



**NASSAU COUNTY WORK AUTHORIZATION #07**

<b>Contract Number:</b>	CM3501
<b>Consultant/Vendor:</b>	Pond & Company
<b>Consultant/Vendor Contact Name:</b>	Eric West
<b>Consultant/Vendor Contact Phone Number:</b>	612.770.7917
<b>Consultant/Vendor Contact Email Address:</b>	Eric.West@pondco.com
<b>Project Short Title:</b>	Evans Rendezvous
<b>Total Amount of Previous Work Authorizations:</b>	\$1,150,965.81
<b>Amount of this Work Authorization:</b>	\$46,257.00
<b>New Contract Amount including this Work Authorization:</b>	\$1,197,222.81
<b>Funding Source:</b>	104 .005.573.57.020.0215.00000.562010.ERIR

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 168 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:	<u>Marshall Eyerman</u>	<u>2/21/2025</u>	
		Date	
Procurement:	<u>Lanace Belmont</u>	<u>2/26/2025</u>	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>2/24/2025</u>	<i>JP</i>
		Date	
County Attorney:	<u>Denise C. May</u>	<u>3/5/2025</u>	<i>DJ</i>
	<u>Denise C. May</u>	Date	

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

**NASSAU COUNTY, FLORIDA**

Taco E. Pope AICP

By: Taco E. Pope AICP-ICMA-CM  
 Its: Designee  
 Date: 3/5/2025

**POND & COMPANY CORPORATION**

BY: Matthew Wilder

Print Name: Matthew Wilder  
 Title: Vice President  
 Date: 2/26/2025



49 Park of Commerce Way, Suite 203  
Savannah, GA 31405  
T: 912.228.3611

February 14, 2025

Marshall Eyerman, ICMA-CM  
Assistant County Manager  
Nassau County  
(904) 530-6010  
96135 Nassau Place  
Yulee, FL 32097

**RE: Task Order #7 – Rendezvous Phase 1 – Structural**

To Mr. Eyerman,

Pond is honored to submit this scope and fee proposal for Nassau County Task Order – Evans Rendezvous Phase 1 to continue the efforts started by the County to return the building to a safe, accessible, functional gathering space and asset to the community. Pond recognizes the historical significance of the Evans Rendezvous at American Beach and looks to aid the county protecting this community asset. Pond’s team is comprised of qualified architects and engineers who have the talent and skills to carry out the necessary tasks.

**Project Description:**

The existing structure is located at 5508 Gregg Street Fernandina Beach Florida. The existing building is roughly 6,000 gross square feet and was built as a single-story structure in 1948. Nassau County has tasked Pond with designing and documenting all necessary improvements to stabilize the existing structure. The current scope, phase 1 – includes structural design of improvements to the foundation, walls, and roof to secure the building for future improvements. Phase 2, future improvements will include all the ADA and other upgrades suitable for inhabiting the building. The design of phase 2 is not included in this proposal.

Based on our discussions, and your follow up conversation with the local Building Official – final architectural plans describing future uses are not required to make these structural improvements. Based on these conversations we also understand historical advisory group approvals will not be required for phase 1 of this work.

Our efforts build on the initial study commissioned by the county and completed by Wiss, Janey, Elstner Associates, Inc. (WSJ) dated September 8, 2023.

**Scope of Work (Infrastructure Improvements):**

1. Create Building Information Model suitable for development of biddable construction drawings.
2. Site visit to assess current conditions
3. Exterior and interior CMU walls
  - Structural analysis of existing building with current FBC and IBEC code
  - Provide wall strengthening and repair details addressing the following: repair CMU cracks, replace corroded ladder reinforcement, and repair CMU plaster columns.
4. Slab on grade
  - Specify steps to demolish the existing slab-on-grade for the future installation of new plumbing utilities

- Provide design for new slab, including subgrade preparation and compaction to eliminate voids
5. Assessment of Main wind and Force Resisting System of the existing building
    - Evaluate and recommend strategies to strengthen the building exterior CMU walls and roof diaphragm to comply with current codes.
  6. Roofing plans sufficient for scoping and bidding roof repairs and/or replacement.
  7. Generate 50% and 100% level construction documents for improvements to stabilize the structure of the building.
  8. Fire, Plumbing, Mechanical, and Electrical design and drawings are excluded.
  9. Door and window schedule sufficient for scoping and bidding replacement within existing openings are excluded.
  10. Develop bidding and permitting drawings required to obtain a permit and begin construction assuming Nassau County will solicit bids from General Contractors.

