

COOPERATIVE FUNDING AGREEMENT (Type 3)  
BETWEEN THE  
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
AND  
PINELLAS COUNTY  
FOR  
COASTAL ZONE 5 WATERSHED MANAGEMENT PLAN (Q149)

THIS COOPERATIVE FUNDING AGREEMENT (Agreement) is made and entered into by and between the SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public corporation of the State of Florida, whose address is 2379 Broad Street, Brooksville, Florida 34604-6899, hereinafter referred to as the "DISTRICT," and PINELLAS COUNTY, a political subdivision of the State of Florida, whose address is 14 South Fort Harrison Avenue, 5<sup>th</sup> Floor, Clearwater, Florida 33756, hereinafter referred to as the "COOPERATOR."

WITNESSETH:

WHEREAS, the COOPERATOR proposed a project to the DISTRICT for funding consideration under the DISTRICT'S cooperative funding program; and

WHEREAS, the project consists of developing a Watershed Management Plan (WMP) for the Coastal Zone 5 Watershed in Pinellas County, through and Including floodplain analysis, Level of Service (LOS), Surface Water Resource Assessment (SWRA), and Best Management Practices (BMPs), hereinafter referred to as the "PROJECT"; and

WHEREAS, the DISTRICT considers the resource benefits to be achieved by the PROJECT worthwhile and desires to assist the COOPERATOR in funding the PROJECT.

NOW THEREFORE, the DISTRICT and the COOPERATOR, in consideration of the mutual terms, covenants and conditions set forth herein, agree as follows:

1. PROJECT CONTACTS AND NOTICES.

Each party hereby designates the individual set forth below as its prime contact for matters relating to this Agreement. Notices shall be sent to the attention of each party's prime contact as set forth herein by U.S. mail, postage paid, by nationally recognized overnight courier, or personally to the parties' addresses as set forth below. Notice is effective upon receipt.

Contract Manager for the DISTRICT:  
Ahmed Hamed  
Southwest Florida Water Management District  
2379 Broad Street  
Brooksville, Florida 34604

Project Manager for the COOPERATOR:  
Nabil Bawany  
Pinellas County  
14 South Fort Harrison Avenue, 5th Floor  
Clearwater, Florida 33756

Any changes to the above contact information must be provided to the other party in writing.

Unless otherwise indicated in this Agreement, reports required under this Agreement may be provided to the DISTRICT'S Contract Manager via email.

- 1.1 The DISTRICT'S Contract Manager is authorized to approve requests to extend a PROJECT task deadline set forth in the Project Plan. Such approval must be in writing, explain the reason for the extension and be signed by the DISTRICT'S Contract Manager and his or her Bureau Chief, or Director if the Bureau Chief is the DISTRICT'S Contract Manager, unless the DISTRICT'S Signature Authority provides otherwise. The DISTRICT'S Signature Authority supersedes the approval requirements provided in this Subparagraph. The DISTRICT'S Contract Manager is not authorized to approve any time extension which will result in an increased cost to the DISTRICT or which will exceed the expiration date set forth in this Agreement.
- 1.2 The DISTRICT'S Contract Manager is authorized to adjust a line item amount of the Project Budget set forth in the Project Plan, or, if applicable, the refined budget as set forth in Subparagraph 4 of the Funding Paragraph. The authorization must be in writing, explain the reason for the adjustment, and be signed by all appropriate DISTRICT staff in accordance with the DISTRICT'S Signature Authority. The DISTRICT'S Contract Manager is not authorized to make changes to the Scope of Work and is not authorized to approve any increase in the amounts set forth in the Funding Paragraph of this Agreement.

## 2. SCOPE OF WORK.

Upon receipt of written notice to proceed from the DISTRICT, the COOPERATOR shall perform the services necessary to complete the PROJECT in accordance with the Project Plan. Any changes to this Agreement, except as provided herein, must be mutually agreed to in a formal written amendment approved by the DISTRICT and the COOPERATOR prior to being performed by the COOPERATOR. The COOPERATOR shall be solely responsible for managing and controlling the PROJECT, including the hiring and supervising of any consultants or contractors it engages.

The parties agree that time is of the essence in the performance of each obligation under this Agreement.

### 3. FUNDING.

The parties anticipate that the total cost of the PROJECT will be Five Hundred Seventy-Five Thousand Dollars (\$575,000). The DISTRICT agrees to fund PROJECT costs as appropriated by the DISTRICT in accordance with Subparagraph 1 of this Funding Paragraph and anticipates funding PROJECT costs up to Two Hundred Eighty-Seven Thousand Five Hundred Dollars (\$287,500), and shall have no obligation to pay any costs beyond this anticipated maximum amount. The COOPERATOR agrees to provide all remaining funds necessary for the satisfactory completion of the PROJECT.

- 3.1 The DISTRICT'S performance and payment pursuant to this Agreement are contingent upon the DISTRICT'S Governing Board appropriating funds in its approved budget for the PROJECT in each fiscal year of this Agreement. The COOPERATOR recognizes that the DISTRICT has approved \$75,000 for the PROJECT through Fiscal Year 2021. The COOPERATOR'S payment of any financial obligation under this Agreement is subject to appropriation by the COOPERATOR'S Board of legally available funds.
- 3.2 The COOPERATOR shall pay PROJECT costs prior to requesting reimbursement from the DISTRICT. The DISTRICT shall reimburse the COOPERATOR for the DISTRICT'S share of allowable PROJECT costs in accordance with the Project Budget set forth in the Project Plan. Reimbursement for expenditures of contingency funds is contingent upon approval by the DISTRICT. If a reimbursement request includes expenditures of contingency funds, the COOPERATOR shall provide sufficient documentation to the DISTRICT to explain the basis of the expenditures. The DISTRICT shall not reimburse the COOPERATOR for any expenditures of contingency funds that the DISTRICT determines, in its sole discretion, to be in excess of what was reasonably necessary to complete the PROJECT. The DISTRICT shall reimburse the COOPERATOR for fifty percent (50%) of all allowable costs in each DISTRICT approved invoice received from the COOPERATOR, but at no point in time will the DISTRICT'S expenditure amounts under this Agreement exceed expenditures made by the COOPERATOR. The parties acknowledge that the DISTRICT'S reimbursement percentage stated above is subject to change if the percentage of the DISTRICT'S anticipated funding amount is changed due to subsequent Governing Board approvals, but amounts approved by the DISTRICT in its annual budget shall not be reduced after the COOPERATOR has paid PROJECT costs of incurred obligations approved by the DISTRICT pursuant to Subparagraph 4 of this Funding Paragraph and are otherwise reimbursable by the DISTRICT under this Agreement.
- 3.3 Unless otherwise provided in the Project Plan, any federal or state appropriations, or grant monies received by the COOPERATOR for the PROJECT shall be applied to equally reduce each party's share of PROJECT costs. The COOPERATOR shall provide the DISTRICT with written documentation detailing its allocation of any such funds appropriated for the PROJECT. This Subparagraph shall survive the expiration or termination of this Agreement.

