved in the tasks (Hourly Services). Hourly Services will be invoiced based on the Hourly Billing Rates shown on Exhibit C.



HALFF
2024 HOURLY RATE SCHEDULE
FOR
SR 200 TRAIL SEGMENT

Labor Category	Level	PHASE Rates	100 PM	200 SUE	300 ENV	400 Geotech	500 Civil	600 LA	700 Permit	800 EEOPC	900 Specs	1000 BA (Hourly)	1100 CA (Hourly)	1200 Electrical	1300	1400	Subtotal
Architect	I	\$101.97															\$0.00
	II	\$114.33															\$0.00
	III	\$160.68															\$0.00
	IV	\$209.61															\$0.00
	V	\$334.75															\$0.00
Engineer	I	\$118.45															\$0.00
	II	\$160.68					104		72	17	40						\$37,438.44
	III	\$194.67	24				16		16			12	16	8			\$17,909.64
	IV	\$222.48					8		8	4		4	8				\$7,119.36
	V	\$334.75															\$0.00
Scientist	I	\$77.25															\$0.00
	II	\$117.42															\$1,291.62
	III	\$164.80					11										\$0.00
	IV	\$206.00					11										\$2,266.00
	V	\$334.75															\$0.00
Landscape/ Planner	I	\$88.58															\$0.00
	II	\$113.30															\$0.00
	III	\$145.23															\$0.00
	IV	\$230.72						60				6	24				\$13,070.70
	V	\$334.75						30				4	8				\$9,690.24
Surveyor	I	\$101.97															\$0.00
	II	\$113.30															\$0.00
	III	\$145.23															\$0.00
	IV	\$168.92															\$0.00
	V	\$334.75															\$0.00
Field Tech	I	\$59.74															\$0.00
	II	\$77.25															\$0.00
	III	\$98.88															\$0.00
	IV	\$127.72															\$1,341.06
	V	\$208.06															\$2,184.63
Office Tech	I	\$61.80															\$0.00
	II	\$77.25															\$0.00
	III	\$98.88															\$0.00
	IV	\$127.72															\$0.00
	V	\$164.80															\$0.00
Administrative	I	\$35.02															\$0.00
	II	\$77.25															\$0.00
	III	\$99.91															\$0.00
	IV	\$121.54															\$0.00
	V	\$164.29															\$0.00
Specialist	I	\$71.07															\$0.00
	II	\$109.18															\$0.00
	III	\$135.96															\$0.00
	IV	\$195.70															\$0.00
	V	\$267.80															\$0.00
Intern		\$77.25															\$0.00
			\$4,672.08	\$3,525.69	\$3,557.62	\$3,200.00	\$21,605.28	\$15,635.40	\$16,463.52	\$3,621.48	\$6,427.20	\$5,020.22	\$10,225.84	\$1,557.36	\$0.00	\$0.00	\$95,511.69
			Sub														

Certificate Of Completion

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 Source Envelope:
 Document Pages: 20
 Certificate Pages: 6
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Sara Sands
 ssands@nassaucountyfl.com
 IP Address: 50.238.237.26

Record Tracking


Status: Original
 1/16/2025 10:47:15 AM

Holder: Sara Sands
 ssands@nassaucountyfl.com

Location: DocuSign

Signer Events


Doug Podiak
 dpodiak@nassaucountyfl.com
 Facilities Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Signature

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

Timestamp
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 Signed: 1/17/2025 2:15:23 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign


Tracy Poore
 tpoore@nassaucountyfl.com
 OMB Admin
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)


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

Sent: 1/17/2025 2:15:26 PM
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 Signed: 1/17/2025 3:23:49 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)


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

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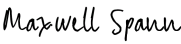




Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Lanaee Gilmore
 lgilmore@nassaucountyfl.com
 Procurement Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)


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

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Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Maxwell Spann mspenn@half.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 1/21/2025 11:56:47 AM ID: 3ccbdcca-1d88-4f4a-ac47-116a34fdf7c6</p>	 Signature Adoption: Pre-selected Style Using IP Address: 65.57.159.19	<p>Sent: 1/21/2025 10:43:02 AM Viewed: 1/21/2025 11:56:47 AM Signed: 1/21/2025 12:02:09 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 1/21/2025 12:02:12 PM Viewed: 1/27/2025 9:56:42 AM Signed: 1/27/2025 9:57:04 AM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 1/27/2025 9:57:07 AM Viewed: 1/27/2025 10:19:51 AM Signed: 1/27/2025 10:20:19 AM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 1/27/2025 10:20:23 AM Viewed: 1/27/2025 1:31:02 PM Signed: 1/27/2025 1:31:11 PM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 1/27/2025 1:31:14 PM Resent: 1/28/2025 9:54:59 AM Viewed: 1/28/2025 11:05:31 AM Signed: 1/28/2025 11:05:36 AM</p>
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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<p>Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 1/28/2025 11:05:41 AM Viewed: 1/28/2025 11:26:52 AM</p>
<p>Jeff Little jlittle@nassaucountyfl.com Facilities Assistant Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 1/28/2025 11:05:42 AM Viewed: 1/28/2025 11:09:51 AM</p>
<p>Becky Diden bdiden@nassaucountyfl.com Recycle Coordinator Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 1/28/2025 11:05:43 AM</p>
<p>Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9</p>	COPIED	<p>Sent: 1/28/2025 11:05:45 AM</p>

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Notary Events	Signature	Timestamp
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Completed	Security Checked	1/28/2025 11:05:45 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

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

To advise County of Nassau of your new email address

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

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

To request paper copies from County of Nassau

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

To withdraw your consent with County of Nassau

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

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

Required hardware and software

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

Acknowledging your access and consent to receive and sign documents electronically

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

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

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