# CS-22-271

#### WORK AUTHORIZATION #<u>01</u> NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Consultant:	Community Planning Collaborative LLC
<b>Contract Number:</b>	CM3387
Contact Name:	Adrienne Burke
Contact Number:	(904) 577-0255
Email:	adrienne@planningcollab.com

	CURRENT WOR	<b>KAUTHORIZATION</b>	
<b>Project Short Title:</b>	Cultural Resource and He	ritage Preservation Planning	
		CONTRACT OVER	VIEW
Date Submitted	7/11/2023	Total of Previous Authorizations	0
Amount	25,000.00	This Work Authorization	\$25,000.00
Scheduled Completion	3 months from NTP	Current Contract Total	\$25,000.00

This Work Authorization is to the AGREEMENT between Nassau County and Community Planning Collaborative ("Consultant") for Cultural Resource and Heritage Preservation Planning, dated 5/5/2023. The services to be provided under this Work Authorization are as follows:

#### ARTICLE 1. Services Described as:

Consultant shall provide Heritage Preservation Planning in accordance with the Scope of Services, a copy of which is attached hereto as Exhibit "A".

#### ARTICLE 2. Time Schedule

The Consultant shall begin work upon execution of this work authorization but no earlier than the date of the notice to proceed, and shall complete work within 3 months of notice to proceed.

#### ARTICLE 3. Budget

Consultant will perform the services outlined herein for the amount of not to exceed \$25,000. Consultant's fee amounts are detailed further in Exhibit "B". Consultant will be using rates previously established under Contract CM3387.

#### **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.

Any Work Authorization entered into prior to expiration or termination set forth in the AGREEMENT 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.

In presenting this Work Authorization, Consultant agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. 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:

BYAdrienne	Burke		
Print Name:		Burke	
Title: Princi	pal		
Date: 7/14/2	023		

#### **RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent:	Brandy Canallis	
Procurement:	hannes Alman	
Office of Management & Budget:	cluris lacambra	72
County Manager:	Taco E. Popey AICP	
County Attorney:	Denise C. May	AJ

ACCOUNT NO.: \_\_\_\_\_\_\_

# Community Planning Collaborative Professional Services Contract

# Scope of Professional Services

Community Planning Collaborative LLC can provide the following services related to cultural resource and heritage preservation planning:

- Comprehensive plan policy
- Land development code text
- Historic context statements
- Historic marker and heritage trail content
- Historic research
- Historic cemetery planning
- Historic preservation grant writing and administration
- Historic community development and placekeeping strategies

In relation to any of the above services, Community Planning Collaborative LLC can perform related services, including but not limited to:

- supporting staff in community meetings,
- working with property owners/resource managers,
- engaging with community members,
- coordinating/connecting/being a conduit with/to partner agencies, NGOs, and other entities engaged in cultural resource preservation,
- performing research and preparing reports,
- overseeing/critiquing consultant work,
- providing expert testimony,
- providing guidance on policy formation,
- creating maps and related graphics, and
- other professional services found by the BOCC to promote the greater common good and serve the public interest as related to the identification, protection/preservation, and maintenance of cultural resources in Nassau County.

Rate of \$150/per hour/per employee.

# COMMUNITY PLANNING COLLABORATIVE

#### Exhibit B

# Identified Project Priorities in Nassau County FY22-23 County Contract Tracking No: CM3387

Community Planning Collaborative (CPC) has identified the following tasks related to preservation project priorities in Nassau County for the remainder of FY22-23, ending September 30, 2023:

## **Community Preservation Planning**

- Create a resource guide for community historic preservation planning and advocacy that can be made publicly available and will include at a minimum:
  - Historic preservation 101 information.
  - Overview of current preservation regulations that exist in Florida and Nassau County.
  - How County can and cannot assist with preservation efforts at this time.
  - Cemeteries, with case studies such as Kings Ferry and Gullah Geechee cemeteries.
  - Starting Friends groups and general information on establishing a nonprofit.
  - Grant funding opportunities for nonprofit organizations.
- **Deliverable:** PDF document with narrative and graphics.
- **Projected Hours:** 72 hours at \$150/hr = \$10800.00

