

DATE
1/10/2025

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

VENDOR NAME/ADDRESS
Halff Associates, Inc
PO BOX 678316
Dallas, Texas 75267-8316

DEPARTMENT
Public Works / Facilities Maint

REQUESTED BY
J. Little / S. Sands

| VENDOR NUMBER | PROJECT NAME | FUNDING SOURCE | AMOUNT AVAILABLE | STANDARD PO OR ENCUMBER ONLY | CONTRACT NO. |
|---------------|--------------------------------------|-----------------------|------------------|------------------------------|--------------|
| 16532 | Scott Rd Beach Park Restroom | 01075572-562000 C0079 | \$ 325,243.00 | Encumber Contract | CM3456-WA03 |
| ITEM NO. | DESCRIPTION | QUANTITY | UNIT PRICE | AMOUNT | |
| 1 | Project Management | 1.00 | \$ 4,672.08 | \$ 4,672.08 | |
| 2 | Subsurface Utility Engineering | 1.00 | \$ 3,525.69 | \$ 3,525.69 | |
| 3 | Environmental Assessment | 1.00 | \$ 2,704.78 | \$ 2,704.78 | |
| 4 | Geotechnical Investigation | 1.00 | \$ 3,200.00 | \$ 3,200.00 | |
| 5 | Civil Engineering | 1.00 | \$ 13,769.04 | \$ 13,769.04 | |
| 6 | Landscape Architecture & Irrigation | 1.00 | \$ 22,351.00 | \$ 22,351.00 | |
| 7 | Site Permitting | 1.00 | \$ 11,321.76 | \$ 11,321.76 | |
| 8 | Engineer's Estimate of Probable Cost | 1.00 | \$ 3,621.48 | \$ 3,621.48 | |
| 9 | Project Specification Booklet | 1.00 | \$ 6,674.40 | \$ 6,674.40 | |
| 10 | Bid Administration | 1.00 | \$ 5,020.22 | \$ 5,020.22 | |
| 11 | Limited Construction Administraion | 1.00 | \$ 7,704.40 | \$ 7,704.40 | |
| | | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
| | Scott Road Beach Access Restroom | | | \$ 0.00 | |
| | Fernandina Beach, FL | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
| | | | | \$ 0.00 | |

ORIGINAL - FINANCE Shipping \$ 0.00
COPY - DEPARTMENT Total \$ 84,564.85

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 1/21/2025
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 1/21/2025
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.

Ranace Belmont 1/27/2025
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: 1/28/2025

NASSAU COUNTY WORK AUTHORIZATION #03 CS-24-200

| | |
|---|--|
| Contract Number: | CM3456 |
| Consultant/Vendor: | Halff Associates, Inc |
| Consultant/Vendor Contact Name: | Cody Smith |
| Consultant/Vendor Contact Phone Number: | 904-456-9804 |
| Consultant/Vendor Contact Email Address: | csmith@halff.com |
| Project Short Title: | Professional Services for Nassau County/Scott Road Beach Park Restroom |
| Total Amount of Previous Work Authorizations: | \$432,385.89 |
| Amount of this Work Authorization: | \$84,564.85 |
| New Contract Amount including this Work Authorization: | \$516,950.74 |
| Funding Source: | 01075572-562000 C0079 |

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 in detailed in Exhibit “B”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

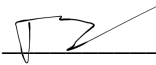
ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder 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: | <u>Doug Podiak</u> | <u>1/21/2025</u> | Date |
| Procurement: | <u>Lanace Helms</u> | <u>1/27/2025</u> | Date |
| Office of Management & Budget: | <u>Chris Lacambra</u> | <u>1/21/2025</u> | Date |
| County Attorney: | <u>Denise C. May, Esq., BCS</u> Denise C. May | <u>1/27/2025</u> | 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: 1/27/2025

HALFF ASSOCIATES, INC.

BY: Maxwell Spann
Print Name: Maxwell Spann
Title: Planning/Landscape Architecture Team Leader
Date: 1/27/2025



EXHIBIT "A" VENDORS SCOPE

January 9, 2025
AVO P53758.006

Jeffrey Little
Facilities Maintenance Division Manager
Nassau County Public Works
45195 Musselwhite Road
Callahan, FL 32011
(904) 530-6126

Email: Jlittle@nassaucountyfl.com

TASK ORDER: Professional Services for Nassau County/Scott Road Beach Park Restroom

Dear Mr. Little,

Halff Associates, Inc. (HALFF) is pleased to submit our proposal to Nassau County (CLIENT) to provide Professional Services for the Nassau County Scott Road Park Restroom Project, more specifically described as follows:

