

DATE
2/6/2025

CS-24-223

Requisition Form

**NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Environmental and Geotech Specialists, Inc.
3772 Kori Road
Jacksonville, FL 32257

DEPARTMENT
Capital Improvement Projects

REQUESTED BY
Scott Pedigo

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Former Sheriff Admin Site	04073519-546002 NCPP2		Encumber Contract	CM3490-WA13
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Wetland Delineation	1.00	\$ 6,693.18	\$ 6,693.18	
	Parcel Number: 44-2N-27-0000-0001-0110			\$ 0.00	
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				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 6,693.18

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.

Robert Companion 2/6/2025

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 2/7/2025

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.

Ranace Almore 2/10/2025

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.

[Signature] 2/11/2025

Clerk: BOLL AP
 Date: 2/12/2025

NASSAU COUNTY WORK AUTHORIZATION #13

Contract Number:	CM3490
Consultant/Vendor:	Environmental and Geotech Specialists, Inc. (EGS)
Consultant/Vendor Contact Name:	Susan McConnell
Consultant/Vendor Contact Phone Number:	850.893.2216
Consultant/Vendor Contact Email Address:	susan.mcconnell@egs-us.com
Project Short Title:	Old Sheriff Campus – Wetland Delineation
Total Amount of Previous Work Authorizations:	\$147,641.62
Amount of this Work Authorization:	\$6,693.18
New Contract Amount including this Work Authorization:	\$154,334.80
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, or no later than thirty (30) days from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

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

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

RECOMMENDED AND APPROVED BY:

Department Head/Managing Agent: Robert Companion 2/6/2025
Date

Procurement: Janice Helms 2/10/2025
Date

Office of Management & Budget: Chris Lacambra 2/7/2025
Date

County Attorney: Denise C. May, Esq., BCS 2/11/2025
Denise C. May Date

JP

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

[Signature]
By: Taco E. Pope
Its: Designee
Date: 2/11/2025

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

By: Thomas Hayden
Print Name: Thomas Hayden
Title: Vice President
Date: 2/10/2025

EXHIBIT "A"

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

EGS Proposal No.: 100-675-25

February 6, 2025

Nassau County Board of County Commissioners
96161 Nassau Place
Yulee, FL 32097



ATTN: Scott Pedigo, P.E.
Senior Project Manager / Capital Projects Management

SUBJECT: Cost Proposal for Environmental Support Services
50 Bobby Moore Circle
Yulee, Nassau County, FL
Nassau County Parcel Number: [44-2N-27-0000-0001-0110](#)

Dear Robert:

Attached is the Cost Estimate for Environmental and Geotechnical Specialists, Inc. (**EGS**) to perform the above requested environmental support services for the above-mentioned Project. As requested, the below cost estimate is based on the following Scope of Services;

Environmental Support Services – 14.72 Acre Parcel

- **Wetland Delineation**
 - Field verify wetlands present on the property and coordinate locations with the Client and surveyor (if requested) to ensure wetland locations are incorporated into future development plans;
 - Preparation of Wetland Delineation Aerial Maps and
 - Preparation of Wetland Delineation Summary Letter

The attached Scope of Services and costs are based on the following understandings:

- Environmental and Geotechnical Specialists, Inc. (**EGS**) will have permission to be on-site;
- Bid assumes that **EGS** can perform the work between the regular business hours of Monday through Friday, 7:00 am to 5:00 pm;
- Costs have not been included for design services other than those outlined in the above Scope of Services;
- *Costs have not been included for Environmental Permitting;*
- **Costs are based on two mobilizations;**
 - First mobilization will include flagging the wetlands within the property boundary and evaluating soil conditions.

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

- Second mobilization will include conducting a field review with Nassau County personnel to discuss the wetland delineation findings
- Costs are based on flagging wetlands within a 14.72-acre parcel;
- Flagging aerial maps and a wetland delineation CADD file will be provided to Nassau County;
- All work will be conducted in accordance with the Contract that will be agreed to for this Project, should it be approved.

EGS estimates it can complete the attached wetland delineation immediately upon receiving the Notice to Proceed. The field review with Nassau County personnel will be scheduled within one week following the wetland delineation. A wetland delineation summary letter will be submitted within 30 days of receiving the notice to proceed. The above-mentioned efforts can be completed for a Lump Sum of \$6,693.18.

Environmental and Geotechnical Specialists appreciate the opportunity to provide the attached Cost Estimate under **EGS's** continuing service contract with Nassau County. Authorization of this Cost Proposal can be accomplished by providing **EGS** with a Contract for our review and signature.

If you have any questions concerning the costs, please call me. Thank you again for considering EGS for this Project.

Sincerely,

Environmental and Geotechnical Specialists, Inc.



