

BOCC CONTRACT
APPROVAL FORM

CONTRACT
TRACKING NO.
CM3387-A5

SECTION 1 - GENERAL INFORMATION

Requesting Department: Planning Department Contact Person: Elizabeth Backe
Telephone: (904) 530-6320 Email: ebacke@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Community Planning Collaborative, LLC
Address: 221 N Hogan Street, Suite 237
City: Jacksonville State: FL Zip Code: 32202
Vendor's Administrator Name: Adrienne Burke Title: Principal/Owner
Telephone: (904) 577-0255 Email: adrienne@planningcollab.com

SECTION 3 – VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Adrienne Burke or Ennis Davis Title: Principals/Owners
Authorized Signatory Email: adrienne@planningcollab.com / ennis@planningcollab.com
(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION

Contract Name: CPC - Cultural Resource and Heritage Preservation Planning
Short Description of Product(s)/Service(s) Being Requested: American Beach neighborhood planning, historical, heritage, and preservation planning
(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
Procured Method: ☐ Quotes ☐ ITB ☐ RFP ☐ RFQ ☐ Piggyback ☒ Exemption ☐ Sole Source ☐ Single Source
☐ Other: _____
Amount of Initial Contract Term: NTE \$25,000
Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
Year 3: _____ Year 4: _____
Total Amount of Contract (Initial Term + Renewal Options): NTE \$25,000 (Estimate if necessary)
Account Number: 04247515-531025
Source of Funds: ☒ County ☐ State ☐ Federal ☐ Other: _____
County Authorized Signatory: ☐ BOCC Chairman ☒ County Manager
(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 – INSURANCE

Insurance Category: ☐ Category L ☒ Category M ☐ Category H ☐ Other: _____
Risk Manager Initials: EM

SECTION 6 – AMENDMENT INFORMATION

Contract Tracking No: CM3387 Amendment No: A5
Type of Amendment: ☐ Renewal ☐ Time Extension with Increase ☒ Time Only Extension ☐ Additional Scope
☐ Supplemental Agreement ☐ Other: _____
Contract Amount with Previous Amendments: \$ 175,200.00 Amount of this Amendment: \$ 0.00
New Contract Amount including this Amendment: \$ 175,200.00
Account Code Change From: N/A To: N/A
County Authorized Signatory: ☐ BOCC Chairman ☒ County Manager
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|---|---|
| 1. <u>Elizabeth Backe</u> <u>8/18/2025</u>
Department Head/Contract Manager Date | 3. <u>Lanette Belmont</u> <u>8/19/2025</u>
Procurement Date
<i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>8/18/2025</u>
Office of Mgmt. & Budget Date | 4. <u>Denise C. May, Esq., BCS</u> <u>8/20/2025</u> <u>EM</u>
County Attorney Date |

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] 8/21/2025
County Manager Date

AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES

THIS AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and Community Planning Collaborative, LLC, a business having its primary business location at 221 N. Hogan Street, Suite 237, Jacksonville, Florida 32202 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Professional Services dated May 5, 2023 (hereinafter “Contract”); which was later amended on September 28, 2023, for a time-only extension; further amended on November 7, 2023, to add a new scope of services, updated account number and increase contract amount not to exceed \$44,950.00; further amended on January 17, 2024 to add a new scope of services and to increase contract amount not to exceed \$64,450.00; and further amended on May 13, 2024 to add a new scope of services, increase the contract amount not to exceed \$175,200.00 and extend the term of the Contract for an additional one (1) year to terminate on September 30, 2025; and

WHEREAS, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. Section 6. of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on September 30, 2026.

SECTION 2. Upon execution of this Amendment, and in accordance with Section 787.06, Florida Statutes, the Vendor shall provide the County with an affidavit, on a form approved by the County, signed by an officer or representative of the Vendor under penalty of perjury attesting that the Vendor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

[The remainder of this page left intentionally blank.]

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

THE COUNTY

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Signature:  _____

Print Name: Taco Pope

Title: County Manager

Date: 8/21/2025

ATTEST:

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May, Esq., BCS

DENISE C. MAY, County Attorney

COMMUNITY PLANNING COLLABORATIVE, LLC:

Signature: *Adrienne Burke* _____

By: Adrienne Burke

Title: Principal

Date: 8/19/2025

Certificate Of Completion

Envelope Id: DA64578A-5089-4983-8E91-12304949656D

Status: Completed

Subject: Contract No.: CM3387-A5 Community Planning Collaborative

Source Envelope:

Document Pages: 3

Signatures: 8

Envelope Originator:

Certificate Pages: 5

Initials: 3

Susan Gilbert

AutoNav: Enabled

sgilbert@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: Susan Gilbert

Location: DocuSign

8/18/2025 3:34:58 PM

sgilbert@nassaucountyfl.com

Signer Events

Signature

Timestamp

Elizabeth Backe

ebacke@nassaucountyfl.com

Planning Director

Nassau County

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 8/18/2025 4:12:55 PM

Viewed: 8/18/2025 4:35:51 PM

Signed: 8/18/2025 4:36:03 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: 8/18/2025 4:36:05 PM

Viewed: 8/18/2025 4:41:32 PM

Signed: 8/18/2025 4:42:05 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: 8/18/2025 4:42:07 PM

Viewed: 8/18/2025 9:12:17 PM

Signed: 8/18/2025 9:14:22 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Ashley Metz

mproctor@nassaucountyfl.com

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 8/18/2025 9:14:24 PM

Viewed: 8/19/2025 8:09:57 AM

Signed: 8/19/2025 8:10:35 AM

Electronic Record and Signature Disclosure:

Accepted: 8/19/2025 8:10:34 AM

ID: b6407c7b-7133-4c97-be8f-6ce3b0b8849b

Signer Events	Signature	Timestamp
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/19/2025 8:10:36 AM Viewed: 8/19/2025 9:52:08 AM Signed: 8/19/2025 9:52:13 AM
Adrienne Burke adrienne@planningcollab.com Principal/Owner Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/19/2025 10:03:47 AM ID: d6177b4d-4ae9-4923-bcec-7b14742d1ede	 Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:2f90:8340:f89f:d0a2:5c2a:df2e	Sent: 8/19/2025 9:52:15 AM Viewed: 8/19/2025 10:03:47 AM Signed: 8/19/2025 10:04:14 AM
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/19/2025 10:04:15 AM Viewed: 8/19/2025 1:12:58 PM Signed: 8/19/2025 1:13:45 PM
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/19/2025 1:13:47 PM Viewed: 8/19/2025 1:16:47 PM Signed: 8/20/2025 9:23:38 AM
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 8/20/2025 9:23:40 AM Viewed: 8/20/2025 9:24:09 AM Signed: 8/21/2025 8:39:22 AM
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 Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/21/2025 8:39:24 AM Viewed: 8/21/2025 9:09:03 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/21/2025 8:39:25 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/18/2025 4:12:55 PM
Certified Delivered	Security Checked	8/20/2025 9:24:09 AM
Signing Complete	Security Checked	8/21/2025 8:39:22 AM
Completed	Security Checked	8/21/2025 8:39:25 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.