CLIENT has requested a proposal from HALFF for site civil engineering and landscape architecture design and permitting efforts for the development of a prefabricated restroom building at the existing Scott Road Beach Park (Parcel ID 14-2N-28-0000-0001-0060) in Fernandina Beach. Halff understands that the CLIENT would like to construct a prefabricated, two stall restroom building that conforms to the Nassau County Beach Harmonization program that is currently being prepared by HALFF. The restroom building will be located in a portion of the existing parking lot and will include a perimeter sidewalk, water and sewer connections, and code minimum landscaping. The CLIENT has indicated that electrical is already provided to the site, and that a water and gravity sewer stub-out is provided along the south property line from the Seawatch Condominium property. Site lighting is not included for the project due to the lack of existing site lighting and the vicinity to the beach and the associated sea turtle lighting restrictions. The site lies in the Planned Unit Development (PUD) zoning district and within the service area of Nassau Amelia Utilities and Florida Public Utilities.

HALFF assumes that site plan permitting through Nassau County DRC and a permit exemption verification with the SJRWMD will be required for the project. HALFF anticipates providing conceptual and 90% progress submittals to the CLIENT, followed by the final 100% design submittal. HALFF understands that the CLIENT will provide a boundary and topographic survey for the project.

If HALFF's understanding is incorrect or requires clarification, please contact us immediately so we can revise this Proposal.

We have developed a scope of work, fee schedule and terms of agreement for the proposed project, shown in the attached exhibits as follows:

- **Exhibit A Scope of Services**
- **Exhibit B Exclusions**
- **Exhibit C Fee Summary and Hourly Rates**
- **Exhibit D Agreement for Professional Services**

Please feel free to contact us if you have any questions or comments concerning this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Cody Smith".

Cody Smith, PE
Land Development / Public Works Team Leader



EXHIBIT A SCOPE OF SERVICES

PHASE 100: PROJECT MANAGEMENT

HALFF will maintain communication and coordination with the CLIENT throughout the duration of the project, including tasks described below. The Project Manager, Cody Smith, will be the primary point of contact for HALFF.

1. HALFF project management duties shall include project planning, resource allocation, project scheduling, quality control, monthly invoicing and project status reports.
2. HALFF anticipates up to two (2) in-person meetings during project design and up to (4) virtual meetings with the CLIENT during the project duration. If additional meetings are requested, HALFF can provide these services under additional scope and fee.

PHASE 200: SUBSURFACE UTILITY ENGINEERING

The CLIENT has indicated that water and gravity sewer stub-outs are provided to the site along the south property line from the Seawatch Condominium property. HALFF recommends performing Subsurface Utility Engineering (SUE) Quality Level A (QL-A) test holes to confirm the location, material and size of the utility stub-outs to assist in design. HALFF will provide the following services:

1. Utility Locating (Quality Level A):
 - a. HALFF will perform up to two (2) test holes, one at the water main stub-out and one at the gravity sewer stub-out. Prior to vacuum excavation the water and gravity sewer main will need to be investigated by ground penetrating radar.
 - b. Deliverables: HALFF will provide an 8.5-in. x 11-in. Test Hole Data Form for each test hole, indicating depth, size, location, and other notable characteristics of the utility, along with photos.
 - c. Schedule: HALFF will complete the Quality Level-A investigation within thirty (30) calendar days upon receipt of the test hole layout and approval of permits.
 - d. Uncontrollable Factors: Due to factors such as ground conditions, weather, and safety hazards, HALFF reserves the right to request additional time to facilitate field efforts if necessary.
 - e. Work Hours: Work performed in the right-of-way will be conducted Monday through Friday, 9 am to 4 pm, and Saturday and Sunday, 7 am to 7 pm, barring foul weather.

Exclusions: Engineered Traffic Control Plan, SUE QL-B, Utility Surveying, Permitting.

PHASE 300: ENVIRONMENTAL ASSESSMENT

Due to the site topography and location near the beach dunes, HALFF recommends performing an environmental assessment to identify if listed or endangered species are present. HALFF will provide the following services:

1. HALFF will inspect the site for listed species, including gopher tortoises, a threatened species found in drier areas of Nassau County. There is a known population of gopher tortoises in the interdunal areas of Amelia Island. If gopher tortoise burrows are found within or near the construction area, a 100% burrow survey will be conducted by an FWC Authorized Agent to estimate their population. Identified burrows will be marked with pin flags or flagging tape and located using handheld GPS.
2. HALFF will prepare a site map showing the burrow locations and a letter report discussing the implications of these findings, including potential costs and impact on development timelines. Gopher tortoises can be managed through avoidance of the burrows, relocation to a licensed FWC recipient site, or temporary exclusion. The location of the burrows and the nature of the proposed project will determine the available FWC permitting options. We will recommend the most efficient permitting approach considering cost and timeline impact.

