

**THIRTEENTH AMENDMENT TO THE AGREEMENT FOR DESIGN SERVICES FOR
THE PAGES DAIRY/CHESTER ROAD INTERSECTION IMPROVEMENTS PROJECT
NASSAU COUNTY, FLORIDA**

THIS THIRTEENTH AMENDMENT TO THE CONTRACT FOR DESIGN SERVICES FOR THE PAGES DAIRY/CHESTER ROAD INTERSECTION IMPROVEMENTS PROJECT (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and Connelly & Wicker, Inc. now doing business as Connelly & Wicker, LLC, a business having its primary business location at 10060 Skinner Lake Drive, Suite 500, Jacksonville, Florida 32246, (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract to provide professional engineering design services for the Pages Dairy Road/Chester Road Intersection Improvements project - Chester Road resurfacing, Pages Dairy Road widening and Chester Road at Pages Dairy Road intersection improvements dated November 21, 2016 (hereinafter “Contract”); and

WHEREAS, the original Agreement provided for an initial performance period beginning November 21, 2016 and ending November 20, 2018, with an option to extend upon mutual agreement between the Consultant and the County; and

WHEREAS, on August 28, 2017, the parties agreed to amend the original Agreement adding additional services to the original Scope of Services, including the resurfacing of an additional 2,000’ of Chester Road, redesigning the Pages Dairy Road/Chester Road intersection as an Urban design and Felmor Road/Pages Dairy Road intersection improvements and widening; and

WHEREAS, on December 26, 2018, the parties agreed to amend the original Agreement extending the performance period from November 21, 2018 to May 21, 2019 to allow for additional time to complete the additional services; and

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WHEREAS, on January 22, 2019, the parties agreed to amend the original Agreement again adding additional services to the original Scope of Services, including geotechnical exploration, structural design and civil design to address subsurface issues; and

WHEREAS, on July 26, 2019, the parties agreed that additional time was needed to complete the additional services added to the original Scope of Services and extended the performance period from May 22, 2019 to May 21, 2020; and

WHEREAS, on October 28, 2019, the parties agreed to amend the original Agreement adding additional services to the original Scope of Services, including the JEA watermain design. The County was reimbursed by JEA for the costs expended for the watermain design; and

WHEREAS, on January 13, 2020, the parties agreed to amend the original Agreement revising the Scope of Services to include signalization and mast arm design for unknown signal facilities at David Hallman Parkway; and

WHEREAS, on July 9, 2020, the parties agreed that additional time was needed to complete the additional services added to the original Scope of Services and extended the performance period from May 22, 2020 to December 31, 2020; and

WHEREAS, on December 22, 2020, the parties agreed to extend the performance period from January 1, 2021 to May 31, 2021 to allow the Consultant additional time to complete the Pages Dairy Road/Chester Road intersection improvements due to a delay in coordination with CSX for crossing signal upgrades; and

WHEREAS, the parties extended the performance period of the Agreement for an additional one (1) year from June 1, 2021 to May 31, 2022 to allow the Consultant additional time to complete post-design services with respect to the Pages Dairy Road/Chester Road intersection improvements; and

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WHEREAS, the agreement entered into on February 3, 2022 with First Coast Railroad allows until December 30, 2022 to complete the review of the engineering plans with respect to crossing signal upgrades at the Pages Dairy Road/Chester Road intersection, and

WHEREAS, the parties desire to extend the performance period of the Agreement for an additional one (1) year beginning June 1, 2022 and ending May 31, 2023 to allow the Consultant additional time to complete the engineering design plans with respect to the railroad's engineering comments, and

WHEREAS, on May 2, 2023, the parties agreed that additional time was needed to complete the additional services added to the original Scope of Services including the JEA additional services and structural sub-consultant for a re-design of two mast arm poles. The County was reimbursed by JEA for the costs expended for the additional services and extended the performance period from May 31, 2023 and ending November 30, 2023; and

WHEREAS, on March 20, 2024, the parties agreed that additional time would be needed in order to complete the services under the Contract and extended the performance period of the Agreement from November 30, 2023 and ending August 31, 2025;and

WHEREAS, Vendor has now notified the County that Connelly & Wicker, Inc., is now doing business as Connelly & Wicker, LLC, as demonstrated by the Articles of Conversion dated May 12, 2024 on file with the Florida Department of State, Division of Corporations; and

WHEREAS, the Parties now desire to recognize the assignment and assumption of all rights and obligations under the Contract from Connelly & Wicker, Inc. to Connelly & Wicker, LLC; and

WHEREAS, the Parties desire to further amend the Contract to amend the Scope of Services, to extend the term of the Contract, and to increase the amount of compensation and as more particularly set forth herein.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

SECTION 2. Article 2 of the contract is hereby amended to expand the Scope of Services to include additional construction services as detailed in Exhibit "A" attached hereto and incorporated herein.