#### American Beach Planning

- To include assisting with implementation of Evans' Rendezvous rehabilitation, public space planning, and assisting in implementation of American Beach Cultural Heritage Experience Master Plan, acting as adjunct staff/facilitators:
  - Review efforts to date and current status of Evans' Rendezvous rehabilitation and Cultural Heritage Master Plan.
  - Coordinate community engagement process regarding use of Evans' Rendezvous and goals for activation of Gregg and Lewis Streets, including identifying potential facilitators.
  - Coordinate with County Staff regarding rehabilitation plans for Evans' Rendezvous structure.
  - Coordinate with community and County Staff regarding next steps for implementation of the Cultural Heritage Master Plan.
- Deliverables: TBD based on process, but primarily public meetings and meetings with staff, with identified steps and outcomes from the meetings summarized after each meeting and roles assigned for action items. Action items may be assigned to CPC depending on the need and may impact projected hours. Project is expected to continue into FY23-24.
- **Projected Hours:** 64 hours at \$150/hr = \$9600.00

# COMMUNITY PLANNING

### **Bicentennial 2024 Planning**

- To include assisting with implementation of the Nassau County Bicentennial 2024 efforts, acting as adjunct staff/facilitators:
  - Serve as coordinators for history/cultural resource component of the celebration to include a history/cultural resource exhibit to be displayed during Bicentennial events and at County locations throughout 2024.
  - Identify narrative themes for County history as a starting point for discussions. Narrative themes are intended to be broad categories and could include periods of time, cultural associations, etc.
  - o Identify stakeholders and facilitate meetings to finalize exhibit content.
  - Research options for creating and manufacturing the exhibit.
- Deliverable:
  - Document identifying narrative themes for exhibit consideration.
  - Stakeholder meetings and meetings with staff, with identified steps and outcomes from the meetings summarized after each meeting and roles assigned for action items. Action items may be assigned to CPC depending on the need and may impact projected hours. Project is expected to continue into FY23-24.
- Projected Hours: 30 hours at \$150/hr = \$4500.00

Total Projected Hours/Cost Not to Exceed: \$25,000.00



# Community Planning Collaborative LLC

904.577.0255 info@planningcollab.com 221 N. Hogan Street, Suite 237 Jacksonville, FL 32202 www.planningcollab.com