Exclusions: Gopher tortoise permitting and relocation is not included in this proposal. If gopher tortoise burrows are identified within or near the proposed project and permitting or relocation is



necessary, HALFF can provide these services under a separate scope and fee.

PHASE 400: GEOTECHNICAL INVESTIGATION

Since structures are proposed as part of the project, HALFF recommends performing a site geotechnical investigation. HALFF will subcontract Universal Engineering Sciences, LLC (UES) to perform the work. UES proposes to perform two (2) standard penetration test (SPT) borings to depths of 20 feet. UES will provide a report with a presentation of the subsurface conditions, estimated geotechnical properties, a geotechnical engineering evaluation of the site for the planned construction, recommendations for foundation design, and recommendations for site earthwork.

PHASE 500: CIVIL ENGINEERING

Upon receipt of the site boundary and topographic survey provided by the CLIENT, HALFF will complete civil engineering design and plans production as described below. HALFF anticipates providing conceptual and 90% progress submittals to the CLIENT for review and comment, followed by the final 100% design submittal. Deliverables will be in PDF format.

1. Existing Conditions and Demolition Plan: The demolition plan will show the project site and immediate area of the property boundary (within 10 feet), based on the conceptual site plan and project survey. The demolition plan will identify the removal of pavement, buildings, removal of utilities, such as water, sewer, electric, and for vacation of easements within the site as necessary.
2. Erosion and Sedimentation Control Plan: The erosion and sedimentation control plan shall include required erosion and sedimentation control measures throughout the site, standard details, and Stormwater Pollution Prevention Plan (SWPPP) sheets.
3. Geometry Plan: The geometry plan for the project site and immediate area of the property boundary (within 10 feet) will be based on the approved conceptual site plan and will show locations for proposed site improvements including: building footprint(s), sidewalks, designated landscape areas, parking areas, driveways, concrete slabs, coordinate geometry for centerline of roadways, and horizontal control.
4. Utility Plan: The utility plan will show the proposed utilities necessary to serve the project and will be designed in accordance with Nassau-Amelia Utilities (NAU) standards. HALFF assumes that the point of connection for water and gravity sewer is along the north property line at the existing utility stub-outs from the Seawatch condominium property. The utility plan will include the following:
 - a. Potable Water: An on-site potable water service connection designed to serve the proposed restroom building.
 - b. Sanitary Sewer: An on-site gravity sewer service connection designed to serve the proposed restroom building.
5. Grading and Drainage Plan: The grading and drainage plan will show the finished floor elevation of the proposed restroom building, adjacent sidewalk grades, and grade tie-ins. HALFF assumes that the restroom building and perimeter sidewalk will be constructed where there is currently asphalt pavement with no increase in impervious area; therefore, runoff will be routed to the existing stormwater management facilities via surface flow, and no new stormwater infrastructure is proposed. In general, the grading and drainage plan will show the existing and proposed finished grade elevations with contours, spot grades and slope arrows. HALFF assumes that drainage calculations and reports are not required and are not included in this proposal. If required, HALFF can provide this under a separate scope and fee.

Exclusions: HALFF assumes that the prefabricated building supplier will provide foundation structural design. These services are not included in this proposal. If necessary, HALFF can perform these services under a separate scope and fee



PHASE 600: LANDSCAPE ARCHITECTURE AND IRRIGATION

Upon receipt of the site boundary and topographic survey provided by the CLIENT, HALFF will complete landscape architecture, irrigation and hardscape design and plans production as described below. HALFF anticipates providing conceptual and 90% progress submittals to the CLIENT, followed by the final 100% design submittal. Deliverables will be in PDF format.

