

NASSAU COUNTY WORK AUTHORIZATION #05

Contract Number:	CM3456
Consultant/Vendor:	Halff Associates Inc.
Consultant/Vendor Contact Name:	Sean Lahav
Consultant/Vendor Contact Phone Number:	(904)720-2611
Consultant/Vendor Contact Email Address:	slahav@halff.com
Project Short Title:	Nassau County Adaptation Program
Total Amount of Previous Work Authorizations:	\$707,915.62
Amount of this Work Authorization:	\$205,000.00
New Contract Amount including this Work Authorization:	\$912,915.62
Funding Source:	03005541-534000 RPG23 Budget Transfer Pending

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 "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.

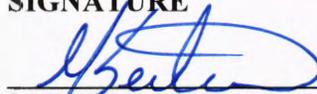
RECOMMENDED AND APPROVED BY:

Department Head/Managing Agent:	<u>Katie Peay</u>	4/10/2025	
		Date	BC
Procurement:	<u>Evelyn Burton</u>	4/11/2025	4/10/2025
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	4/10/2025	JP
		Date	4/10/2025
County Attorney:	<u>Denise C. May</u>	4/16/2025	
	Denise C. May	Date	EM

IN WITNESS WHEREOF, the Parties have caused this Work Authorization to be ^{4/16/2025} executed by its duly authorized representatives, effective as of the last date below.

**BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA**


 By: A.M. "HUPP" HUPPMANN
 Its: Chair
 Date: 5-21-25

**ATTEST TO CHAIR'S
SIGNATURE**

MITCH L. KEITER
 Its: Ex-Officio Clerk

HALFF ASSOCIATES, INC.
Sean Lahav
 BY: _____
 Print Name: Sean Lahav
 Title: Associate Vice President
 Date: 4/11/2025

EXHIBIT "A"



TASK LETTER FOR CONTINUING SERVICES – HALFF AVO 53758.007 RESILIENT FLORIDA ADAPTATION PLAN NASSAU COUNTY, FLORIDA

I. ABBREVIATED PROJECT DESCRIPTION

CLIENT has requested CONSULTANT to develop Nassau County's Resilient Florida Adaptation Plan (AP). The CONSULTANT will act as a project advisor to CLIENT in this capacity. The AP will identify key vulnerabilities, prioritize adaptation strategies, and propose actionable projects to safeguard infrastructure, homes, businesses, and natural resources. The planning process will include phased development, extensive community engagement, and evaluation of strategies for feasibility and impact. The final plan will outline adaptation measures, funding opportunities, and implementation timelines to enhance Nassau County's long-term resilience.

II. SCOPE OF SERVICES

A. TASK 1 – KICK-OFF MEETING

The CONSULTANT will initiate the project by conducting a kick-off meeting to outline the project scope, goals, schedule, milestones, and deliverables. This meeting will ensure that all stakeholders are aligned with the objectives and approach of the Adaptation Plan development process.

Deliverables:

1. Meeting agenda including location, date, and time of meeting.
2. Meeting sign-in sheets or attendance records with attendee names and affiliations.
3. A copy of the presentation(s) and any materials created for distribution at the meeting.
4. Kick-off meeting minutes documenting all decisions and agreed-upon outcomes.
5. A summary report including attendee input and meeting outcomes.

Task Lump Sum Fee: \$5,000.00

B. TASK 2 – DRAFT ADAPTATION NEEDS AND STRATEGIES

The CONSULTANT will develop a draft Adaptation Plan that identifies the adaptation needs and corresponding strategies. The draft will include a table listing the adaptation needs and strategies, as well as a map illustrating the critical assets identified as priorities for adaptation. The plan will be consistent with the guidelines outlined in the Florida Adaptation Planning Guidebook.

Deliverables:

1. A draft Adaptation Plan outlining the adaptation needs and strategies.

Task Lump Sum Fee: \$100,000.00

C. TASK 3 – COMMUNITY PRIORITIZATION OF ADAPTATION NEEDS

The CONSULTANT will facilitate public meetings to prioritize the adaptation needs identified in the draft Adaptation Plan. These meetings will provide an opportunity for community members to review and offer feedback on the draft plan, focusing on prioritizing adaptation needs and strategies. The CONSULTANT will prepare the necessary materials for the meetings, including social media notifications, invitations, presentations, and graphics.

Deliverables:

1. Meeting agendas including location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliations (e.g., local stakeholders, residents, local government staff).
3. A copy of the presentation(s) and any materials created for distribution (e.g., social media posts, graphics).



