

CS-24-058

DATE  
10/9/2024

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

VENDOR NAME/ADDRESS  
Surveying and Mapping, LLC (SAM)  
9440 Phillips Highway Suite 7  
Jacksonville, FL 32256

DEPARTMENT  
Public Works

REQUESTED BY  
D. Podiak / S. Sands

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Boundary/Topographic Survey	04223522-562002 C0107	\$ 23,794.28	Encumber Contract	CM3563-WA04
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Boundary topographic survey	1.00	\$ 6,200.00	\$ 6,200.00	
				\$ 0.00	
2	Topographic survey	1.00	\$ 6,097.00	\$ 6,097.00	
				\$ 0.00	
3	Quality Level B SUE services	1.00	\$ 8,520.00	\$ 8,520.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
	Fire Station No. 20			\$ 0.00	
	5518 1st Coast Highway			\$ 0.00	
	Fernandina Beach, FL 32034			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00  
COPY - DEPARTMENT Total \$ 20,817.00

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 10/22/2024

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 10/22/2024

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 Belton 10/23/2024

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: L.BELTON  
Date: 10/23/2024

**NASSAU COUNTY WORK AUTHORIZATION #04**

<b>Contract Number:</b>	CM3563
<b>Consultant/Vendor:</b>	Surveying and Mapping, LLC (SAM)
<b>Consultant/Vendor Contact Name:</b>	Scott Borowski
<b>Consultant/Vendor Contact Phone Number:</b>	(904) 634-8571
<b>Consultant/Vendor Contact Email Address:</b>	Scott.borowski@sam.biz
<b>Project Short Title:</b>	Boundary and Topographic Survey for Fire Station 20
<b>Total Amount of Previous Work Authorizations:</b>	\$27,311.00
<b>Amount of this Work Authorization:</b>	\$20,817.00
<b>New Contract Amount including this Work Authorization:</b>	\$48,128.00
<b>Funding Source:</b>	04223552-562002 C0107

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

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

**ARTICLE 2. Time Schedule.** Vendor anticipates the services to be completed no later than twenty-one (21) days from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

**ARTICLE 3. Compensation.** Vendor shall be compensated for the services in 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. 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:	<u>Doug Podiak</u>	<u>10/22/2024</u>	
		Date	
Procurement:	<u>Lanace Melmore</u>	<u>10/23/2024</u>	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>10/22/2024</u>	<i>JP</i>
		Date	
County Attorney:	<u>Denise C. May, Esq., BCS</u>	<u>10/25/2024</u>	<i>DJ</i>
	Denise C. May	Date	

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

  
By: Taco E. Pope, AICP  
Its: Designee  
Date: 10/25/2024

Surveying and Mapping, LLC (SAM)

BY: Patrick A. Smith  
Print Name: Patrick A. Smith  
Title: Principle/Executive Vice President  
Date: 10/24/2024

# Exhibit "A"

## Vendors Proposal



Delivery Method:

Email [ndavis@nassaucountyfl.com](mailto:ndavis@nassaucountyfl.com)

Date: October 1, 2024

Noami R. Davis  
Nassau County,  
96135 Nassau Place, Suite 2  
Yulee, FL 32097

RE: Fire Station No. 20 at 5518 1<sup>st</sup> Coast Highway (2 Parcels ID 20-2N-28-0000-0003-0000)  
Nassau County, Florida

Ms. Davis,

SAM Surveying and Mapping is pleased to provide you with this proposal for professional Surveying services in connection with the above-referenced project. Based upon the request for proposal and information provided to SAM and upon our previous experience providing similar surveying services, we have prepared the attached proposed Scope of Services and Fee Estimate.

After you have reviewed the attached proposed Scope of Services and Fee, please do not hesitate to call if you have any questions or comments. Again, thank you for the opportunity to provide this proposal. We are looking forward to working with you on this project.