SECTION 3. Article 4 of the Contract is hereby amended to extend the term of the Contract for an additional one hundred twenty-three (123) days and the Contract shall now terminate on December 31, 2025.

SECTION 4. – Article 5 of the Contract is hereby amended to increase the amount of compensation by Forty Thousand Two Hundred Eight Dollars and 82/100 (\$40,208.82) to account for the additional services referenced in Exhibit "A" attached hereto and incorporated herein for a total not-to-exceed amount of One Million Four Hundred Twenty-Nine Thousand Two Hundred Seventy-Eight Dollars and 84/100 (\$1,429,278.84).

SECTION 5. Upon execution of this Amendment, and in accordance with Section 787.06, Florida Statutes, the Vendor shall provide the County with an affidavit, on a form approved by the

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County, signed by an officer or representative of the Vendor under penalty of perjury attesting that the Vendor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

SECTION 6. All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

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

THE COUNTY:

NASSAU COUNTY, FLORIDA

Signature:  _____

Print Name: Taco E. Pope

Title: Designee

Date: 3/24/2025

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May, Esq., BCS
DENISE C. MAY, County Attorney

VENDOR: CONNELLY & WICKER, INC. NOW DOING BUSINESS AS CONNELLY & WICKER, LLC

Signature: Richard Welch _____

By: Richard Welch

Title: President

Date: 3/20/2025

EXHIBIT "A"

REVISED SCOPE DESIGN PROPOSAL FEE

**CONTRACT FEE SUMMARY FORMAT FOR DEPT. OF PUBLIC WORKS
NASSAU COUNTY, FLORIDA**

PART I - GENERAL				
1. Project Pages Dairy Road at Chester Road Intersection Improvements			2. Contract Number Bid No. NC16-020	
3. Name of Consultant Connelly & Wicker Inc.			4. Date of Proposal 11/19/24	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager 3	\$91.25	9	\$ 821.25	
Chief Engineer 2	\$78.83	9	\$ 709.47	
Senior Engineer 1	\$57.25	20	\$ 1,145.00	
Engineer 1	\$44.53	20	\$ 890.60	
Engineering Intern	\$35.35	17	\$ 600.95	
Designer	\$31.00	9	\$ 279.00	
TOTAL	\$52.93	84		\$4,446.27
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate		188.88%	Total Direct Labor	\$8,398.11
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$12,844.38
8. PROFIT: Labor Related Costs (Item 7)				10% (Labor + Overhead) \$1,284.44
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation			\$ 0.00	
Permit Fee			\$ 0.00	
Reproduction			\$ 0.00	
Shipping & Mail			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0.00
10. Sub Consultants				
				\$
SUB-CONSULTANT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$14,128.82
11. REIMBURSABLE COSTS (Limiting Amount)				
Post Design Services			\$ 26,080.00	
SUB-TOTAL REIMBURSABLES				\$26,080.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5 and 10)				\$40,208.82

ESTIMATE OF WORK EFFORT AND FEE FOR
CONSTRUCTION PLANS

CONSULTANT: Connelly & Wicker Inc.				NAME OF PROJECT: Pages Dairy Road at Chester Road Intersection Improvement						
Contract Number: Bid No. NC16-020				BETWEEN:						
Prepared: September 20, 2024				AND:						
Estimator's Name: Waltermeyer				LENGTH:						
No. / ACTIVITY	Project Manager 3		Chief Engineer 2		Senior Engineer 1		Engineer 1		Engineering Intern	
	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST
113 Plan Prep.	9	\$821.25	9	\$709.47	20	\$1,145.00	20	\$890.60	17	\$600.95
109 Drainage Design	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
114 Permitting	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
115 Post Design Services	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
TOTAL	9	\$821.25	9	\$709.47	20	\$1,145.00	20	\$890.60	17	\$600.95

