

CHANGE ORDER APPROVAL FORM

PROJECT: SAISSA FDEP/FEMA Grant Assistance and Miscellaneous Services

CHANGE ORDER NUMBER: 1

DATE: 8/19/2025

CONTRACT NUMBER: CM3339 WA5

PURCHASE ORDER NUMBER (IF APPLICABLE): 25000195

TO CONTRACTOR: Foth Infrastructure & Environment LLC

Description: The Consultant shall provide miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program .

Reason for Change Order: Additional funds required to cover hours for miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program for the SAISSA fiscal year 2026.

Original Contract Sum.....	\$ 31,500.00
Net Change by Previous Change Order/Supplemental Agreement.	\$ 0
Contract Sum Prior to This Change Order.....	\$ 31,500.00
Amount of this Change Order (Add).....	\$ 31,500.00
New Contract Sum Including this Change Order.....	\$ 63,000.00

The Contract Time will be increased or decreased (select one) 0 days
Previous Substantial Completion: September 30,2027 Previous Final Completion: September 30,2027
New Substantial Completion: September 30,2027 New Final Completion: September 30,2027

APPROVED BY: Chris Lacambra DATE: 8/27/2025
Department Head/Managing Agent

APPROVED BY: Tanari Belmont DATE: 8/27/2025
Procurement

APPROVED BY: Chris Lacambra DATE: 8/27/2025
8/27/2025 Office of Management and Budget

APPROVED BY: Denise C. May, Esq., BCS DATE: 8/27/2025
County Attorney

APPROVED BY: DATE: 8/27/2025
County Manager

APPROVED BY: N/A
Chairman

DATE: _____

ATTEST: N/A
Mitch L. Keiter, Clerk of Courts

DATE: _____

Account No(s). 43600539-531386

SECTION 00 63 63

CHANGE ORDER REQUEST FORM

PROJECT SAISSA FDEP/FEMA Grant Assistance and Misc. Svcs No. 1

DATE OF ISSUANCE 8/19/2025 EFFECTIVE DATE 10/01/2025

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract No.: CM 3339 WA5

CONTRACTOR- Foth Infrastructure & Environment LLC ENGINEER / ARCHITECT- Al Browder

Description of changes:
Increase funds to allow for the Consultant to provide additional miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program for SAISSA Fiscal year 2026.

Attachments: (List documents supporting change) Exhibit "A" Scope of Work

CHANGE IN CONTRACT PRICE: Original Contract Price \$ 31,500.00	CHANGE IN CONTRACT TIMES: Original Contract Times Substantial Completion: September 30,2027 (days and dates) Ready for Final Payment: September 30,2027 (days and dates)
Net change from previous Change Orders No. 0 to No. 0 \$ 0.00	Net change from previous Change Orders No. 0 to No. 0 0 (days)
Contract Price prior to this Change Order \$ 31,500.00	Contract Times Prior to This Change Order Substantial Completion: September 30,2027 (days and dates) Ready for Final Payment: September 30,2027 (days and dates)
Net Increase (decrease) of this Change Order \$ 31,500.00	Net Increase (decrease) of this Change Order 0 (days)
Contract Price with all approved Change Orders \$ 63,000.00	Contract Times with all approved Change Orders Substantial Completion: September 30,2027 (days and dates) Ready for Final Payment: September 30,2027 (days and dates)

RECOMMENDED:

By: Al Browder
Engineer/Architect (Authorized Signature)

Date: 8/19/2025

APPROVED:

By: Chris Lacambra
COUNTY (Authorized Signature)

Date: 8/19/2025

ACCEPTED:

By: Al Browder
Contractor (Authorized Signature)

Date: 8/19/2025

EXHIBIT A

Scope of Work

FDEP and FEMA Grant Reimbursement Assistance and Miscellaneous Beach Restoration Project Related Consultant Services (SAISSA FY26)

The Consultant shall provide miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program for the remainder of the SAISSA fiscal year 2026, including but not limited to:

- coordination of the FDEP 2025/26 Beach Management Funding Assistance Program, including the drafting and submittal of amendments for the County/FDEP cost-sharing agreements;
- coordination of FEMA/FLDEM-related reimbursement requests, interactions, and grant/reimbursement processing;
- coordination of FDEP grant reimbursements; formulation of an FDEP funding application for FY 2027/28 if needed;
- coordination and permitting of beach decompaction and scarp removal activities, if required;
- performance of requested beach inspections;
- attendance and reporting at quarterly SAISSA Board meetings (upon request);
- liaison with SATSSA Legal Counsel;
- public outreach efforts, such as presentation preparation and delivery;
- assistance with printed and electronic media and other associated beach restoration project public outreach needs; and
- other ancillary beach restoration project- and permit-related matters or issues.

These Services are not eligible for State cost-sharing under the FDEP Beach Management Funding Assistance Program. Tasks that are eligible for such funding (or from other funding sources) shall be described in other more specific Work Authorizations.

