

NASSAU COUNTY WORK AUTHORIZATION #06 CS-24-431

Contract Number:	CM3505
Consultant/Vendor:	Kimley-Horn and Associates, Inc.
Consultant/Vendor Contact Name:	Jessica Novak
Consultant/Vendor Contact Phone Number:	904.828.3937
Consultant/Vendor Contact Email Address:	Jessica.Novak@kimley-horn.com
Project Short Title:	US 301 and Crawford Road Intersection Improvements
Total Amount of Previous Work Authorizations:	\$538,405.69
Amount of this Work Authorization:	\$42,000.00
New Contract Amount including this Work Authorization:	\$580,405.69
Funding Source:	63470541-563365 C0166

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 500 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>Robert Companion</u>	<u>7/9/2025</u>	
	Robert Companion	Date	
Procurement:	<u>Lanaee Gilmore</u>	<u>7/10/2025</u>	
	Lanaee Gilmore	Date	
Office of Management & Budget:	<u>Chris LaCabra</u>	<u>7/9/2025</u>	<i>JP</i>
	Chris LaCabra	Date	
County Attorney:	<u>Denise C. May, Esq., BCS</u>	<u>7/14/2025</u>	<i>DJ</i>
	Denise C. May	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.

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


 By: Taco E. Pope
 Its: Designee
 Date: 7/14/2025

KIMLEY-HORN AND ASSOCIATES, INC.

By: George Roland
 Print Name: George Roland
 Title: Vice President
 Date: 7/10/2025



Exhibit "A"

June 2, 2025

Mr. Scott Pedigo, P.E.
Project Manager
96161 Nassau Place
Yulee, FL 32097

Re: Work Authorization for Contract CM3505
US 301 at Crawford Road Intersection Improvements – Construction Phase Services

Dear Mr. Pedigo,

Kimley-Horn and Associates, Inc. ("Kimley-Horn") and Nassau County ("Client") entered in an Agreement dated December 20, 2023 ("Agreement") concerning Professional Architectural and Engineering Services.

The parties now desire to amend the Agreement to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Task 1: Construction Phase Services

- **Pre-Construction Conference;** Consultant will attend a Pre-Construction Conference before the start of construction.
- **Construction Progress Meetings;** Consultant will attend construction progress meetings at the Nassau County Engineering Office on a bi-weekly basis.
- **Site Visits and Construction Observation;** Consultant will make site visits to observe the progress of the work. Site visits are anticipated to occur bi-weekly (twice a month). Observations will not be exhaustive or extend to every aspect of Contractor's work, but will be limited to spot checking, and similar methods of general observation. Based on the site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Document and keep Client informed of the general progress of the work.
 - Consultant will not supervise, direct, or control Contractor's work, and will not have authority to stop the Work or responsibility for the means, methods, techniques, equipment choice and use, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for failure of Contractor to comply with laws. Consultant does not guarantee Contractor's performance and has no responsibility for Contractor's failure to perform in accordance with the Contract Documents.
 - Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement.
- **Clarifications and Interpretations;** Consultant will respond to reasonable and appropriate Contractor Requests For Information (RFIs) made in accordance with the Contract Documents and issue necessary clarifications and interpretations, including plan revisions. Any orders authorizing variations from the Contract Documents will be made only by Client.
- **Shop Drawings;** Consultant will review Shop Drawings and other data which Contractor is required to submit, but only for general conformance with the Contract Documents. Such review and any

action taken in response will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs. Any action in response to a shop drawing will not constitute a change in the Contract Documents, which can be changed only through the Change Orders.

- **Substitutes and "or-equal/equivalent;"** Consultant will evaluate the acceptability of substitute or "or-equal/equivalent" materials and equipment proposed by Contractor in accordance with the Contract Documents.
- **Substantial Completion;** When requested by Client, Consultant will conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. Consultant will assist in the development of the final punch list.
- **Final Notice of Acceptability of the Work;** When requested by Client, Consultant will conduct a final site visit to evaluate whether the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list.
- **Record Drawings;** Consultant will review record drawings showing significant changes reported by the Contractor or made to the design by Consultant. Record drawings will be based on information made available and will be reviewed against original design documents and permits received.
- **Procore Interface;** Consultant will interface with Nassau County, its agents, and the construction team via the Procore construction management software platform for all submittals, RFIs, change orders, meeting minutes, and other construction administration communications and documentation, ensuring a centralized and efficient project management process.
- **Construction Engineering Inspection services are not included under this scope.**

For the services set forth above, Client shall pay Consultant the following compensation:

Kimley-Horn will perform the Services in Tasks 1 on a labor fee plus expense basis. The post design fee will be billed on an hourly, reimbursable, not to exceed basis and is based on a 6-month expected construction duration. Total Hourly Post Design Fee is anticipated to be **\$42,000.00**. See attached Estimate of Work Effort and Cost dated June 2, 2025. Rates used for the Estimate of Work Effort and Cost are the rates listed in the original contract plus the appropriate 3% escalation.

Please feel free to contact our office if you have any questions.