Sincerely,

  
Scott Borowski, PLS  
Project Manager

cc: Eric Stuart, PSM  
George Murray, Project Manager, Capital Projects Management  
Becky Diden, Nassau County, Permit Coordinator  
Jeff Little, Nassau County, Assistant Facilities Director  
Douglas J. Podiak, Nassau County, Public Works

### SAM COMPANIES

9440 Philips Highway, Jacksonville, Florida, 32256  
904.886.0071 Office / 904.634.8571 Cell

**sam.biz**



## **Project Overview**

SAM Surveying and Mapping, LLC (SAM) proposes to provide a Boundary and Topographic Survey for Fire Station No. 20 at 5518 1st Coast Highway project in Nassau County, Florida. The approximate project limits are shown on attached Exhibit "A".

## **Scope of Services – Boundary and Topographic Survey**

SAM will perform a boundary and topographic survey of the areas of interest (AOI) for the above referenced project as provided by Nassau County. Limits of the boundary survey of 2 Parcels both having ID 20-2N-28-0000-0003-0000, recorded in official records book 1457, pages 1955 through 1959, of the public records of Nassau County, Florida. Limits of the topographic survey are the boundary survey of 2 Parcels both having ID 20-2N-28-0000-0003-0000 and extend to the westerly right of way of 1st Coast Highway as shown on attached Exhibit "A".

- Set/establish (or reference to provided) horizontal and vertical survey control at the project site, based horizontally on the Florida East Zone State Plane Coordinate System, North American Datum of 1983 and vertically on the North American Vertical Datum of 1988.
- Locate and/or set parcel and right of way boundary corners of 2 Parcels both having ID 20-2N-28-0000-0003-0000.
- Collect topographic information to include all aboveground visible improvements, edges of pavement, driveways, storm sewer and structures (with invert elevations where accessible), and sanitary sewer and structures (with invert elevations where accessible).
  - Grades shots to be collected on a 50ft-grid, plus all breaks.
  - Generate DTM surface with 1ft contour interval.
- Locate and depict aboveground visible evidence of underground utilities as evidenced by aboveground features marked at the time of field survey.
- Locate trees with DBH of 6" or greater within topographic survey limits.
- SAM will plot all easements shown on the official records book 1457, pages 1955 through 1959, that fall within the survey limits.

## **Scope of Services – Subsurface Engineering Services (SUE) Utility Designation QL-B**

SAM staff will utilize the Radio Frequency Location along with GPR Scans and our suite of geophysical equipment in each vehicle to attempt to designate the area identified in the Project Description within the area of interest. Our approach will be as follows:

SAM will utilize existing construction drawing plans provided by the county, (if applicable), to aid SAM, LLC staff in designation and to utilize as a reference on the drawing plans.

## **Limits of Technology**

- Our success in performing the scope of services for this work is limited to the extent of the technology utilized. Non-metallic piping, inactive electric and/or communication lines may or may not be found. SAM will not be responsible for omission of utility information that is not obtainable via equipment and methodologies it employs on this project.
- The accuracy of subsurface data can be influenced by factors beyond our control such as conductivity of materials and their surroundings, soil moisture content, proximity of other underground utilities or





structures, depth of utility, etc. Therefore, physical verification (through vacuum excavation or otherwise) is the only subsurface utility data that is collected to applicable engineering and/or surveying standards.

- Other surface geophysical methods, such as terrain conductivity and point to source transmitters can be used, as appropriate. These techniques, although typically involving extra expense, can further refine the utility model. Generally, these extra refinements are not cost effective, and SAM will not apply these techniques without authorization of the client.

- Electronic Depth Readings (EDRs), where they appear to be reliable and are repeatable, may be included along with our QLB deliverables. It is important to understand that neither EDRs nor their derivative work products have any Quality Level(s) associated with them. ASCE 38-22 states: There are many conditions under which a Depth derived from Geophysical Methods will be erroneous; often supplemental ground-truth (QLA) observations are required to calibrate and gain confidence in Depths derived from Geophysical Methods. ASCE 38-22 further states: Depth is not a sufficient stand-alone attribute of QLA. QLA is referenced as an elevation. SAM highly recommends that stand-alone EDRs and/or their derivative work products not be used for engineering, architectural, and other critical design, and construction purposes.

**Project Deliverables**

- Digital files in AutoCAD Civil 3D format of the survey.
- Signed/sealed .pdf files of the survey.

**Project Schedule**

Upon receipt of work order, SAM will mobilize field staff within 7 days. Survey will be delivered to the County within 3 weeks of notice to proceed.