- 3.4 The COOPERATOR may contract with consultant(s), contractor(s) or both to accomplish the PROJECT. Prior to posting solicitations, the COOPERATOR must obtain the DISTRICT'S written input regarding whether costs to be paid are allowable under this Agreement. The COOPERATOR must also obtain the DISTRICT'S written approval prior to entering into agreements for PROJECT work to ensure that costs to be reimbursed by the DISTRICT are reasonable. The DISTRICT shall provide a written response to the COOPERATOR within twenty-one (21) days of receipt of the solicitation or agreement. Upon written DISTRICT approval, the budget amounts for the work set forth in such agreement(s) shall refine the amounts set forth in the Project Budget and be incorporated herein by reference. The DISTRICT shall not reimburse the COOPERATOR for costs incurred under consultant and contractor agreements until the DISTRICT approvals required under this Subparagraph have been obtained.
- 3.5 Payment shall be made to the COOPERATOR within forty-five (45) days of receipt of an invoice with adequate supporting documentation to satisfy auditing purposes. If necessary for audit purposes, the COOPERATOR shall provide additional supporting information as required to document invoices. Invoices shall be submitted to the DISTRICT every two (2) months electronically at [invoices@WaterMatters.org](mailto:invoices@WaterMatters.org), or at the following address:

Accounts Payable Section  
Southwest Florida Water Management District  
Post Office Box 15436  
Brooksville, Florida 34604-5436

The above-referenced payment due date shall not apply to that portion of an invoice that includes expenditures of contingency funds. The DISTRICT agrees to reimburse the COOPERATOR for expenditures of contingency funds within a reasonable time to accommodate the process provided for in Subparagraph 2 of this Funding Paragraph.

In addition to sending an original invoice to the DISTRICT'S Accounts Payable Section as required above, copies of invoices may also be submitted to the DISTRICT'S Contract Manager in order to expedite the review process. Failure of the COOPERATOR to submit invoices to the DISTRICT in the manner provided herein shall relieve the DISTRICT of its obligation to pay within the aforementioned timeframe.

The DISTRICT makes payments electronically through the Automated Clearing House (ACH) process. The COOPERATOR agrees to complete the DISTRICT'S *Vendor Registration Form* and *Vendor Electronic Payment Authorization Form* to enable payments to be sent to the COOPERATOR electronically. The forms may be downloaded from the DISTRICT'S website at [www.watermatters.org](http://www.watermatters.org) under Business & Finance – Contracts and Procurement. Any questions regarding electronic payments may be directed to the DISTRICT'S Accounts Payable Lead at 352-796-7211, extension 4108.

- 3.6 The parties acknowledge that the PROJECT was approved for funding by the DISTRICT based upon the resource benefits expected to be achieved by the PROJECT (the "Measurable Benefit"). The parties also acknowledge that the COOPERATOR is solely responsible for implementing the PROJECT in such a manner that the expected resource benefits are achieved. If at any point during the progression of the PROJECT, the DISTRICT determines that it is likely that the Measurable Benefit as set forth in the Project Plan will not be achieved, the DISTRICT shall provide the COOPERATOR with fifteen (15) days advance written notice that the DISTRICT shall withhold payments to the COOPERATOR until such time as the COOPERATOR demonstrates that the PROJECT shall achieve the required resource benefits, to provide the COOPERATOR with an opportunity to cure the deficiencies.
- 3.7 Any travel expenses which may be authorized under this Agreement shall be paid in accordance with Section 112.061, Florida Statutes (F.S.), as may be amended from time to time. The DISTRICT shall not reimburse the COOPERATOR for any purpose not specifically identified in the Scope of Work Paragraph. Surcharges added to third party invoices are not considered an allowable cost under this Agreement. Costs associated with in-kind services provided by the COOPERATOR are not reimbursable by the DISTRICT and may not be included in the COOPERATOR'S share of funding contributions under this Agreement.
- 3.8 Each COOPERATOR invoice must include the following certification, and the COOPERATOR hereby delegates authority by virtue of this Agreement to its Project Manager to affirm said certification:
- "I hereby certify that the costs requested for reimbursement and the COOPERATOR'S matching funds, as represented in this invoice, are directly related to the performance under the Coastal Zone 5 Watershed Management Plan (Q149) agreement between the Southwest Florida Water Management District and Pinellas County (Agreement No 21CF0003420), are allowable, allocable, properly documented, and are in accordance with the approved Project Budget. This invoice includes \$\_\_\_\_\_ of contingency funds expenditures. The COOPERATOR has been allocated a total of \$\_\_\_\_\_ in federal and state appropriations and/or grant monies for the PROJECT (not including DISTRICT funds) and \$\_\_\_\_\_ has been allocated to this invoice, reducing the DISTRICT'S and COOPERATOR'S share to \$\_\_\_\_\_ / \$\_\_\_\_\_ respectively."
- 3.9 In the event any dispute or disagreement arises during the course of the PROJECT, including whether expenses are reimbursable under this Agreement, the COOPERATOR will continue to perform the PROJECT work in accordance with the Project Plan. The COOPERATOR is under a duty to seek clarification and resolution of any issue, discrepancy, or dispute by providing the details and basis of the dispute to the DISTRICT'S Contract Manager no later than ten (10) days after the precipitating event. If not resolved by the DISTRICT'S Contract Manager, in consultation with his or her Bureau Chief, within ten (10) days of receipt of notice, the dispute will be forwarded to the DISTRICT'S Assistant Executive Director. The DISTRICT'S Assistant Executive Director in consultation with the DISTRICT'S Office of General Counsel will issue the DISTRICT'S final determination. The

COOPERATOR'S continuation of the PROJECT work as required under this Subparagraph shall not constitute a waiver of any legal remedy available to the COOPERATOR concerning the dispute.

