

**NASSAU COUNTY WORK AUTHORIZATION #04** **CS-24-372**

<b>Contract Number:</b>	CM3505
<b>Consultant/Vendor:</b>	Kimley-Horn and Associates, Inc.
<b>Consultant/Vendor Contact Name:</b>	George E. Roland
<b>Consultant/Vendor Contact Phone Number:</b>	919-677-2000
<b>Consultant/Vendor Contact Email Address:</b>	George.Roland@kimley-horn.com
<b>Project Short Title:</b>	Barnwell Rd Ditch Relocation
<b>Total Amount of Previous Work Authorizations:</b>	\$475,952.69
<b>Amount of this Work Authorization:</b>	\$46,235.00
<b>New Contract Amount including this Work Authorization:</b>	\$522,187.69
<b>Funding Source:</b>	03336541-531000 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>	5/16/2025	
		Date	
Procurement:	<u>Lanace Helms</u>	5/16/2025	JP
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	5/16/2025	5/16/2025
		Date	
County Attorney:	<u>Denise C. May, Esq., BCS</u>	5/21/2025	
	<u>Denise C. May</u>	Date	EM

5/21/2025

**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  
 Its: Designee  
 Date: 5/22/2025

**KIMLEY-HORN AND ASSOCIATES, INC.**

BY: George E. Roland  
 Print Name: George E. Roland  
 Title: Vice President  
 Date: 5/21/2025

# EXHIBIT "A"



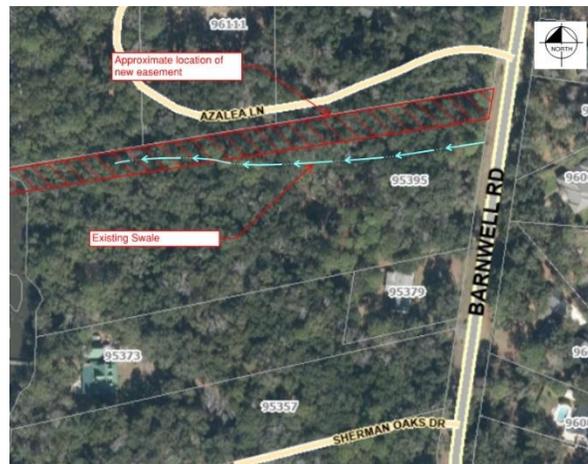
## Barnwell Ditch Relocation

Nassau County

### Scope of Design Services

#### Project Understanding

Kimley-Horn met with Nassau County Stormwater Drainage Management on February 13th, 2025, to discuss the drainage concerns along Barnwell Rd and Azalea Lane. The improvements consist of rerouting an existing swale that lies outside Nassau County easements and right-of-way (R/W). The swale will be realigned to be within a permanent easement location which the County is in the process of acquiring. The existing swale will be filled and regrated to match existing drainage patterns. The swale along Barnwell Road will be adjusted to drain toward the new easement location. A portion of the realigned swale will be replaced with a pipe and drainage structure system.



#### **Scope of Services**

Kimley-Horn will provide the services specifically set forth below.

##### **Task 1: Project Coordination**

Kimley-Horn will provide project management and coordination services with Nassau County. This task includes one (1) project kickoff meeting and up to two (2) progress/coordination meetings.

##### **Task 2 – Drainage Analysis and Design**

Kimley-Horn will analyze the existing drainage patterns and existing drainage system of the project to document the drainage concerns. This task includes a review of existing plans, permits, as-built data, and reviewing past and current aerial photographs. This task includes one (1) field review during a storm

event.

Kimley-Horn will design a drainage system and provide a design report to document the proposed drainage improvements. This design will include swale regrading, inlets, and pipes. Design information relative to the proposed drainage improvements will be shown on the plan sheets. Kimley-Horn will prepare drainage calculations and floodplain compensation calculations for review of the proposed design by the County Staff.

### **Task 3 – Construction Plans**

Kimley-Horn will prepare Construction Plans to detail out the recommended drainage improvements. The Construction Plans will be prepared in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans.

The Construction Plan sheets will be prepared on 11"x17" format at a horizontal scale of 1" = 40'. The construction plans will be prepared based on topographic information provided by the survey and as-built information provided by the County.

