

**NASSAU COUNTY WORK AUTHORIZATION #05**

<b>Contract Number:</b>	CM3456
<b>Consultant/Vendor:</b>	Halff Associates Inc.
<b>Consultant/Vendor Contact Name:</b>	Sean Lahav
<b>Consultant/Vendor Contact Phone Number:</b>	(904)720-2611
<b>Consultant/Vendor Contact Email Address:</b>	slahav@halff.com
<b>Project Short Title:</b>	Nassau County Adaptation Program
<b>Total Amount of Previous Work Authorizations:</b>	\$707,915.62
<b>Amount of this Work Authorization:</b>	\$205,000.00
<b>New Contract Amount including this Work Authorization:</b>	\$912,915.62
<b>Funding Source:</b>	03005541-534000 RPG23 Budget Transfer Pending

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 "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>Katie Peay</u>	4/10/2025	
		Date	BC
Procurement:	<u>Evelyn Burton</u>	4/11/2025	4/10/2025
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	4/10/2025	JP
		Date	4/10/2025
County Attorney:	<u>Denise C. May</u>	4/16/2025	
	Denise C. May	Date	EM

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.

**BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA**

By: A.M. "HUPP" HUPPMANN  
Its: Chair  
Date: \_\_\_\_\_

**ATTEST TO CHAIR'S  
SIGNATURE**

MITCH L. KEITER  
Its: Ex-Officio Clerk

**HALFF ASSOCIATES, INC.**

BY: Sean Lahav  
Print Name: Sean Lahav  
Title: Associate Vice President  
Date: 4/11/2025

## EXHIBIT "A"



### TASK LETTER FOR CONTINUING SERVICES – HALFF AVO 53758.007 RESILIENT FLORIDA ADAPTATION PLAN NASSAU COUNTY, FLORIDA

#### I. ABBREVIATED PROJECT DESCRIPTION

CLIENT has requested CONSULTANT to develop Nassau County's Resilient Florida Adaptation Plan (AP). The CONSULTANT will act as a project advisor to CLIENT in this capacity. The AP will identify key vulnerabilities, prioritize adaptation strategies, and propose actionable projects to safeguard infrastructure, homes, businesses, and natural resources. The planning process will include phased development, extensive community engagement, and evaluation of strategies for feasibility and impact. The final plan will outline adaptation measures, funding opportunities, and implementation timelines to enhance Nassau County's long-term resilience.

#### II. SCOPE OF SERVICES

##### A. TASK 1 – KICK-OFF MEETING

The CONSULTANT will initiate the project by conducting a kick-off meeting to outline the project scope, goals, schedule, milestones, and deliverables. This meeting will ensure that all stakeholders are aligned with the objectives and approach of the Adaptation Plan development process.

Deliverables:

1. Meeting agenda including location, date, and time of meeting.
2. Meeting sign-in sheets or attendance records with attendee names and affiliations.
3. A copy of the presentation(s) and any materials created for distribution at the meeting.
4. Kick-off meeting minutes documenting all decisions and agreed-upon outcomes.
5. A summary report including attendee input and meeting outcomes.

Task Lump Sum Fee: \$5,000.00

##### B. TASK 2 – DRAFT ADAPTATION NEEDS AND STRATEGIES

The CONSULTANT will develop a draft Adaptation Plan that identifies the adaptation needs and corresponding strategies. The draft will include a table listing the adaptation needs and strategies, as well as a map illustrating the critical assets identified as priorities for adaptation. The plan will be consistent with the guidelines outlined in the Florida Adaptation Planning Guidebook.

Deliverables:

1. A draft Adaptation Plan outlining the adaptation needs and strategies.

Task Lump Sum Fee: \$100,000.00

##### C. TASK 3 – COMMUNITY PRIORITIZATION OF ADAPTATION NEEDS

The CONSULTANT will facilitate public meetings to prioritize the adaptation needs identified in the draft Adaptation Plan. These meetings will provide an opportunity for community members to review and offer feedback on the draft plan, focusing on prioritizing adaptation needs and strategies. The CONSULTANT will prepare the necessary materials for the meetings, including social media notifications, invitations, presentations, and graphics.

Deliverables:

1. Meeting agendas including location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliations (e.g., local stakeholders, residents, local government staff).
3. A copy of the presentation(s) and any materials created for distribution (e.g., social media posts, graphics).