4. COMPLETION DATES.

The COOPERATOR shall commence and complete the PROJECT and meet the task deadlines in accordance with the Project Schedule set forth in the Project Plan, including any extensions of time provided by the DISTRICT in accordance with Subparagraph 1 of the Project Contacts and Notices Paragraph. In the event of hurricanes, tornados, floods, acts of God, acts of war, or other such catastrophes, or other man-made emergencies such as labor strikes or riots, which are beyond the control of the COOPERATOR, the COOPERATOR'S obligations to meet the time frames provided in this Agreement shall be suspended for the period of time the condition continues to exist. During such suspension, this Agreement shall remain in effect. When the COOPERATOR is able to resume performance of its obligations under this Agreement, in whole or in part, it shall immediately give the DISTRICT written notice to that effect and shall resume performance no later than two (2) working days after the notice is delivered. The suspension of the COOPERATOR'S obligations provided for in this Paragraph shall be the COOPERATOR'S sole remedy for the delays set forth herein.

5. REPAYMENT.

- 5.1 The COOPERATOR shall repay the DISTRICT all funds the DISTRICT paid to the COOPERATOR under this Agreement, if: a) the COOPERATOR fails to complete the PROJECT in accordance with the terms and conditions of this Agreement, including failing to achieve the Measurable Benefit; b) the DISTRICT determines, in its sole discretion and judgment, that the COOPERATOR has failed to maintain scheduled progress of the PROJECT thereby endangering the timely performance of this Agreement; c) the COOPERATOR fails to appropriate sufficient funds to meet the task deadlines, unless extended in accordance with Subparagraph 1 of the Project Contacts and Notices Paragraph; or d) a Paragraph or Paragraphs of this Agreement setting forth the requirements or expectations of a Measurable Benefit resulting from the PROJECT is held to be invalid, illegal or unenforceable during the term of this Agreement. Should any of the above conditions exist that require the COOPERATOR to repay the DISTRICT, this Agreement shall terminate in accordance with the procedure set forth in the Default Paragraph.
- 5.2 Notwithstanding the above, the parties acknowledge that if the PROJECT fails to achieve the Measurable Benefit set forth in the Project Plan, the COOPERATOR may request the DISTRICT Governing Board to waive the repayment obligation, in whole or in part.
- 5.3 In the event the COOPERATOR is obligated to repay the DISTRICT under any Paragraph of this Agreement, the COOPERATOR shall repay the DISTRICT within a reasonable time, as determined by the DISTRICT in its sole discretion.

5.4 The COOPERATOR shall pay attorneys' fees and costs incurred by the DISTRICT, including appeals, as a result of the COOPERATOR'S failure to repay the DISTRICT as required by this Agreement.

5.5 This Repayment Paragraph, including all subparagraphs, shall survive the expiration or termination of this Agreement.

6. CONTRACT PERIOD.

This Agreement shall be effective October 1, 2020 and shall remain in effect through October 1, 2025, or upon satisfactory completion of the PROJECT and subsequent reimbursement to the COOPERATOR, whichever occurs first, unless amended in writing by the parties. The COOPERATOR shall not be eligible for reimbursement for any work that is commenced, or costs that are incurred, prior to the effective date of this Agreement.

7. PROJECT RECORDS AND DOCUMENTS.

Upon request by the DISTRICT, the COOPERATOR shall permit the DISTRICT to examine or audit all PROJECT related records and documents during or following completion of the PROJECT at no cost to the DISTRICT. Payments made to the COOPERATOR under this Agreement shall be reduced for amounts found to be not allowable under this Agreement by an audit. If an audit is undertaken by either party, all required records shall be maintained until the audit has been completed and all questions arising from it are resolved. Each party shall maintain all such records and documents for at least five (5) years following completion of the PROJECT. Each party shall comply with Chapter 119, F.S., the Public Records Act, including allowing public access to PROJECT documents and materials made or received by either party. Should either party assert any exemption to the requirements of Chapter 119, F.S., the burden of establishing such exemption, by way of injunctive or other relief as provided by law, shall be upon the asserting party. This Paragraph shall survive the expiration or termination of this Agreement.

8. OWNERSHIP OF DOCUMENTS AND OTHER MATERIALS.

All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under this Agreement with DISTRICT funds or developed in connection with this Agreement shall be and shall remain the property of the DISTRICT and the COOPERATOR, jointly. Notwithstanding the above, all infrastructure shall be and shall remain the sole property of the COOPERATOR. This Paragraph shall survive the expiration or termination of this Agreement.

9. REPORTS.

9.1 The COOPERATOR shall provide the DISTRICT with a quarterly report describing the progress of the PROJECT tasks, adherence to the Project Schedule and any developments affecting the PROJECT. The COOPERATOR shall promptly advise the DISTRICT of issues that arise that may impact the successful and timely completion of the PROJECT. Quarterly reports shall be submitted to the

DISTRICT'S Contract Manager no later than forty-five (45) days following the completion of the quarterly reporting period. It is hereby understood and agreed by the parties that the term "quarterly" shall reflect the calendar quarters ending March 31, June 30, September 30 and December 31.

- 9.2 Upon request by the DISTRICT, the COOPERATOR shall provide the DISTRICT with copies of all data, reports, models, studies, maps or other documents resulting from the PROJECT. Additionally, one (1) set, electronic and hardcopy, of any final reports must be submitted to the DISTRICT as Record and Library copies. This Subparagraph shall survive the expiration or termination of this Agreement.
- 9.3 The COOPERATOR shall provide the DISTRICT with each deliverable set forth in the Project Plan for review by the DISTRICT, including any supporting documentation. The DISTRICT shall provide a written response to the COOPERATOR and the COOPERATOR shall respond to the DISTRICT'S questions and concerns within the timeframes set forth in the Project Plan.
- 9.4 The COOPERATOR shall provide the data, reports and documents referenced in this Paragraph at no cost to the DISTRICT.

