

CS-23-047

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

Cm 3301-A1

SECTION 1 - GENERAL INFORMATION

Requesting Department: Tech Services Contact Person: Tonya Wood
 Telephone: (904) 530-6057 Email: twood@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Cityscape Consultants, Inc
 Address: 2423 S Orange Ave. #317
 City: Orlando State: FL Zip Code: 32806
 Vendor's Administrator Name: Kay Miles Title: Business Manager
 Telephone: (267) 858-6203 Email: Kay@CityScapeGov.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Anthony Lopez
 Authorized Signatory Email: Anthony@CityScapeGov.com

(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR, OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION

Contract Name: CM3301 CityScape Public Safety Maintenance and Replacement Plan
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: Equipment inventory and support for radio system

(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)

Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source
 Single Source Other
 Total Amount of Contract: \$60,000.00 (Estimate if necessary)
 Account Number: 01132516-531000 NCPP9
 Source of Funds: County State Federal Other:
 County Authorized Signatory: BOCC Chairman County Manager
(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE

Insurance Category: Category L Category M Category H Other: Ashey Metz 11/9/2023

Risk Manager Initials:

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: CM3301 Amendment No: 1
 Type of Amendment: Renewal Time Only Extension Additional Scope Other:
 Increased Amount to Existing Contract: \$ 16,445.00 (if any) Total with Amended Amount: \$ 76,455.00
 Account Code Change From: _____ To: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | | |
|--|---|--------------------|
| 1. <u>Derrick D. Lindsay</u> <u>11/8/2023</u>
Department Head/Contract Manager Date | 3. <u>Tanasa Belmont</u> <u>11/12/2023</u>
Procurement Date
<i>(Signature required only if procurement related)</i> | <u>Be 11/10/23</u> |
| 2. <u>[Signature]</u> <u>11.7.23</u>
Office of Mgmt. & Budget Date | 4. <u>Denise C. May</u> <u>11/13/2023</u>
County Attorney Date | <u>11/13/2023</u> |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Popey AICP 11/13/2023
 County Manager Date

AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES

THIS AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and **CityScape Consultants, Inc.**, a business having its primary business location at **2423 S. Orange Ave, #317, Orlando FL 32806** (hereinafter the “Consultant”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for professional services dated April 10th, 2023 (hereinafter “Contract”); and

WHEREAS, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. Article 2 at Section 2.1 of the Contract is hereby amended to expand the Scope of Services to include inventory of equipment for Public Safety Radio System sites as further described in Exhibit “A” attached hereto and incorporated herein.

SECTION 2. Article 4 – Term of Contract is hereby amended to add an additional sixty (60) days to the term for a total contract term of three hundred (300) days.

SECTION 3. Section 5.1 of the Contract is hereby amended to increase the not to exceed compensation amount by \$16,445.00 for the goods/services to be provided under the Contract due to the expansion of the scope of work and the County shall now compensate the Consultant in an amount not to exceed \$76,445.00.

SECTION 4. All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

CM3301-A1

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

THE COUNTY:

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Signature: Taco E. Pope, AICP

Print Name: Taco Pope

Title: County Manager

Date: 11/13/2023

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May

DENISE C. MAY, County Attorney

**CONSULTANT:
CITYSCAPE CONSULTANTS, INC.**

Signature: 

By: Mary K. Miles

Title: VP/Business Manager

Date: 10/6/2023

EXHIBIT A

AMENDMENT 1 TO CONTRACT CM3301 –
SITE VISITS/EQUIPMENT INVENTORY

Page 1 of 4

AMENDMENT 1**PROJECT: CSFL:LMR-MAINT
CITYSCAPE/FE/NASSAU COUNTY, FLORIDA
RADIO SYSTEM MAINTENANCE AND REPLACEMENT PLAN
EQUIPMENT INVENTORY SUPPORT****1. INTRODUCTION AND ISSUES**

Nassau County, Florida (County) owns and operates a radio communications system used by public safety and public service agencies within the County and the City of Fernandina Beach. The County purchased the radio system from Motorola Solutions, Inc. (Motorola) in 2005 and completed the installation in 2006. The system comprises five radio communications tower sites and a dispatch center.

In 2021, via partnership with CityScape Consultants, Inc. (CityScape), the County retained CityScape and Federal Engineering, Inc. (**FE**) to determine the degree to which the public safety radio system infrastructure adheres to industry standards and best practices and to determine whether there are any critical risks that should be addressed.