A	CORD CER	TIFIC	ATE OF LI	ABIL	ITY IN	SUR/	ANCE		E (MM/DD/YYYY) 4/25/2023
B	HIS CERTIFICATE IS ISSUED AS A ERTIFICATE DOES NOT AFFIRMA ELOW. THIS CERTIFICATE OF IN EPRESENTATIVE OR PRODUCER,	TIVELY O	R NEGATIVELY AMENI	D, EXTER	ND OR ALT	TER THE CO	VERAGE AFFORDED	ATE H	DLDER. THIS
th	PORTANT: If the certificate holde e terms and conditions of the polic ertificate holder in lieu of such endo	y, certain j	policies may require an						
PRO	DUCER		1	CONTA NAME:	Pavel	Yurkov			
	Insure LLC			PHONE (A/C, No	Ext); 1-87	7-900-9998	FAX AND N	ój:	
	0 Buskirk Ave Suite 300 Inut Creek, CA. 94597,USA			E-MAIL ADDRE		abizinsur	c.com		
** 64	Int Clock, CA. 74577,054				IN	SURER(S) AFFO	RDING COVERAGE		NAIC #
NSU		-		INSURE	RA: Hiscox			lder <u>secondatent</u> a	10200
	nmunity Planning Collaborative,	110		INSURE					-
21	N. Hogan St. Suite 237			INSURE	· · · · · · · · · · · · · · · · · · ·		1998 - N		-
AC	KSONVILLE, FL 32202			INSURE	And here a second se	With construction of the local data and the local d	New York Contraction of the Cont		-
				INSURE					-
COV	ERAGES CE	RTIFICAT	E NUMBER:	THOURE			REVISION NUMBER:		
INC CE	IS IS TO CERTIFY THAT THE POLICIE DICATED NOTWITHSTANDING ANY F RTIFICATE MAY BE ISSUED OR MAY CLUSIONS AND CONDITIONS OF SUCH	PERTAIN,	THE INSURANCE AFFOR	DED BY	THE POLICIE	OR OTHER	DOCUMENT WITH RESP D HEREIN IS SUBJECT	PECT TO	WHICH TH
SR	TYPE OF INSURANCE	ADDL SUBR		LDELITI		POLICY EXP		AITS	
	GENERAL LIABILITY	WISH WYD	T SOUT NUMBER	1			EACH OCCURRENCE	15	
1	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occumence)	5	
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	5	
-				.1			PERSONAL & ADV INJURY	- 5	
1				1			GENERAL AGGREGATE	s	
1	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMPIOP AG	5 5	
1	POLICY PRO LOC						PERSONAL PROPERTY	5	
1	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	s	
-	ANY AUTO ALL OWNED SCHEDULED						BODILY INJURY (Per person	-	
	AUTOS AUTOS						BODILY INJURY (Par accider PROPERTY DAMAGE	11) <b>S</b>	
1	HIRED AUTOS AUTOS						(Per accident)	s	Management
	UMBRELLA LIAB OCCUR						FACH OCCURRENCE	s	
1	EXCESS LIAB CLAIMS-MADE						AGGREGATE	15	-
	DED RETENTION S			1			a and a second a se	s	11111111111111111111111111111111111111
	NORKERS COMPENSATION	1					WC STATU-	4.	
. 1	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A					EL EACH ACCIDENT	\$	
10	Mandalory in NH)	N/A					EL DISEASE - EA EMPLOY	E S	
i	ESCRIPTION OF OPERATIONS below						EL DISEASE - POLICY LIMI	rs	
E	Professional Liability (E&O)		HSX102863-01		04/06/2023	04/06/2024	Coverage: \$1,000,00 Aggregate: \$1,000,0 Deductible: \$1,000		
SCR.	IPTION OF OPERATIONS / LOCATIONS / VEHIC ertificate is issued for evidence purp	LES (Attach A oses only.	ACORD 101, AddRional Remarks	l Schedule, i	f more space is	required}			
RT	IFICATE HOLDER			CANCE	ELLATION				
	Nassau County Board of Co 96135 Nassau Place YULEE, FL 32097	unty Com	missioners	THE	EXPIRATION	DATE THE	ESCRIBED POLICIES BE REOF, NOTICE WILL Y PROVISIONS.		
				AUTHOR	ZED REPRESEN		who Gurke	re	

