

SECTION 00 63 63

CHANGE ORDER REQUEST FORM

PROJECT Professional Review Services

No. 02

DATE OF ISSUANCE 3/21/2025

EFFECTIVE DATE

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract No.: CM3565-WA01

CONTRACTOR- EXP U.S. Services, Inc.

ENGINEER / ARCHITECT- Robert Companion

Description of changes:

The undersigned parties agree to amend the Work Authorization to increase price and time.

Attachments: (List documents supporting change) Exhibit "A" and "B"

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
\$ 20,040.00	Substantial Completion: 365 days (6/4/2025) (days and dates)
	Ready for Final Payment: 365 days (6/4/2025) (days and dates)
Net change from previous Change Orders No. 0 to No. 1	Net change from previous Change Orders No. 0 to No. 1
\$ 15,240.00	365 days (days)
Contract Price prior to this Change Order	Contract Times Prior to This Change Order
\$ 35,280.00	Substantial Completion: 365 days (6/4/2025) (days and dates)
	Ready for Final Payment: 365 days (6/4/2025) (days and dates)
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
\$ 12,420.00	365 days (days)
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$ 47,700.00	Substantial Completion: 365 days (6/4/2026) (days and dates)
	Ready for Final Payment: 365 days (6/4/2026) (days and dates)

RECOMMENDED:

Robert Companion
Engineer/Architect (Authorized Signature)

Date: 3/21/2025

APPROVED:

Galel Hurst
COUNTY (Authorized Signature)

Date: 3/21/2025

ACCEPTED:

Tyler Blair
Contractor (Authorized Signature)

Date: 3/21/2025

CHANGE ORDER APPROVAL FORM

PROJECT: Professional Review Services

CHANGE ORDER NUMBER: CO02

DATE: 3/20/2025

CONTRACT NUMBER: CM3565 – WA01

PURCHASE ORDER NUMBER (IF APPLICABLE): 24000497

TO CONTRACTOR: EXP U.S. Services, Inc.

Description: Increase in cost of \$12,420.00.

Reason for Change Order: Increase Work Authorization amount to cover additional services.

Original Contract Sum.....	\$	<u>20,040.00</u>
Net Change by Previous Change Order/Supplemental Agreement.....	\$	<u>15,240.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>35,280.00</u>
Amount of this Change Order (Add).....	\$	<u>12,420.00</u>
New Contract Sum Including this Change Order.....	\$	<u>47,700.00</u>

The Contract Time will be **increased or decreased (select one)** 365 days

Previous Substantial Completion: 6/4/2025 Previous Final Completion: 6/4/2025

New Substantial Completion: 6/4/2026 New Final Completion: 6/4/2026

APPROVED BY: <u>Caleb Hurst</u> Department Head/Managing Agent	DATE: <u>3/24/2025</u>
APPROVED BY: <u>Evelyn Burton</u> Procurement	DATE: <u>3/25/2025</u>
APPROVED BY: <u>Chris Lacambra</u> <i>TL</i> Office of Management and Budget	DATE: <u>3/25/2025</u>
APPROVED BY: <u>Denise C. May, Esq., BCS</u> <i>EM</i> County Attorney	DATE: <u>3/31/2025</u>
APPROVED BY: <u>[Signature]</u> County Manager	DATE: <u>3/31/2025</u>
APPROVED BY: <u>N/A</u>	DATE: _____

Chairman

ATTEST: N/A
John A. Crawford, Clerk of Courts

DATE: _____

Account No(s). 04335515-531000



Exhibit "A"

Exhibit A – Scope of Services Professional Services for On-Call Planning Services Nassau County, FL

March 12, 2025

Mr. Caleb Hurst
Development Services Director
Nassau County - Development Services
96161 Nassau Place
Yulee, FL 32097

Re: Professional Review Services

Dear Mr. Hurst:

EXP U.S. Services, Inc. ("EXP") is pleased to submit this Scope to **Nassau County** ("Client") for professional services for the above referenced project. The proposed professional services will be provided in accordance with Contract for Professional Services CM3565 as well as the terms and conditions set forth herein.

I. General

EXP understands the Client has requested a proposal to provide professional services for the review of development submittals under Contract No. CM3565. We have structured our proposal to be consistent with the processes required by Local, State, and Federal requirements. Our proposed scope of services, schedule, and fee are as follows:

II. Scope of Work

For the Project described above, EXP shall provide the following professional services:

Task 1 – General Development Review

EXP shall provide review services in accordance with the latest Nassau County Development Review Schedule for the following application/project types:

- Plat (PL) Review for Preliminary Plats, Final Plats, & Vacation of Plats
- Preliminary Binding Site Plan (PBSP) Review for Residential, Non-Residential, & Mixed-Use projects.
- Site Engineering Plan (SEP) & Construction Plan Review for Residential, Non-Residential, & Mixed-Use projects.
- Final Development Plan (FDP) Review for Residential, Non-Residential, & Mixed-Use projects.

Task 1 – Deliverables

The following deliverables will be produced:

- Review Comments & Recommendations

- Red-lined plans & reports

Task 2 – Miscellaneous Support

EXP shall provide support services as-needed for the development or review of the following project types:

- Policy Development and Updates
- Review Checklist Updates
- Forms and Application Updates
- As-built Review
- Paving & Drainage Plans
- Traffic Studies
- Utility Impacts
- Transportation Safety Studies

Task 2 – Deliverables

The following deliverables will be produced:

- Review Comments & Recommendations
- Red-lined plans & reports

III. Reporting

EXP shall meet with the Client to discuss relevant project reviews as well as coordinate and participate in discussions with public officials, as necessary. EXP shall submit timely monthly invoices electronically with corresponding progress reports to document and support the work completed for approval by the Client.