4. A copy of the video or audio recording from the meeting, if applicable.
5. A summary report documenting attendee input and meeting outcomes.

Task Lump Sum Fee: \$35,000.00

**D. TASK 4 – FINAL ADAPTATION PLAN**

The CONSULTANT will finalize the Adaptation Plan, ensuring it aligns with the Florida Adaptation Planning Guidebook. The final plan will include a prioritized list of projects for each asset class, as defined in Subsection 380.093(2) of the Florida Statutes, for potential implementation. It will also include adaptation action areas, high-level conceptual designs, and engineering budgets for the top-priority projects. The final plan will be integrated with existing local planning documents, such as the Comprehensive Plan, Building Code, Local Mitigation Strategy, Capital Improvement Plan, and Stormwater Management Master Plan.

Deliverables:

1. A final Adaptation Plan, inclusive of all associated documentation, appendices, and supporting materials.

Task Lump Sum Fee: \$60,000.00

**E. TASK 5 – PUBLIC PRESENTATION**

The CONSULTANT will present the final Adaptation Plan results to local governing boards, technical committees, and other appropriate officers and elected officials. This presentation will communicate the outcomes of the final plan, including prioritized project recommendations and potential future funding needs. The CONSULTANT will prepare all necessary materials, such as meeting invitations, presentations, and social media notifications.

Deliverables:

1. Meeting agendas including location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliations.
3. A copy of the presentation(s) and any materials created for the meeting (e.g., social media posts, graphics).
4. A copy of the video or audio recording of the presentation, if applicable.
5. A summary report documenting attendee input and meeting outcomes.

Task Lump Sum Fee: \$5,000.00

**III. FEE SCHEDULE**

Task No.	Task Description	Lump Sum Fee
Task 1	Kick-Off Meeting	\$5,000.00
Task 2	Draft Adaptation Needs and Strategies	\$100,000.00
Task 3	Community Prioritization of Adaptation Needs	\$35,000.00
Task 4	Final Adaptation Plan	\$60,000.00
Task 5	Public Presentation	\$5,000.00
TOTAL LUMP SUM FEE		\$205,000.00

## Nassau County Adaptation Plan (AP) Fee Estimate - CM3456

Task No.	Task Description	Lump Sum Fee	Landscape/Planner III (\$149.59/hr)		Landscape/Planner IV (\$237.64/hr)		Engineer IV (\$229.15/hr)		Engineer V (\$334.79/hr)		Forecasted Totals	Difference(s)
Task 1	Kick-Off Meeting	\$5,000.00	\$2,842.21	19	\$2,138.76	9	-	-	-	-	\$4,980.97	\$19.03
Task 2	Draft Adaptation Needs and Strategies	\$100,000.00	\$34,405.70	230	\$39,670.68	167	\$15,123.90	66	\$10,713.28	32	\$99,913.56	\$86.44
Task 3	Community Prioritization of Adaptation Needs	\$35,000.00	\$15,407.77	103	\$13,771.12	58	\$5,728.75	25	-	-	\$34,907.64	\$92.36
Task 4	Final Adaptation Plan	\$60,000.00	\$25,879.07	173	\$21,852.88	92	\$7,114.65	31	\$5,021.85	15	\$59,868.45	\$131.55
Task 5	Public Presentation	\$5,000.00	-	-	\$4,990.44	21	-	-	-	-	\$4,990.44	\$9.56
<b>TOTAL(S)</b>		<b>\$205,000.00</b>	<b>\$78,534.75</b>	<b>525</b>	<b>\$82,423.88</b>	<b>347</b>	<b>\$27,967.30</b>	<b>122</b>	<b>\$15,735.13</b>	<b>47</b>	<b>\$204,661.06</b>	<b>\$338.94</b>

Note: Lump Sum Fee reflects FDEP grant allocation amounts, where estimated hours are slightly less than Lump Sum Fees provided in grant for each task. Total of \$338.94 difference between Lump Sum Fee and Forecasted Totals. Hourly rates are based on 2025 fee listed in 2023-26 Hourly Rate Schedule.



