

NASSAU COUNTY WORK AUTHORIZATION #3

Contract Number:	CM3620
Consultant/Vendor:	PEREZ PLANNING + DESIGN, LLC
Consultant/Vendor Contact Name:	CARLOS PEREZ
Consultant/Vendor Contact Phone Number:	404-416-0114
Consultant/Vendor Contact Email Address:	CPEREZ@PEREZPD.COM
Project Short Title:	PUBLIC REALM PLANNING & DESIGN PROFESSIONAL SERVICES – EXPANDED YULEE REGIONAL PARK CONCEPT
Total Amount of Previous Work Authorizations:	\$63,990.00
Amount of this Work Authorization:	\$2,970.00
New Contract Amount including this Work Authorization:	\$66,960.00
Funding Source:	01075572-531000

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, or no later than sixty (60) 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 “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>	<u>8/28/2025</u>	
		Date	
Procurement:	<u>Lanace Belmont</u>	<u>8/29/2025</u>	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>8/28/2025</u>	<i>JP</i>
		Date	
County Attorney:	<u>Denise C. May, Esq., BCS</u>	<u>9/2/2025</u>	<i>EM</i>
	<u>Denise C. May</u>	<u>Date</u>	

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 POPE, AICP
Its: County Manager
Date: 9/3/2025

PEREZ PLANNING + DESIGN, LLC

BY: Carlos F. Perez
Print Name: CARLOS F. PEREZ, PLA
Title: Principal
Date: 9/2/2025

LPB
9/3/2025

August 19, 2025

Exhibit A – Scope of Work

Project Name: Public Realm Planning and Design

Funding Source: 04247515-531025

Amount Available: \$13,680.00

Contract No. CM3620-A1

Vendor Name:

Perez Planning + Design, LLC

878 Peachtree Street, NE

Suite 827

Atlanta, GA 30309

Expanded Yulee Regional Park Concept Revisions

1.1 Project Management + Coordination: PP+D will coordinate our work with the County's Project Manager and project team. PP+D will provide meeting summaries with action items for any meetings related to the plan.

1.2 Revisions to Expanded Yulee Regional Park Concept: PP+D will revise the Expanded Yulee Regional Park Concept to include the following elements:

- Add three (3) additional rectangle fields and parking to the north of where the rectangle fields are currently proposed.
- Develop a multi-generational family experience recreation area to the north of the rectangle fields where the current diamond fields are located. This area should include a playground, dog park, pavilions, restroom, multi-purpose open space, and other amenities.
- Relocate proposed diamond fields to the south, where the existing Yulee Park diamond fields are currently located. Include the following
 - Two 300' fields
 - Six – 200'-225' skinned fields
 - The fields do not have to necessarily be arranged in a wagon-wheel field format.

PP+D will develop two concepts - one plan that considers the land that the County currently owns and another concept that considers potential future additional land. PP+D will meet with the Client to review the revised line work and make requested revisions. PP+D will then render the plans and submit to the Client for final review and make any final revisions.

Task 1: Deliverables

- *Two (2) digital 11"x17" PDF. the revised concepts.*

Exhibit B - Fee

PP+D will complete this task for an hourly not to exceed fee of two-thousand, nine-hundred and seventy dollars (\$2,970) based on the hourly rates previously approved. Figure 1. below illustrates the breakdown of hours per task and staff person.

Figure 1. Hourly Not to Exceed Fee Breakdown

PROJECT FEE BUDGET													
PROJECT NAME: Nassau County													
DATE	19-Aug-25			Rev 1:				Rev 2:					
				Carlos Perez Project Manager		Kevan Klosterwill Parks Planner/ Designer							
					\$135		\$135					Total	
ACTIVITY				HRS	RATE/HR	HRS	RATE/HR	HRS	RATE/HR	HRS	RATE/HR	HRS	\$
PHASE EXISTING CONDITIONS ANALYSIS													
1.1	Project Management + Coordination			2	\$270		\$0		\$0		\$0	2	\$270
1.2	Revisions to Expanded Yulee Regional Park			4	\$540	16	\$2,160		\$0		\$0	20	\$2,700
	Subtotal			6	\$810	16	\$2,160	0	\$0	0	\$0	22	\$2,970
	TOTAL FEE			6	\$810	16	\$2,160	0	\$0	0	\$0	22	\$2,970

Project Schedule

PP+D will complete this task within one week of approval.

Certificate Of Completion

Envelope Id: 3B254103-F31D-46BA-BB63-ED352DE07C84

Status: Completed

Subject: Contract No.: CM3620-WA03 Perez Planning + Design \$2970.00 Yulee Reg Park Concept

Source Envelope:

Document Pages: 5

Signatures: 8

Envelope Originator:

Certificate Pages: 5

Initials: 4

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

8/26/2025 1:12:56 PM

sgilbert@nassaucountyfl.com

Signer Events

Signature

Timestamp

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

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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: 8/28/2025 8:40:13 AM

Viewed: 8/28/2025 9:40:18 AM

Signed: 8/28/2025 9:41:10 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: 8/28/2025 9:41:11 AM

Viewed: 8/28/2025 10:34:39 AM

Signed: 8/28/2025 10:35:17 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: 8/28/2025 10:35:20 AM

Viewed: 8/29/2025 2:40:55 PM

Signed: 8/29/2025 2:41:06 PM

Electronic Record and Signature Disclosure:

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Signer Events	Signature	Timestamp
Carlos F. Perez cperez@perezpd.com President Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 2603:6013:8b00:5947:d117:1a3e:b0d5:64ca	Sent: 8/29/2025 2:41:08 PM Viewed: 9/2/2025 8:45:37 AM Signed: 9/2/2025 8:45:46 AM
Electronic Record and Signature Disclosure: Accepted: 9/2/2025 8:45:37 AM ID: 880175eb-586a-4df2-9bd6-38de52d4d526		
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: 9/2/2025 8:45:48 AM Viewed: 9/2/2025 1:45:20 PM Signed: 9/2/2025 2:35:19 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: 9/2/2025 2:35:21 PM Viewed: 9/2/2025 3:41:19 PM Signed: 9/2/2025 3:41:32 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: 9/2/2025 3:41:35 PM Viewed: 9/3/2025 9:38:53 AM Signed: 9/3/2025 9:38:59 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clerk Finance 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: 9/3/2025 9:39:01 AM Viewed: 9/3/2025 11:31:02 AM Signed: 9/3/2025 11:31:13 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
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2025 11:31:15 AM Viewed: 9/3/2025 3:58:26 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/3/2025 11:31:17 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/26/2025 1:25:15 PM
Certified Delivered	Security Checked	9/3/2025 11:31:02 AM
Signing Complete	Security Checked	9/3/2025 11:31:13 AM
Completed	Security Checked	9/3/2025 11:31:17 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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:

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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:

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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.

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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..

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