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Exhibit "B"

Name of Project:POST DESIGN SERVICES: US 301 at Crawford Road Intersection Improvements

County:Nassau

FPN:435821-2-54-01

FAP No.:

Consultant Name: Kimley-Horn and Associates, Inc.

Consultant No.:

Date: June 2, 2025

Estimator:

Staff Classification	Chief Engineer 2	Chief Engineer 1	Senior Engineer 2	Senior Engineer 1	Engineer 2	Engineer 1	Engineering Intern	Secretary / Clerical	NA	SH	Salary	Average
	\$307.66	\$275.83	\$267.35	\$233.40	\$212.18	\$163.38	\$143.22	\$122.00	\$0.00	By Activity	Cost By Activity	Rate Per Task
Preconstruction Meeting		4			4					8	\$1,952	\$244.01
Shop Drawing Reviews		5		5	5		5			20	\$4,323	\$216.16
Evaluation of Substitute/"or equal"		10			5					15	\$3,819	\$254.61
RFI		5	5	5	5		5	5		30	\$6,270	\$209.00
Change Orders		5			10			5		20	\$4,111	\$205.55
Substantial Completion		5			5					10	\$2,440	\$244.01
Final Completion		5			5					10	\$2,440	\$244.01
Contract Support (18 months)											\$0	
Progress Meetings (biweekly)		9			9	9				27	\$5,863	\$217.13
Field Reviews (biweekly)		9			9	9				27	\$5,863	\$217.13
Billing Administration		9			9			5		23	\$5,002	\$217.48
Total Staff Hours	0	66	5	10	66	18	10	15	0	190		
Total Staff Cost	\$0.00	\$18,204.78	\$1,336.75	\$2,334.00	\$14,003.88	\$2,940.84	\$1,432.20	\$1,830.00	\$0.00		\$42,000.00	\$221.05

Check = \$42,082.45

GRAND TOTAL ESTIMATED FEE: \$42,000.00

Certificate Of Completion

Envelope Id: 6EF2D885-A2DD-4C45-8B5B-45B3408F2A98

Status: Completed

Subject: Contract No.:CM3505 WA06 Vendor:Kimley-Horn \$42,000 Description: US 301/Crawford Rd Post Design Serv

Source Envelope:

Document Pages: 6

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 3

Scott Pedigo

AutoNav: Enabled

spedigo@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

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

Record Tracking

Status: Original

Holder: Scott Pedigo

Location: DocuSign

7/9/2025 11:48:38 AM

spedigo@nassaucountyfl.com

Signer Events

Signature

Timestamp

Robert Companion

RCompanion@nassaucountyfl.com

Deputy County Manager - County Engineer

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 7/9/2025 11:59:07 AM

Viewed: 7/9/2025 12:35:52 PM

Signed: 7/9/2025 12:35:59 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: 7/9/2025 12:36:01 PM

Viewed: 7/9/2025 2:31:23 PM

Signed: 7/9/2025 2:32:11 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: 7/9/2025 2:32:15 PM

Viewed: 7/9/2025 8:08:46 PM

Signed: 7/9/2025 8:10:13 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lanaee Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26






Sent: 7/9/2025 8:10:16 PM

Viewed: 7/10/2025 10:39:16 AM

Signed: 7/10/2025 10:39:21 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
George Roland George.Roland@kimley-horn.com Associate Kimley-Horn and Associates, Inc Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 134.238.171.64	Sent: 7/10/2025 10:39:24 AM Viewed: 7/10/2025 11:08:07 AM Signed: 7/10/2025 11:11:11 AM
Electronic Record and Signature Disclosure: Accepted: 7/10/2025 11:08:07 AM ID: 3186c77d-d345-4fd6-982d-5af4cb8b3928		
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/10/2025 11:11:13 AM Resent: 7/14/2025 8:19:37 AM Viewed: 7/14/2025 1:04:41 PM Signed: 7/14/2025 1:04:58 PM
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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/14/2025 1:05:02 PM Viewed: 7/14/2025 1:05:47 PM Signed: 7/14/2025 1:06:01 PM
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: 7/14/2025 1:06:05 PM Viewed: 7/14/2025 6:02:12 PM Signed: 7/14/2025 6:02:20 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
BOCC AP 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: 7/14/2025 6:02:24 PM Viewed: 7/15/2025 11:43:59 AM Signed: 7/15/2025 11:44:05 AM
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
Capital Projects capitalprojects@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/15/2025 11:44:09 AM
Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/15/2025 11:44:09 AM Viewed: 7/15/2025 1:08:54 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/15/2025 11:44:09 AM
Alex Cremeans Alex.Cremeans@kimley-horn.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/15/2025 11:44:11 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/9/2025 11:59:07 AM
Certified Delivered	Security Checked	7/15/2025 11:43:59 AM
Signing Complete	Security Checked	7/15/2025 11:44:05 AM
Completed	Security Checked	7/15/2025 11:44:11 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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- You can access and read this Electronic Record and Signature Disclosure; and
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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.