**Fees**

SAM will provide the following services on a lump sum basis per the Scope of Services defined in this proposal dated July 11, 2024, and authorized by a Nassau County work order.

Boundary Topographic Survey	\$6,200.00
Topographic Survey	\$6,097.00
Quality Level B SUE services	\$8,520.00
 Total Lump sum fee	 \$20,817.00

Please do not hesitate to contact me at 904-634-8571 if you have any questions or wish to discuss this proposal.

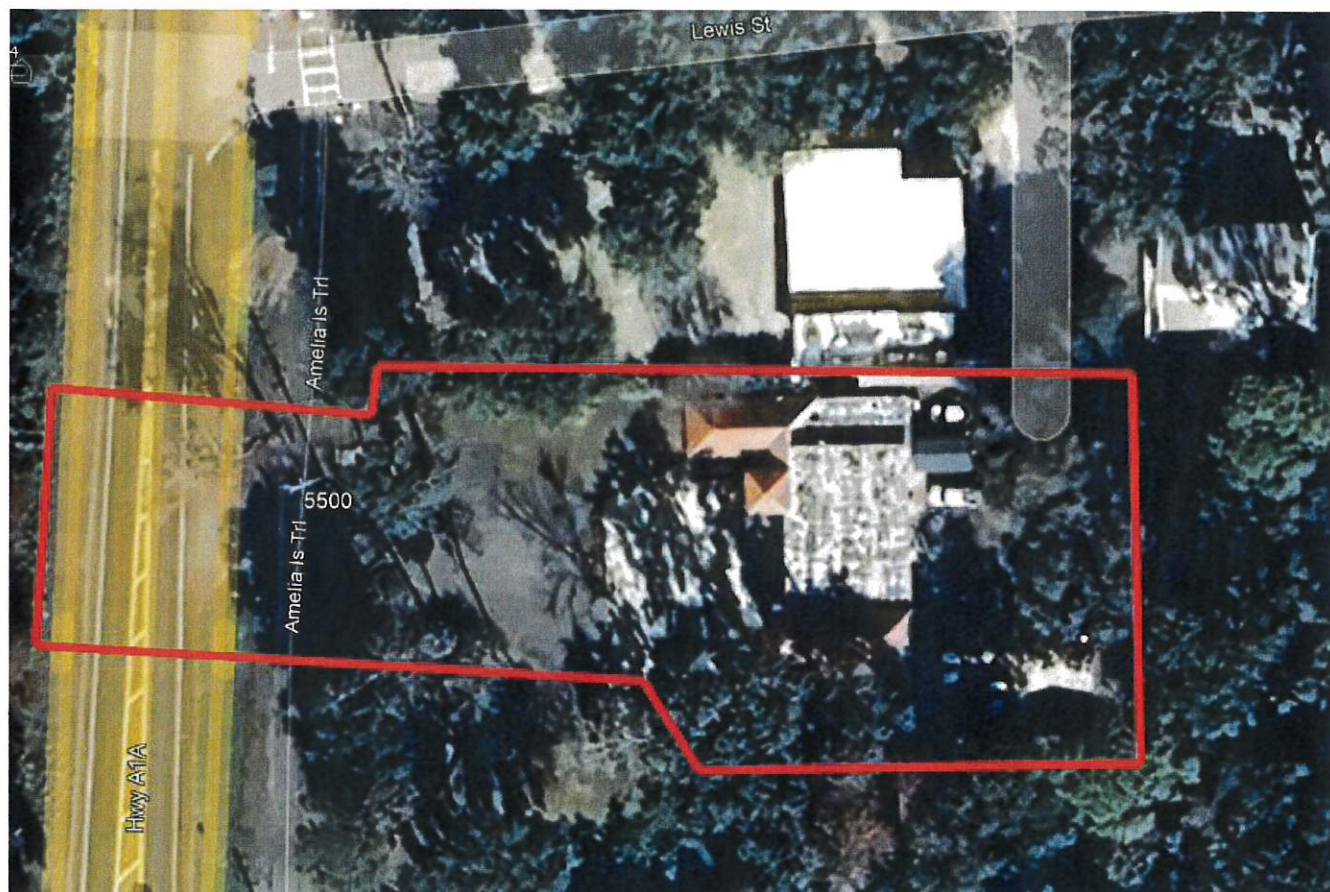
Terms and conditions for this proposal are per Nassau County Contract for Professional services Contract Tracking No CM3563.