#### 10. RISK, LIABILITY, AND INDEMNITY.

- 10.1 To the extent permitted by Florida law, the COOPERATOR assumes all risks relating to the PROJECT and agrees to be solely liable for, and to indemnify and hold the DISTRICT harmless from all claims, loss, damage and other expenses, including attorneys' fees and costs and attorneys' fees and costs on appeal, arising from the design, construction, operation, maintenance or implementation of the PROJECT; provided, however, that the COOPERATOR shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the DISTRICT'S officers, employees, contractors and agents. The acceptance of the DISTRICT'S funding by the COOPERATOR does not in any way constitute an agency relationship between the DISTRICT and the COOPERATOR.
- 10.2 The COOPERATOR agrees to indemnify and hold the DISTRICT harmless, to the extent allowed under Section 768.28, F.S., from all claims, loss, damage and other expenses, including attorneys' fees and costs and attorneys' fees and costs on appeal, arising from the negligent acts or omissions of the COOPERATOR'S officers, employees, contractors and agents related to its performance under this Agreement.
- 10.3 This Risk, Liability, and Indemnity Paragraph, including all subparagraphs, shall not be construed as a waiver of the COOPERATOR'S sovereign immunity or an extension of the COOPERATOR'S liability beyond the limits established in Section 768.28, F.S. Additionally, this Risk, Liability, and Indemnity Paragraph, including all subparagraphs, will not be construed to impose contractual liability on the COOPERATOR for underlying tort claims as described above beyond the limits specified in Section 768.28, F.S., nor be construed as consent by the COOPERATOR to be sued by third parties in any manner arising out of this Agreement.



10.4 Nothing in this Agreement shall be interpreted as a waiver of the DISTRICT'S sovereign immunity or an extension of its liability beyond the limits established in Section 768.28, F.S., nor be construed as consent by the DISTRICT to be sued by third parties in any manner arising out of this Agreement.

10.5 This Risk, Liability, and Indemnity Paragraph, including all subparagraphs, shall survive the expiration or termination of this Agreement.

11. DEFAULT.

Either party may terminate this Agreement upon the other party's failure to comply with any term or condition of this Agreement, including the failure to meet task deadlines established in this Agreement, as long as the terminating party is not in default of any term or condition of this Agreement at the time of termination. To effect termination, the terminating party shall provide the defaulting party with a written "Notice of Termination" stating its intent to terminate and describing all terms and conditions with which the defaulting party has failed to comply. If the defaulting party has not remedied its default within thirty (30) days after receiving the Notice of Termination, this Agreement shall automatically terminate. If a default cannot reasonably be cured in thirty (30) days, then the thirty (30) days may be extended at the non-defaulting party's discretion, if the defaulting party is pursuing a cure of the default with reasonable diligence. The rights and remedies in this Paragraph are in addition to any other rights and remedies provided by law or this Agreement.

12. RELEASE OF INFORMATION.

The parties agree not to initiate any oral or written media interviews or issue press releases on or about the PROJECT without providing notices or copies to the other party no later than three (3) business days prior to the interview or press release. This Paragraph shall not be construed as preventing the parties from complying with the public records disclosure laws set forth in Chapter 119, F.S.

13. DISTRICT RECOGNITION.

The COOPERATOR shall recognize DISTRICT funding in any reports, models, studies, maps or other documents resulting from this Agreement, and the form of said recognition shall be subject to the DISTRICT'S approval. If construction is involved, the COOPERATOR shall provide signage at the PROJECT site that recognizes the DISTRICT'S funding for the PROJECT. All signage must receive the DISTRICT'S written approval as to form, content and location, and must be in accordance with local sign ordinances.

14. PERMITS AND REAL PROPERTY RIGHTS.

The COOPERATOR shall obtain all permits, local government approvals and all real property rights necessary to complete the PROJECT prior to commencing any construction involved in the PROJECT. The DISTRICT shall have no obligation to reimburse the COOPERATOR for any costs under this Agreement until the

COOPERATOR has obtained all permits, approvals, and property rights necessary to accomplish the objectives of the PROJECT. In the event a permit, approval or property right is obtained but is subsequently subject to a legal challenge that results in an unreasonable delay or cancellation of the PROJECT as determined by the DISTRICT in its sole discretion, the COOPERATOR shall repay the DISTRICT all monies contributed to the PROJECT. This Paragraph shall survive the expiration or termination of this Agreement.

15. LAW COMPLIANCE.

The COOPERATOR shall comply with all applicable federal, state and local laws, rules, regulations and guidelines, including those of the DISTRICT, related to performance under this Agreement.

16. DIVERSITY IN CONTRACTING AND SUBCONTRACTING.

The DISTRICT is committed to supplier diversity in the performance of all contracts associated with DISTRICT cooperative funding projects. The DISTRICT requires the COOPERATOR to make good faith efforts to encourage the participation of minority owned and woman owned and small business enterprises, both as prime contractors and subcontractors, in the performance of this Agreement, in accordance with applicable laws.

16.1 If requested, the DISTRICT shall assist the COOPERATOR by sharing information to help the COOPERATOR in ensuring that minority owned and woman owned and small businesses are afforded an opportunity to participate in the performance of this Agreement.

16.2 The COOPERATOR agrees to provide the DISTRICT with a report indicating all contractors and subcontractors who performed work in association with the PROJECT, the amount spent with each contractor or subcontractor, and to the extent such information is known, whether each contractor or subcontractor was a minority owned or woman owned or small business enterprise. If no minority owned or woman owned or small business enterprises were used in the performance of this Agreement, then the report shall so indicate. The Minority/Women Owned and Small Business Utilization Report form is attached as an exhibit. The report is required upon final completion of the PROJECT prior to final payment, or within thirty (30) days of the execution of any amendment that increases PROJECT funding, for information up to the date of the amendment and prior to the disbursement of any additional funds by the DISTRICT.

17. ASSIGNMENT.

Except as otherwise provided in this Agreement, no party may assign any of its rights or delegate any of its obligations under this Agreement, including any operation or maintenance duties related to the PROJECT, without the prior written consent of the other party. Any attempted assignment in violation of this Paragraph is void. This Paragraph shall survive the expiration or termination of this Agreement.