**Assumption / Exclusions:**

- The proposal assumes the following:
  - Existing building dimensions in WSJ report dated September 8, 2023 are accurate. This proposal does not include effort or fee associated with concealed conditions not identified in the WJE report or those not visible during the site visit conducted by Pond structural engineer.
  - Survey to be provided by the County if needed.
- The proposal excludes the following:
  - Public Meetings
  - Historical analysis
  - Cost Estimating
  - Construction Administration
  - Roof top access studies (deemed onerous from a structural, cost, and historical perspective in previous studies commissioned by the County)
  - Lighting Protection System Design
  - Audio/Visual System Final design and installation of system by County (pathways and biddable plans by Pond)
  - Electronic Safety System design and installation of cameras by County (pathways and planning by Pond – hardware by Pond)
  - Municipal water supply has been improved by County – see assumptions.
  - Geotechnical services
  - Design solutions resulting from significant unknown subsurface conditions.
  - Traffic studies or traffic analysis
  - Stormwater and utility system analysis.
  - Flood studies.
  - Easement acquisition.
  - Meetings beyond what is stated above in the scope of work

- No environmental site assessments (ESA) of any type. It is understood that any required environmental remediation will be completed by others. No environmental remediation plans or related design is included in this proposal.

**Qualifications:**

- Any revisions requested by the client that change the planning document or scope from that which was approved after acceptance of each submittal milestone will be considered additional services and require contract revision.
- Services not specifically included in the proposal are deemed to be excluded and considered additional / out of scope services, which will require a change order prior to commencement of any additional work.

**Schedule for Task Order**

Task	Duration
Notice to Proceed	Week 1
Kickoff Meeting with Nassau County	Week 2
Site Visit	Week 2
50%, 100% Infrastructure Improvements	Weeks 3-5 / 5-7
County Review	1 week
100% Documents Complete	Week 8
<b>Total Structural Design Duration</b>	<b>8 weeks</b>
Bidding and Construction Administration	6 months

**Fee Proposal**

Task	Fee Type	Fee
Structural 30% Design Fee (Task 1)	Lump sum	NIC
Structural 50% Design Fee (Task 2)	Lump Sum	\$28,957.88
Structural 100% Design Fee (Task 3)	Lump sum	\$16,799.12
Expenses	Lump sum	\$500.00
Bidding and Limited Construction Administration	Lump sum	NIC
<b>Total:</b>		<b>\$46,257.00</b>

\*See attached Fee Breakdown for additional information.

All Fees provided are lump sum and include project related expenses including travel costs, printing, mileage and shipping. Please let us know if you have any questions and thank you again for your trust in our firm. Should you find this proposal acceptable, please review and sign below, as well as the attached standard contract form.

Please contact me should you have questions or concerns.

Sincerely,

Pond & Company



Eric West, AIA

Senior Project Manager



Matthew Wilder, PLA

Vice President,

Local Government Program Director

Attachment:

Exhibit A: Fee Breakdown

**Client** Nassau County  
**Project Name** Task Order 07 – Evans Rendezvous  
**Project Description** Rendezvous Phase 1 - Structural  
**Project Length/Area** 5508 Gregg Street Fernandina Beach Florida

