

Board of County Commissioners

Agenda Request

Date of Meeting: February 20, 2024

Date Submitted: February 6, 2024

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator
Justin Stiell, Growth Management Director

Subject: Approval of Task Order with AE Engineering, Inc. for the Park Master Plan

Statement of Issue:

This agenda item is presented to the Board for approval of a Task Order with AE Engineering, Inc. to provide Parks and Recreation Planning and Engineering for Sawdust Park, St. Johns Park, Fantana Trail, and Shiloh Park.

Background:

AE Engineering, Inc. has an Agreement for continuing Engineering Services with Gadsden County that was signed on December 20, 2022. The Board allocated funding to develop a Park Master Plan for future development for fiscal year 2023-2024. AE Engineering, Inc. has the ability and resources to provide the required drawing and information that is necessary to complete the Park Master Plan.

Analysis:

AE Engineering, Inc. shall provide the design services and documentation listed in the Scope of Services included within the Task Order (Attachment 1). The fee for providing the items in the Scope of Services is up to fifteen thousand dollars (\$15,000.00) and is included in the Task Order.

For the County to move forward with improving Parks several elements need to be determined. To include proposed new features, amenities, improvements, repairs, potential federal or state permitting requirements, and estimated probable cost. This information is necessary from a planning standpoint to determine:

- Site plans.
- Inventory of facilities, equipment, condition, concerns, and conflicts with recommendations, recommended remediation/ mitigation actions, and potential grant sources.

- Probable cost for each recommended repair, improvement, and proposed feature/amenity, and total cost for all recommendations
- Site plan for each park.

The elements included in the scope of work will provide staff and the Board with data needed to continue to move forward with making recommendations for parks. In addition, this data can be used to apply for FRDAP grants and identify other sources of funding that the county may be eligible for receiving.

Fiscal Impact:

The fiscal impact will be fifteen thousand (\$15,000.00)

Options:

1. Approve Task Order with AE Engineering, Inc. for a Park Master Plan for Sawdust Park, St. Johns Park, Fantana Trail, and Shiloh Park and authorize the Chairman to sign all related documents.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

1. AE Engineering Task Order



January 29, 2024

Mr. Justin Stiell
Growth Management
Director
Edward J. Butler Government
Complex 9 E Jefferson Street
Quincy Florida 32353

RE: Gadsden County – Parks and Recreation
Planning, Engineering & Project Management Services
Sawdust Park, St. Johns Park, Fantana Trail, Shiloh Park
Reference No.: 23-24-0003

Dear Mr. Stiell:

A task order is being submitted to cover costs for AE Engineering, Inc. to provide general engineering services in support of Gadsden County Parks and Recreation Department pursuant to the Consultant's Contract for Professional Engineering Services approved by the Gadsden County Board of County Commissioners on December 20, 2022, and executed on December 16, 2022, in response to RFQ 22-01, provides authority for this work authorization.

This Work Authorization (pursuant to the executed Contract Articles 1, 2, 3 and 23) provides background information and lays out the services, deliverables, and cost for allowable and required professional engineering services and exclusions in accordance with the Consultant's contract.

1. SCOPE OF WORK:

The work under this task order shall include general engineering services to provide a master plan for four-(4) County owned parks (Sawdust Park, St. Johns Park, Fantana Trail, Shiloh Park).

Each Park master plan shall include at a minimum a clear description and location of the property with existing features and amenities; recommended improvements, repairs and new features/amenities with estimated probable cost and any permitting requirements; and, a rendering(site plan) of each park clearly depicting property boundaries and the park boundaries with all existing features/amenities and proposed new features/improvements/repairs as well as potential grant opportunities.

AE Engineering, Inc. (AE) shall provide all personnel and resources necessary to complete the requested work and completion of the deliverables pursuant to its contract and this task order.

2. DELIVERABLES:

The County and AE shall schedule and hold a project kick off meeting to discuss the project and establish a project timeline and milestones if necessary. At or shortly after the kickoff meeting the County shall issue a Notice to Proceed for AE to commence work on the project.

Task 1: Inventory - conduct an onsite inventory and assessment of each identified County owned park to include but not limited to the following elements:

- Review Boundary surveys of the property and ownership documentation (provided by the County)
- Description of park and property and any concerns encountered.
- Existing features and amenities with current conditions of each feature and amenity
- Proposed new features, amenities, improvements, repairs, potential federal or state permitting requirements and estimated probable cost.

