

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.
CM2649-A1

CONTRACTOR INFORMATION

Name: Equus Innovative Solutions dba Equusis, LLC

Address: 5357 Winrose Falls Drive Jacksonville FL 32258
City State Zip

Contractor's Administrator Name: Ameera Sayeed Title: Owner

Tel#: (904) 868-3381 Fax: _____ Email: asayeed@equusis.com

CONTRACT INFORMATION

Contract Name: Professional Services Agreement Contract Value: \$110.98/HR/NTE \$10,000

Brief Description: Amendment #1 to transportation services planning. Additional task(s) to be added to Scope of Work

Contract Dates : From: 2/9/19 to: 2/8/20 Status: ___ New ___ Renew Amend# ___ WA/Task Order

How Procured: ___ Sole Source ___ Single Source ___ ITB ___ RFP ___ RFQ ___ Coop. Other Professional Services

If Processing an Amendment:

Contract #: CM2649 Increase Amount of Existing Contract: \$10,000

New Contract Dates: None to None TOTAL OR AMENDMENT AMOUNT: NTE \$20,000

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|--|-------------------------|---|
| 1. | <u>Bourke</u>
Department Head Signature | <u>11/8/19</u>
Date | <u>Planning and Economic Opportunity</u>
Submitting Department |
| 2. | <u>Stacy Hagens</u>
Contract Management | <u>11/5/19</u>
Date | <u>04247515/531025</u>
Funding Source/Acct # |
| 3. | <u>Mullin</u>
Office of Management & Budget | <u>11/12/19</u>
Date | |
| 4. | <u>[Signature]</u>
County Attorney (approved as to form only) | <u>11/16/19</u>
Date | |

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] [Signature]
Michael Mullin Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

**AMENDMENT NO. 1/FIRST EXTENSION TO THE
PROFESSIONAL SERVICE AGREEMENT FOR NASSAU COUNTY**

THIS AMENDMENT entered into this 18th day of November, 2019 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as "County") and **EQUUS INNOVATIVE SOLUTIONS, LLC (dba EQUUSIS, LLC)** located at 5357 Winrose Falls Drive, Jacksonville, Florida 32258, (hereinafter referred to as "Consultant").

WHEREAS, the parties entered into an Agreement dated February 9, 2019 for professional services which include facilitation, technical assistance, and guidance related to transportation services planning, program development and operational management; and

WHEREAS, pursuant to said agreement, the Consultant agreed to provide certain professional services described in the *Scope of Services* attached hereto as Attachment "A" and incorporated herein as if set forth in full; and

WHEREAS, the Department of Planning and Economic Opportunity desire to add new services to the *Scope of Services* as reflected in, Attachment "B", attached hereto and incorporated herein as if set forth in full; and

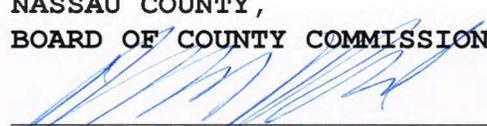
WHEREAS, the Department of Planning and Economic Opportunity would like to increase the amount of compensation under Article 5, Section 5.1, of said Agreement to a total not to exceed \$20,000.00; \$10,000.00 allotted for services described in Attachment "A" and \$10,000.00 allotted for services described in Attachment "B";

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. To add new services to the initial *Scope of Services* as set forth in Attachment "B" which shall continue until termination of the Agreement.
2. Amend Article 5- Compensation, section 5.1, to read as follows:
Consultant shall be compensated at an hourly rate of \$110.98, plus reimbursable expenses, all of which shall not exceed \$20,000.00.
3. All other provisions of said Agreement not in conflict with this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first stated above.

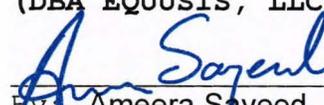
**NASSAU COUNTY,
BOARD OF COUNTY COMMISSIONERS**



Michael Mullin, County Manager
Its: Designee

Date: 11/2/19

**EQUUS INNOVATIVE SOLUTIONS, LLC
(DBA EQUUSIS, LLC)**



By: Ameera Sayeed
Its: CEO and Owner

Date: November 5 2019

ATTACHMENT "A"

SCOPE OF SERVICES

This Exhibit is an integral part of the Agreement with Equus Innovative Solutions, LLC (**CONSULTANT**) for its services to the Board of County Commissioners of Nassau County (**COUNTY**).

2.1. SCOPE OF SERVICES

A. OBJECTIVE

The primary objective of this work effort is to provide professional transportation and planning consulting in an inventory for the western portion of Nassau County. The primary inventory will be west of I-95 to the county line (north, south and west) and the William Burgess Corridor.

B. SERVICES

The **CONSULTANT** is required to provide professional transportation planning related data collection and assistance to the Nassau County Planning Staff and in the performance of all the tasks as identified in this Scope of Services. The **CONSULTANT** shall complete all work under this Scope according to current **COUNTY** policies, guidelines, procedures and rules that may be supplemented by Federal Guidelines, manuals and other documents as appropriate.