18. CONTRACTORS.

Nothing in this Agreement shall be construed to create, or be implied to create, any relationship between the DISTRICT and any consultant or contractor of the COOPERATOR.

19. THIRD PARTY BENEFICIARIES.

Nothing in this Agreement shall be construed to benefit any person or entity not a party to this Agreement.

20. LOBBYING PROHIBITION.

Pursuant to Section 216.347, F.S., the COOPERATOR is prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency.

21. PUBLIC ENTITY CRIMES.

Pursuant to Subsections 287.133(2) and (3), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two, for a period of 36 months following the date of being placed on the convicted vendor list. The COOPERATOR agrees to include this Paragraph in all contracts issued as a result of this Agreement.

22. SCRUTINIZED COMPANIES.

Pursuant to Section 287.135, F.S., a company that, at the time of submitting a bid or proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, is ineligible to, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services in any amount. If the goods or services are in the amount of \$1 million dollars or more, the company must also not be on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or be engaged in business operations in Cuba or Syria. By signing this Agreement, the COOPERATOR certifies that it is not on any of the lists or engaged in any of the prohibited activities identified above, as applicable based upon the amount of this Agreement. The COOPERATOR agrees to notify the DISTRICT if it is placed on any of the applicable lists or engages in any of the prohibited activities during the term of this Agreement. The DISTRICT may immediately terminate this Agreement at its option if the COOPERATOR is found to have submitted a false certification, is placed on any of the applicable lists or engages in any prohibited activities.

23. GOVERNING LAW.

This Agreement is governed by Florida law and venue for resolving disputes under this Agreement shall be exclusively in Hillsborough County, Florida. This Paragraph shall survive the expiration or termination of this Agreement.

24. SEVERABILITY.

If any Paragraph or Paragraphs of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining Paragraphs shall not in any way be affected or impaired thereby. Notwithstanding the above, if a Paragraph or Paragraphs of this Agreement setting forth the requirements or expectations of a Measurable Benefit resulting from the PROJECT is held to be invalid, illegal or unenforceable during the term of this Agreement, this Agreement shall terminate in accordance with Subparagraph 1 of the Repayment Paragraph. This Paragraph shall survive the expiration or termination of this Agreement.

25. COUNTERPARTS.

The parties may execute this Agreement, and any amendments related to this Agreement, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and will have the same force and effect as a written signature.

26. ENTIRE AGREEMENT.

This Agreement and the attached exhibit(s) listed below constitute the entire agreement between the parties and, unless otherwise provided herein, may be amended only in writing, signed by all parties to this Agreement.

27. DOCUMENTS.

The following document(s) is/are attached and made a part of this Agreement. In the event of a conflict of contract terminology, priority shall first be given to the language in the body of this Agreement, then to Exhibit "A", and then to Exhibit "B."

Exhibit "A"    Project Plan  
Exhibit "B"    Minority/Women Owned and Small Business Utilization Report Form

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties hereto, or their lawful representatives, have executed this Agreement on the day and year set forth next to their signatures below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

DocuSigned by:  
By: Amanda Rice 03/03/2021  
303968D494BC498  
Amanda Rice, P.E. Date  
Assistant Executive Director

PINELLAS COUNTY

By: Dave Eggers January 26, 2021  
Date  
Name: Dave Eggers  
Title: Board of County Commissioners - Chairman  
Authorized Signatory



ATTEST:  
Ken Burke, Clerk of the Circuit Court

[Signature]  
Deputy Clerk

Date: January 26, 2021

**APPROVED AS TO FORM**

By: Brendan Mackesey  
Office of the County Attorney

COOPERATIVE FUNDING AGREEMENT (Type 3)  
BETWEEN THE  
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
AND  
PINELLAS COUNTY  
FOR  
COASTAL ZONE 5 WATERSHED MANAGEMENT PLAN (Q149)

## EXHIBIT "A" PROJECT PLAN

### PROJECT DESCRIPTION

This is a multi-year funded project to perform the Watershed Evaluation and Watershed Management Plan elements of the DISTRICT'S Watershed Management Program (WMP) for the Coastal Zone 5 Watershed. The watershed covers a total area of approximately 6.5 square miles located within Pinellas County, and discharges to Boca Ciega Bay.

This WMP will provide a Watershed Management Plan, floodplain delineation, and Best Management Practices (BMP) alternative analysis for the Coastal Zone 5 Watershed in Pinellas County using digital topographic information, Environmental Resource Permit (ERP) data, and land use updates. The following elements of the DISTRICT'S Watershed Management Program are to be performed: (1) Project Development (2) Watershed Evaluation, (3) Floodplain Analysis, and (4) Alternatives Analysis – FPLOS, Drainage Improvement Alternatives Analysis and Recommendations. These elements are defined as Project Tasks listed below. Project Tasks are to be accomplished according to the Project Schedule and Project Budget table listed below.

### MEASURABLE BENEFIT

Completion of watershed evaluation, watershed management plan, floodplain delineation, establishes LOS, performs SWRA, and evaluates BMPs to address flooding and water quality concerns in the watershed in accordance with the requirements of this Agreement.

### PROJECT TASKS

The COOPERATOR shall:

Perform the work in accordance with the DISTRICT Scope of Work Task Descriptions in the "Watershed Management Program Guidance Documents", effective as of the date of the COOPERATOR'S issuance of a work order to its consultant. These guidance documents can be found at: [ftp://ftp.swfwmd.state.fl.us/pub/GWIS/WMP\\_Guidance\\_Documents](ftp://ftp.swfwmd.state.fl.us/pub/GWIS/WMP_Guidance_Documents).

The following is a list of elements to be included unless otherwise noted. Elements and tasks not included, and elements and tasks to be updated from existing information will be specifically noted.