1. Landscape & Irrigation Plans: Upon direction of the CLIENT to proceed following the review meeting for the concept plan, HALFF will utilize the provided base data in electronic format to prepare tree mitigation, landscape, and irrigation plans to meet the minimum code criteria of the Nassau County. Plans will be developed at an appropriate scale and provide the necessary details and specifications for materials and methods. Irrigation Plans will illustrate an automatic underground irrigation system showing location, size, and type of irrigation heads, sleeves, pipes, valves, and controllers with accompanying details and notes. These plans will be used for permitting requirements and sufficient for construction documents for the improvements and meet all conditions of regulatory agencies.
2. Hardscape Plans: Based upon the approved concept plan, HALFF will prepare construction plans for the hardscape amenities as required in the EDSA and Dawson plans. These amenities shall include both flatwork elements, vertical architectural elements, and signage elements as identified in the Programming Concept document by the CLIENT related to the Phase 1 improvements.
3. Prefabricated Building Coordination: HALFF will coordinate with the selected pre-fabricated restroom building supplier to have the building plans prepared by the supplier.

PHASE 700: SITE PERMITTING

Once the required civil engineering, landscape architecture and irrigation plans are completed, HALFF will proceed with permitting as described below. CLIENT is responsible for assisting in obtaining required owner signatures and payment of application fees. HALFF will respond to requests for additional information.

1. Nassau County Class II Pre-Application Conference: HALFF shall provide the conceptual plans to Nassau County Development Review Committee (DRC) for review and attend a pre-application conference with county staff to discuss basic site development requirements, site features and the proposed site development.
2. Nassau County Class II Preliminary Binding Site Plan: HALFF will submit the site boundary survey and site geometry plan to the Nassau County DRC for review and approval.
3. Nassau County Class II Site Engineering Plan: HALFF will submit the civil engineering plans and calculations and landscape and irrigation plans to the Nassau County DRC for review and approval.
4. St. Johns River Water Management District (SJRWMD) Environmental Resource Permit Request for Verification of Exemption: Based on review of readily available information, it appears that the site does not lie within the limits of an existing ERP. HALFF assumes that the proposed project will result in less than 9,000 square feet of new impervious surface; therefore, HALFF assumes that the project will be exempt from ERP requirements. HALFF will prepare and submit a permit determination / exemption request with the SJRWMD. If an individual ERP is required, HALFF can provide these services under a separate scope and fee.
5. Nassau Amelia Utilities (NAU) Plans Review: HALFF will provide the utility plans to NAU for review and approval.

Exclusions:

1. HALFF assumes that the proposed use complies with the current zoning district and that no rezoning, variances, or conditional use permits are required.
2. HALFF assumes that the prefabricated building supplier will handle building permitting.
3. HALFF assumes that the CLIENT is handling the site electrical requirements, coordination and permitting.
4. These services are not included in this proposal. If necessary, HALFF can perform these services under a separate scope and fee



PHASE 800: ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

Upon completion of design and permitting, HALFF shall conduct quantity take-offs for the project and assign probable estimated costs for construction based on best available data for the project in an effort to assist the CLIENT with construction budgeting.

PHASE 900: PROJECT SPECIFICATIONS BOOKLET

HALFF shall prepare the project specifications booklet to accompany the construction plan set. The specifications will require all discipline design services to be completed in order to contain all trades of work involved.

PHASE 1000: BID ADMINISTRATION

Once civil engineering, landscape architecture and irrigation plans are completed and required permits received, HALFF will provide the following bid administration services. **This phase will be billed on an hourly basis with an estimated fee.**

1. HALFF shall support the CLIENT in the preparation of bidding documents, with the CLIENT providing front end documentation.
2. HALFF shall attend a pre-bid meeting and present the scope of work to be performed.
3. HALFF shall answer written RFI's submitted by the prospective bidders.
4. HALFF shall review bids with CLIENT for the recommendation for award.
5. This scope includes one bid/RFI process.

PHASE 1100: LIMITED CONSTRUCTION ADMINISTRATION

Once civil engineering, landscape architecture and irrigation plans are completed and required permits received, HALFF will provide the following limited construction administration services. **This phase will be billed on an hourly basis with an estimated fee.**

1. HALFF will review all civil engineering, landscape architecture, and irrigation related shop drawings, schedules, samples, tests, and other data submitted by contractors prior to construction and evaluate if such data follows the project plans.
2. HALFF will provide answers to Requests For Information (RFI's) submitted by the contractor regarding the civil engineering, landscape architecture and irrigation plans. This scope includes one bid/RFI process. Additional processes due to re-bidding and contractor-suggested changes to the design are not included in this proposal.
3. HALFF will conduct monthly construction observation visits during construction, with an anticipated maximum of four (4) visits.
4. HALFF will attend the substantial completion walk-through and generate a punch list of items to be corrected. The contractor is assumed to be substantially complete. Additional visits requested after this first substantial walk through can be provided under a separate scope and fee.
5. HALFF will conduct a planting verification to confirm compliance with Nassau County planting requirements.
6. HALFF shall exercise the irrigation system to check the operation of the new zone(s) for the irrigation system. This shall take place at the first substantial walk through.
7. HALFF will review and mark up as-built drawings submitted by the contractor's registered surveyor, to a level sufficient to satisfy certifications of completions to the Authorities Having Jurisdiction and return for correction.
8. HALFF will prepare final certifications or acceptance letters required as part of the site permits obtained by HALFF and submit to the permitting agencies. All as-built drawings shall be submitted by the contractor's registered surveyor in the State of Florida, meeting all rules under the Florida Administrative Code (F.A.C.). Preparation and recording of easements and other materials are not included and shall be performed by others.