The **CONSULTANT'S** work will be managed by a **COUNTY** Project Manager from the Nassau County Planning Staff. The **COUNTY** Project Manager will review and approve the Scope of Services that defines the work by task to be done by the **CONSULTANT**, and as described in this Scope of Services.

2.2. TASKS FOR WHICH CONSULTANT SERVICES ARE REQUIRED

A. Inventory

The inventory and digital workspace will be set in five-year increments ending in year 2040 to include:

- Existing and future land uses incorporated into the Geographic Information System digital workspace.
- Existing and Planned Transportation Network
- Map existing natural environment
- Data related to levels of service, traffic counts and impediments to development.
- Context classification
- State and Federal programmed plans
- Previous studies
- Existing utility
- Stormwater and drainage characteristics
- Safety
- Recreational sites

- Historic sites
- Speed
- Regional Model projections by traffic analysis zones
- Review of transit systems
- Local government municipal activities and future plans
- Economic Development initiatives

B. Data and Analysis

Item 2.2.A will be reviewed and analyzed to develop a preliminary future transportation network west of I-95. This includes efforts and policy direction for the William Burgess corridor.

2.3. SCHEDULE

The **CONSULTANT** agrees to begin work after issuance of a notice to proceed by the **COUNTY**. The Scope of Services will last for one month after the date of notice to proceed and may be extended by the **COUNTY** in writing if necessary.

2.4. DELIVERABLES

Maps and digital workspace in accordance with Tasks 2.2.A and 2.2.B.

2.5. SPECIFICATION FOR WORK

The **CONSULTANT** shall ensure that all products of this Scope are prepared using **COUNTY** approved software.

As the **COUNTY** upgrades hardware and software, the **CONSULTANT** shall maintain compatibility with the then currently adopted **COUNTY** standards.

**PROFESSIONAL SERVICE CONTRACT
FOR NASSAU COUNTY, FLORIDA
ATTACHMENT “B”
SCOPE OF SERVICES**

SCOPE OF SERVICES

SCOPE OF SERVICES

This Exhibit is an integral part of the Agreement with Equus Innovative Solutions, LLC (**CONSULTANT**) for its services to the Nassau County Planning and Economic Opportunity Department (**COUNTY**).

2.1. SCOPE OF SERVICES

A. OBJECTIVE

The **CONSULTANT** shall provide technical assistance, peer review, and planning support on ongoing efforts that the County staff makes a priority. In lieu of these efforts, the **CONSULTANT** shall be available on an as-needed basis for general planning, strategic development, peer review, and planning consultation and advise. The **CONSULTANT** shall not be limited to assisting the County staff on the William Burgess District, Traffic engineering, Complete streets efforts, West of I-95 and the land-use code updates.

B. SERVICES

The **CONSULTANT** is required to provide professional transportation planning related data collection and assistance to the Nassau County Planning Staff and in the performance of all of the tasks as identified in this Scope of Services. The **CONSULTANT** shall complete all work under this Scope according to current **COUNTY** policies, guidelines, procedures and rules that may be supplemented by Federal Guidelines, manuals and other documents as appropriate.

The **CONSULTANT’S** work will be managed by a **COUNTY** Project Manager. The **COUNTY** Project Manager will review and approve the Scope of Services that defines the work by the task to be done by the **CONSULTANT**, and as described in this Scope of Services.

2.2. TASKS FOR WHICH CONSULTANT SERVICES ARE REQUIRED

A. Revisions

The consultant will provide a full range of municipal planning services required to update the Comprehensive Plan & Zoning Code including, but not necessarily limited to:

1. Existing Plans: The Plan Update should coordinate with other plans of the County so that all of the plans in the County are mutually supportive and consistent with one another. These plans include Comprehensive Master Plans, Bicycle, and Pedestrian Plan, and other County visioning and studies.

Products and Deliverables Some of the deliverables to be included with the Plan Update and Zoning Code Update are expected to be, but not limited to the items below. Other areas of emphasis may be identified during the Plan Update and Zoning Code Update process.

B. Data and Analysis

Item 2.2. A will be reviewed and analyzed to develop a comprehensive code and synergistic Plan. The analysis will include the review and edits to the preliminary future transportation network west of I-95. This includes efforts and policy direction for the William Burgess corridor. Influences on the ENCPA and mobility network updates. As well as revising the Traffic Impact Study guide and the updates to the Draft Nassau County Guide for Transportation Projects: Criteria and Selection. The special project includes automation and streamlining of County planning efforts and initiatives. Attending meetings and workshops and providing strategic consultation in planning processes.

2.3. SCHEDULE

The **CONSULTANT** agrees to begin work after issuance of a notice to proceed by the **COUNTY**. The Scope of Services will last for one month after the date of notice to proceed and may be extended by the **COUNTY** in writing if necessary.

2.4. DELIVERABLES

Written documents, comments and revisions in accordance with Tasks 2.2.A and 2.2.B.

2.5. SPECIFICATION FOR WORK

The **CONSULTANT** shall ensure that all products of this Scope are prepared using **COUNTY** approved software.

As the **COUNTY** upgrades hardware and software, the **CONSULTANT** shall maintain compatibility with the then currently adopted **COUNTY** standards.