EXHIBIT B

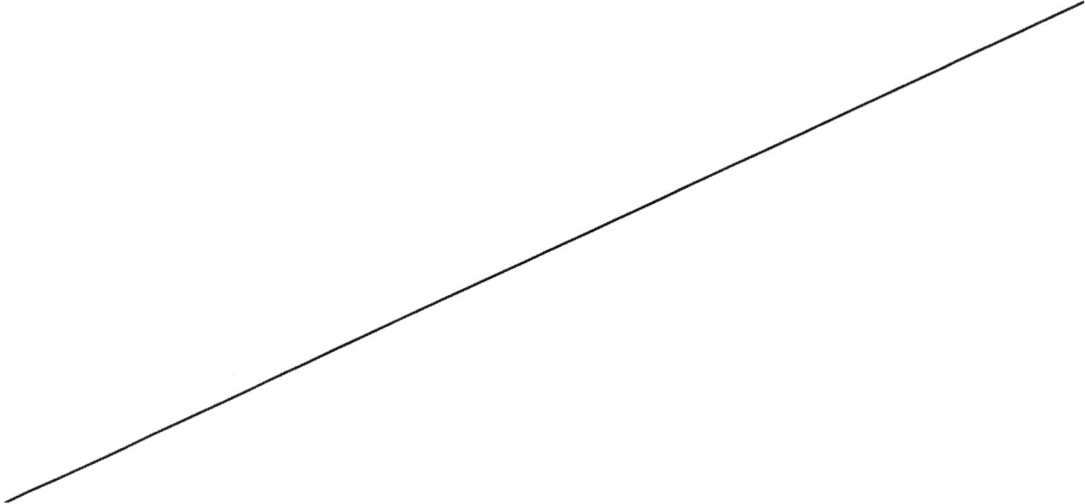
Vendor Budget Details

OLSEN ASSOCIATES, INC.

LABOR RATES

**Nassau County, FL Contract CM#3339
Task Order #05**

Principal Engineer	\$235/hr
Senior Engineer	\$174/hr
Coastal Engineer III	\$122/hr
Coastal Engineer II	\$116/hr
Coastal Engineer I	\$ 105/hr
CADD Technician	\$ 91/hr
Administrative Assistant	\$ 96/hr



PO MODIFICATION FORM

SECTION 1 - GENERAL INFORMATION

Date Submitted: 08/19/2025 Requesting Department: OMB/SAISSA Contact Person: Tracy Poore
Contact Phone Number: (904) 530-6007 Email: tbpoore36@yahoo.com

SECTION 2 – ORIGINAL PURCHASE ORDER INFORMATION

PO Number: 25000195 Contract No. (if applicable) CM3339 WA5 CO1
Vendor Name: Foth Infrastructure & Environment LLC

SECTION 3 – MODIFICATION INFORMATION

Type of Modification: ☒ Amount Increase ☐ Amount Decrease ☐ Change to Account Code ☐ Cancel PO
☐ Re-Open for Amount \$ ☐ Other:

Original PO Sum: \$ 31,500.00
Total Sum of Previous Modifications: \$ 0.00
PO Sum Prior to this Modification: \$ 31,500.00
Amount of this Modification: \$ 31,500.00
New PO Sum Including this Modification: \$ 63,000.00

Account Code Change From: To:

SECTION 4 – REASON FOR MODIFICATION

Additional funds required to cover hours for miscellaneous coastal engineering consultant services related to the implementation of the SAISSA beach restoration program for the SAISSA fiscal year 2026.

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Chris Lacambra 8/27/2025
Department Head/Managing Agent Date
2. Chris Lacambra 8/27/2025
Office of Mgmt. & Budget Date
(Signature required if greater than \$1,000.00)
3. Vanessa Helms 8/27/2025
Procurement Date
(Signature required if greater than \$5,000.00)
4. County Manager Date
(Signature required if greater than \$100,000.00)

LPB
Clerk:
Date: 8/28/2025

Certificate Of Completion

Envelope Id: 5D6B738E-57DB-4E9F-B7AA-4EB21B2A41C4

Status: Completed

Subject: Complete with Docusign: FOTH CM3339 WA5 CO1 \$31,500.00

Source Envelope:

Document Pages: 6

Signatures: 8

Envelope Originator:

Certificate Pages: 5

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

8/27/2025 10:38:13 AM

tpoore@nassaucountyfl.com

Signer Events

Signature

Timestamp

Tracy Poore

Sent: 8/27/2025 10:48:11 AM

tpoore@nassaucountyfl.com

Viewed: 8/27/2025 10:48:19 AM

OMB Admin

Signed: 8/27/2025 10:48:28 AM

Nassau County BOCC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

chris lacambra

Sent: 8/27/2025 10:48:29 AM

clacambra@nassaucountyfl.com

Viewed: 8/27/2025 10:49:25 AM

OMB Director

Signed: 8/27/2025 10:50:04 AM

Nassau County BOCC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lanaee Gilmore

Sent: 8/27/2025 10:50:06 AM

lgilmore@nassaucountyfl.com

Viewed: 8/27/2025 2:28:00 PM

Procurement Director

Signed: 8/27/2025 2:28:12 PM

Nassau County BOCC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Denise C. May, Esq., BCS

Sent: 8/27/2025 2:28:14 PM

dmay@nassaucountyfl.com

Viewed: 8/27/2025 2:37:15 PM

County Attorney

Signed: 8/27/2025 2:37:33 PM

Nassau County BOCC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
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: 8/27/2025 2:37:35 PM Viewed: 8/27/2025 2:42:02 PM Signed: 8/27/2025 2:42:13 PM
BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 8/27/2025 2:42:15 PM Viewed: 8/28/2025 9:09:21 AM Signed: 8/28/2025 9:09:42 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 Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/28/2025 9:09:43 AM Viewed: 8/28/2025 2:10:23 PM
Bill Moore moor1706@bellsouth.net Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/28/2025 9:09:44 AM
Al Browder al.browder@foth.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/19/2025 12:58:09 PM ID: 27ff2e6d-6085-418c-a37b-2db8dee718e8	COPIED	Sent: 8/28/2025 9:09:45 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/27/2025 10:48:11 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	8/28/2025 9:09:21 AM
Signing Complete	Security Checked	8/28/2025 9:09:42 AM
Completed	Security Checked	8/28/2025 9:09:45 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: 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.

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- 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.