

CS-24-498

NASSAU COUNTY WORK AUTHORIZATION #37

Contract Number:	CM3498
Consultant/Vendor:	ARC Surveying and Mapping, Inc.
Consultant/Vendor Contact Name:	John K. Maffett, PSM
Consultant/Vendor Contact Phone Number:	(904)384-8377
Consultant/Vendor Contact Email Address:	jmaffett@arcsurveyors.com
Project Short Title:	Caravel and Lafittes and Morgans Way
Total Amount of Previous Work Authorizations:	\$259,088.94
Amount of this Work Authorization:	\$1,880.82
New Contract Amount including this Work Authorization:	\$260,969.76
Funding Source:	03336541-531000

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. 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>	8/18/2025	
		Date	<i>JP</i>
Procurement:	<u>Kanace Helmore</u>	8/19/2025	
		Date	8/18/2025
Office of Management & Budget:	<u>Chris Lacambra</u>	8/18/2025	
		Date	
County Attorney:	<u>Denise C. May</u>	8/19/2025	<i>EM</i>
	Denise C. May	Date	8/19/2025

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: 8/19/2025

ARC SURVEYING AND MAPPING, INC.

BY: John Maffett
Print Name: John Maffett
Title: Vice President
Date: 8/19/2025



REQUEST FOR QUOTE

Exhibit A

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 08/06/2025	Response Due Date: 08/15/2025
Short Description of Product(s)/Service(s) being requested: Need 3 easements for ROW on Laffites Way, Caravel Trail, and Morgan Circle that will run contiguous with already existing easements. See map and email.	

FOR QUESTIONS, COUNTY REPRESENTATIVE INFORMATION IS BELOW:

Requesting Department: Stormwater and Drainage	County Representative: Katie Peay
Phone Number: (904) 530-6391	Email Address: kpeay@NassauCountyfl.com

REQUEST FOR QUOTE SENT TO:

Vendor Name: ARC Surveying & Mapping Inc	
Address of Vendor: 5202 San Juan Avenue	
City, State, Zip Code: Jacksonville, Florida 32210	
Phone Number: (904) 384-8377	Email: jmaffett@arcsurveyors.com

GENERAL INSTRUCTIONS/DECLARATIONS:

This form must be completed and returned to the County Representative listed above before the response due date. You may attach your quote to this form; however, this form must still be completed. Responses to this request shall be valid for one hundred twenty (120) days from the response due date. If you are unable to respond, please so indicate on this form and return it to the County Representative listed above.

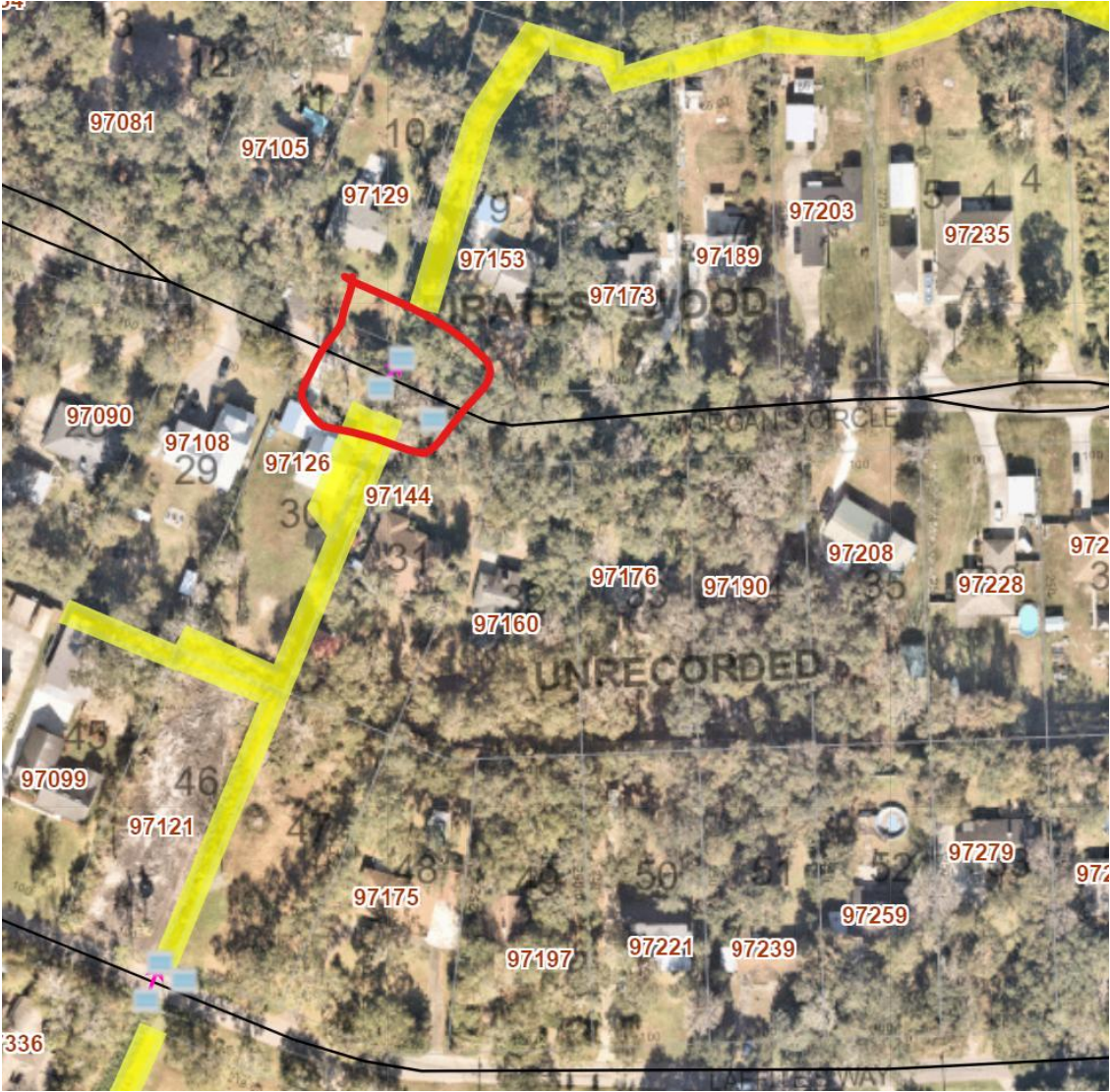
This request is not an offer. Response to this request constitutes acceptance of the Nassau County Standard Purchase Order Terms and Conditions, attached hereto as Attachment A. In the event that this response results in an executed contract, the executed contract's terms and conditions shall apply. Any additional or different terms in the provided response shall be deemed material alterations and notice of objection to and rejection of them is hereby given.