A Drainage Map will be prepared for the project at a scale of 1" = 200'. The drainage maps will show roadway drainage basins, offsite basins, and flow patterns/arrows.

Proposed drainage structure cross sections are not included in this task.

The Construction Plan set will include the following items:

- Key Sheet
- Ditch Typical Section
- Drainage Map Sheet
- General Notes Sheet
- Plan Sheets
- Erosion Control Plan Sheets

### **Task 4 – Environmental Services**

Kimley-Horn will conduct an Environmental Assessment (EA) to identify the limits of wetlands and surface waters within the project area. Kimley-Horn will review previously prepared environmental documentation (if available) and conduct field reconnaissance of the site.

In preparing the EA, the Consultant will conduct the following tasks:

- 1) Review readily available natural resource documentation, previous environmental studies (if available or provided by Client), readily available permits and listed species information,
- 2) Review aerial photography, soils maps, and mapping of existing wetland and surface water features on-site,
- 3) Review Federal Emergency Management Agency (FEMA) flood maps,
- 4) Conduct site reconnaissance to review the site and ground-truth the findings from the database searches,
- 5) Delineate wetland limits in accordance with the State unified wetland delineation methodologies described in Chapter 62-340, Florida Administrative Code and the US Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual.

Following database review and site reconnaissance, an EA Report will be prepared summarizing the

results of the data collection efforts. A summary of federal, state, and local environmental permitting requirements will be prepared as well as a discussion of federal, state, and local jurisdiction of environmental features with a brief discussion of potential mitigation requirements. The following exhibits will be prepared:

- 1) Project Location map,
- 2) USGS Topographic Map,
- 3) NRCS Soils map,
- 4) A land cover map classifying the habitats on-site based on the Florida Land Use, Cover, and Forms Classification System (FLUCCS) and showing approximate acreage of each land cover. The acreage of habitats shown will be approximate based on aerial interpretation,
- 5) Wetland/Surface Water Map (if applicable),

### **Task 5 – Permitting**

*Task 5a SJRWMD Environmental Resource Permit:* Kimley-Horn will attend one (1) virtual pre-application meeting with St. Johns River Water Management District (SJRWMD) staff to discuss permitting requirements for this project. Additionally, Kimley-Horn will attend one (1) site visit with agency staff to review and confirm the limits of wetlands and surface waters previously delineated on-site.

Proposed wetland or surface water impacts associated with the project are anticipated to require a General Permit from SJRWMD (FAC 62-330.451). Kimley-Horn will assemble the Environmental Resource Permit (ERP) application package, including Section C and associated narrative and figures. If required by SJRWMD, Kimley-Horn will coordinate wetland mitigation to offset proposed wetland impacts through the purchase of credits from a wetland mitigation bank. If on-site or permittee responsible offsite mitigation is instead proposed, Kimley-Horn will prepare a separate scope and fee for the effort required to create an on-site or offsite mitigation plan. This scope assumes mitigation credits will be available within the same basin as the project area, however, if there are no credits available within the same basin SJRWMD will require a cumulative impact analysis and additional scope and fee will be required. It is anticipated that flood plain compensation calculations will be required for SJRWMD application

Following application submittal, Kimley-Horn will respond to up to two (2) Requests for Additional Information (RAIs) from SJRWMD staff. Any additional RAIs or meetings with SJRWMD will be considered additional services. All application fees shall be paid by the Client.

*Task 5B USACE Letter of Permission:* Kimley-Horn will attend one (1) virtual pre-application meeting with United State Army Corps of Engineers (USACE) staff to discuss permitting requirements for this project. Additionally, Kimley-Horn will attend one (1) site visit with agency staff to review and confirm the limits of wetlands and surface waters previously delineated on-site.

It is assumed that wetlands and surface waters within the project area will be considered Waters of the United States (WOTUS) and are anticipated to fall under USACE jurisdiction. Additionally, it is anticipated that the ditch is a tidally-influenced water due to its connection to Lanceford Creek, and as a result will not qualify for a Nationwide Permit. Wetland and surface water impacts associated with the project are anticipated to qualify for a Letter of Permission (LOP) from USACE. Kimley-Horn will assemble the LOP application package, including the ENG Form 4345 application and associated engineering plans.

