

**NASSAU COUNTY WORK AUTHORIZATION #12** **CS-24-473**

<b>Contract Number:</b>	CM3563
<b>Consultant/Vendor:</b>	Surveying and Mapping, LLC (SAM)
<b>Consultant/Vendor Contact Name:</b>	Patrick A. Smith
<b>Consultant/Vendor Contact Phone Number:</b>	904-886-0071
<b>Consultant/Vendor Contact Email Address:</b>	psmith@sam.biz
<b>Project Short Title:</b>	Blackrock Cove Park Survey
<b>Total Amount of Previous Work Authorizations:</b>	\$170,097.00
<b>Amount of this Work Authorization:</b>	\$78,910.00
<b>New Contract Amount including this Work Authorization:</b>	\$249,007.00
<b>Funding Source:</b>	<ol style="list-style-type: none"> <li>1. 41153572-563355 C0151 \$ 1,035.00</li> <li>2. 61154572-563355 C0151 \$44,925.18</li> <li>3. 61008572-563355 C0151 \$ 8,776.00</li> <li>4. 61007572-563355 C0151 \$24,173.82</li> </ol>

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 8 weeks from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

**ARTICLE 3. Compensation.** Consultant/Vendor shall be compensated for the services in detailed in Exhibit “A”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

**ARTICLE 4. Other Provisions.** This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is


terminated pursuant to Article 2 hereof. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

**RECOMMENDED AND APPROVED BY:**

Department Head/Managing Agent:	<u>Doug Podiak</u>	7/29/2025	
		Date	
Procurement:	<u>Lanessa Melmore</u>	7/31/2025	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	7/29/2025	<i>JP</i>
		Date	
County Attorney:	<u>Denise C. May, Esq., BCS</u>	8/5/2025	<i>DM</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.

**NASSAU COUNTY, FLORIDA**

  
By: Taco E. Pope AICP-ICMA-CM  
Its: Designee  
Date: 8/5/2025

**Surveying and Mapping, LLC (SAM)**

By: Patrick A. Smith  
Print Name: Patrick A. Smith  
Title: Principle/Executive Vice President  
Date: 7/31/2025

**Exhibit "A"**  
**Vendor's Proposal**



Delivery Method:

Email: [jbrown@nassaucountyfl.com](mailto:jbrown@nassaucountyfl.com)

July 16, 2025

Jason Brown, CPRP  
Nassau County Parks & Recreation Operations Manager  
45195 Musselwhite Rd  
Callahan FL 32011  
Phone: 904-530-6134

RE: Boundary, Tree, SUE Quality Level B, and Topographic Survey of Nassau County Survey of Blackrock Cove Park  
(Parcel 45-3N-28-0500-000J-0000) Proposal, Nassau County, Florida

Mr. Brown,

SAM Surveying and Mapping is pleased to provide you with this proposal for professional Surveying services in connection with the above-referenced project. Based upon the request for proposal and information provided to SAM and upon our previous experience providing similar surveying services, we have prepared the attached proposed Scope of Services and Fee Estimate.

After you have reviewed the attached proposed Scope of Services and Fee, please do not hesitate to call if you have any questions or comments. Again, thank you for the opportunity to provide this proposal. We are looking forward to working with you on this project.

Sincerely,

A handwritten signature in black ink that reads "Scott Borowski".

Scott Borowski, PLS  
Project Manager

cc: Eric Stuart, PSM



## Project Overview

SAM Surveying and Mapping, LLC (SAM) proposes to provide Boundary, Tree, and Topographic Survey of Blackrock Cove Park (Parcel 45-3N-28-0500-000J-0000) in Nassau County, Florida. The approximate project limits are shown on attached Exhibit "A".

## Scope of Services – Boundary, Tree, SUE Quality Level B, and Topographic Survey

SAM will perform a Boundary, Tree, and Topographic Survey of Blackrock Cove Park (Parcel 45-3N-28-0500-000J-0000) as shown on attached Exhibit "A".

