

**WORK AUTHORIZATION #CM2287-WA20  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Peters & Yaffee, Inc.
<b>Contract Number:</b>	CM2287-WA20
<b>Contact Name:</b>	Dow Peters
<b>Contact Number:</b>	904-265-0751
<b>Email:</b>	dpeters@petersandyaffee.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Barnwell Manor Drainage Study			
		CONTRACT OVERVIEW	
<b>Date Submitted</b>	7/12/2022	<b>Total of Previous Authorizations</b>	\$890,824.81
<b>Amount</b>	\$43,893.60	<b>This Work Authorization</b>	<b>\$43,893.60</b>
<b>Scheduled Completion</b>	6 months from WA	<b>Current Contract Total</b>	\$934,718.41

This Work Authorization is to the AGREEMENT between Nassau County and Peters & Yaffee, Inc. ("Vendor") for Professional Services in Nassau County, Florida, dated May 9, 2016, as amended. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall review applicant's Transportation Studies as submitted to Nassau County in accordance with the proposal dated July 5, 2022, a copy of which is attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Vendor anticipates the starting date to be 1 week from receipt of execution of this Work Authorization with an estimated duration of 6 months to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the not to exceed amount of \$43,893.60. Vendor's fee amounts are detailed further in Exhibit "A". Vendor will be using rates previously established in Contract CM2287.

ARTICLE 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

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In presenting this Work Authorization, Vendor agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:

BY: Dow Peters  
Print Name: Dow Peters  
Title: President  
Date: 7/20/2022

Account number(s):

**03420541-531000**

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

County Engineer:

Robert Companion/20/2022

Robert T. Companion, PE

Procurement:

Lanaee Gilmore 7/22/2022

Lanaee Gilmore

Office of Management & Budget:

Chris Lacambra 2022

DF

7/20/2022

Chris Lacambra

Daniel Fanger

County Manager:

Taco E. Pope, AICP 7/22/2022

Taco E. Pope, AICP

Ex-Officio Clerk:

N/A

John A. Crawford

County Attorney:

Denise C. May 7/22/2022

Denise C. May

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS, this \_\_\_\_ day of \_\_\_\_\_, 2022.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

N/A

Jeff Gray  
Chairman

ACCOUNT NO.:

03420541-531000





EXHIBIT A  
SCOPE OF SERVICES  
ENGINEERING SERVICES  
FOR

Professional Engineering Support (TIA Review)

NASSAU COUNTY, FLORIDA  
July 5, 2022

**A. PROJECT DESCRIPTION**

The intent of this project is to assist Nassau County Public Works Department on Professional Engineering Services. Those services shall include, but not limited to:

1. Professional Engineering Support
  - a. Review Methodology Letter
  - b. Attend Methodology Meeting (if required)
  - c. TIA Review and Provide Comments
  - d. Review Revised TIA (if required)
  - e. Additional Meetings (if required)

**B. NASSAU COUNTY RESPONSIBILITY**

1. The County will provide the Consultant with each task description and schedule for completion.
  - a. The County shall provide access to any available plans, maps, survey data and other pertinent information under its control essential to the satisfactory completion of the work indicated herein.

**C. PROJECT SCHEDULE**

- a. This work authorization will be for a period of six (6) months. Individual requests under this work authorization shall be determined on a case by case basis.

**D. COMPENSATION**

- a. The Consultant will perform these services on an hourly basis as directed by Nassau County using the rates contained in the Master Contract.
- b. This work authorization will be for a fee not to exceed \$43,893.60.



**ESTIMATE OF WORK EFFORT AND FEE**  
**Professional Engineering Support (TIA Review)**

No. / ACTIVITY	Project Principal		PM / Senior Engineer		Project Engineer		Engineering Intern		Clerical		Project Totals		
	Rate = \$ 214.29		Rate = \$ 182.89		Rate = \$ 113.27		Rate = \$ 76.23		Rate = \$ 62.80		Hours	Costs	
	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Man Hours	Labor Cost	Hours	Costs	
<b>Professional Engineering Support (Assumes One (1) TIA Per Month for Six (6) Months)</b>													
1a	Review Methodology Letter	0	\$ -	24	\$ 4,389.36	0	\$ -	0	\$ -	0	\$ -	24	\$ 4,389.36
1b	Attend Methodology Meeting (if required)	0	\$ -	18	\$ 3,292.02	0	\$ -	0	\$ -	0	\$ -	18	\$ 3,292.02
1c	TIA Review and Provide Comments	0	\$ -	120	\$ 21,946.80	0	\$ -	0	\$ -	0	\$ -	120	\$ 21,946.80
1d	Review Revised TIA (if required)	0	\$ -	48	\$ 8,778.72	0	\$ -	0	\$ -	0	\$ -	48	\$ 8,778.72
1e	Additional Meetings (if required)	0	\$ -	30	\$ 5,486.70	0	\$ -	0	\$ -	0	\$ -	30	\$ 5,486.70
<b>TOTAL</b>		<b>0</b>	<b>\$ -</b>	<b>240</b>	<b>\$ 43,893.60</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>240</b>	<b>\$ 43,893.60</b>

