

DATE
4/22/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Pond & Company Corporation
1200 Riverplace Blvd., Suite 600
Jacksonville

DEPARTMENT
Public work

REQUESTED BY
D Podiak / J Little / E Burton

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
17779	FR Station 20 Addition	04223522-562002 C0107		Encumber Contract	CM3501-WA02

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Work Authorization #02 for design and engineering of a facility addition to Fire Rescue Station 20 located at 5518 First Coast Hwy, Fernandina Bch to include Bid Ready construction documents for the construction of the addition that will allow for:	1.00	\$ 66,205.72	\$ 66,205.72
	4) Sleeping Quarters			\$ 0.00
	2) Bathrooms w/showers, toilets and sinks			\$ 0.00
	1) Day Room-Potentially if space allows w/o kitchen			\$ 0.00
	2) Virtual review sessions w/County for Design approval at 30% & 100%			\$ 0.00
	Scope of Work:			\$ 0.00
	1. Existing Site Condition Assessment			\$ 0.00
	2. Space and Programming Needs Assessment			\$ 0.00
	3. Rough Order of Magnitude Cost Estimate			\$ 0.00
	4. Design Phases with Owner Review			\$ 0.00
	5. Create "Bid Ready" Documents for County's use in bidding process			\$ 0.00
				\$ 0.00

ORIGINAL - FINANCE Shipping \$ 0.00
COPY - DEPARTMENT Total \$ 66,205.72

Department Head

I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

Doug Podiak 4/23/2024

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)

I attest that, to the best of my knowledge, funds are available for payment.
Chris Lacambra 4/23/2024

Procurement Director (signature required if greater than \$5,000.00)

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.
Nassau Belmont 4/24/2024

County Manager (signature required if greater than \$100,000.00)

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

Clerk: LPB
Date: 5/1/2024

NASSAU COUNTY WORK AUTHORIZATION #02

Contract Number:	CM3501
Consultant/Vendor:	Pond & Company Corporation
Consultant/Vendor Contact Name:	Marco Migliaro
Consultant/Vendor Contact Phone Number:	904-559-0115
Consultant/Vendor Contact Email Address:	migliarom@pondco.com
Project Short Title:	Fire Rescue Station 20 Addition
Total Amount of Previous Work Authorizations:	\$319,289.95
Amount of this Work Authorization:	\$66,205.72
New Contract Amount including this Work Authorization:	\$385,495.67
Funding Source:	04223522-562002 C0107

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

ARTICLE 1. Description of Services. Consultant/Vendor shall provide the services as set forth in Exhibit “A”, attached hereto and incorporated herein.

ARTICLE 2. Time Schedule. Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit “A”, attached hereto and incorporated herein. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

ARTICLE 3. Compensation. Consultant/Vendor shall be compensated for the services detailed in Exhibit “A”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract 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. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

RECOMMENDED AND APPROVED BY:

Department Head/Managing Agent: Doug Podiak 4/23/2024
Date

Procurement: Ranase Helmore 4/24/2024
Date

Office of Management & Budget: Chris Lacambra 4/23/2024
Date

County Attorney: Denise C. May 4/29/2024
Denise C. May Date

JP

DS

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

NASSAU COUNTY, FLORIDA

Taco E. Pope AICP
By: TACO E. POPE

Its: Designee

Date: 4/30/2024

POND & COMPANY CORPORATION

BY: [Signature]

Print Name: ROBERT WILLIAMS

Title: Chief Executive Officer / President

Date: 4/25/2024



March 27, 2024

Doug Podiak
Public Works Director
Nassau County
Email: dpodiak@nassaucountyfl.com

**Re: Task Order No. 3 – Design of addition to Fire Rescue Station 20, 5518 First Coast Highway, Fernandina Beach, FL
Architectural and Engineering Services
Letter Fee Proposal**

Mr. Podiak,

Pond is pleased to submit this scope and fee proposal for Nassau County's Task Order No. 3 for architecture and building engineering services. Pond is fully qualified and capable of performing these design services as Pond's Team is comprised of a group of qualified architects and engineers who have the talent and skills to carry out the necessary tasks.

