

EXHIBIT A
TO AGREEMENT BETWEEN
CLIENT and ENGINEER

SERVICES ORDER

Dated: June 6, 2024

This Services Order is issued pursuant to the Master Agreement for Professional Services (“Agreement”) entered into between **CITY OF CHIPLEY** (CLIENT) and **MOTT MACDONALD FLORIDA, LLC** (ENGINEER) dated June 14th, 2022.

SPECIFIC PROJECT NAME:

502100951-001 Chipley Permit Renewals – FDEP FLA027570 & FLAB07131

SPECIFIC PROJECT DESCRIPTION:

Preparation of a permit application package to renew existing FDEP permits for City of Chipley WWTP (FLA027570) and Sprayfield (FLAB07131).

SCOPE OF SERVICES:

ENGINEER will perform the following services:

Part I – General

1. Contact FDEP to coordinate all permitting requirements, attend a pre-application meeting.
2. Work with City and FDEP to incorporate Sprayfield permit into the WWTF permit.

Part II – Permitting

Permitting obligations of the Engineer shall include:

1. Prepare all required data for permit submittal. Owner will provide all WWTF operational data in electronic MS Excel format.
2. Complete and submit all anticipated permit applications. Anticipated permits applications include:
 - a. FDEP Form 1 {FDEP Form 62-620.910(1)}
 - b. FDEP Form 2A {FDEP Form 62-620.91(2)}
4. Prepare Capacity analysis Report to meet minimum FDEP requirements.
5. Prepare Operation and Maintenance Performance Report to meet minimum FDEP permit requirements.

The Owner shall provide any relative existing data and documents (i.e., plans, old reports, operating data, etc.) to support the renewal of permit application. Also, any long-range planning, comprehensive plan, and annexation data pertinent to forecasting future flows shall be provided.

COMPENSATION:

Fixed Price. ENGINEER's compensation shall be a fixed price (lump sum) of **\$25,000.00**


Fee includes responding to two (2) Requests For Information (RFI) from FDEP. Additional RFI's will be billed on a Time and Material Basis. Costs for responding to more than two RFIs, Water Quality Study, reuse Feasibility Report, and any specialized evaluation are not included in this work. Additionally, permit application fees will be paid by the City and are not included in this Scope of Services.

Then ENGINEER shall be compensated in accordance with the following Schedule of Fees:

1. Permit Application	\$ 5,000.00
2. Capacity Analysis Report	\$ 10,000.00
3. O&M Performance Report	\$ 10,000.00
TOTAL	\$25,000.00

IN WITNESS WHEREOF, the parties have entered into this Services Order as of the date set forth above in this Scope of Work.

ENGINEER
MOTT MACDONALD FLORIDA, LLC

By: 
Name: Billy Perry
Title: Senior Vice President

Date: 6/18/2024

CLIENT
CITY OF CHIPLEY

By: _____
Name: Patrice Tanner
Title:

Date: _____

Certificate Of Completion

Envelope Id: 77A56F0B40B34423BF9DB8A9F99630BD

Status: Sent

Subject: 502100951-001 - City of Chipley - Permit Renewals - Service Order.pdf

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Adam Reynolds

AutoNav: Enabled

Mott MacDonald House

Envelopeld Stamping: Enabled

8-10 Sydenham Road

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

Croydon, Croydon CR0 2EE

Adam.Reynolds@mottmac.com

IP Address: 165.225.222.173

Record Tracking

Status: Original

Holder: Adam Reynolds

Location: DocuSign

6/18/2024 1:37:01 PM

Adam.Reynolds@mottmac.com

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

Billy Perry

Billy.Perry@mottmac.com

Senior Vice President

Security Level: Email, Account Authentication
(None)

DocuSigned by:

0B8A7FA0F37C412...

Sent: 6/18/2024 1:42:19 PM

Viewed: 6/18/2024 4:19:07 PM

Signed: 6/18/2024 4:19:41 PM

Signature Adoption: Pre-selected Style

Using IP Address: 143.59.242.90

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 6/18/2024 4:19:07 PM

ID: 8df25462-319e-4528-a333-a446e44b8187

Patrice Tanner

ptanner@cityofchipley.com

Security Level: Email, Account Authentication
(None)

Sent: 6/18/2024 4:19:46 PM

Viewed: 6/19/2024 6:36:58 PM

Electronic Record and Signature Disclosure:

Accepted: 6/19/2024 6:36:58 PM

ID: 722ab712-330b-44d0-816e-78a0bd93609d

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**

Beverly Stephens

Beverly.Stephens@mottmac.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Douglas Brown

Douglas.Brown@mottmac.com

Security Level: Email, Account Authentication
(None)

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Contract Store
CentralUnit.ContractStore@mottmac.com
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Regina Scott
Regina.Scott@mottmac.com
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Kaila Moye
Kaila.Moye@mottmac.com
Security Level: Email, Account Authentication
(None)

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	6/18/2024 1:42:20 PM
Certified Delivered	Security Checked	6/19/2024 6:36:58 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Mott MacDonald - Non SAP (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 Mott MacDonald - Non SAP:

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: chris.bew@mottmac.com

To advise Mott MacDonald - Non SAP 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 chris.bew@mottmac.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 Mott MacDonald - Non SAP

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 chris.bew@mottmac.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 Mott MacDonald - Non SAP

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 chris.bew@mottmac.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 Mott MacDonald - Non SAP 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 Mott MacDonald - Non SAP during the course of your relationship with Mott MacDonald - Non SAP.