<b>Personnel</b>	<b>Hourly Rates/Negotiated Rates</b>	
Principal-in-Charge	\$	306.36
Senior Project Manager / Chief Engineer	\$	257.00
Deputy Project Manager / Transportation Engineer III	\$	162.86
Senior Structural Engineer	\$	226.78
Structural Engineer	\$	118.87
Senior Transportation Engineer	\$	230.00
Transportation Engineer	\$	126.28
Senior Civil Engineer	\$	222.00
Civil Engineer	\$	131.22
Mechanical/Electrical Engineer	\$	155.00
Senior Mechanical/Electrical Engineer	\$	230.00
Architect	\$	151.30
Senior Architect	\$	224.63
Senior Environmental Scientist	\$	160.00
Environmental Scientist	\$	100.00
Senior Transportation Planner	\$	185.64
Transportation Planner	\$	121.22
Public Involvement	\$	180.23
Secretary/ Clerical	\$	105.05

<b>Sub Consultants</b>	<b>Fee from Sub-Consultant</b>	
DRMP (Survey/SUE)	\$	-
EGS (Geotech)	\$	-
Element (Design Support)	\$	-
Peters & Yaffee (Design Support)	\$	-
Quest (Public Involvement)	\$	-
VIA (CM & CEI)	\$	-

*See separate scope/fee documents*



# Nassau County

**Task Order 07 – Evans Rendezvous  
Rendezvous Phase 1 - Structural  
5508 Gregg Street Fernandina Beach Florida**

## SUMMARY BY Segment

### COST AMOUNT OF CONTRACT CHANGE ORDER PROPOSAL

2/14/2025

		PHASE AMOUNTS
Task 1	30% Development	\$ -
Task 2	50% Development	\$ 28,957.88
Task 3	100% Development	\$ 16,799.12
<b>SUBTOTAL</b>		<b>\$ 45,757.00</b>
Task 4	Construction Administration	\$ -
<b>TOTAL DESIGN COST</b>		<b>\$ 45,757.00</b>

**Nassau County**

Task 1 -summary

**PROJECT: Task Order 07 – Evans Rendezvous**

Task 1 - 30%

<b>PERSONNEL</b>	<b>EST. HOURS</b>	<b>RATE/HR.</b>	<b>COST \$</b>	<b>TOTALS</b>
Principal-in-Charge	0	\$ 306.36	\$ -	
Senior Project Manager / Chief Engineer	0	\$ 257.00	\$ -	
Senior Architect	0	\$ 224.63	\$ -	
Architect	0	\$ 151.30	\$ -	
<i>Senior Landscape Architect (Historical)</i>	0	\$ 224.63	\$ -	
Senior Structural Engineer	0	\$ 226.78	\$ -	
Structural Engineer	0	\$ 118.87	\$ -	
Senior Mechanical/Electrical Engineer	0	\$ 230.00	\$ -	
Mechanical/Electrical Engineer	0	\$ 155.00	\$ -	
Secretary/ Clerical	0	\$ 105.05	\$ -	
	0			
<b>TOTAL DIRECT LABOR</b>		0 Manhours	<b>\$</b>	<b>-</b>
<b>DIRECT COSTS (SPECIFY):</b>				
<b>ITEM</b>	<b>UNIT COST</b>	<b>QUANTITY</b>	<b>TOTALS</b>	
Typically Direct Cost, such as milage, is included in loaded rates.			\$	-
Only use this section for unique material costs.			\$	-
			\$	-
			\$	-
			\$	-
<b>Direct Cost Total</b>			<b>\$</b>	<b>-</b>
<b>SUBCONSULTANTS (LIST):</b>				
<b>SUB CONSULTANT</b>			<b>TOTALS</b>	
			\$	-
			\$	-
			\$	-
<b>Subconsultant Sub Total</b>			<b>\$</b>	<b>-</b>
<b>COST AMOUNT FOR PHASE</b>			<b>\$</b>	<b>-</b>