Following application submittal, Kimley-Horn will respond to up to two (2) rounds of comments from USACE staff. Any additional comments or meetings with USACE will be considered additional services. All application fees shall be paid by the Client.

## Task 6 – Utility Coordination

Existing utilities have been identified along Barnwell Road within the limits of the project. The Existing Agency/Owners (UAO) will designate the existing utilities within the project limits during the design phase. Each UAO will be responsible for the design of their respective utilities for this project. These designs will be provided by Kimley-Horn by the UAO in CADD format for inclusion in the utility adjustment sheets, as needed. Kimley-Horn will be responsible for coordinating with the UAOs for the proposed construction elements such as utility conflicts are minimized or avoided.

Kimley-Horn will provide the UAO's electronic PDF files of the roadway plans at 60% and Final plans submittals. Kimley-Horn cannot be responsible for the accuracy of the CADD files after they are provided to the Utility owners, if requested. Kimley-Horn will, prior to and during design, obtain available data from the UAO's that may be needed to determine the actual location and depth of the underground utilities. Kimley-Horn will prepare for and attend up to two (2) utility Coordination meetings.

### Additional Services if required:

**Any services not specifically provided for in the above scope will be billed as additional services and performed at Kimley-Horn's then-current hourly rates. Additional services Kimley-Horn can provide include, but are not limited to, the following:**

- Legal descriptions and parcel sketches
- Right-of-way acquisition coordination services
- Signalization analysis, design or plans
- Roadway design or improvements except as described above
- Design outside of the existing County R/W
- Auxiliary lanes or access change improvements along existing roadways
- Temporary Traffic Control Plans
- Master utility plan, proposed utility design or utility construction plans
- FDOT Permitting
- Construction Phase Services
- Bid and Award Phase Services
- Landscape Plans
- Lighting analysis, design, plans and power UAO coordination for lighting requirements
- Specific protected species surveys
- Archaeological or historical surveys
- Protected species permitting
- Contamination assessment
- Permitting with other agencies not listed above
- Attendance at meetings in addition to those noted in the scope of services
- Engineering Inspection Services
- Retaining wall structural analysis and plans
- Geotechnical services
- Contamination remediation plans
- Utility adjustment plan sheets
- TTCP sheets



**Schedule:**

Kimley-Horn will perform the services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

**Deliverables:**

Construction plans noted in task 3 will be in two phases at 60% and Final plans.

**Terms of compensation:**

Kimley-Horn will perform the services in Tasks 1 - 6 for the total lump sum of \$46,235. Individual task amounts are informational only.

Task Number & Name		Fee	Type
1	Project Coordination	\$3,090	Lump Sum
2	Drainage Design & Analysis	\$13,689	Lump Sum
3	Construction Plans	\$8,843	Lump Sum
4	Environmental Assessment	\$4,532	Lump Sum
5	Permitting (SJRWMD ERP & USACE LOP)	\$12,481	Lump Sum
6	Utility Coordination	\$3,600	Lump Sum
<b>Total</b>		<b>\$46,235</b>	

All permitting, application, and similar project fees will be paid directly by the County. Fee and expenses will be invoiced monthly based upon the percentage of services performed or actual services performed, and expenses incurred as of the invoice date.

EXHIBIT A

PROJECT: Barnwell Ditch Relocation  
 CLIENT: Nassau County  
 ESTIMATOR: Alex Cremearis