Deliverables:

1. Draft Inventory - Provide the County with a draft inventory of each park to include, but not limited to the elements listed above under Task 1.
2. Meet with the County to review the draft inventory for each park to address any concerns and findings identified during the site visit and inventory process; recommended remediation or mitigation any concerns or findings; condition of existing equipment and amenities and recommendations for improvements, repairs or equipment replacement; and proposed new features.
3. Make revisions to each draft inventory as required by the County to the County's satisfaction.
4. Workshop - if requested by the County, present the draft inventory at a workshop for Board and Public Input. Make any revisions to inventory based on Board feedback after consultation with County staff.
5. Final Inventory - Provide the County with the final inventory of each park for approval.

Due date: Final Inventory is due on May 1, 2024

Task 2: Rendering (layout/design) - Develop a rendering (site plan) of each park based on the county-approved Final Inventory.

Deliverables:

1. Draft Rendering (layout/design/ site plan)- Provide to the County a rendering of each park depicting at a minimum all property, park boundaries, current assets and amenities, and recommendations for improvements, new features or amenities, total estimated, etc.
2. Meet with the County to review the draft rendering of each park to address any concerns or revisions.
3. Make revisions to each rendering as required by the County to the County's satisfaction.
4. Workshop - if requested by the County, present the renderings at a workshop for Board and Public Input. Make any revisions to the renderings based on Board feedback after consultation with County staff.
5. Final Renderings - Provide the County with the final inventory of each park for approval.

Due date: final renderings all parks are due no later than May 1, 2024

Task 3: Master Plans - Provide to the County for each park a master plan that includes at a minimum the following elements:

- Written overview of the property, park, ownership, current features and amenities, recommended improvements, repairs, new features/amenities, permitting requirements, concerns or conflicts with recommended remediation/mitigation actions, and potential grant sources.
- Probable cost for each recommended repair, improvement and new feature/amenity and total cost for all recommendations.
- Final rendering
- Final inventory
- Ownership documents (provided by county)
- Site Plan

Deliverables:

1. Draft master plan for each park that includes at a minimum the Task 3 elements.
2. Meet with the County to review the draft master plan for each park to address any concerns or revisions.
3. Make revisions to each master plan as required by the County to the County's satisfaction.
4. Workshop - if requested by the County, present the masterplans at workshop or Board meeting for Board and Public Input. Make any revisions to the Draft masterplans based on Board feedback after consultation with County staff.
5. Final Master Plans - Provide the County with the final inventory of each park for approval.

Due Date: Final Master Plan for the identified Parks are due by April 1, 2024

*All deliverables shall be provided in an electronic format (example “.doc”, .PDF, GIS, and/or CAD,)

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D: COUNTY’S RESPONSIBILITY

The County shall be available for walk throughs, meetings, and calls regarding the task order scope of work, and timely provide to the Consultant any existing documentation, plans, specifications, etc. from prior repairs and maintenance to the project site.

County Primary Contact for this Work Authorization is.

Name: Justin Stiell

Title: Growth Management Director

Physical Address: 9B E Jefferson St, Quincy Florida

Email: JStiell@gadsdencountyfl.gov

Phone Number: 850.875.7591

Note: All deliverables and invoices shall be submitted to the County contact for review, distribution to other Gadsden County team members for review, and processing of invoices.

E. METHOD OF COMPENSATION

The Consultant shall use the rates proposed and accepted in accordance with its proposal in response to RFQ 22-01.

The total cost shall not exceed \$15,000.00 and shall be billed upon completion and acceptance of each of three equal payments of \$5,000.00.

AE Engineering is excited to provide professional services to the County on this contract and future opportunities. Please feel free to contact me to discuss the details of the proposal at your convenience.

Thanks again for this important opportunity.

Please let me know if you have any questions or comments.

AE Engineering, Inc - Consultant Acceptance Roderick Myrick, P.E., President Shandra Ganious-Project Manager	Gadsden County — Approval to Proceed Honorable Ronterious Green, Chairman Gadsden County Board of Commissioners or Designated Approving Authority
Signature: <i>Shandra Ganious</i> Date: <u>2/2/24</u>	Signature: _____ Date: _____