**Nassau County**  
Task 2 -summary

**PROJECT: Task Order 07 – Evans Rendezvous**  
Task 2 - 50%

PERSONNEL	EST. HOURS	RATE/HR.	COST \$	TOTALS
Principal-in-Charge	2	\$ 306.36	\$ 612.72	
Senior Project Manager / Chief Engineer	6	\$ 257.00	\$ 1,542.00	
Senior Architect	12	\$ 224.63	\$ 2,695.56	
Architect	8	\$ 151.30	\$ 1,210.40	
<i>Senior Landscape Architect (Historical)</i>	0	\$ 224.63	\$ -	
Senior Structural Engineer	80	\$ 226.78	\$ 18,142.40	
Structural Engineer	40	\$ 118.87	\$ 4,754.80	
Senior Mechanical/Electrical Engineer	0	\$ 230.00	\$ -	
Mechanical/Electrical Engineer	0	\$ 155.00	\$ -	
Secretary/ Clerical	0	\$ 105.05	\$ -	
	0			
<b>TOTAL DIRECT LABOR</b>	148 Manhours		<b>\$ 28,957.88</b>	
<b>DIRECT COSTS (SPECIFY):</b>				
ITEM	UNIT COST	QUANTITY	<b>TOTALS</b>	
Typically Direct Cost, such as milage, is included in loaded rates.			\$	-
Only use this section for unique material costs.			\$	-
			\$	-
			\$	-
			\$	-
<b>Direct Cost Total</b>			<b>\$</b>	<b>-</b>
<b>SUBCONSULTANTS (LIST):</b>				
SUB CONSULTANT			<b>TOTALS</b>	
			\$	-
			\$	-
			\$	-
<b>Subconsultant Sub Total</b>			<b>\$</b>	<b>-</b>
<b>COST AMOUNT FOR PHASE</b>			<b>\$</b>	<b>28,957.88</b>

**Nassau County**  
Task 3 -summary

**PROJECT: Task Order 07 – Evans Rendezvous**  
Task 3 - 100%

PERSONNEL	EST. HOURS	RATE/HR.	COST \$	TOTALS
Principal-in-Charge	1	\$ 306.36	\$ 306.36	
Senior Project Manager / Chief Engineer	2	\$ 257.00	\$ 514.00	
Senior Architect	4	\$ 224.63	\$ 898.52	
Architect	8	\$ 151.30	\$ 1,210.40	
<i>Senior Landscape Architect (Historical)</i>	0	\$ 224.63	\$ -	
Senior Structural Engineer	36	\$ 226.78	\$ 8,164.08	
Structural Engineer	48	\$ 118.87	\$ 5,705.76	
Senior Mechanical/Electrical Engineer	0	\$ 230.00	\$ -	
Mechanical/Electrical Engineer	0	\$ 155.00	\$ -	
Secretary/ Clerical	0	\$ 105.05	\$ -	
	0			
<b>TOTAL DIRECT LABOR</b>	99 Manhours		<b>\$ 16,799.12</b>	
<b>DIRECT COSTS (SPECIFY):</b>				
ITEM	UNIT COST	QUANTITY	TOTALS	
Typically Direct Cost, such as milage, is included in loaded rates.			\$	-
Only use this section for unique material costs.			\$	-
			\$	-
			\$	-
			\$	-
<b>Direct Cost Total</b>			<b>\$</b>	<b>-</b>
<b>SUBCONSULTANTS (LIST):</b>				
SUB CONSULTANT			TOTALS	
			\$	-
			\$	-
			\$	-
<b>Subconsultant Sub Total</b>			<b>\$</b>	<b>-</b>
<b>COST AMOUNT FOR PHASE</b>			<b>\$</b>	<b>16,799.12</b>