CLIENT'S RESPONSIBILITIES

- A. Payment of all impact, review, and permitting fees
- B. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project
- C. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
- D. If HALFF is NOT providing surveying services under this agreement, the CLIENT shall provide HALFF with all surveys, including electronic point files and .dwg files for same, prepared by other surveyors.

SCHEDULE

Upon receipt of a fully executed copy of this Agreement, HALFF shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. HALFF also acknowledges that the CLIENT is to be regularly and routinely consulted in connection with the performance hereunder.



EXHIBIT B EXCLUSIONS

HALFF's Scope of Services expressly does NOT include the following services which are the obligation of the CLIENT or others as the case may be. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT.

1. Rezoning, variance, or conditional use permitting
2. Architectural, structural, mechanical, fire protection, or electrical services
3. Building permitting services
4. Survey services
5. Phase 1 Environmental Assessments
6. Fees for regulatory authority meetings, filing, and submittals (All fees by CLIENT)
7. Recording of easements
8. Environmental impact and cultural statements and assessments, jurisdictional waters of the US determination
9. Flood studies, conditional (CLOMR) or final FEMA Letter of Map Revision (LOMR)
10. Traffic impact analyses and studies
11. Offsite roadway improvements, access, and right-of-way design and permitting
12. Offsite water and sewer extension design and permitting services
13. Offsite infrastructure capacity studies/assessments/analysis/designs
14. Offsite stormwater design and permitting
15. Lift station design and permitting
16. Site lighting and site electrical design and coordination
17. Quality control and construction material testing services
18. Construction observation and progress meetings during construction. (Hourly if provided).
19. Construction staking
20. Revisions to the plans requested by the Client/Contractor/Landowner after the plans are approved unless necessitated by discrepancy in the plans.
21. Revisions to the plans due to scope changes, value engineering, budget overruns, or other reasons
22. Structural design of foundations, retaining walls and pond walls
23. Design of landscape/decorative type signage walls
24. LEED services
25. Sign design and permitting
26. Gas, electric, telephone, and/or cable design
27. Post-construction Improvement Survey
28. Any services not specifically noted in Exhibit A Scope of Services



EXHIBIT C FEE SCHEDULE AND HOURLY RATES

Our fees for the described services are outlined in the following table. Lump Sum fees will be invoiced monthly based on the status of each task (percent complete). Hourly Services will also be invoiced monthly based on the current hourly rates for the actual personnel involved in the tasks.

The CLIENT agrees to pay HALFF the following fees for its services:

| Phase | Description | Lump Sum Fee | Hourly Fee Estimate |
|---------------|---------------------------------------|---------------------|---------------------|
| 100 | Project Management | \$ 4,672.08 | - |
| 200 | Subsurface Utility Engineering | \$ 3,525.69 | - |
| 300 | Environmental Assessment | \$ 2,704.78 | - |
| 400 | Geotechnical Investigation | \$ 3,200.00 | - |
| 500 | Civil Engineering | \$ 13,769.04 | - |
| 600 | Landscape Architecture and Irrigation | \$ 22,351.00 | - |
| 700 | Site Permitting | \$ 11,321.76 | - |
| 800 | Engineer's Estimate of Probable Cost | \$ 3,621.48 | - |
| 900 | Project Specification Booklet | \$ 6,674.40 | - |
| 1000 | Bid Administration | - | \$ 5,020.22 |
| 1100 | Limited Construction Administration | - | \$ 7,704.40 |
| 9999 | Reimbursable Expenses | - | - |
| TOTAL: | | \$ 71,840.23 | \$ 12,724.62 |

SUPPLEMENTAL SERVICES

Services authorized in writing by the CLIENT, other than those specifically listed in the Exhibit A, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at an agreed upon lump sum fee or based on current hourly rates for the actual personnel involved in the tasks (Hourly Services). Hourly Services will be invoiced based on the Hourly Billing Rates shown on Exhibit C.