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HALFF

## 2023-26 HOURLY RATE SCHEDULE

Labor Category	Level	2023	2024	2025	2026	2027
Architect	I	95.00	97.85	100.79	103.81	106.92
	II	111.00	114.33	117.76	121.29	124.93
	III	156.00	160.68	165.50	170.47	175.58
	IV	203.50	209.61	215.89	222.37	229.04
	V	325.00	334.75	344.79	355.14	365.79
Engineer	I	115.00	118.45	122.00	125.66	129.43
	II	156.00	160.68	165.50	170.47	175.58
	III	189.00	194.67	200.51	206.53	212.72
	IV	216.00	222.48	229.15	236.03	243.11
	V	325.00	334.75	344.79	355.14	365.79
Scientist	I	75.00	77.25	79.57	81.95	84.41
	II	114.00	117.42	120.94	124.57	128.31
	III	160.00	164.80	169.74	174.84	180.08
	IV	200.00	206.00	211.18	216.55	222.10
	V	325.00	334.75	344.79	355.14	365.79
Landscape/ Planner	I	86.00	88.58	91.24	93.97	96.79
	II	110.00	113.30	116.70	120.20	123.81
	III	141.00	145.23	149.59	154.07	158.70
	IV	224.00	230.72	237.64	244.77	252.11
	V	325.00	334.75	344.79	355.14	365.79
Surveyor	I	95.00	97.85	100.79	103.81	106.92
	II	110.00	113.30	116.70	120.20	123.81
	III	141.00	145.23	149.59	154.07	158.70
	IV	164.00	168.92	173.99	179.21	184.58
	V	325.00	334.75	344.79	355.14	365.79
Field Tech	I	58.00	59.74	61.53	63.38	65.28
	II	75.00	77.25	79.57	81.95	84.41
	III	96.00	98.88	101.85	104.90	108.05
	IV	124.00	127.72	131.55	135.50	139.56
	V	202.00	208.06	214.30	220.73	227.35
Office Tech	I	60.00	61.80	63.65	65.56	67.53
	II	75.00	77.25	79.57	81.95	84.41
	III	96.00	98.88	101.85	104.90	108.05
	IV	124.00	127.72	131.55	135.50	139.56
	V	160.00	164.80	169.74	174.84	180.08
Administrative	I	34.00	35.02	36.07	37.15	38.27
	II	75.00	77.25	79.57	81.95	84.41
	III	97.00	99.91	102.91	105.99	109.17
	IV	118.00	121.54	125.19	128.94	132.81
	V	150.50	154.29	158.21	162.29	166.52
Specialist	I	60.00	71.07	73.20	75.40	77.66
	II	105.00	109.18	113.46	117.83	122.30
	III	132.00	135.96	140.04	144.24	148.57
	IV	190.00	195.70	201.57	207.62	213.85
	V	260.00	267.80	275.83	284.11	292.63
Intern		75.00	77.25	79.57	81.95	84.41

Subsequent annual rates include 3% annual escalation.

3/10/2025



## Budget Transfer Request

Requesting Dept: OMB Fund: 103-Cty Transp Transfer # \_\_\_\_\_  
Prepared By: Brittany Contardi Date: 3/18/2025  
Purpose: Provide additional budget needed for contractual services for RPG23 Grant  
\_\_\_\_\_  
\_\_\_\_\_

					Fin. Serv. Use Only
	Acct. Number	Acct. Description	Available Budget	Transfer Amount	Verified Available
Transfer:					
From:	<u>03005541-512000 RPG23</u>	<u>REGULAR SALARIES AND WAGE</u>	<u>\$ 420,431.00</u>	<u>\$ (420,431.00)</u>	
From:	<u>03005541-521010 RPG23</u>	<u>FICA TAXES</u>	<u>\$ 25,800.00</u>	<u>\$ (25,800.00)</u>	
From:	<u>03005541-521020 RPG23</u>	<u>MEDICARE TAXES</u>	<u>\$ 6,034.00</u>	<u>\$ (6,034.00)</u>	
From:	<u>03005541-522000 RPG23</u>	<u>RETIREMENT</u>	<u>\$ 56,469.00</u>	<u>\$ (56,469.00)</u>	
From:	<u>03005541-523010 RPG23</u>	<u>LIFE &amp; HEALTH INSURANCE</u>	<u>\$ 21,170.00</u>	<u>\$ (21,170.00)</u>	
From:	<u>03005541-524010 RPG23</u>	<u>WORKERS' COMPENSATION</u>	<u>\$ 647.00</u>	<u>\$ (647.00)</u>	
From:	<u>03005541-564002 RPG23</u>	<u>EQUIP \$50,000 OR GREATER</u>	<u>\$ 77,894.00</u>	<u>\$ (77,894.00)</u>	
To:	<u>03005541-534000 RPG23</u>	<u>OTHER CONTRACTUAL SERVI</u>	<u>\$ 34,546.00</u>	<u>\$ 608,445.00</u>	
To:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
			Subtotal:	\$ -	
			Grand Total:	\$ -	