Project Description

Nassau County would like to execute a complete design and engineering project for the expansion of Fire Rescue Station 20, located at 5518 First Coast Highway in Fernandina Beach, Florida. Pond will provide professional design services and "Bid Ready" construction documents for the construction of an addition at the Fire Station site, that will accommodate the following:

1. (4) Sleeping Quarters
2. (2) bathrooms consisting of shower units, toilets, and sinks. Considering a possible (3) bathroom if the footprint allows.
3. Potentially (1) Dayroom if space allows without kitchen.
4. (2) virtual review sessions with the County for Design approval at 30%, 100%.

It is Pond's understanding that the current project budget, inclusive of design, permitting, and construction, is \$400,000. If the full program is estimated to exceed the construction budget, the owner will decide what to exclude or reduce to bring the project within the available budget. If the Owner approves a design at the 30% phase that exceeds the \$400K budget, then the additional scale and complexity of the project will expand Pond's effort and an adjustment to the professional fees will be needed to accommodate the increased effort. The current Fee does not include Fire Protection engineering, if code requires fire suppression, additional fee will be needed.

Scope of Work

1. Existing Site Condition Assessment

- a. County to provide Existing Site Survey and any necessary existing building documents.

2. Space and Programming Needs Assessment

- a. Conduct interviews with county and fire rescue staff for space and programming needs.
- b. Create a building program that illustrates the needs of the addition. Will include space names and square footages, along with a "Conceptual" layout for approval.

3. Rough Order of Magnitude Cost Estimate

- a. Pond will provide a per square foot cost estimate for the project to confirm alignment with project budget.

4. Design Phases with Owner Reviews:

- a. 30% Documents will be produced, and a virtual meeting will be held with the county team members.
- b. 100% Document will be produced, and a virtual meeting will be held with the county team members.

5. Create “Bid Ready” Documents for County’s use in Bidding Process

- a. Pond will provide technical drawings and technical specifications suitable for bidding.
- b. Nassau County will provide the Front-End documents for the project manual that includes the bidding requirements, the contract, the general and supplementary conditions, and other administrative sections for the bidders. If the County requests Pond provide these sections, this would be additional services and require an adjustment in the fee.

Deliverables

Conceptual layout of floor plan
Rough order of magnitude cost estimate
30% Documents for Review
100% Documents for Review

Schedule

Assumed # of Weeks

• Notice to Proceed (NTP)	
• Kick-off Meeting with Nassau County (virtual)	1 week
• On Site Facility Assessment with Design Team and County Staff	1 week
• Space and Program Assessment	2 weeks
• 30% Design Documents	4 weeks
• 100% Design Documents	6 weeks
• “Bid Ready” Documents	3 weeks

Fee Proposal

Based upon our understanding of the scope of work described above, Pond proposes to provide the services outlined above for a Lump Sum Fee of Sixty-Six Thousand, Two Hundred and Five Dollars and Seventy-Two Cents (\$66,205.72).

Reimbursable Expenses:

Reimbursable expenses are in addition to the lump sum design fee and shall include printing, travel, and shipping charges, if required by Owner for completion of the Scope of Services.

Thank you for this opportunity, and we look forward to working with you on this project. Please let us know if you have any questions or need additional information.

Sincerely,
Pond & Company


Signature

Marco Migliaro, AIA
Director of Architecture



Stephen G. Harrill, AIA
Vice President

Nassau County

5518 First Coast Highway Fernandina Beach, FL
Addition of approximately 2,000 SF to existing Fire Rescue Station 20
0

SUMMARY BY Segment

COST AMOUNT OF CONTRACT CHANGE ORDER PROPOSAL

4/19/2024

	PHASE AMOUNTS
Task 1 - Bid Ready Documents	\$ 66,205.72
TOTAL DESIGN COST FOR ALL SEGMENTS	\$ 66,205.72