name and logo are registered marks A 10

ACORD <sup>®</sup> CERTIFICATE OF LIABILITY INSURANCE									(MM/DD/YYYY)			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFIC								5/2023				
CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.												
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).												
	DUCE			00111	er ng		CONTA NAME:			(3).		
		liscox Inc.					PHONE (A/C, N	o, Ext): (000)	202-3007	FAX (A/C, No	):	
	-	20 Madison Avenu 2nd Floor	le				E-MAIL	ss: conta	ct@hiscox.co			
	N	lew York, New Yor	k 10022							RDING COVERAGE		NAIC #
	JRED						INSURE		x Insurance (	Company Inc		10200
1143		ommunity Planning	g Collaborative L	LC			INSURE					
		126 Kernan Lake C	Circle				INSURE					
		103 acksonville, FL 322	246				INSURE					
							INSURE	RF:				
_		AGES				E NUMBER:				REVISION NUMBER:		
	NDICA ERTI	TED. NOTWITHS	TANDING ANY RE SSUED OR MAY	EQUIF PERT	REME "AIN,	RANCE LISTED BELOW HAY NT, TERM OR CONDITION THE INSURANCE AFFORD LIMITS SHOWN MAY HAVE	OF AN ED BY	Y CONTRACT	OR OTHER I	DOCUMENT WITH RESP	ECT TO	MHICH THIS
INSR		TYPE OF INSU		ADDL	SUBR		BEEN		POLICY EXP (MM/DD/YYYY)	LIM	ITS	
	X	COMMERCIAL GENER		INSU		TOEIOT NOMBER				EACH OCCURRENCE	\$ 2,00	0,000
		CLAIMS-MADE	X OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence)	s 100	000
				Y		D101 000 000 1		04/04/0000	0.1/0.1/0.001	MED EXP (Any one person)	\$ 5,000	
А						P101.020.303.1		01/01/2023	01/01/2024	PERSONAL & ADV INJURY	\$ 2,00	
	GEN	I'L AGGREGATE LIMIT								GENERAL AGGREGATE	\$ 2,000,000 3 \$ S/T Gen. Agg.	
	<u>^</u>	POLICY PRO- JECT	LOC							PRODUCTS - COMP/OP AGG	s Sri Gen. Agy.	
	AUT	OTHER: OMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident)	\$	
		ANY AUTO								BODILY INJURY (Per person)	\$	
		ALL OWNED	SCHEDULED AUTOS							BODILY INJURY (Per accident	:) <b>\$</b>	
ļ		HIRED AUTOS	NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident)	\$	
											\$	
		UMBRELLA LIAB	OCCUR							EACH OCCURRENCE	S	
		l	CLAIMS-MADE							AGGREGATE	s	
		DED RETENTION	1							PER OTH- STATUTE ER		
	ANYF	EMPLOYERS' LIABILIT PROPRIETOR/PARTNER		N/A						E.L. EACH ACCIDENT	\$	
	(Man	CER/MEMBEREXCLUDE datory in NH)		NTA						E.L. DISEASE - EA EMPLOYE	E \$	
	DES(	, describe under CRIPTION OF OPERATI	ONS below							E.L. DISEASE - POLICY LIMIT	\$	
DES	CRIPT	ION OF OPERATIONS /	LOCATIONS / VEHICI	.ES (/		101, Additional Remarks Schedul	le, may b	e attached if more	e space is require	ed)		
						sted as an Additional Insure						
							0.000					
CE	RTIF	ICATE HOLDER					CANC	ELLATION				
9	6135	u County Board of Nassau Place FL 32097	County Commiss	sione	rs		THE	EXPIRATION	DATE THE	ESCRIBED POLICIES BE REOF, NOTICE WILL Y PROVISIONS.		
						AUTHORIZED REPRESENTATIVE						

	CORPORATION.	

The ACORD name and logo are registered marks of ACORD

#### **Requisition Form**

#### NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS 96135 Nassau Place Suite 1

Yulee, FL 32097

DEPARTMENT County Manager

**REQUESTED BY** 

VENDOR NAME/ADDRESS Community Planning Collaborative LLC 221 N Hogan St., Suite 237 Jacksonville, FL 32202

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	-	AMOUNT AVAILABLE		STANDARD	O OR ENCUMBER ONI	Bell
FRANK CUMPER	Cultural Resource/Heritage P			\$ 178,426.00		Encumber		CM3387
ITEM NO.	DESCRIPTIO	DN	QUANTITY		AMOUNT	· · · · · · · · · · · · · · · · · · ·		-
	Professional Services re:	NTE.	1.00	\$ 25,000.00	\$ 25,000.	00 NTY		
	Cultural Resource/Heritage P	reservation Planning			\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0,00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
			-		\$ 0,00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
ORIGINAL - FINAT COPY - DEPARTM	ENT	44 WWW.				Shipping Total		0,00 000 <b>,</b> 00
Department He I attest that, to t Purchasing Pol	end the best of my knowledge, this red <sup>jey,</sup> Eyrman.		ate informa /2023	alion, has been review	ved, budgeted fo	or and follow	s the Nassau Co	inty
Office of Mana	gement and Budget he best of my knowledge, funds a	re available for paymen	1/2023					

**County Manager** 

I attast that to 11 post of the transfer of the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval. 5/5/2023

Clerk:	_		
Date:			

Revised 20220506 - Previous Versions Obsolete