Approved By: BOCC: \_\_\_\_\_ Clerk of Courts: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Financial Services Use Only

Action Completed: \_\_\_\_\_

Signature/Date \_\_\_\_\_



## Certificate Of Completion

Envelope Id: 4158CB37-4675-409F-AF69-1E6295B1A85B Status: Completed  
Subject: Complete with Docusign: CM3456-WA-05 - HALFF - NASSAU COUNTY ADAPTATION PLAN - \$205,000.00  
Source Envelope:  
Document Pages: 7 Signatures: 9 Envelope Originator:  
Certificate Pages: 6 Initials: 4 Stephanie Walsh  
AutoNav: Enabled swalsh@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: Stephanie Walsh Location: DocuSign  
4/10/2025 8:20:29 AM swalsh@nassaucountyfl.com


## Signer Events

### Signature


### Timestamp

Katie Peay  
kpeay@nassaucountyfl.com  
Stormwater Director  
Nassau County BOCC  
Security Level: Email, Account Authentication (None)  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26  
Sent: 4/10/2025 8:25:44 AM  
Viewed: 4/10/2025 11:06:07 AM  
Signed: 4/10/2025 11:06:13 AM


**Electronic Record and Signature Disclosure:**  
Accepted: 11/2/2021 8:55:57 AM  
ID: a37cb26b-663c-4683-bca2-fe14683393b0

Brittany Contardi  
bcontardi@nassaucountyfl.com  
Senior Procurement Specialist  
Nassau County  
Security Level: Email, Account Authentication (None)  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26  
Sent: 4/10/2025 11:06:15 AM  
Viewed: 4/10/2025 11:11:34 AM  
Signed: 4/10/2025 12:15:33 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: 4/10/2025 12:15:37 PM  
Viewed: 4/10/2025 1:22:53 PM  
Signed: 4/10/2025 2:57:32 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: 4/10/2025 2:57:34 PM  
Viewed: 4/10/2025 4:43:05 PM  
Signed: 4/10/2025 4:44:47 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign



Signer Events	Signature	Timestamp
<p>Evelyn Burton eburton@nassaucountyfl.com Procurement Nassau County BOCC Delegate Of: Lanaee Gilmore lgilmore@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>Evelyn Burton</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/10/2025 4:44:50 PM Viewed: 4/11/2025 8:51:49 AM Signed: 4/11/2025 8:52:08 AM</p>
<p>Sean Lahav slahav@half.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 3/20/2025 9:09:52 AM ID: c6c1be25-9576-40ca-9cd3-a47060dbe299</p>	<p><i>Sean Lahav</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 65.57.159.19</p>	<p>Sent: 4/11/2025 8:52:10 AM Viewed: 4/11/2025 10:02:33 AM Signed: 4/11/2025 10:03:11 AM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/11/2025 10:03:14 AM Viewed: 4/16/2025 8:09:56 AM Signed: 4/16/2025 8:42:15 AM</p>
<p>Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/16/2025 8:42:18 AM Viewed: 4/16/2025 9:03:59 AM Signed: 4/16/2025 9:04:57 AM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</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: 4/16/2025 9:05:00 AM Viewed: 4/16/2025 9:58:06 AM Signed: 4/16/2025 9:58:44 AM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p><i>LPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 4/16/2025 9:58:47 AM Viewed: 4/17/2025 9:12:27 AM Signed: 4/17/2025 9:12:51 AM</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
Stephanie Walsh swalsh@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:12:55 AM Resent: 4/17/2025 9:13:05 AM
George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:12:56 AM
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:12:57 AM Viewed: 4/17/2025 9:20:46 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:12:59 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/10/2025 8:25:44 AM
Envelope Updated	Security Checked	4/10/2025 2:55:08 PM
Certified Delivered	Security Checked	4/17/2025 9:12:27 AM
Signing Complete	Security Checked	4/17/2025 9:12:51 AM
Completed	Security Checked	4/17/2025 9:12:59 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](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>.

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- 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.