

NASSAU COUNTY WORK AUTHORIZATION # 1 CS-24-419

Contract Number:	CM3504
Consultant/Vendor:	Freese and Nichols, Inc.
Consultant/Vendor Contact Name:	Kendall Ryan, PE
Consultant/Vendor Contact Phone Number:	832-456-4732
Consultant/Vendor Contact Email Address:	kendall.ryan@freese.com
Project Short Title:	Water, Wastewater, and Reuse Planning Services
Total Amount of Previous Work Authorizations:	\$0
Amount of this Work Authorization:	\$35,000
New Contract Amount including this Work Authorization:	\$35,000
Funding Source:	01121512-531000

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 90 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 "B", attached hereto and incorporated herein, using rates previously established in the Contract referenced above.


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

RECOMMENDED AND APPROVED BY:

Department Head/Managing Agent:	<u>Colin Groff</u>	<u>6/30/2025</u>
		Date
Procurement:	<u>Lanace Helms</u>	<u>6/30/2025</u>
		Date
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>6/30/2025</u>
		Date
County Attorney:	<u>Denise C. May, Esq., BCS</u>	<u>6/30/2025</u>
	<u>Denise C. May</u>	<u>Date</u>

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: Taco Pope
 Its: AICP, ICMA-CM
 Date: 6/30/2025

CONSULTANT/VENDOR

Tony Pevec
 By: Tony Pevec
 Title: Principal/Vice President
 Date: 6/30/2025

Exhibit A

SCOPE OF SERVICES AND RESPONSIBILITIES OF OWNER

BACKGROUND

Nassau County (County) is conducting high-level master planning for water, wastewater, and reuse utilities. This planning is being conducted county-wide and is utilizing information from the County's Vision 2050 plan. Freese and Nichols, Inc. (FNI) understands the County is requesting professional services support for these high-level, county-wide master planning services.

ARTICLE I

BASIC SERVICES: FNI shall render professional services to Nassau County in connection with the development of the Project, described as: Water, Wastewater, and Reuse Planning Services.

FNI will provide water, wastewater, and reuse planning services to Nassau County on an on-call basis, as directed by the County. The scope of services may include, but is not limited to:

- Master planning support services
- Population and development projections
- Development of planning-level capital improvement projects and opinions of probable construction costs
- GIS mapping
- Development of materials to support reports and presentations
- In-person and virtual progress meetings

ARTICLE II

TIME OF COMPLETION: Individual schedules for each on-call task will be agreed upon with the County as the tasks are defined.

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in Client or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this Agreement and will be based upon rates outlined in Exhibit B.

Exhibit A

ARTICLE III

RESPONSIBILITIES OF OWNER: Client shall perform the following in a timely manner so as not to delay the services of FNI:

- A. Examine and provide prompt feedback on all submittals, draft reports, sketches, drawings, and other documents presented by FNI within a reasonable time so as not to delay the services of FNI. Client comments should be consolidated with clear and concise edits, preferably typed for legibility.
- B. Designate in writing a person to act as Client's representative with respect to the services to be rendered under this Agreement. Such person shall have contract authority to transmit instructions, receive information, interpret and define Client's policies and decisions with respect to FNI's services for the Project.

ARTICLE IV

DESIGNATED REPRESENTATIVES: FNI and Client designate the following representatives:

Owner's Project Representative	Name: Colin Groff, Utility Authority Executive Director E-mail: cgroff@nassaucountyfl.com Phone: 904-530-6010
Owner's Accounting Representative	Name: Marshall Eyerman, Assistant County Manager E-mail: meberman@nassaucountyfl.com Phone: 904-530-6011
FNI's Project Representative	Name: Kendall Ryan, Associate/Project Manager E-mail: kendall.ryan@freese.com Phone: 832-456-4732
FNI's Accounting Representative	Name: Kim Cruz, Operations Analyst E-mail: kim.cruz@freese.com Phone: 813-939-3871

EXHIBIT B

COMPENSATION

Compensation

Nassau County (County) shall reimburse Freese and Nichols, Inc. (FNI) a not-to-exceed amount of \$35,000.00 for the scope of services in accordance with the rates established in Exhibit "B" of the Utility Planning Advising Contract.