Then in 2023, **FE** reviewed the equipment inventory comprising the radio system and developed a short- and long-term preventative maintenance and replacement plan. As the project progressed, the County notified CityScape that they were unable to furnish equipment inventory records required to develop the maintenance and replacement plan and requested that CityScape and **FE** inventory the equipment.

In response to this request, the following tasks described in the sections below will be provided to the County.

2. TASK 1 – COORDINATE SITE VISITS

CityScape will coordinate a site visit schedule with the County, **FE** and **CityScape**. The County will provide an escort to **FE** and **CityScape** to facilitate access to the sites and to open equipment cabinets if required.

3. TASK 2 – PERFORM EQUIPMENT INVENTORY

The following sites will be visited by **FE** to collect information on radio system equipment not included within the County's System Upgrade Agreement (SUA) with Motorola; and by **CS** to verify existing equipment at the sites related to County lease documents:

- Bryceville – RF Site
- Callahan – RF Site
- EOC – Sheriff's Dispatch Site
- Fernandina Beach – RF Site
- Hilliard – RF Site
- Yulee – Master, Prime, RF Site

Inventory information will be collected for the following non-SUA equipment directly supporting the radio system including the manufacturer, model, and location of the following equipment:

- Uninterruptible power supplies (UPS)
- Generators and automatic transfer switches (ATS)
- Radio towers and equipment shelters
- Heating, ventilation, and air conditioning (HVAC) units
- Microwave radio equipment

The inventory data will be compiled within a spreadsheet and delivered to the County as an appendix to the *Nassau County Public Safety Radio System Preventative Maintenance and Equipment Replacement Plan* being developed as part of the scope of work.

4. ESTIMATED SCHEDULE

Estimated time schedule is two weeks to collect the inventory data at the sites and an additional two weeks to document the information.

5. STAFFING/ORGANIZATION

Susan Rabold, CityScape's Project Manager and Travis LePage, *FE's* Project Director will oversee the County project along with subject matter expert support provided by Terry Forehand, Senior Consultant.

6. ESTIMATED COST

Tasks in Section 2 and Section 3, above will be completed for a fixed price of \$16,445.00, which includes labor, travel, and other direct costs. Should additional funding be required to complete the required tasks, a mutually agreeable amendment will be executed.

7. INVOICING

Project invoices will be submitted as follows:

1	Complete site visits	\$12,650.00
2	Complete inventory documentation submitted to County	\$3,795.00

8. BASIS FOR OUR SCOPE OF WORK

1. Cityscape/**FE** professionals will be directed by County's Project Manager or their designee according to the assignments to be performed. The scheduling of **FE** resources will be mutually agreed upon based upon the needs of CityScape/Nassau County and the availability of the specific **FE** consultants.
2. CityScape and **FE** reserves the right to assign/reassign work efforts and associated costs across tasks and between our professional staff members in order to meet our contractual obligations to the County.
3. This Amendment assumes CityScape/**FE** will perform tasks called out in Section 2 and Section 3 (excluding any optional tasks or services). The deletion of a task or significant change in scope of one or more tasks may affect the overall price. Additional optional tasks can be priced at CityScape's request and added to this Amendment via a mutually agreeable contract modification.
4. The Amendment assumes that **FE** will visit six County sites within a 2-week period. Should **FE** need to mobilize multiple times, a mutually agreeable amendment will be developed to account for the costs.
5. This Amendment assumes that **FE** will be able to identify manufacturer and model information for the equipment identified in the task order. Should this information not be available, **FE** will make assumptions to complete the inventory. This Amendment does not include the collection of serial numbers or performing additional research on the equipment inventoried.
6. This Amendment assumes a project start date no later than October 2, 2023, and assumes a 4-week schedule to perform the inventory task. Delays to the project schedule due to actions or lack of actions on the part of County, County's participants, third parties, and others including, but not limited to vendor protests, protracted contract negotiations, vendor delays that impact the program schedule and/or costs to County will be brought to the attention of the County's Project Manager in a timely manner and will be reduced to writing via a mutually agreed upon contract amendment, which may include an increased cost.
7. CityScape/**FE**'s ability to fulfill these tasks depends, in part, on the willingness and ability of County, County's participants, equipment vendors, service providers, third parties, and others to provide information in a timely manner, and upon the accuracy of the information as supplied. The accuracy of input data, whether provided in electronic or hard copy form, and the recommendations, actions, system designs, software, and license filings resulting therefrom cannot, therefore, be warranted by CityScape/**FE** nor can the performance, suitability, or reliability of said systems be warranted by CityScape/**FE**. CityScape/**FE** accepts no responsibility or liability to any third party in respect to any information or related content delivered by CityScape/**FE**. This information is subjective in certain respects, and, thus, susceptible to multiple interpretations and may need periodic revisions based on actual experience and subsequent developments.
8. This Amendment assumes that CityScape's Project Manager will schedule meetings and teleconferences, provide meeting and teleconferencing facilities and notify attendees.
9. Deliverables will be provided to County electronically via email.