**Additional Services**

Addition services beyond the scope outlined above, will require additional work order issued by Nassau County.



## EXHIBIT A



Approximate Topographic Survey Limits

## EXHIBIT B

### TERMS AND CONDITIONS

Terms and conditions for this proposal are per Nassau County Contract for Professional services Contract Tracking No CM3563.







**Certificate Of Completion**

Envelope Id: 45C71B8507594CFDA42A58354C0A489E

Status: Completed

Subject: Work Authorization: CM3563 WA04 - SAM Surveying &amp; Mapping Topographic Survey

Source Envelope:

Document Pages: 8

Signatures: 9

Envelope Originator:

Certificate Pages: 6

Initials: 4

Sara Sands

AutoNav: Enabled

ssands@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Sara Sands

Location: DocuSign

10/22/2024 9:07:01 AM

ssands@nassaucountyfl.com

**Signer Events****Signature****Timestamp**

Doug Podiak



Sent: 10/22/2024 9:18:54 AM

dpodiak@nassaucountyfl.com

Viewed: 10/22/2024 9:32:03 AM

Facilities Director

Signed: 10/22/2024 9:32:17 AM

Nassau County BOCC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication  
(None)

Using IP Address: 50.238.237.26

**Electronic Record and Signature Disclosure:**

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Tracy Poore



Sent: 10/22/2024 9:32:19 AM

tpoore@nassaucountyfl.com

Viewed: 10/22/2024 10:37:07 AM

OMB Admin

Signed: 10/22/2024 10:37:40 AM

Nassau County BOCC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication  
(None)

Using IP Address: 50.238.237.26

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chris lacambra



Sent: 10/22/2024 10:37:42 AM

clacambra@nassaucountyfl.com

Viewed: 10/22/2024 4:57:49 PM

OMB Director

Signed: 10/22/2024 4:58:29 PM

Nassau County BOCC

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication  
(None)

Using IP Address: 50.238.237.26

**Electronic Record and Signature Disclosure:**

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BOCC AP



Sent: 10/22/2024 4:58:33 PM

boccap@nassauclerk.com

Viewed: 10/23/2024 9:51:13 AM

Nassau County Clerk

Signed: 10/23/2024 9:51:22 AM

Security Level: Email, Account Authentication  
(None)






Signature Adoption: Uploaded Signature Image

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**Electronic Record and Signature Disclosure:**

Accepted: 2/4/2021 9:59:11 AM

ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 10/23/2024 9:51:25 AM Viewed: 10/23/2024 4:09:32 PM Signed: 10/23/2024 4:09:40 PM</p>
<p>Patrick A. Smith psmith@sam.biz Principal / VP Surveying And Mapping, LLC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2024 12:00:18 PM ID: 1207f132-41d6-4eec-9009-dba590520493</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 98.96.95.25</p>	<p>Sent: 10/23/2024 4:09:42 PM Viewed: 10/24/2024 12:00:18 PM Signed: 10/24/2024 12:00:38 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 10/24/2024 12:00:43 PM Viewed: 10/25/2024 11:40:23 AM Signed: 10/25/2024 11:40:29 AM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com 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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 10/25/2024 11:40:32 AM Viewed: 10/25/2024 11:42:20 AM Signed: 10/25/2024 11:42:28 AM</p>
<p>Taco 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>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 10/25/2024 11:42:32 AM Viewed: 10/25/2024 11:48:25 AM Signed: 10/25/2024 11:48:30 AM</p>
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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
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Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/25/2024 11:48:33 AM Viewed: 10/25/2024 1:40:41 PM
Becky Diden bldiden@nassaucountyfl.com Recycle Coordinator Nassau County BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/25/2024 11:48:35 AM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/22/2024 9:18:54 AM
Certified Delivered	Security Checked	10/25/2024 11:48:25 AM
Signing Complete	Security Checked	10/25/2024 11:48:30 AM
Completed	Security Checked	10/25/2024 11:48:35 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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### **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.

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#### **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.

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- 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.