**Certificate Of Completion**

Envelope Id: 6FB439035E234D649DA681DB35251B4C	Status: Completed
Subject: Please DocuSign: WA20 Peters & Yaffee Traffic Study Reviews.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 10
Certificate Pages: 6	Initials: 3
AutoNav: Enabled	Envelope Originator: Abigail Shapiro ashapiro@nassaucountyfl.com
Enveloped Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 7/20/2022 2:48:03 PM	Holder: Abigail Shapiro ashapiro@nassaucountyfl.com	Location: DocuSign
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**Signer Events**

Signer Events	Signature	Timestamp
Dow Peters dpeters@petersandyaffee.com President Security Level: Email, Account Authentication (None)	<i>Dow Peters</i>  Signature Adoption: Pre-selected Style Using IP Address: 45.22.89.89	Sent: 7/20/2022 3:11:37 PM Viewed: 7/20/2022 3:16:52 PM Signed: 7/20/2022 3:17:01 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 7/20/2022 3:16:52 PM  
ID: f4a05f79-6a74-476d-944e-2ba0bac68969

Robert Companion RCompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Robert Companion</i>  Signature Adoption: Pre-selected Style Using IP Address: 50.203.12.130	Sent: 7/20/2022 3:17:02 PM Viewed: 7/20/2022 3:20:48 PM Signed: 7/20/2022 3:21:14 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Daniel Fanger dfanger@nassaucountyfl.com Asst. OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>DF</i>  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/20/2022 3:21:16 PM Viewed: 7/20/2022 3:25:44 PM Signed: 7/20/2022 3:26:22 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 1/12/2022 8:21:25 AM  
ID: a674f252-535e-4d30-a29b-ba05d6cf52ef

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>chris lacambra</i>  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/20/2022 3:26:24 PM Viewed: 7/20/2022 4:28:02 PM Signed: 7/20/2022 4:28:10 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/20/2022 4:28:11 PM Viewed: 7/22/2022 4:10:38 PM Signed: 7/22/2022 4:10:44 PM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>Taco E. Pope, AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/22/2022 4:10:46 PM Viewed: 7/22/2022 5:00:44 PM Signed: 7/22/2022 5:00:52 PM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 174.212.50.81 Signed using mobile</p>	<p>Sent: 7/22/2022 5:00:54 PM Viewed: 7/22/2022 5:01:45 PM Signed: 7/22/2022 5:02:13 PM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p><i>SB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 7/22/2022 5:02:16 PM Viewed: 7/25/2022 11:31:05 AM Signed: 7/25/2022 11:31:23 AM</p>

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	Status	Timestamp
<b>Agent Delivery Events</b>	Status	Timestamp
<b>Intermediary Delivery Events</b>	Status	Timestamp
<b>Certified Delivery Events</b>	Status	Timestamp
<b>Carbon Copy Events</b>	Status	Timestamp
<p>Caleb Hurst churst@nassaucountyfl.com Senior Development Review Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	<p>Sent: 7/25/2022 11:31:25 AM</p>

Carbon Copy Events	Status	Timestamp
Procurement procurementstaff@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/25/2022 11:31:26 AM
RLS Distribution RLSDistribution@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/25/2022 11:31:26 AM
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/25/2022 11:31:27 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/20/2022 3:11:38 PM
Certified Delivered	Security Checked	7/25/2022 11:31:05 AM
Signing Complete	Security Checked	7/25/2022 11:31:23 AM
Completed	Security Checked	7/25/2022 11:31:27 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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: [bsimmons@nassaucountyfl.com](mailto:bsimmons@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 [bsimmons@nassaucountyfl.com](mailto:bsimmons@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 [bsimmons@nassaucountyfl.com](mailto:bsimmons@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 [bsimmons@nassaucountyfl.com](mailto:bsimmons@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.