

SECTION 00 63 63

CHANGE ORDER REQUEST FORM

PROJECT Water,Wastwater, and Reuse Planning Servicves

No. 1

DATE OF ISSUANCE 9/23/2025

EFFECTIVE DATE 9/29/30

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract No.: CM 3504 WA01

CONTRACTOR- Freese and Nichols, Inc

ENGINEER / ARCHITECT- Tony Pevec

Description of changes:
Change Order for time only

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 35,000.00

CHANGE IN CONTRACT TIMES:

Original Contract Times

Substantial Completion: 9/28/2025

(days and dates)

Ready for Final Payment: 9/28/2025

(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

90

(days)

Contract Price prior to this Change Order

\$ 35,000.00

Contract Times Prior to This Change Order

Substantial Completion: 9/28/2025

(days and dates)

Ready for Final Payment: 9/28/2025

(days and dates)

Net Increase (decrease) of this Change Order

\$ 0.00

Net Increase (decrease) of this Change Order

60

(days)

Contract Price with all approved Change Orders

\$ 35,000.00

Contract Times with all approved Change Orders

Substantial Completion: 11/27/2025

(days and dates)

Ready for Final Payment: 11/27/2025

(days and dates)

RECOMMENDED:

By: N/A

Engineer/Architect (Authorized Signature)

Date:

APPROVED:

By: Chris Lacambra

COUNTY (Authorized Signature)

Date: 9/30/2025

ACCEPTED:

By: Tony Pevec

Contractor (Authorized Signature)

Date: 9/24/2025

9/23/2025

Section 00 63 63-1

CHANGE ORDER APPROVAL FORM

PROJECT: Water, Wastewater, and Reuse Planning Services

CHANGE ORDER NUMBER: 1

DATE: 9/23/25

CONTRACT NUMBER: CM3504-WA1

PURCHASE ORDER NUMBER (IF APPLICABLE): 25000592

TO CONTRACTOR: Freese and Nichols, Inc.

Description: Master planning support services, population development projections. Development of planning level capital improvement projects and opinions of probable construction costs. GIS mapping, development of materials to support reports and presentations and in-person and virtual progress meetings.

Reason for Change Order: Currently working on plan development.

Original Contract Sum.....	\$	<u>35000.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0</u>
Contract Sum Prior to This Change Order.....	\$	<u>35000.00</u>

Amount of this Change Order (Add).....	\$	<u>0</u>
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New Contract Sum Including this Change Order.....	\$	<u>35000.00</u>
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The Contract Time will be **increased or decreased (select one)** 60 days

Previous Substantial Completion: 9/28/2025 Previous Final Completion: 9/28/2025

New Substantial Completion: 11/27/2025 New Final Completion: 11/27/2025

APPROVED BY: <u>Colin Groff</u>	DATE: <u>9/30/2025</u>
Department Head/Managing Agent	

APPROVED BY: <u>Janice Helmore</u>	DATE: <u>9/30/2025</u>
Procurement	

APPROVED BY: <u>Chris Lacambra</u>	DATE: <u>9/30/2025</u>
Office of Management and Budget	

APPROVED BY: <u>Denise C. May, Esq., BCS</u>	DATE: <u>9/30/2025</u>
County Attorney	

APPROVED BY: <u></u>	DATE: <u>10/1/2025</u>
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County Manager

APPROVED BY: N/A
Chairman

DATE: _____

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

DATE: _____

Account No(s). 01121512-531000

JP

9/26/2025

Certificate Of Completion

Envelope Id: AE3F9C2F-D5F9-477D-BA9A-E42CB2AA6C73

Status: Completed

Subject: Complete with Docusign: CM3504-WA1 CO#1 Freese and Nichols Inc (TIME ONLY)

Source Envelope:

Document Pages: 3

Signatures: 6

Envelope Originator:

Certificate Pages: 5

Initials: 1

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

9/26/2025 12:25:21 PM

tpoore@nassaucountyfl.com

Signer Events

Signature

Timestamp

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: 9/26/2025 12:33:03 PM

Viewed: 9/26/2025 12:33:12 PM

Signed: 9/26/2025 12:33:18 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Colin Groff

cgroff@nassaucountyfl.com

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address:

2600:1006:b184:7f42:b814:d949:2adb:1b75

Signed using mobile

Sent: 9/26/2025 12:33:20 PM

Resent: 9/29/2025 8:31:06 AM

Resent: 9/30/2025 10:40:46 AM

Viewed: 9/30/2025 10:41:34 AM

Signed: 9/30/2025 10:41:49 AM

Electronic Record and Signature Disclosure:

Accepted: 8/8/2025 10:07:59 AM

ID: 80e2b08a-986f-4a7d-8827-7127be08e5e0

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: 9/30/2025 10:41:51 AM

Viewed: 9/30/2025 1:02:19 PM

Signed: 9/30/2025 1:02:45 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)

Completed

Using IP Address: 50.238.237.26

Sent: 9/30/2025 4:51:46 PM

Resent: 9/30/2025 4:52:04 PM

Viewed: 9/30/2025 4:52:24 PM

Signed: 9/30/2025 4:52:29 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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: 9/30/2025 1:02:47 PM Resent: 9/30/2025 4:52:31 PM Viewed: 9/30/2025 4:35:05 PM Signed: 9/30/2025 5:05:49 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: 9/30/2025 5:05:51 PM Viewed: 9/30/2025 5:10:27 PM Signed: 9/30/2025 5:10:48 PM
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: 9/30/2025 5:10:50 PM Viewed: 10/1/2025 9:41:29 AM Signed: 10/1/2025 9:41:37 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: 10/1/2025 9:41:38 AM Viewed: 10/1/2025 9:53:29 AM
Tony Pevec Tony.Pevec@freese.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 9/24/2025 8:39:16 AM ID: c0cea917-ec1f-4ade-82bc-fbba7739692c	COPIED	Sent: 10/1/2025 9:41:39 AM Viewed: 10/1/2025 9:43:28 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/26/2025 12:33:03 PM
Envelope Updated	Security Checked	9/30/2025 4:51:45 PM
Envelope Updated	Security Checked	9/30/2025 4:51:45 PM
Envelope Updated	Security Checked	9/30/2025 4:51:45 PM
Envelope Updated	Security Checked	9/30/2025 4:51:45 PM
Envelope Updated	Security Checked	9/30/2025 4:51:45 PM
Envelope Updated	Security Checked	9/30/2025 4:51:45 PM
Envelope Updated	Security Checked	9/30/2025 4:51:45 PM
Certified Delivered	Security Checked	10/1/2025 9:41:29 AM
Signing Complete	Security Checked	10/1/2025 9:41:37 AM
Completed	Security Checked	10/1/2025 9:41:39 AM

Payment Events	Status	Timestamps
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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.

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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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- 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.