Doug Podiak
Facilities Maintenance Director
Nassau County Public Works

SCOTT ROAD BEACH PARK RESTROOM

| | | | | | | | | | | | | | | |
|------------|------------|------------|-------------------|-------------|-------------|-------------|------------|------------|------------|------------|--------|--------|--------|-------------|
| \$4,672.08 | \$3,525.69 | \$2,704.78 | \$3,200.00 | \$13,769.04 | \$22,351.00 | \$11,321.76 | \$3,621.48 | \$6,674.40 | \$5,020.22 | \$7,704.40 | \$0.00 | \$0.00 | \$0.00 | \$84,564.85 |
| Sub | | | | | | | | | | | | | | |



Materials Testing
Geotechnical Engineering
Environmental
Building Sciences & Safety
Inspections & Code Compliance
Virtual Design Consulting

December 10, 2024

Halff Associates, Inc.
12598 US Highway 98 West, Suite 250
Miramar, Florida 32550

Attn: Mr. Cody Smith

Subject: **PROPOSAL FOR A GEOTECHNICAL EXPLORATION**
Scott Road Beach Access Restroom
Fernandina Beach, Florida
UES Proposal No. 2122317
UES Opportunity No. 0930.1224.00005

Dear Mr. Smith:

UES is pleased to submit this proposal for providing geotechnical services for your project. Included in this proposal is an outline of the project information, proposed exploration, and schedule.

PROJECT INFORMATION

Project information was provided to us through recent correspondence with you. We were provided with a copy of an aerial for the site. The aerial shows the boundary limits for the property, the roadway located adjacent to the site, and the layout of the proposed and existing construction.

We understand that the proposed construction will consist of the construction of a prefab restroom building. Proposed grading information has not been provided, therefore we have assumed that less than two feet of elevating fill will be required for site development. We have not been provided with building loads therefore we have assumed maximum wall and column loads will not exceed 2 klf and 50 kips, respectively.

PROPOSED GEOTECHNICAL EXPLORATION

Based on our understanding of the project, we propose to perform two (2) standard penetration test (SPT) borings to depths of 20 feet each. Based on our site observations, it appears that our truck mounted drilling equipment will be suitable for access to the boring locations.

Due to the nature of the equipment required to perform the test borings, some property disturbance should be expected. Our proposal does include limited site clean-up including

backfilling the boreholes with soil-cuttings for safety considerations. No other restoration services (i.e. pressure washing, landscaping, repairing wheel ruts, etc.) are included in this proposal. We understand that the rights of entry and access to the property will be provided to us prior to and at commencement of field activities.

Our fee estimate does not include an allowance for horizontal and vertical survey control for the test boring locations. Our field crew will locate the test locations based upon estimated distances and relationships to obvious landmarks. Therefore, the test locations and depths should be considered accurate to the degree of the methodologies used.

UES will contact Sunshine State One Call (1-800-432-4770) for public utility clearance prior to the start of drilling activities. It is our experience that this service does not mark the locations of privately owned utilities. Our proposal requires that private utility lines and other subsurface appurtenances be located in the field by others prior to our mobilization. UES shall not be held responsible for service interruptions or damage to private utility lines or other buried structures.

We will conduct all drilling and sampling in general accordance with applicable ASTM standards. At the completion of drilling, we will transport all samples to our laboratory where they will be examined by a geotechnical engineer and visually classified according to the Unified Soil Classification System.

A professional engineer, registered in the State of Florida, who has specialized in geotechnical engineering will direct and supervise our work. A report which describes our exploration and documents the subsurface conditions encountered will be provided for you. This report will include the following:

1. A brief discussion of our understanding of the planned construction and imposed loads.
2. A presentation of the field and laboratory test procedures used and the data obtained.
3. A presentation of the subsurface conditions including subsurface profiles, estimated seasonal high groundwater, and estimated geotechnical engineering properties (as necessary).
4. A geotechnical engineering evaluation of the site and subsurface conditions with respect to the planned construction.
5. Recommendations for foundation design parameters.
6. Recommendations for site preparation/earthwork construction.

COMPENSATION FOR SERVICES

Based on the scope of the geotechnical exploration, the proposed laboratory testing, and the engineering services outlined above, we propose to complete the geotechnical exploration and engineering services for a **lump sum fee of \$3,200.00**. We will contact you immediately if we encounter subsurface conditions which could require (1) the borings to be performed to deeper depths, (2) additional borings or other field testing, and/or (3) additional engineering analysis/evaluation and studies outside the scope of this proposal.

