

Board of County Commissioners Agenda Request

Date of Meeting: March 5, 2024

Date Submitted: February 20, 2024

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator
Curtis Young, Public Works Director

Subject: Approval of Task Order with AE Engineering for CEI Services on Spooner Road

Statement of Issue:

This agenda item seeks Board approval of the Task Order with AE Engineering for CEI Services on Spooner Road for the negotiated rates of \$141,960.00.

Background:

Spooner Road was selected for funding by FDOT through the Small County Outreach Program (SCOP) in the total Contract Supplement amount of \$1,662,618.00. This project is for the survey, design, permitting, and construction plans and specifications for resurfacing of County Road 267A Spooner Road. The project will begin at SR 267 and continue approximately 2.468 miles to CR 65B. The project will consist of resurfacing, widening travel lanes, drainage improvements, new pavement markings and signage upgrades. There are four cross drains within the project 24" to 36" and will be evaluated to be extended outside of the clear zone.

Project Length and Mile Post Limits: 2.468 Miles

Analysis:

Staff negotiated rates with AE Engineering, Inc. to be the CEI of record for the completion of the Spooner Road construction project.

Fiscal Impact:

FDOT has allocated funding for CEI services for the above-referenced project. There will be no fiscal impact to the county.

Options:

1. Approve the Task Order with AE Engineering for CEI Services on Spooner Road in the amount of \$141,960.00 and authorize the Chairman to sign all related documents.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

1. CEI Task Order



February 7, 2024

Mr. Edward Dixon
County Administrator
Edward J. Butler Government
Complex 9 E Jefferson Street
Quincy Florida 32353

RE: Gadsden County – Public Works Department

Dear Mr. Dixon:

A task order is being submitted to cover costs for AE Engineering, Inc. to provide general engineering services in support of Gadsden County Public Works 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.

A. SCOPE OF WORK:

AE Engineering will provide comprehensive construction inspection services for the resurfacing project on Spooner Road, from SR 267 to Old Federal Road (2.44 miles approx.). The objective is to ensure that the construction activities adhere to specified standards, codes, and contractual requirements.

B. DELIVERABLES:

Verify that the construction contractor adheres to the terms and conditions outlined in the contract. This includes reviewing the contractor's schedule, coordinating with the project manager, and reporting any deviations or issues that may arise during construction. Maintain detailed records of construction activities, inspections, and any non-conformances observed. Provide regular reports to the project management team highlighting progress, compliance status, and any recommended corrective actions. Assist in preparing project closeout documentation, including a final inspection report, record drawings, and any other required deliverables.

C. 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: Agnes Denson

Title: Project Manager

Physical Address: 1-B East Jefferson Street Quincy, FL 32351

Email: ADenson@gadscdencountyfl.gov Phone Number.

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.

D. METHOD OF COMPENSATION


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

The above-referenced task order will be performed for a lump sum fee of \$141,960.00

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 Ganius, Project Manager	Gadsden County — Approval to Proceed Honorable Ronterious Green, Chairman Gadsden County Board of Commissioners or Designated Approving Authority
Signature:  Date: <u>2/15/24</u>	Signature: _____ Date: _____