IV. Client Responsibilities

It is understood that EXP will perform services under the sole direction of the Client or their designated representative. In the performance of these services, EXP will coordinate its efforts with those of other project team members and consultants as required. The Client shall provide EXP with all project related information available including any existing plans, property legal description, title work, boundary and topographic surveys, geotechnical investigation reports, environmental reports, permits, etc. EXP will rely upon the accuracy and completeness of all Client-furnished information in connection with the performance of services under this agreement.

V. Length Of Service

The professional review services described herein will be provided as needed for **one (1) year**. All services are to be completed in a timely fashion in coordination with the Client, County review periods, and the Developer/Owner (if applicable).

VI. Fee Estimate/Method of Compensation

EXP will perform the above-mentioned services on an hourly as-needed basis for a Not-to-Exceed amount of forty-seven thousand seven hundred dollars and zero cents (**\$47,700.00**). The method of compensation will be in accordance with the *Professional Services Agreement* and based on the rates provided in the Master Services Agreement. The Client shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order.



Exhibit "B"

Exhibit B – Vendor's Fee
Professional Services for On-Call Planning Services
Nassau County, FL

March 12, 2025

Mr. Caleb Hurst
 Development Services Director
 Nassau County - Development Services
 96161 Nassau Place
 Yulee, FL 32097

Re: Professional Review Services Rev. 03.12.2025

Dear Mr. Hurst:

EXP U.S. Services, Inc. ("EXP") is pleased to provide this Fee Proposal to **Nassau County** ("Client") for professional services for the above referenced project. The proposed professional services will be provided in accordance with Contract for Professional Services CM3565.

Schedule of Deliverables						
Task No.	Major Task, Sub-Task Activity, or Deliverable	Role	Anticipated Hours	Hourly Rate Amount	Fee	Fee Basis
1	Development Review	Planning Director	14	\$275	\$3,850.00	NTE
		Principal Planner	14	\$220	\$3,080.00	NTE
		Planner III	38	\$180	\$6,840.00	NTE
		Planner II	38	\$150	\$5,700.00	NTE
		Planner I	26	\$120	\$3,120.00	NTE
		Clerical	14	\$90	\$1,260.00	NTE
Subtotal					\$23,850.00	NTE
2	Miscellaneous Support	Planning Director	14	\$275	\$3,850.00	NTE
		Principal Planner	14	\$220	\$3,080.00	NTE
		Planner III	38	\$180	\$6,840.00	NTE
		Planner II	38	\$150	\$5,700.00	NTE
		Planner I	26	\$120	\$3,120.00	NTE
		Clerical	14	\$90	\$1,260.00	NTE
Subtotal					\$23,850.00	NTE
Total:					\$47,700.00	NTE

Certificate Of Completion

Envelope Id: 4B98E133-8C0A-4F07-A8AD-6F0D2EED6D1E
Subject: EXP U.S. Servies - Change Order 02 - CM3565-WA01 - \$12,420.00
Source Envelope:
Document Pages: 6
Certificate Pages: 3
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
Kelly Mitchell
kmitchell@nassaucountyfl.com
IP Address: 50.238.237.26

Record Tracking

Status: Original
3/24/2025 4:39:29 PM

Holder: Kelly Mitchell
kmitchell@nassaucountyfl.com

Location: DocuSign

Signer Events

Signature

Timestamp

Caleb Hurst
churst@nassaucountyfl.com
Development Services Director
Nassau County BOCC
Security Level: Email, Account Authentication (None)

Caleb Hurst

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 3/24/2025 4:49:51 PM
Viewed: 3/24/2025 5:52:26 PM
Signed: 3/24/2025 5:52:39 PM

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)

TP

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 3/24/2025 5:52:40 PM
Viewed: 3/25/2025 8:02:22 AM
Signed: 3/25/2025 8:04:34 AM

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)

Chris Lacambra

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 3/25/2025 8:04:37 AM
Viewed: 3/25/2025 9:07:21 AM
Signed: 3/25/2025 9:08:17 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign






Evelyn Burton
eburton@nassaucountyfl.com
Procurement
Nassau County BOCC
Delegate Of: Lanaee Gilmore
lgilmore@nassaucountyfl.com
Security Level: Email, Account Authentication (None)

Evelyn Burton

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 3/25/2025 9:08:20 AM
Viewed: 3/25/2025 9:20:50 AM
Signed: 3/25/2025 9:21:03 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 3/25/2025 9:21:05 AM Viewed: 3/31/2025 9:17:53 AM Signed: 3/31/2025 9:18:33 AM
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: 71.203.166.119 Signed using mobile	Sent: 3/31/2025 9:18:35 AM Viewed: 3/31/2025 9:46:23 AM Signed: 3/31/2025 9:47:00 AM
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: 3/31/2025 9:47:03 AM Viewed: 3/31/2025 11:41:42 AM Signed: 3/31/2025 11:41:48 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
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
Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)		Sent: 3/31/2025 11:41:50 AM Viewed: 3/31/2025 11:59:16 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)		Sent: 3/31/2025 11:41:50 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/24/2025 4:49:51 PM
Certified Delivered	Security Checked	3/31/2025 11:41:42 AM
Signing Complete	Security Checked	3/31/2025 11:41:48 AM
Completed	Security Checked	3/31/2025 11:41:50 AM

Payment Events	Status	Timestamps
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