4. A copy of the video or audio recording from the meeting, if applicable.
5. A summary report documenting attendee input and meeting outcomes.

Task Lump Sum Fee: \$35,000.00

D. TASK 4 – FINAL ADAPTATION PLAN

The CONSULTANT will finalize the Adaptation Plan, ensuring it aligns with the Florida Adaptation Planning Guidebook. The final plan will include a prioritized list of projects for each asset class, as defined in Subsection 380.093(2) of the Florida Statutes, for potential implementation. It will also include adaptation action areas, high-level conceptual designs, and engineering budgets for the top-priority projects. The final plan will be integrated with existing local planning documents, such as the Comprehensive Plan, Building Code, Local Mitigation Strategy, Capital Improvement Plan, and Stormwater Management Master Plan.

Deliverables:

1. A final Adaptation Plan, inclusive of all associated documentation, appendices, and supporting materials.

Task Lump Sum Fee: \$60,000.00

E. TASK 5 – PUBLIC PRESENTATION

The CONSULTANT will present the final Adaptation Plan results to local governing boards, technical committees, and other appropriate officers and elected officials. This presentation will communicate the outcomes of the final plan, including prioritized project recommendations and potential future funding needs. The CONSULTANT will prepare all necessary materials, such as meeting invitations, presentations, and social media notifications.

Deliverables:

1. Meeting agendas including location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliations.
3. A copy of the presentation(s) and any materials created for the meeting (e.g., social media posts, graphics).
4. A copy of the video or audio recording of the presentation, if applicable.
5. A summary report documenting attendee input and meeting outcomes.

Task Lump Sum Fee: \$5,000.00

III. FEE SCHEDULE

Task No.	Task Description	Lump Sum Fee
Task 1	Kick-Off Meeting	\$5,000.00
Task 2	Draft Adaptation Needs and Strategies	\$100,000.00
Task 3	Community Prioritization of Adaptation Needs	\$35,000.00
Task 4	Final Adaptation Plan	\$60,000.00
Task 5	Public Presentation	\$5,000.00
TOTAL LUMP SUM FEE		\$205,000.00

Nassau County Adaptation Plan (AP) Fee Estimate - CH3456

Task No.	Task Description	Lump Sum Fee	Landscape/Planner III (\$149.59/hr)	Landscape/Planner IV (\$237.64/hr)	Engineer IV (\$229.15/hr)	Engineer V (\$334.79/hr)	Forecasted Totals	Difference(s)
Task 1	Kick-Off Meeting	\$5,000.00	\$2,842.21	19	\$2,138.76	9	\$4,980.97	\$19.03
Task 2	Draft Adaptation Needs and Strategies	\$100,000.00	\$34,405.70	230	\$30,670.68	167	\$15,123.90	\$66
Task 3	Community Prioritization of Adaptation Needs	\$35,000.00	\$15,407.77	103	\$13,771.12	58	\$5,728.75	25
Task 4	Final Adaptation Plan	\$60,000.00	\$25,878.07	173	\$21,852.88	92	\$7,114.65	31
Task 5	Public Presentation	\$5,000.00	-	-	\$4,990.44	21	-	-
TOTAL(\$)		\$205,000.00	\$78,534.75	525	\$82,423.88	347	\$264,661.06	\$338.94

Note: Lump Sum Fee reflects FDEP grant allocation amounts, where estimated hours are slightly less than Lump Sum Fees provided in grant for each task. Total of \$338.94 difference between Lump Sum Fee and Forecasted Totals. Hourly rates are based on 2025 fee listed in 2023-28 Hourly Rate Schedule.