- 1.1 PROCUREMENT
  - 1.1.1 Consultant Contract Development
  - 1.1.2 District Consultant Contract Review and Approval
- 2.1 PROJECT DEVELOPMENT
  - 2.1.1 Data Collection and Initial Evaluation
  - 2.1.2 Draft Project Plan
  - 2.1.3 Kick-off Meeting
  - 2.1.4 Final Project Plan
- 2.2 WATERSHED EVALUATION
  - 2.2.1 Assembly and Evaluation of Watershed Data
    - 2.2.1.1 Drainage Pattern and Watershed Boundary
    - 2.2.1.2 Areas of Development
    - 2.2.1.3 Initial GIS Processing
    - 2.2.1.4 Topographic Voids

- 2.2.1.5 Hydrologic Characteristics and Percolation
- 2.2.1.6 Historical Water Levels
- 2.2.1.7 Data Acquisition Plan
- 2.2.1.8 Pre-field Reconnaissance Evaluation
- 2.2.1.9 Task Memorandum
- 2.2.1.10 Pre-Submittal Meeting
- 2.2.1.11 District Approval and Notice
- 2.2.2 Hydrologic and Hydraulic Feature Database
  - 2.2.2.1 Acquisition of Data
  - 2.2.2.2 HydroNetwork Development
  - 2.2.2.3 Topographic Information Refinement
  - 2.2.2.4 Hydrologic Feature Database
  - 2.2.2.5 Pre-Submittal Meeting
  - 2.2.2.6 District Review and Approval
- 2.2.3 Preliminary Model Features
  - 2.2.3.1 Additional GIS Processing
  - 2.2.3.2 Preliminary Model Schematic
  - 2.2.3.3 Model Parameterization Approach
  - 2.2.3.4 Watershed Evaluation Report
  - 2.2.3.5 Pre-Submittal Meeting
  - 2.2.3.6 District Review
- 2.2.4 Peer Review of Watershed Evaluation (to be implemented by the COOPERATOR)
  - 2.2.4.1 Peer Review Kick-off Meeting and Presentation
  - 2.2.4.2 Meeting to Present Peer Review Comments
  - 2.2.4.3 Meeting to Discuss Approach of Responding to Peer Review Comments
- 2.2.5 Final Approved Watershed Evaluation Deliverables
  - 2.2.5.1 Revised Deliverables
  - 2.2.5.2 Pre-Submittal Meeting
  - 2.2.5.3 District Approval and Notice
- 2.3 FLOODPLAIN ANALYSIS
  - 2.3.1 Watershed Model Parameterization
    - 2.3.1.1 Acquisition of Additional Model Parameters
    - 2.3.1.2 Development of Model Specific Geodatabase
    - 2.3.1.3 Model Setup, Debug, and Stabilization
    - 2.3.1.4 Pre-Submittal Meeting
    - 2.3.1.5 District Review
  - 2.3.2 Peer Review of Watershed Model Parameterization (to be implemented by the COOPERATOR)
    - 2.3.2.1 Peer Review Meeting and Presentation
    - 2.3.2.2 Meeting to Present Peer Review Comments
    - 2.3.2.3 Meeting to Discuss Approach of Responding to Peer Review Comments
  - 2.3.3 Final Approved Watershed Model Parameterization Deliverables
    - 2.3.3.1 Revised Deliverables
    - 2.3.3.2 Pre-Submittal Meeting
    - 2.3.3.3 District Approval and Notice

- 2.3.4 Watershed Model Development and Floodplain Delineation
  - 2.3.4.1 Model Calibration and Verification
  - 2.3.4.2 Model Validation
  - 2.3.4.3 Design Storm Simulations
  - 2.3.4.4 Multi-Day Event Simulations and Rainfall Justification to Project Floodplain
  - 2.3.4.5 Floodplain Delineation
  - 2.3.4.6 Sea-level Rise (SLR) Scenarios
  - 2.3.4.7 Critical Storm Analysis
  - 2.3.4.8 Floodplain Justification Report
  - 2.3.4.9 Pre-Submittal Meeting
  - 2.3.4.10 District Review
- 2.3.5 Peer Review of Watershed Model Development and Floodplain Delineation (to be implemented by the COOPERATOR)
  - 2.3.5.1 Peer Review Meeting and Presentation
  - 2.3.5.2 Meeting to Present Peer Review Comments
  - 2.3.5.3 Meeting to Discuss Approach of Responding to Peer Review Comments
- 2.3.6 Approved Floodplain Analysis Deliverables for Preliminary Floodplain Open House
  - 2.3.6.1 Revised Deliverables
  - 2.3.6.2 Pre-Submittal Meeting
  - 2.3.6.3 District Review and Approval
- 2.3.7 Preliminary Floodplain Open House and Response to Public Comments
  - 2.3.7.1 Preliminary Floodplain Open House
  - 2.3.7.2 Response to Public Comments
- 2.3.8 Final Approved Floodplain Analysis Deliverables
  - 2.3.8.1 Revised Deliverables
  - 2.3.8.2 Pre-Submittal Meeting
  - 2.3.8.3 District Approval and Notice
- 2.4 Alternatives Analysis – FPLOS, Drainage Improvement Alternatives Analysis and Recommendations
  - 2.4.1 FPLOS Determination
    - 2.4.1.1 FPLOS Methodology Meeting
    - 2.4.1.2 Design Storm Simulations and Floodplain Mapping
    - 2.4.1.3 Establishment of Landmark Elevations
    - 2.4.1.4 FPLOS Determination
    - 2.4.1.5 Flood Damage Estimate
    - 2.4.1.6 FPLOS Analysis Report
    - 2.4.1.7 Pre-Submittal Meeting
    - 2.4.1.8 District Review and Approval
  - 2.4.2 Drainage Improvement Alternatives Analysis and Recommendations
    - 2.4.2.1 Site Selection Meeting
    - 2.4.2.2 Alternatives Analysis and Project Ranking
    - 2.4.2.3 Project Ranking Meeting
    - 2.4.2.4 Drainage Capital Improvement Projects (CIPs) Recommendation
    - 2.4.2.5 Proposed Conditions FPLOS Determination
    - 2.4.2.6 Conceptual Design