**Nassau County**  
Task 4 -summary

**PROJECT: Task Order 07 – Evans Rendezvous**  
Task 4 - Construction Administration

PERSONNEL	EST. HOURS	RATE/HR.	COST \$	TOTALS
Principal-in-Charge	0	\$ 306.36	\$ -	
Senior Project Manager / Chief Engineer	0	\$ 257.00	\$ -	
Senior Architect	0	\$ 224.63	\$ -	
Architect	0	\$ 151.30	\$ -	
<i>Senior Landscape Architect (Historical)</i>	0	\$ 224.63	\$ -	
Senior Structural Engineer	0	\$ 226.78	\$ -	
Structural Engineer	0	\$ 118.87	\$ -	
Senior Mechanical/Electrical Engineer	0	\$ 230.00	\$ -	
Mechanical/Electrical Engineer	0	\$ 155.00	\$ -	
Secretary/ Clerical	0	\$ 105.05	\$ -	
	0			
<b>TOTAL DIRECT LABOR</b>	0 Manhours		<b>\$ -</b>	
<b>DIRECT COSTS (SPECIFY):</b>				
ITEM	UNIT COST	QUANTITY	<b>TOTALS</b>	
Typically Direct Cost, such as milage, is included in loaded rates.			\$	-
Only use this section for unique material costs.			\$	-
			\$	-
			\$	-
			\$	-
<b>Direct Cost Total</b>			<b>\$</b>	<b>-</b>
<b>SUBCONSULTANTS (LIST):</b>				
SUB CONSULTANT			<b>TOTALS</b>	
			\$	-
			\$	-
			\$	-
<b>Subconsultant Sub Total</b>			<b>\$</b>	<b>-</b>
<b>COST AMOUNT FOR PHASE</b>			<b>\$</b>	<b>-</b>

## Certificate Of Completion

Envelope Id: EB8C44FE-84DB-4102-8440-6DC42BF10741

Status: Completed

Subject: Pond & Co CM3501 WA07 \$46,257 Evans Rendezvous

Source Envelope:

Document Pages: 13

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 4

Marshall Eyerman

AutoNav: Enabled

MEyerman@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: Marshall Eyerman

Location: DocuSign

2/21/2025 4:25:05 PM

MEyerman@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

Marshall Eyerman

meyerman@nassaucountyfl.com

Assistant County Manager

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 2/21/2025 4:31:12 PM

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Signed: 2/21/2025 4:31:40 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: 2/21/2025 4:31:42 PM

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Signed: 2/24/2025 1:47:40 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

Sent: 2/24/2025 1:47:42 PM

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Signed: 2/24/2025 2:23:34 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

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Signed: 2/26/2025 4:25:51 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Matthew Wilder  WilderM@pondco.com  Vice President  Security Level: Email, Account Authentication (None)</p>	<p><i>Matthew Wilder</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 63.210.64.242</p>	<p>Sent: 2/26/2025 4:25:54 PM  Viewed: 2/26/2025 4:29:25 PM  Signed: 2/26/2025 4:29:47 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/26/2025 4:29:25 PM  ID: 6b6d6914-40d2-44b0-b472-f7791129f6d4</p>		
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Deputy County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 2/26/2025 4:29:50 PM  Viewed: 3/5/2025 12:02:59 PM  Signed: 3/5/2025 12:03:54 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Denise C. May  dmay@nassaucountyfl.com  County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 71.203.166.119  Signed using mobile</p>	<p>Sent: 3/5/2025 12:03:57 PM  Viewed: 3/5/2025 12:26:13 PM  Signed: 3/5/2025 12:26:42 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Taco E. Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 3/5/2025 12:26:45 PM  Viewed: 3/5/2025 12:28:04 PM  Signed: 3/5/2025 12:28:14 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>BOCC AP  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p>	<p><i>LPB</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 12.23.69.254</p>	<p>Sent: 3/5/2025 12:28:18 PM  Viewed: 3/6/2025 9:09:07 AM  Signed: 3/6/2025 9:09:34 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

In Person Signer Events	Signature	Timestamp
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/6/2025 9:09:37 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/6/2025 9:09:37 AM
Tabitha Givens tgivens@nassaucountyfl.com Administrator Coordinanator Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/6/2025 9:09:38 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	2/21/2025 4:31:12 PM
Certified Delivered	Security Checked	3/6/2025 9:09:07 AM
Signing Complete	Security Checked	3/6/2025 9:09:34 AM
Completed	Security Checked	3/6/2025 9:09:38 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.

### **Getting paper copies**

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

### **Withdrawing your consent**

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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

### **How to contact County of Nassau:**

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

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](mailto: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](mailto: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](mailto: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](mailto: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.