2023-28 HOURLY RATE SCHEDULE

Labor Category	Level	2023	2024	2025	2026	2027
Architect	I	85.00	97.85	100.79	103.81	106.92
	II	111.00	124.53	127.76	131.20	134.83
	III	136.00	150.48	153.93	157.67	161.68
	IV	203.00	209.61	216.89	223.77	229.04
	V	221.00	224.75	228.79	233.14	236.79
Engineer	I	115.00	128.45	132.00	135.66	139.43
	II	154.00	168.68	173.50	178.47	183.58
	III	189.00	194.87	200.51	206.33	212.72
	IV	218.00	223.48	229.15	235.05	241.11
	V	225.00	230.75	236.79	243.14	249.79
Scientist	I	75.00	77.25	79.57	81.95	84.41
	II	114.00	117.41	120.98	124.72	128.61
	III	140.00	144.38	148.74	153.28	158.08
	IV	200.00	205.06	210.18	215.55	221.10
	V	212.00	217.75	223.79	229.14	234.79
Landscape/Planner	I	85.00	88.58	92.24	95.97	99.78
	II	110.00	113.90	117.90	122.00	126.21
	III	141.00	145.21	149.58	154.07	158.70
	IV	214.00	218.72	223.64	228.77	234.11
	V	221.00	226.75	232.79	239.14	245.79
Surveyor	I	95.00	97.85	100.79	103.81	106.92
	II	110.00	113.20	116.79	120.20	123.81
	III	141.00	145.21	149.58	154.07	158.70
	IV	184.00	188.92	193.99	199.21	204.58
	V	215.00	220.75	226.79	233.14	239.79
Field Tech	I	58.00	59.74	61.53	63.38	65.28
	II	75.00	77.25	79.57	81.95	84.41
	III	96.00	98.89	101.89	104.90	108.05
	IV	114.00	117.77	121.55	125.50	129.50
	V	202.00	206.86	211.92	217.13	222.50
Office Tech	I	60.00	61.80	63.65	65.56	67.53
	II	75.00	77.77	80.57	83.40	86.27
	III	96.00	98.89	101.89	104.90	108.05
	IV	124.00	127.77	131.55	135.50	139.50
	V	160.00	164.80	169.74	174.84	180.00
Administrative	I	44.00	45.52	47.07	48.75	50.47
	II	75.00	77.25	79.57	81.95	84.41
	III	97.00	100.51	104.09	107.99	112.17
	IV	118.00	121.54	125.19	128.94	132.81
	V	159.00	162.23	165.21	168.24	171.32
Specialist	I	88.00	91.07	94.20	97.40	100.67
	II	104.00	107.18	110.46	113.83	117.30
	III	132.00	135.96	140.04	144.24	148.57
	IV	180.00	184.78	189.57	194.48	199.51
	V	240.00	245.60	251.83	258.11	264.53
Intern		75.00	77.25	79.57	81.95	84.41

Subsequent annual rates include 3% annual escalation.

Budget Transfer Request

Requesting Dept: OMB Fund: 103-Cty Transp Transfer # _____

Prepared By: Brittany Contardi Date: 3/18/2025

Purpose: Provide additional budget needed for contractual services for RPG23 Grant

					Fin. Serv. Use Only
					Verified Available
Acct. Number	Acct. Description	Available Budget	Transfer Amount		
Transfer:					
From: <u>03005541-512000 RPG23</u>	<u>REGULAR SALARIES AND WAGE</u>	\$ <u>420,431.00</u>	\$ <u>(420,431.00)</u>		
From: <u>03005541-521010 RPG23</u>	<u>FICA TAXES</u>	\$ <u>25,800.00</u>	\$ <u>(25,800.00)</u>		
From: <u>03005541-521020 RPG23</u>	<u>MEDICARE TAXES</u>	\$ <u>6,034.00</u>	\$ <u>(6,034.00)</u>		
From: <u>03005541-522000 RPG23</u>	<u>RETIREMENT</u>	\$ <u>56,469.00</u>	\$ <u>(56,469.00)</u>		
From: <u>03005541-523010 RPG23</u>	<u>LIFE & HEALTH INSURANCE</u>	\$ <u>21,170.00</u>	\$ <u>(21,170.00)</u>		
From: <u>03005541-524010 RPG23</u>	<u>WORKERS' COMPENSATION</u>	\$ <u>647.00</u>	\$ <u>(647.00)</u>		
From: <u>03005541-564002 RPG23</u>	<u>EQUIP \$50,000 OR GREATER</u>	\$ <u>77,894.00</u>	\$ <u>(77,894.00)</u>		
To: <u>03005541-534000 RPG23</u>	<u>OTHER CONTRACTUAL SERVI</u>	\$ <u>34,546.00</u>	\$ <u>608,445.00</u>		
To: _____	_____	_____	_____		
To: _____	_____	_____	_____		
To: _____	_____	_____	_____		
To: _____	_____	_____	_____		

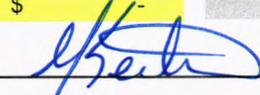
Subtotal: \$ -

Grand Total: \$ -

Approved By:

BOCC: 

Date: 5-21-25

Clerk of Courts: 

Date: 5-21-25

Financial Services Use Only

Action Completed: _____

Signature/Date