- 2.4.2.7 Meeting with District Regulatory Personnel
- 2.4.2.8 Meeting with Citizens Group(s)
- 2.4.2.9 Alternatives Analysis and Recommendations Report
- 2.4.2.10 Pre-Submittal Meeting
- 2.4.2.11 District Approval and Notice
- 2.5 Alternatives Analysis – SWRA and BMPs of Water Quality
  - 2.5.1 SWRA of Water Quality
    - 2.5.1.1 SWRA Approach Meeting
    - 2.5.1.2 Water Quality Data Collection and Analysis
    - 2.5.1.3 Existing Conditions Pollutant Loading Analysis
    - 2.5.1.4 SWRA Report
    - 2.5.1.5 Pre-Submittal Meeting
    - 2.5.1.6 District Review and Approval
  - 2.5.2 Water Quality BMPs
    - 2.5.2.1 Site Selection Meeting
    - 2.5.2.2 Alternatives Analysis and Project Ranking
    - 2.5.2.3 Project Ranking Meeting
    - 2.5.2.4 BMPs Recommendation
    - 2.5.2.5 Conceptual Design
    - 2.5.2.6 Meeting with District Regulatory Personnel
    - 2.5.2.7 Meeting with Citizens Group(s)
    - 2.5.2.8 Water Quality BMPs Report
    - 2.5.2.9 Pre-Submittal Meeting
    - 2.5.2.10 District Review and Issuance of NOC

## **DELIVERABLES**

The following deliverables are related to the specific PROJECT TASKS from above:

- Quarterly Reports

### Procurement

- Executed Consultant Agreement

### Project Development

- Final Project Plan

### Watershed Evaluation

#### Assembly and Evaluation of Watershed Data

- Task Memorandum
- Project Specific QA/QC Document
- Responses to Comments Geodatabase
- Digital Elevation Model (DEM)
- Updated Project Plan
- GWIS Geodatabase

#### Hydrologic and Hydraulic Feature Database

- Response to Comments Geodatabase
- Refined Topographic Information
- Updated GWIS Geodatabase

- TSDN
- Project Specific QA/QC Document

#### Preliminary Model Features

- Watershed Evaluation Report
- TSDN
- Project Specific QA/QC Document
- Refined Topographic Information
- GWIS Geodatabase

#### Final Approved Watershed Evaluation Deliverables

- Response to Comment Geodatabase
- Update Project Plan
- Revised Watershed Evaluation
- Project Specific QA/QC Document

#### Floodplain Analysis

##### Watershed Model Parameterization

- Updated Watershed Evaluation Report
- Model Input/Output Files
- Project Specific QA/QC Document
- GWIS Geodatabase
- TSDN

#### Final Approved Watershed Model Parameterization Deliverables

- Revised Watershed Model Parameterization Deliverables
- Response to Comment Geodatabase
- Updated Project Plan
- Project Specific QA/QC Document

#### Watershed Model Development and Floodplain Delineation

- SLR Scenarios Floodplains
- Critical Storm Analysis Report
- Floodplain Justification Report
- 100-Year Flood Depth Grids
- Model Input/Output Files
- Project Specific QA/QC Document
- Updated GWIS Geodatabase

#### Approved Floodplain Analysis Deliverables for Preliminary Floodplain Open House

- Responses to Comments Geodatabase
- Revised Deliverables
- Project Specific QA/QC Document

#### Final Approved Floodplain Analysis Deliverables

- Sign & Sealed Floodplain Justification Report
- PowerPoint Presentation

- Updated Project Plan
- Revised Deliverables
- Project Specific QA/QC Document

#### Alternatives Analysis – FPLOS, Drainage Improvement Alternatives Analysis and Recommendations

##### Watershed Model Development and Floodplain Delineation

- FPLOS Analysis Report
- Flood Depth Grids for Design Storms
- Model Input/Output Files FPLOS
- Geodatabase
- Responses to Comment Geodatabase
- Project Specific QA/QC Document

##### Drainage Improvement Alternatives Analysis and Recommendations

- Alternative Analysis and Recommendation Report
- Flood Depth Grids for Proposed Conditions
- Updated Project Plan
- Model Input/Output Files for Alternative Analysis
- Model Input/Output Files for Proposed Conditions
- Geodatabase
- Responses to Comments Geodatabase
- Project Specific QA/QC Document

#### Alternatives Analysis – SWRA and BMPs of Water Quality SWRA of Water Quality

- Surface Water Resource Assessment (SWRA) Report
- Existing Conditions Geodatabase
- Responses to Comments Geodatabase
- Project Specific QA/QC Document

##### Water Quality BMPs

- Water Quality BMPs Report
- Model Input/Outputs
- Proposed Conditions Geodatabase
- Response to Comments Geodatabase
- Project Specific QA/QC Document

#### **DELIVERABLE REVIEW TIMES**

The DISTRICT shall provide a written response to the COOPERATOR within twenty (20) business days of receipt of each deliverable specified below including supporting documentation. The COOPERATOR shall respond to the DISTRICT'S questions and concerns with twenty (20) business days of receipt by the COOPERATOR.

- All deliverables related to the following Project Tasks:
  - Watershed Evaluation
  - Floodplain Analysis, SLR and Critical Storm Analysis
  - Alternatives Analysis – FPLOS, Drainage Improvement Alternatives Analysis and

- Recommendations
  - Alternatives Analysis – SWRA and BMPs of Water Quality

## PROJECT SCHEDULE

DESCRIPTION	COMMENCE	COMPLETE
1.1 Procurement	10/01/2020	04/01/2021
2.1 Project Development	04/01/2021	10/01/2021
2.2 Watershed Evaluation	10/01/2021	08/01/2022
2.3 Floodplain Analysis, SLR and Critical Storm Analysis	08/01/2022	08/01/2023
2.4 Alternatives Analysis – FPLOS BMP Alternatives Analysis	08/01/2023	03/01/2024
2.5 Alternatives Analysis – SWRA & BMPs of Water Quality	03/01/2024	10/01/2024

- Additional task deadlines contained in the performance schedules of any consultant and contractor contracts will be incorporated herein by reference.

## PROJECT BUDGET

DESCRIPTION	DISTRICT	COOPERATOR	TOTAL
2.1 Project Development	\$5,000	\$5,000	\$10,000
2.2 Watershed Evaluation	\$130,000	\$130,000	\$260,000
2.3 Floodplain Analysis, SLR and Critical Storm Analysis	\$90,000	\$90,000	\$180,000
2.4 Alternatives Analysis – FPLOS BMP Alternatives Analysis	\$35,000	\$35,000	\$70,000
2.5 Alternatives Analysis – SWRA & BMPs of Water Quality	\$27,500	\$27,500	\$55,000
TOTAL	\$287,500	\$287,500	\$575,000

- Budget amounts for tasks can be adjusted by the Contract Manager in accordance with Subparagraph 1.2.