No. / ACTIVITY	Designer		0		MAN HOURS	SALARY	AVG. HOURLY COST	SALARY COST DIST. %
	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST				
113 Plan Prep.	9	\$279.00	0	\$0.00	84	\$4,446.27	\$52.93	100.0
109 Drainage Design	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0.0
114 Permitting	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0.0
115 Post Design Services	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0.0
TOTAL	9	\$279.00	0	\$0.00	84	\$4,446.27	\$52.93	100.0

PLANS PREPARATION

CONSULTANT: Connelly & Wicker Inc.
 Contract Number: Bid No. NC16-020
 Prepared: September 20, 2024

NAME OF PROJECT: Pages Dairy Road at Chester Road Intersection Improvement
 BETWEEN:
 AND:

ITEM	SCALE	UNIT	NO. OF UNITS	NO. OF SHEETS	M-H PER UNIT	TOTAL MANHOURS	COMMENTS
113 Plan Prep.	1"=x						
Key Map & Index of Dwgs		Sheet	0	0	0.00	0.00	
Typical Sections		Sheet	0	0	0.00	0.00	
Summary of Quantities		Sheet	0	0	0.00	0.00	
Plan & Profile (Design)	40	Sheet	2	2	10.00	20.00	Extend Chester Rd median 300' south to prevent left turn to new Ashley's furniture; Add additional driveway for property owner
Curb Return Profiles		Sheet	0	0	0.00	0.00	
Construction Details		Sheet	0	0	0.00	0.00	
General Notes		Sheet	0	0	0.00	0.00	
Geotechnical Review		Sheet	0	0	0.00	0.00	
Geotechnical Plans		Sheet	0	0	0.00	0.00	
Drainage Cross Sections		Sheet	0	0	0.00	0.00	
Cross Sections		Sheet	7	3	5.00	15.00	Update median extension in cross sections
Stormwater Pollut. Prevent. Plans		Sheet	0	0	0.00	0.00	
M.O.T. - Notes & Details		Sheet	0	0	0.00	0.00	
M.O.T. - Plans (incl. Typ. Sections)		Sheet	3	3	5.00	15.00	Modifications to MOT to include extended median for Ashley's furniture driveway
Signing and Marking Plans		Sheet	2	2	3.00	6.00	Modifications to pavement markings at location of extended median for Ashley's furniture driveway
Signalization Plans		Sheet	0	0	0.00	0.00	
Tree Mitigation Plans		Sheet	0	0	0.00	0.00	
Quantity Take-Off		L.S.	2	0	8.00	8.00	
Review Comments		L.S.	0	0	0.00	0.00	
Cost Estimates		Each	1	0	4.00	4.00	
Pavement Design		L.S.	0	0	0.00	0.00	
Bid Specifications		L.S.	0	0	0.00	0.00	
Meetings w/ Project Manager		Each	0	0	0.00	0.00	
Community Meeting		Each	0	0	0.00	0.00	
Meetings w/ Subconsultants		L.S.	0	0	0.00	0.00	
Field View (Plans in hand)		Each	0	0	0.00	0.00	
Utility & Railroad		Sheet		0		0.00	
Drainage		Sheet		0		0.00	
Erosion Control Sheets		Sheet	0	0	0.00	0.00	
Preliminary design and coordination		L.S.	1	1	16.00	16.00	Preliminary design and coordination performed for removal of proposed RW in plans
ROADWAY PLANS TOTALS				11		84.00	

CONSTRUCTION ADMINISTRATION

CONSULTANT: Connelly & Wicker Inc.
 Contract Number: Bid No. NC16-020
 Prepared: September 20, 2024

NAME OF PROJECT: Pages Dairy Road at Chester Road Intersection Improvement
 BETWEEN:
 AND:

ITEM						COMMENTS
115 Post Design						15 months (465 days) contract time 16 manhours / month avg \$167 loaded rate $15 \times 16 \times 167 = \$40,080$ Signals and mast arms post design: \$6,000 Original Post design fee from 2016 = \$20,000 $\$46,080 - \$20,000 = \$26,080$
CONSTRUCTION ADMIN TOTALS						\$26,080

EXHIBIT “1”

Amendment #13

Chester Road at Pages Dairy Intersection Improvements Project

Additional Scope for Chester Road includes:

- Extend curb median approximately 300' further south of Sta. 1247+20. This modification is to prevent turning movements into the future Ashley's Furniture driveway located in the southwest corner of Chester Road and railroad. Revise design and associated plans.
- Post Design:
 - Since the original post design fee in 2016, the project has become more complex and ultimately requiring a total construction contract time of 465 days which is longer than initially anticipated. The addition of proposed JEA facilities including force main and reclaimed water main, increased complexities within the railroad R/W and the maintenance of traffic, and additional mast arm signals at the David Hallman Parkway intersection that were not originally estimated in the post design scope and fee have contributed to requiring additional post design funds.