Position	Hourly Rate	
Professional 1	136	
Professional 2	161	
Professional 3	182	
Professional 4	209	
Professional 5	241	
Professional 6	275	
Construction Manager 1	118	
Construction Manager 2	145	
Construction Manager 3	155	Construction Manager (1-6): for Quality Control, Cost Estimates and Constructability Reviews.
Construction Manager 4	193	
Construction Manager 5	230	
Construction Manager 6	262	
CAD Technician/Designer 1	117	CAD Technician/Designer will be used for graphical support and analysis only. No Construction documents will be produced.
CAD Technician/Designer 2	149	
CAD Technician/Designer 3	181	
Corporate Project Support 1	112	
Corporate Project Support 2	132	
Corporate Project Support 3	174	
Intern / Coop	72	
Senior Advisor	184	

Rates for In-House Services and Equipment

Mileage	Bulk Printing and Reproduction	
Standard IRS Rates	B&W	Color
	Small Format (per copy)	\$0.10 \$0.25
	Large Format (per sq. ft.)	
	Bond	\$0.25 \$0.75
	Glossy / Mylar	\$0.75 \$1.25
	Vinyl / Adhesive	\$1.50 \$2.00
	Mounting (per sq. ft.)	\$2.00
	Binding (per binding)	\$0.25

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.10. For Resident Representative services performed by non-FNI employees and CAD services performed in-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

These ranges and/or rates will be adjusted annually in February. Annual Adjustment shall not exceed 3%. Last updated 2022.

3062022TECH

Certificate Of Completion

Envelope Id: 1973B796-D655-48B1-ABE0-70CB64FA8C15

Status: Completed

Subject: Complete with Docusign: Freese and Nichols, Inc. CM3504 WA1 \$35,000.00

Source Envelope:

Document Pages: 7

Signatures: 9

Envelope Originator:

Certificate Pages: 6

Initials: 2

Tracy Poore

AutoNav: Enabled

tpoore@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: Tracy Poore

Location: DocuSign

6/30/2025 8:27:51 AM

tpoore@nassaucountyfl.com

Signer Events

Signature

Timestamp

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: 6/30/2025 8:56:45 AM

Viewed: 6/30/2025 8:56:54 AM

Signed: 6/30/2025 8:57:07 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Colin Groff

cgroff@nassaucountyfl.com

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 6/30/2025 8:57:09 AM

Viewed: 6/30/2025 9:29:06 AM

Signed: 6/30/2025 9:29:17 AM

Electronic Record and Signature Disclosure:

Accepted: 3/10/2025 7:58:31 AM

ID: 90a20533-08c4-468d-a499-0466f6f73f59

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: 6/30/2025 9:29:18 AM

Viewed: 6/30/2025 9:44:11 AM

Signed: 6/30/2025 9:46:56 AM

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: 6/30/2025 9:46:58 AM

Viewed: 6/30/2025 10:41:44 AM


Signed: 6/30/2025 10:41:57 AM

Electronic Record and Signature Disclosure:


Not Offered via Docusign

Signer Events	Signature	Timestamp
Tony Pevec Tony.Pevec@freese.com Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 104.209.239.171	Sent: 6/30/2025 10:41:59 AM Resent: 6/30/2025 11:03:23 AM Viewed: 6/30/2025 11:40:49 AM Signed: 6/30/2025 11:41:54 AM


Electronic Record and Signature Disclosure:
 Accepted: 6/30/2025 11:40:49 AM
 ID: 8241e291-6c74-40e8-ab9a-38bb0dfbd62e

Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/30/2025 11:41:56 AM Viewed: 6/30/2025 11:43:02 AM Signed: 6/30/2025 11:44:24 AM
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 6/30/2025 11:44:27 AM Viewed: 6/30/2025 11:45:51 AM Signed: 6/30/2025 11:46:05 AM
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 6/30/2025 11:46:07 AM Viewed: 7/1/2025 8:57:58 AM Signed: 7/1/2025 8:58:31 AM
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Electronic Record and Signature Disclosure:
 Accepted: 2/4/2021 9:59:11 AM
 ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

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

Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/1/2025 8:58:34 AM Viewed: 7/1/2025 10:28:37 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/30/2025 8:56:45 AM
Envelope Updated	Security Checked	6/30/2025 11:03:23 AM
Envelope Updated	Security Checked	6/30/2025 11:03:23 AM
Certified Delivered	Security Checked	7/1/2025 8:57:58 AM
Signing Complete	Security Checked	7/1/2025 8:58:31 AM
Completed	Security Checked	7/1/2025 8:58:34 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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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.