SCHEDULING AND AUTHORIZATION

We can initiate the field services within one week after receipt of written authorization to proceed with the field exploration complete in one day. We can provide preliminary verbal results as soon as the drilling has been completed in order to expedite the design process, upon request. The final report should be available within four weeks after notice to proceed.

We have included a short form authorization agreement. In order to expedite our internal project tracking requirements, please execute this document and return one copy to our office.

We appreciate your consideration of UES for these services and are looking forward to serving as your geotechnical consultant on this and other future projects.

Respectfully Submitted,

UES

Stephen R. Weaver, P.E.
Geotechnical Services Manager

Jake D. Cochran, P.E.
Senior Geotechnical Engineer

SRW/jdc

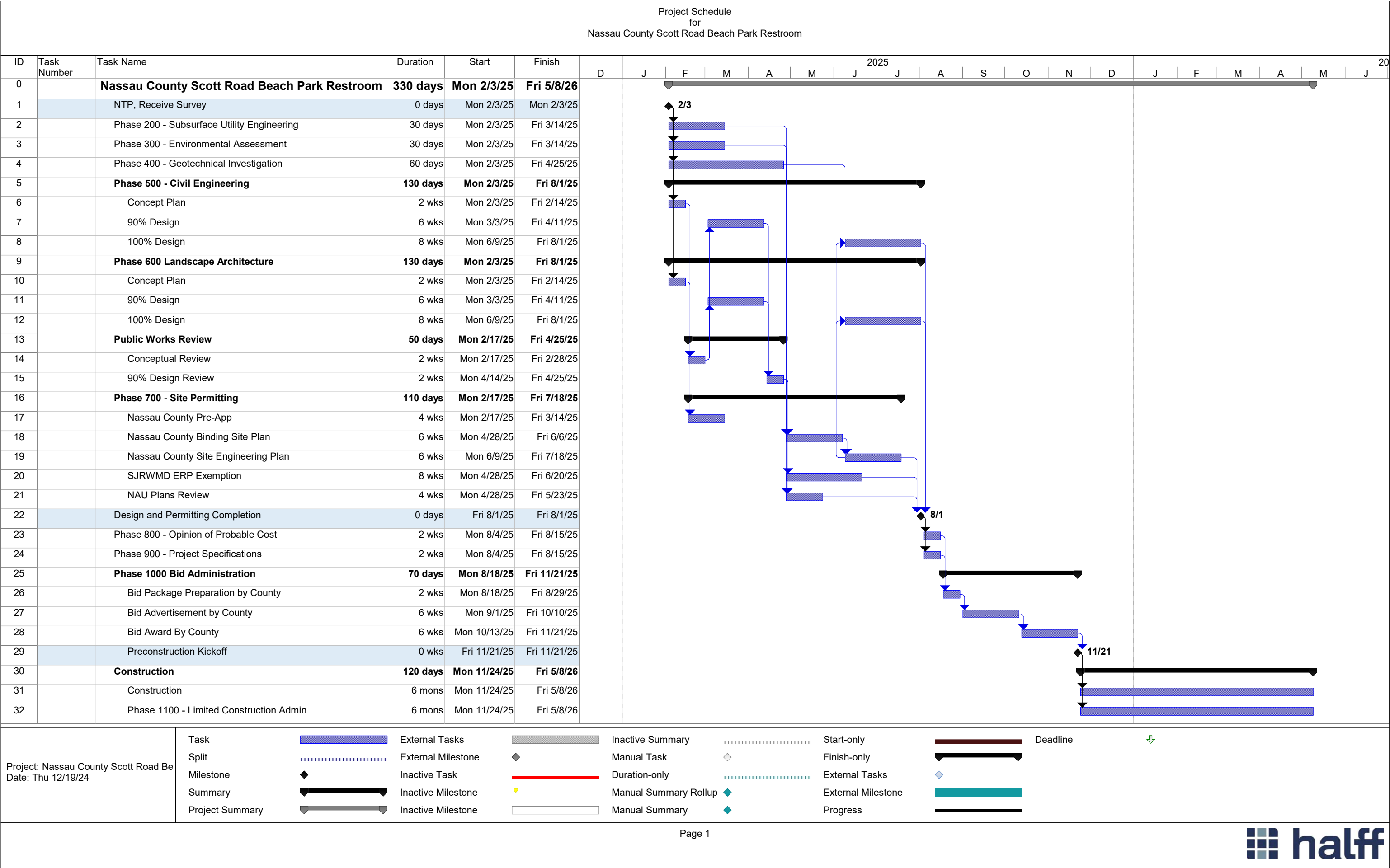


EXHIBIT "B"**VENDOR'S ESTIMATE**

Jeffrey Little
Nassau County
January 9, 2025
Page 8 of 9

EXHIBIT C FEE SCHEDULE AND HOURLY RATES

Our fees for the described services are outlined in the following table. Lump Sum fees will be invoiced monthly based on the status of each task (percent complete). Hourly Services will also be invoiced monthly based on the current hourly rates for the actual personnel involved in the tasks.