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM2371-A13

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Capital Improvement Projects Contact Person: George Murray
 Telephone: (904) 530-6373 Email: gmurray@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: Cornelly & Wicker Inc.
 Address: 10060 Skinner Lake Dr., Suite 500
 City: Jacksonville State: FL Zip Code: 32246
 Vendor's Administrator Name: Richard Welch Title: President
 Telephone: (904) 265-3030 Email: rwelch@cowieng.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Richard Welch Title: President
 Authorized Signatory Email: rwelch@cowieng.com
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: Agreement for Design Services for Pages Dairy/Chester Road
 Short Description of Product(s)/Service(s) Being Requested: Urbanize intersection from David Hallman to Pages Dairy Road. Replace signals at David Hallman, New Signal at Pages Dairy
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source
 Other: _____
 Amount of Initial Contract Term: \$1,305,199.54
 Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term - Renewal Options): \$1,389,070.02 (Estimate if necessary)
 Account Number: 63470541-563365 PDCII
 Source of Funds: County State Federal Other: _____
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE
 Insurance Category: Category L Category M Category H Other: _____
 Risk Manager Initials: mm

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM2371 Amendment No: 13
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
 Supplemental Agreement Other: _____
 Contract Amount with Previous Amendments: \$ 1,389,070.02 Amount of this Amendment: \$ 40,208.82
 New Contract Amount including this Amendment: \$ 1,429,278.84
 Account Code Change From: _____ To: _____
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|---|--|
| 1. <u>Robert Companion</u> <u>3/17/2025</u>
Department Head/Contract Manager Date | 3. <u>Ranessa Robinson</u> <u>3/20/2025</u> <u>EJ</u>
Procurement Date
<small>(Signature required only if procurement related)</small> |
| 2. <u>[Signature]</u> <u>3.4.25</u> <u>JP</u>
Office of Mgmt. & Budget Date <u>3/14/25</u> | 4. <u>Denise C. May, Esq., BOS</u> <u>3/24/2025</u> <u>DM</u>
County Attorney Date |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 3/24/2025
County Manager Date

REC'D
3/17/25

Certificate Of Completion

Envelope Id: 2249DB82-DB1B-431C-9F86-5F26D10112E1

Status: Completed

Subject: Complete with Docusign: CM2371-A13 Chester/Pages Dairy Intersection Add'l Design \$40208.82

Source Envelope:

Document Pages: 13

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 4

George Murray

AutoNav: Enabled

gmurray@nassaucountyfl.com

Envelope Stamping: Enabled

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Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: George Murray

Location: DocuSign

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gmurray@nassaucountyfl.com

Signer Events

Robert Companion

RCompanion@nassaucountyfl.com

Deputy County Manager - County Engineer

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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Tracy Poore

tpoore@nassaucountyfl.com

OMB Admin

Nassau County BOCC

Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:

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chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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Michelle Proctor

mproctor@nassaucountyfl.com

Risk Manager

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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Signer Events

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

Electronic Record and Signature Disclosure:
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Richard Welch
rwelch@cwieg.com
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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Abigail Jorandby
ajorandby@nassaucountyfl.com
Deputy County Attorney
Nassau BOCC
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Denise C. May, Esq., BCS
dmay@nassaucountyfl.com
County Attorney
Nassau County BOCC
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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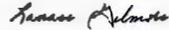
Taco Pope, AICP
tpope@nassaucountyfl.com
County Manager
Nassau County BOCC
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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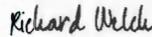
Clerk Finance
boccap@nassauclerk.com
Nassau County Clerk
Security Level: Email, Account Authentication
(None)

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Signature



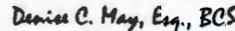
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	3/24/2025 9:48:44 AM
Signing Complete	Security Checked	3/24/2025 9:48:51 AM
Completed	Security Checked	3/24/2025 9:48:54 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

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

To advise County of Nassau of your new email address

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

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

To request paper copies from County of Nassau

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

To withdraw your consent with County of Nassau

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

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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

Acknowledging your access and consent to receive and sign documents electronically

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

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

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