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AGREEMENT NO. 21CF0003420

**EXHIBIT "B"**  
**MINORITY/WOMEN OWNED AND SMALL BUSINESS UTILIZATION REPORT**

Projects receiving \$100,000 or more in cooperative funding from the Southwest Florida Water Management District require the submission of the following information within 30 days of any amendment increasing project funding and with the final invoice. Questions regarding use of this form should be directed to Contracts Administration, Phone (352) 796-7211 ext. 4132.

		INDICATE THE ONE CATEGORY THAT BEST DESCRIBES EACH ORGANIZATION LISTED*											
		BUSINESS CLASSIFICATION		CERTIFIED MBE			NON-CERTIFIED MBE				UNKNOWN		
		NON-MINORITY	SMALL BUSINESS Section 288.703(1) F.S.	AFRICAN AMERICAN	HISPANIC AMERICAN	ASIAN/HAWAIIAN AMERICAN	NATIVE AMERICAN	AMERICAN WOMAN	AFRICAN AMERICAN	HISPANIC AMERICAN	ASIAN/HAWAIIAN AMERICAN	NATIVE AMERICAN	AMERICAN WOMAN
COOPERATOR: _____													
AGREEMENT NO.: _____													
PROJECT NAME: _____													
TOTAL PROJECT COST: _____													
TOTAL AMOUNT PAID													
NAMES OF CONTRACTORS AND SUBCONTRACTORS UTILIZED													

\*  Our organization does not collect minority status data.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

### Certificate Of Completion

Envelope Id: FDA6A56CC81C401A97002CF675E5BF57	Status: Completed
Subject: Please DocuSign: 21CF0003420 Agreement.pdf	
Source Envelope:	
Document Pages: 21	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Meagan Finneran
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	2379 Broad Street
	Brooksville, FL 34604
	meagan.finneran@swfwmd.state.fl.us
	IP Address: 35.136.105.197

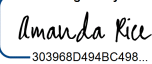
### Record Tracking

Status: Original 3/3/2021 2:42:29 PM	Holder: Meagan Finneran meagan.finneran@swfwmd.state.fl.us	Location: DocuSign
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### Signer Events

Amanda Rice  
Mandi.Rice@swfwmd.state.fl.us  
Assistant Executive Director  
Southwest Florida Water Management District  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
303968D494BC498...  
Signature Adoption: Pre-selected Style  
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### Timestamp

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Viewed: 3/3/2021 2:52:26 PM  
Signed: 3/3/2021 2:52:44 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/3/2021 2:52:26 PM  
ID: 320c043d-c774-4812-8e66-8dbe667d6feb

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

Bunita Kimm  
bkimm@co.pinellas.fl.us  
Security Level: Email, Account Authentication (None)

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Stephanie Pissarides  
SRPissarides@co.pinellas.fl.us  
Security Level: Email, Account Authentication (None)

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Sent: 3/3/2021 2:52:47 PM  
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Ahmed Hamed  
ahmed.hamed@swfwmd.state.fl.us  
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**Electronic Record and Signature Disclosure:**

Carbon Copy Events	Status	Timestamp
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Nabil Bawany  
nbawany@co.pinellas.fl.us  
Security Level: Email, Account Authentication  
(None)

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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	3/3/2021 2:52:26 PM
Signing Complete	Security Checked	3/3/2021 2:52:44 PM
Completed	Security Checked	3/3/2021 2:52:48 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **Your Consent to Use Electronic Records and Signatures**

From time to time, the Southwest Florida Water Management District ("District") may provide you with certain agreements. The federal E-SIGN Act and the Florida Uniform Electronic Transaction Act, Chapter 668, Florida Statutes, allow the District to provide you these agreements electronically and the use of electronic signatures with your consent. Described below are the terms and conditions for providing you such agreements electronically as well as for the use of electronic signatures. This consent relates to your agreement with the District and any associated electronic signatures. If you consent to receive your agreement electronically and to use electronic signatures, you must keep your email address up to date by notifying ESignQuestions at [ESignQuestions@swfwmd.state.fl.us](mailto:ESignQuestions@swfwmd.state.fl.us) of any changes to your contact information.

Please read the information below thoroughly and, if you can access this information electronically to your satisfaction, please confirm your acceptance and understanding that your electronic signature executed in conjunction with the electronic submission of your agreement shall be legally binding and such transaction shall be considered authorized by you by clicking the "I consent to use Electronic Records and Signatures" box located on the previous page. If you do not agree to use electronic signatures, click the link under "Other Options" to print and sign the agreement.

## **Right to Have Records Provided on Paper**

At any time, you may request from the District paper copies of any of your agreements at no cost to you. You may request delivery of paper copies by contacting ESignQuestions at [ESignQuestions@swfwmd.state.fl.us](mailto:ESignQuestions@swfwmd.state.fl.us). Additionally, following your signing session, you will have the ability to download and print your agreement through the DocuSign, Inc. ("DocuSign") system. You will receive an email with a link to access your agreement within the DocuSign system.

## **Right to Withdraw Your Consent to Receive Electronic Records; Consequences**

If you agree to receive your agreement electronically and use electronic signatures, you have the right to withdraw your consent at any time and at no cost to you. You must inform the District of your decision by ESignQuestions at [ESignQuestions@swfwmd.state.fl.us](mailto:ESignQuestions@swfwmd.state.fl.us). Please include your contact information and the agreement number you are declining to sign electronically in your withdrawal notice. If you elect to receive your agreement only in paper format, or refuse to sign electronically, it may slow down the speed at which you receive documents or information.

## **Hardware and Software Minimum Requirements**



To access and retain your agreement, you will need the following:

Operating Systems:	Windows 2000 or Windows XP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla Firefox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enable Security Settings:	Allow per session cookies  Users accessing internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

These minimum requirements are subject to change. If these requirements change such that you may not be able to access or retain the electronic records, we will provide you with an email message at the email address we have on file for you, providing you with the revised hardware and software requirements. At that time, you will have the right to withdraw your consent to receive documents electronically.