Task	Senior Engineer 2	Senior Engineer 1	Project Manager 2	Engineer 2	Engineer 1	Engineering Intern	Environmental Scientist	Clerical/Admin	KHA Hours Total	KHA Labor Total
Task 1		1		15					15	3,090.0
Task 2	5	5	5	20	20	20			75	13,689.0
Task 3		5	5	10	15	15			50	8,843.0
Task 4				11			20		31	4,532.0
Task 5	2	5	10	12	12	9	25		75	12,481.0
Task 6			0	5	5	0		15	25	3,600.0
<b>Total Hours</b>	<b>7</b>	<b>15</b>	<b>20</b>	<b>73</b>	<b>52</b>	<b>44</b>	<b>45</b>	<b>15</b>		
<b>Hourly Rate</b>	<b>\$259.56</b>	<b>\$226.60</b>	<b>\$236.90</b>	<b>\$206.00</b>	<b>\$158.62</b>	<b>\$139.05</b>	<b>\$113.30</b>	<b>\$118.45</b>		
<b>LUMP SUM TOTAL \$</b>	<b>1,817</b>	<b>3,399</b>	<b>4,738</b>	<b>15,038</b>	<b>8,248</b>	<b>6,118</b>	<b>5,099</b>	<b>1,777</b>		<b>\$ 46,235</b>

\* Rates based on the rate escalation June 2024-June 2025



## Certificate Of Completion

Envelope Id: A57D0BEF-C649-47BA-8EBE-022ACADFBDF7 Status: Completed  
 Subject: Complete with Docusign: CM3505-WA04 - Kimley-Horn - Barnwell Rd Ditch Relocation - \$46,235.00  
 Source Envelope:  
 Document Pages: 9 Signatures: 10 Envelope Originator:  
 Certificate Pages: 6 Initials: 3 Stephanie Walsh  
 AutoNav: Enabled swalsh@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: Stephanie Walsh Location: DocuSign  
 5/16/2025 8:41:11 AM swalsh@nassaucountyfl.com

## Signer Events

	Signature	Timestamp
Katie Peay kpeay@nassaucountyfl.com Stormwater Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 5/16/2025 8:50:52 AM Viewed: 5/16/2025 9:06:14 AM Signed: 5/16/2025 9:06:35 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 11/2/2021 8:55:57 AM ID: a37cb26b-663c-4683-bca2-fe14683393b0		

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 5/16/2025 9:06:36 AM Viewed: 5/16/2025 9:40:59 AM Signed: 5/16/2025 9:41:50 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign		

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 5/16/2025 9:41:52 AM Viewed: 5/16/2025 10:40:53 AM Signed: 5/16/2025 10:41:27 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign		

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 5/16/2025 10:41:31 AM Viewed: 5/16/2025 11:39:27 AM Signed: 5/16/2025 11:39:35 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign		

Signer Events	Signature	Timestamp
<p>George E. Roland  George.Roland@kimley-horn.com  Associate  Kimley-Horn and Associates, Inc  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 5/21/2025 8:09:18 AM  ID: c0d68dc5-e261-49d6-ab5c-c892d7359a6f</p>	  Signature Adoption: Pre-selected Style Using IP Address: 134.238.171.64	<p>Sent: 5/16/2025 11:39:38 AM  Viewed: 5/21/2025 8:09:18 AM  Signed: 5/21/2025 8:10:11 AM</p>
<p>Elizabeth Moore  emoore@nassaucountyfl.com  Assistant County Attorney  Nassau County  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 5/21/2025 8:10:14 AM  Viewed: 5/21/2025 3:53:50 PM  Signed: 5/21/2025 4:08:32 PM</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>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 5/21/2025 4:08:35 PM  Viewed: 5/21/2025 4:11:02 PM  Signed: 5/21/2025 4:11:17 PM</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>	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 5/21/2025 4:11:19 PM  Viewed: 5/22/2025 8:49:24 AM  Signed: 5/22/2025 8:49:41 AM</p>
<p>Clerk Finance  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 5/22/2025 8:49:43 AM  Viewed: 5/22/2025 10:34:46 AM  Signed: 5/22/2025 10:35:43 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
Stephanie Walsh swalsh@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/22/2025 10:35:46 AM Resent: 5/22/2025 10:35:55 AM
George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/22/2025 10:35:47 AM
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/22/2025 10:35:48 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/22/2025 10:35:49 AM Viewed: 5/22/2025 1:29:31 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/16/2025 8:50:52 AM
Certified Delivered	Security Checked	5/22/2025 10:34:46 AM
Signing Complete	Security Checked	5/22/2025 10:35:43 AM
Completed	Security Checked	5/22/2025 10:35:49 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Nassau:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](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.

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](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.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.