Susan M. McConnell
Environmental Department Manager / Senior Environmental Scientist

Attachment: EGS Cost Proposal (2-6-2025)

**ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.
PROJECT ESTIMATE - ENVIRONMENTAL SUPPORT SERVICES**

PROJECT: 50 BOBBY MOORE CIRCLE
LOCATION: NASSAU COUNTY, FLORIDA

DATE: 2/6/2025
PROPOSAL: 100-675-25

CLIENT: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

TASK B: ENVIRONMENTAL SUPPORT SERVICES - 50 BOBBY MOORE CIRCLE (44-2N-27-0000-0001-0110)
IDENTIFY WETLANDS WITHIN PROPERTY BOUNDARY - 14.72 ACRES

Scope of Services:

WETLAND DELINEATION - 14.72 ACRES

Literature and Map Review

Coordination with County Personnel

Two Mobilizations to the Site

First Mobilization:

Delineate Wetlands on One (1) Approximately 14.72 Acre Parcel of Land

Delineation Includes Placing Wetland Flags and Evaluating Soil Conditions for Hydric/Wetland Soils

Prepare Flagging Aerial Maps and Wetland Delineation Cadd File

Share with Nassau County (and Surveyor As Needed)

Second Mobilization:

Meet with Nassau County Personnel to Discuss Wetland Delineation Findings

Preparation of a Wetland Delineation Summary Letter

WETLAND DELINEATION SITE VISIT TO BE FAST TRACKED

	UNITS	NO. OF UNITS	COST/UNIT	COST
WETLAND DELINEATION				
Engineering Intern	Hour	16	\$85.36	\$1,365.76
CADD / Computer Technician	Hour	5	\$94.84	\$474.20
Engineering Technician	Hour	8	\$75.84	\$606.72
Senior Environmental Scientist	Hour	30	\$141.55	\$4,246.50
Total Wetland Delineation			\$6,693.18	

SUBTOTAL **\$6,693.18**

LUMP SUM TOTAL: **\$6,693.18**

NOTE: ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH THE TERMS AND CONDITIONS
AGREED TO FOR THIS CONTRACT.

Certificate Of Completion

Envelope Id: B7F6C956-2245-41EC-83A5-E1DA80B8D556

Status: Completed

Subject: Contract No.: CM3490 WA13 Vendor : EGS \$6,693.18 Description: Old Sheriff Admin Site Wetland Delin.

Source Envelope:

Document Pages: 6

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 3

Scott Pedigo

AutoNav: Enabled

spedigo@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: Scott Pedigo

Location: DocuSign

2/6/2025 3:50:58 PM

spedigo@nassaucountyfl.com

Signer Events

Signature

Timestamp

Robert Companion

RCompanion@nassaucountyfl.com

Deputy County Manager - County Engineer

Nassau County BOCC

Security Level: Email, Account Authentication (None)

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

Sent: 2/6/2025 4:07:55 PM

Viewed: 2/6/2025 4:31:32 PM

Signed: 2/6/2025 4:31:38 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: 2/6/2025 4:31:40 PM

Viewed: 2/7/2025 11:21:00 AM

Signed: 2/7/2025 11:22:43 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)

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

Sent: 2/7/2025 11:22:46 AM

Viewed: 2/7/2025 1:35:09 PM

Signed: 2/7/2025 1:36:02 PM

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

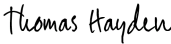




Sent: 2/7/2025 1:36:06 PM

Viewed: 2/10/2025 10:29:26 AM

Signed: 2/10/2025 10:29:56 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Thomas Hayden tom.hayden@egs-us.com Vice President Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 142.190.44.218	<p>Sent: 2/10/2025 10:29:59 AM Viewed: 2/10/2025 11:24:14 AM Signed: 2/10/2025 11:24:20 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/10/2025 11:24:14 AM ID: 44604103-d964-489b-add9-52abd1a48b03</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 2/10/2025 11:24:22 AM Viewed: 2/11/2025 10:54:57 AM Signed: 2/11/2025 10:55:05 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: 2/11/2025 10:55:08 AM Viewed: 2/11/2025 11:23:16 AM Signed: 2/11/2025 11:23:21 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 2/11/2025 11:23:25 AM Viewed: 2/11/2025 12:08:41 PM Signed: 2/11/2025 12:08:52 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: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 2/11/2025 12:08:54 PM Viewed: 2/12/2025 10:46:22 AM Signed: 2/12/2025 10:46:28 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
<p>Susan McConnell susan.mcconnell@egs-us.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 11/4/2024 10:18:14 AM ID: a75798ec-4f05-4b9a-874d-8e2003754d58</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; font-size: 1.2em; color: blue;">COPIED</div>	<p>Sent: 2/10/2025 10:29:58 AM Viewed: 2/10/2025 10:53:41 AM</p>
<p>Capital Projects capitalprojects@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; font-size: 1.2em; color: blue;">COPIED</div>	<p>Sent: 2/12/2025 10:46:30 AM</p>
<p>Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; font-size: 1.2em; color: blue;">COPIED</div>	<p>Sent: 2/12/2025 10:46:30 AM Viewed: 2/12/2025 12:32:45 PM</p>
<p>Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; font-size: 1.2em; color: blue;">COPIED</div>	<p>Sent: 2/12/2025 10:46:30 AM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/6/2025 4:07:55 PM
Certified Delivered	Security Checked	2/12/2025 10:46:22 AM
Signing Complete	Security Checked	2/12/2025 10:46:28 AM
Completed	Security Checked	2/12/2025 10:46:30 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.