If selected for an award of the request for quote, the respondent must provide (1) a certificate of insurance meeting the insurance limits provided in this request, listing Nassau County Board of County Commissioners as an additional insured; (2) proof of E-Verify registration; and (3) a completed W9 before an order can be issued.

LINE NO.	PRODUCT NO.	DESCRIPTION OF PRODUCT(S) OR SERVICE(S)	QTY	UOM	UNIT PRICE	TOTAL AMOUNT
1		P-25-171				
2						
3						
4						
5						
6		2-Person Survey Crew		Day		
7		Cadd Comp Technician	8	Hour	\$ 105.58	\$ 844.64
8		SUR Chief Surveyor	4	Hour	\$ 236.90	\$ 947.60
9		SUR Secretary/Clerical	1	Hour	\$ 88.58	\$ 88.58
10				TOTAL		\$ 1,880.82

Lead Time After Receipt of Order 30 days.

Name of Person Providing Quote: John K. Maffett, PSM	
Address: 5202 San Juan Avenue	
City, State, Zip Code: Jacksonville, Florida 32210	
Phone Number: (904) 384-8377	Email: jmaffett@arcsurveyors.com
Signature of Person Authorized to Sign Quote: (Signatory must be authorized to bind company)	Date: 08/11/2025
Printed Name of Signer: John K. Maffett	Title: Vice President



Certificate Of Completion

Envelope Id: 490B5CFF-7D1B-4A65-919C-64CB91E6D890

Status: Completed

Subject: Complete with Docusign: CM3498-WA37 - ARC SURVEYING - CARAVEL, LAFITTES EASEMENTS - \$1,880.82

Source Envelope:

Document Pages: 6

Signatures: 10

Envelope Originator:

Certificate Pages: 5

Initials: 3

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

8/11/2025 12:30:30 PM

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: 8/11/2025 12:36:40 PM

Viewed: 8/11/2025 1:17:30 PM

Signed: 8/18/2025 8:02:04 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

Sent: 8/18/2025 8:02:06 AM

Viewed: 8/18/2025 11:16:31 AM

Signed: 8/18/2025 11:18:48 AM

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: 8/18/2025 11:18:50 AM

Viewed: 8/18/2025 11:41:08 AM

Signed: 8/18/2025 11:41:37 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

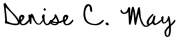
Sent: 8/18/2025 11:41:39 AM

Viewed: 8/19/2025 10:10:56 AM

Signed: 8/19/2025 10:11:10 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
John Maffett jmaffett@arcsurveyors.com Vice President Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.11.39.146	Sent: 8/19/2025 10:11:13 AM Viewed: 8/19/2025 12:09:13 PM Signed: 8/19/2025 12:09:25 PM
Electronic Record and Signature Disclosure: Accepted: 8/19/2025 12:09:13 PM ID: 4fd4c0f7-e141-4252-be58-df2cae11ed79		
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/19/2025 12:09:27 PM Viewed: 8/19/2025 1:11:43 PM Signed: 8/19/2025 1:12:43 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May 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: 8/19/2025 1:12:45 PM Viewed: 8/19/2025 1:15:38 PM Signed: 8/19/2025 1:16:18 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: 8/19/2025 1:16:23 PM Viewed: 8/19/2025 1:27:52 PM Signed: 8/19/2025 1:32:14 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: 8/19/2025 1:32:17 PM Viewed: 8/20/2025 8:48:12 AM Signed: 8/20/2025 8:48:24 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 8:48:27 AM Resent: 8/20/2025 8:48:36 AM
George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 8:48:28 AM
BOCC Clerk BOCCclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 8:48:29 AM Viewed: 8/20/2025 8:51:09 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 8:48:30 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/11/2025 12:36:40 PM
Certified Delivered	Security Checked	8/20/2025 8:48:12 AM
Signing Complete	Security Checked	8/20/2025 8:48:24 AM
Completed	Security Checked	8/20/2025 8:48:30 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: procurement@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 procurement@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 procurement@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 procurement@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.