1. The survey shall be in the North American Vertical Datum of 1988, NAVD88.
2. The Survey deliverable is to include all surveyed points in a LandXML file or a comma delimited ASCII file format (point number, northing, easting, elevation, description). Also, to be included is the CIVIL 3D surface in a LandXML file including all break lines/feature lines used in preparing the surface. Otherwise, the surveyor is to provide a 3D line generated triangular irregular network (TIN) of the existing surface.
3. Surveyor to provide a complete boundary survey with bearings and distances noted. Surveyor shall also provide line/curve table data when applicable and a legal description of the subject property.
4. The survey shall include:
  - All adjacent/abutting properties. (Include owner name, parcel no. and record book and page)
  - All adjacent/crossing roadways, railroads, etc. and label with material, roadway width and right-of-way width. Show both sides of the right-of-way. Recover and record posted speed limits on all roads adjacent to and crossing subject property.
  - All easements across or adjacent/abutting the subject property.
  - All delineated jurisdictional wetlands. Include elevations as recovered at flagging as well as interior wetland spot elevations.
  - All streams, ditches, swales, etc. across or adjacent/abutting the subject property. Provide elevations along the centerline, bottoms of bank, edges of water, and tops of bank.
  - All ponds and bodies of water across or adjacent/abutting the subject property. Provide elevations at top of bank, edge of water and bottom of pond.
  - A topo grid at 50 feet minimum on-site (including within wetland interior).
  - A topo grid at 100 feet minimum off-site.
  - A topo grid at 25 feet minimum on all pavements. Include centerline of roadway, edge of pavement, edge of shoulder, and side ditches as outlined above. If roadway has curb and gutter surveyor to include additional survey shots at the flow line and the back of curb.
  - All existing structures (buildings, decks, sheds, etc.) including finished floor elevations.
  - All drainage structures across the subject property. Include structure type (MH, inlet, headwall, MES, etc.), pipe size, material, and all inverts (specified with direction of flow).
  - All drainage structures adjacent to the subject property within sufficient range to allow the engineer to establish existing drainage patterns and volumes. Include structure type (MH, inlet, headwall, MES, etc.), pipe size, material, and all inverts (specified with direction of flow).
  - A minimum of 2 benchmarks per surveyed site. Benchmarks to be annotated with benchmark I.D., northing, easting, elevation, description, and datum.
  - Protected hardwood trees.
5. Underground Utilities to be included in the survey (at a minimum) include:
  - Existing Water
  - Existing Reclaimed Water
  - Existing Sanitary Sewer (including inverts)
  - Existing Gas
  - Existing Fiber Optic



Existing Underground Electric  
Existing Underground Telephone  
Existing Underground Cable TV  
Hardwood trees greater than 12". Planted pines not required to be surveyed.

### **Project Deliverables**

- Signed/sealed pdf file and cad file of the survey with the following:
  - There shall be NO splines used in the creation of the AutoCAD file.
  - The surveyor shall provide all AutoCAD files in 2022 file format or earlier.
  - The survey plans to be at a maximum scale of 1" = 50'
  - All blocks used in the creation of the AutoCAD file shall be created on layer 0 (zero) and have
  - linetype, color, and line weight assigned as "bylayer".
  - All contours to have the correct "Z" value (elevation) assigned to the AutoCAD entity.
  - The surveyor shall provide a legend and list of abbreviations used on the survey.

### **Project Schedule**

SAM will begin the field work within 1 week of notice to proceed and submit final survey within 8 weeks of notice to proceed.

### **Fees**

SAM will provide the following services on a lump sum basis per the Scope of Services defined in SAM this proposal.

Boundary, Tree, and Topographic Survey per Nassau county negotiated rates (see Exhibit "B") (\$78,910.00)

Total Lump sum fee	\$78,910.00
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Please do not hesitate to contact me at 904-634-8571 if you have any questions or wish to discuss this proposal.

Terms and conditions per Nassau County Contract for Professional Services Contract Tracking No. CM3563.





**EXHIBIT A**



Survey And Mapping LLC (SAM)  
 Borowski, Project Manager  
 Highway Suite 7 Jacksonville, FL, 32256  
 Email: [scott.borowski@sam.biz](mailto:scott.borowski@sam.biz)