SCHEDULE A
LONG-TERM CONSULTING RATES

Effective January 1, 2023, through December 31, 2023.

Director/Chief Consultant (FE)	\$ 265.00 per hour
Senior Engineer (CS)	\$ 275.00 per hour
Senior Consultant (FE/CS)	\$ 220.00 per hour
Consultant (FE/CS)	\$ 190.00 per hour
Senior Analyst (FE)	\$ 155.00 per hour
Analyst (FE)	\$ 115.00 per hour
Administrative / Computer Services (FE/CS)	\$ 90.00 per hour

Proprietary Notice

This proposal, its contents, and appendices are proprietary to CityScape Consultants, Inc./Federal Engineering, Inc. and shall not be disclosed to third parties without prior written permission from CityScape Consultants, Inc./Federal Engineering, Inc. Should this proprietary notice conflict with any government procurement regulations, policies, or practices, the government procurement regulations shall take precedence.

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Certificate Of Completion

Envelope Id: 312C46A7288B4683996C4D0F9A9C7926	Status: Completed
Subject: Please DocuSign: Non-Project Invoice - CityScape Consultants Inc- CM3301-A1 - \$16,445.00	
Source Envelope:	
Document Pages: 8	Signatures: 10
Certificate Pages: 3	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Tonya Wood
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	twood@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Tonya Wood	Location: DocuSign
11/8/2023 3:17:09 PM	twood@nassaucountyfl.com	

Signer Events

Signer Events	Signature	Timestamp
<p>Tonya Wood twood@nassaucountyfl.com Administrative Coordinator Nassau County Board of County Commission Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 50.238.237.26</p>	<p>Sent: 11/8/2023 3:35:47 PM Viewed: 11/8/2023 3:35:58 PM Signed: 11/8/2023 3:36:15 PM</p>
<p>Derrick D. Lindsay dlindsay@nassaucountyfl.com Chief Innovation Officer Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Derrick D. Lindsay</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/8/2023 3:36:17 PM Viewed: 11/8/2023 3:36:52 PM Signed: 11/8/2023 3:37:11 PM</p>
<p>Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>TP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/8/2023 3:37:12 PM Viewed: 11/8/2023 3:41:52 PM Signed: 11/8/2023 3:42:38 PM</p>
<p>chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Chris Lacambra</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/8/2023 3:42:39 PM Viewed: 11/9/2023 7:09:40 AM Signed: 11/9/2023 7:11:04 AM</p>

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<p>Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Ashley Metz</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/9/2023 7:11:06 AM Viewed: 11/9/2023 7:31:21 AM Signed: 11/9/2023 7:31:37 AM</p>
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 71.197.35.120</p>	<p>Sent: 11/9/2023 7:31:38 AM Viewed: 11/12/2023 11:00:11 PM Signed: 11/12/2023 11:00:21 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/12/2023 11:00:24 PM Viewed: 11/13/2023 1:25:29 PM Signed: 11/13/2023 1:25:37 PM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/13/2023 1:25:39 PM Viewed: 11/13/2023 3:05:21 PM Signed: 11/13/2023 3:05:43 PM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: 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: 11/13/2023 3:05:45 PM Viewed: 11/13/2023 3:30:48 PM Signed: 11/13/2023 3:30:54 PM</p>

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Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Tonya Wood twood@nassaucountyfl.com Administrative Coordinator Nassau County Board of County Commission Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/13/2023 3:30:57 PM Resent: 11/13/2023 3:31:00 PM

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Notary Events	Signature	Timestamp
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Signing Complete	Security Checked	11/13/2023 3:30:54 PM
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Payment Events	Status	Timestamps
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