The CLIENT agrees to pay HALFF the following fees for its services:

| Phase | Description | Lump Sum Fee | Hourly Fee Estimate |
|---------------|---------------------------------------|---------------------|----------------------------|
| 100 | Project Management | \$ 4,672.08 | - |
| 200 | Subsurface Utility Engineering | \$ 3,525.69 | - |
| 300 | Environmental Assessment | \$ 2,704.78 | - |
| 400 | Geotechnical Investigation | \$ 3,200.00 | - |
| 500 | Civil Engineering | \$ 13,769.04 | - |
| 600 | Landscape Architecture and Irrigation | \$ 22,351.00 | - |
| 700 | Site Permitting | \$ 11,321.76 | - |
| 800 | Engineer's Estimate of Probable Cost | \$ 3,621.48 | - |
| 900 | Project Specification Booklet | \$ 6,674.40 | - |
| 1000 | Bid Administration | - | \$ 5,020.22 |
| 1100 | Limited Construction Administration | - | \$ 7,704.40 |
| 9999 | Reimbursable Expenses | - | - |
| TOTAL: | | \$ 71,840.23 | \$ 12,724.62 |

SUPPLEMENTAL SERVICES

Services authorized in writing by the CLIENT, other than those specifically listed in the Exhibit A, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at an agreed upon lump sum fee or based on current hourly rates for the actual personnel involved in the tasks (Hourly Services). Hourly Services will be invoiced based on the Hourly Billing Rates shown on Exhibit C.

SCOTT ROAD BEACH PARK RESTROOM

| | | | | | | | | | | | | | | |
|------------|------------|------------|-------------------|-------------|-------------|-------------|------------|------------|------------|------------|--------|--------|--------|-------------|
| \$4,672.08 | \$3,525.69 | \$2,704.78 | \$3,200.00 | \$13,769.04 | \$22,351.00 | \$11,321.76 | \$3,621.48 | \$6,674.40 | \$5,020.22 | \$7,704.40 | \$0.00 | \$0.00 | \$0.00 | \$84,564.85 |
| Sub | | | | | | | | | | | | | | |

Certificate Of Completion

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Status: Completed

Subject: Resubmission CM3456 WA03 - Halff Associates. Scott Rd

Source Envelope:

Document Pages: 20

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 & Canada)

Record Tracking

Status: Original

Holder: Sara Sands

Location: DocuSign

1/21/2025 9:04:45 AM

ssands@nassaucountyfl.com

Signer Events

Signature

Timestamp

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

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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)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

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chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

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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)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

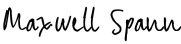




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Electronic Record and Signature Disclosure:

Not Offered via Docusign

| Signer Events | Signature | Timestamp |
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| Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 1/27/2025 10:45:54 AM Viewed: 1/27/2025 3:08:55 PM Signed: 1/27/2025 3:09:10 PM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 1/27/2025 3:09:14 PM Viewed: 1/27/2025 3:11:57 PM Signed: 1/27/2025 3:12:17 PM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26 | Sent: 1/27/2025 3:12:20 PM Viewed: 1/27/2025 3:13:17 PM Signed: 1/27/2025 3:13:27 PM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254 | Sent: 1/27/2025 3:13:30 PM Viewed: 1/28/2025 11:02:02 AM Signed: 1/28/2025 11:02:09 AM |
| Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059 | | |
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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) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 1/28/2025 11:02:13 AM Viewed: 1/28/2025 11:03:59 AM |
| Jeff Little jlittle@nassaucountyfl.com Facilities Assistant Director Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 1/28/2025 11:02:14 AM Viewed: 1/28/2025 11:03:17 AM |
| Becky Diden bdiden@nassaucountyfl.com Recycle Coordinator Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 1/28/2025 11:02:16 AM |
| Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9 | COPIED | Sent: 1/28/2025 11:02:17 AM |
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| Electronic Record and Signature Disclosure | | |

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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..

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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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