Scott  
9440 Philips  
Phone (904) 634-8571

**Rates per Nassau County Contract for Professional Services Contract Tracking No. CM3563**

		Management/ Admin	Field Survey	Office Survey						Total Hours	Fee
Survey Office Personnel	Rate	Man Hours									
Office/Department Manager	\$270.00	1								\$270.00	
Senior Project Manager	\$230.00	2								\$460.00	
Project Manager	\$190.00	10		20						\$5,700.00	
Staff Surveyor	\$165.00	0								\$0.00	
Phase Manager	\$155.00	0	0	28						\$4,340.00	
Project Coordinator	\$135.00	0								\$0.00	
Senior Office Technician	\$118.00									\$0.00	
Office Technician	\$98.00			80						\$7,840.00	
Project Specialist	\$95.00									\$0.00	
Administration/Clerical Support	\$90.00	0								\$0.00	
Survey Field Crew		0								\$0.00	
Field Operations Manager	\$165.00									\$0.00	
Field Coordinator/Supervisor	\$115.00									\$0.00	
One (1) Person Survey Field Crew	\$110.00									\$0.00	
Two (2) Person Survey Field Crew	\$175.00		280							\$49,000.00	
Three (3) Person Survey Field Crew	\$240.00									\$0.00	
Additional Rodperson or Flagperson	\$65.00									\$0.00	
Utility Engineering Personnel Rates											
Project Manager	\$200.00	5								\$1,000.00	
Field Technician III	\$103.00	0	100							\$10,300.00	
Total Fee										\$78,910.00	



## Certificate Of Completion

Envelope Id: DB2CDF32-AE9D-4A2F-9380-B211DC066568

Status: Completed

Subject: SAM Surveying & Mapping CM3563-WA12 Yulee Regional Park \$78,910.00

Source Envelope:

Document Pages: 8

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 4

Noami Davis

AutoNav: Enabled

ndavis@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: Noami Davis

Location: DocuSign

7/29/2025 9:17:40 AM

ndavis@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

Becky Diden

bdiden@nassaucountyfl.com

Recycle Coordinator

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 7/29/2025 9:25:34 AM

Viewed: 7/29/2025 9:34:59 AM

Signed: 7/29/2025 9:35:20 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 7/29/2025 9:35:22 AM

Viewed: 7/29/2025 10:29:56 AM

Signed: 7/29/2025 10:30:07 AM

### 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

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Viewed: 7/29/2025 2:52:28 PM

Signed: 7/29/2025 2:53:33 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: 7/29/2025 2:53:36 PM


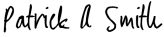




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Signed: 7/29/2025 7:19:19 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign



Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/29/2025 7:19:21 PM Viewed: 7/31/2025 10:06:50 AM Signed: 7/31/2025 10:06:57 AM</p>
<p>Patrick A Smith psmith@sam.biz Principal / VP Surveying And Mapping, LLC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 7/31/2025 1:31:54 PM ID: 862a0944-88d3-4e29-8003-48d016800a5a</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 69.8.72.50</p>	<p>Sent: 7/31/2025 10:07:02 AM Viewed: 7/31/2025 1:31:54 PM Signed: 7/31/2025 1:32:12 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/31/2025 1:32:15 PM Viewed: 8/5/2025 2:27:10 PM Signed: 8/5/2025 2:39:32 PM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 8/5/2025 2:39:35 PM Viewed: 8/5/2025 2:40:14 PM Signed: 8/5/2025 2:40:32 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 8/5/2025 2:40:35 PM Viewed: 8/5/2025 3:22:18 PM Signed: 8/5/2025 3:22:51 PM</p>
<p>Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 8/5/2025 3:22:54 PM Viewed: 8/6/2025 11:51:32 AM Signed: 8/6/2025 11:51:52 AM</p>
In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
Clerk Services boccclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 8/6/2025 11:51:54 AM Viewed: 8/6/2025 1:20:35 PM
Procurement Department procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 8/6/2025 11:51:56 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 8/6/2025 11:51:57 AM
Pamela Nelson pnelson@nassaucountyfl.com Admin Specialist II Nassau BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 8/6/2025 11:51:58 AM
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Notary Events	Signature	Timestamp
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Signing Complete	Security Checked	8/6/2025 11:51:52 AM
Completed	Security Checked	8/6/2025 11:51:58 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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**

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#### **To withdraw your consent with County of Nassau**

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

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

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

### **Acknowledging your access and consent to receive and sign documents electronically**

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

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

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

VENDOR NAME/ADDRESS
<p>Surveying and Mapping, LLC (SAM)            9440 Phillips Highway Suite 7            Jacksonville, FL 32256</p>

DEPARTMENT
Public Works / Parks&Rec

REQUESTED BY
M. Cheeseborough / J. Brown

[illegible]

\$ 78,910.00

7/29/2025

*Purchasing Poli*  
Doug Podiak

7/29/2025

Chris Lacambra

7/31/2025

Latest that, to the best  
*Harvey Almore*

*I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.*

Clerk: CLERK FINANCE  
Date: 8/6/2025