Nassau County

Task 1 -summary

PROJECT: 5518 First Coast Highway Fernandina Beach, FL

Task 1 - Bid Ready Documents

PERSONNEL	EST. HOURS	RATE/HR.	COST \$	TOTALS
Principal-in-Charge	2	\$ 306.36	\$ 612.72	
Senior Project Manager / Senior Architect	24	\$ 257.00	\$ 6,168.00	
Senior Architect	36	\$ 224.63	\$ 8,086.68	
Architect	144	\$ 151.30	\$ 21,787.20	
Senior Structural Engineer	4	\$ 226.78	\$ 907.12	
Structural Engineer	40	\$ 118.87	\$ 4,754.80	
Senior Electrical Engineer	4	\$ 230.00	\$ 920.00	
Electrical Engineer	40	\$ 155.00	\$ 6,200.00	
Senior Mechanical/Plumbing Engineer	4	\$ 230.00	\$ 920.00	
Mechanical/Plumbing Engineer	40	\$ 155.00	\$ 6,200.00	
Senior Civil Engineer	8	\$ 222.00	\$ 1,776.00	
Civil Engineer	60	\$ 131.22	\$ 7,873.20	
TOTAL DIRECT LABOR		406 Workforce Hours		\$ 66,205.72
DIRECT COSTS (SPECIFY):				
ITEM	UNIT COST	QUANTITY	TOTALS	
Typically Direct Cost, such as milage, is included in loaded rates.			\$	-
Only use this section for unique material costs.			\$	-
			\$	-
			\$	-
			\$	-
Direct Cost Total			\$	-
SUBCONSULTANTS (LIST):				
SUB CONSULTANT			TOTALS	
			\$	-
			\$	-
			\$	-
Subconsultant Sub Total			\$	-
COST AMOUNT FOR PHASE			\$	66,205.72

Certificate Of Completion

Envelope Id: 09CAF399F5C741AE892CC38B67B5E916	Status: Completed
Subject: CM3501-WA02; Pond Co; FR Station 20 Addition; \$66,205.72	
Source Envelope:	
Document Pages: 7	Signatures: 9
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Evelyn Burton
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	eburton@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Evelyn Burton	Location: DocuSign
4/23/2024 7:50:29 AM	eburton@nassaucountyfl.com	

Signer Events

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 4/23/2024 8:21:28 AM Viewed: 4/23/2024 8:33:51 AM Signed: 4/23/2024 8:33:57 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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)		Sent: 4/23/2024 8:33:59 AM Viewed: 4/23/2024 10:26:50 AM Signed: 4/23/2024 10:27:29 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 4/23/2024 10:27:31 AM Viewed: 4/23/2024 2:25:44 PM Signed: 4/23/2024 2:27:03 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 4/23/2024 2:27:05 PM Viewed: 4/24/2024 4:55:30 PM Signed: 4/24/2024 4:56:32 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Robert Williams WilliamsB@pondco.com Executive Vice President Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Drawn on Device Using IP Address: 50.207.14.10	<p>Sent: 4/24/2024 4:56:35 PM Viewed: 4/25/2024 5:30:23 PM Signed: 4/25/2024 5:30:32 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 4/25/2024 5:30:23 PM ID: 1e19baf6-33a9-4745-9466-f304e9d71be6</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 4/25/2024 5:30:36 PM Viewed: 4/29/2024 5:05:15 PM Signed: 4/29/2024 5:05:21 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 73.148.194.109 Signed using mobile	<p>Sent: 4/29/2024 5:05:24 PM Viewed: 4/29/2024 6:06:31 PM Signed: 4/29/2024 6:06:51 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 4/29/2024 6:06:53 PM Viewed: 4/30/2024 6:50:24 PM Signed: 4/30/2024 6:50:29 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 4/30/2024 6:50:32 PM Viewed: 5/1/2024 3:31:50 PM Signed: 5/1/2024 3:31:57 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

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
<p>Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 5/1/2024 3:31:59 PM Viewed: 5/1/2024 3:33:57 PM</p>
<p>Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 5/1/2024 3:32:00 PM</p>
<p>Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9</p>	COPIED	<p>Sent: 5/1/2024 3:32:01 PM</p>
<p>George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 5/1/2024 3:32:02 PM</p>
<p>Tabitha Givens tgivens@nassaucountyfl.com Administrator Coordinanator Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 5/1/2024 3:32:03 PM</p>

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/23/2024 8:21:28 AM
Certified Delivered	Security Checked	5/1/2024 3:31:50 PM
Signing Complete	Security Checked	5/1/2024 3:31:57 PM
Completed	Security Checked	5/1/2024 3:32:03 PM

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.

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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

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 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 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 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.