

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

Subject: Approval of Task Order with AE Engineering, Inc. FDOT Grant Application Process

Statement of Issue:

This agenda item seeks Board approval for the Task Work Order from AE Engineering, Inc. for the negotiated rates of \$15,020.00 to provide general engineering services in support of the FDOT Grant Application Process.

Background:

AE Engineering, Inc. will prepare and submit (8) applications for the upcoming Grant Cycle for SCRAP, SCOP, CIGP and B-SCOP projects by the grant deadline of March 15, 2024. AE Engineering, Inc. will monitor and respond to any modification needed on behalf of the County.

Analysis:

AE Engineering, Inc. met with County staff to review the criteria and discuss candidate projects for the 2024 FDOT grant solicitation. The FDOT programs discussed were Small County Road Assistance Program (SCRAP), Small County Outreach Program (SCOP), Bridge SCOP (B-SCOP), and County Incentive Grant Program (CIGP). The County is eligible to submit two (2) SCRAP applications, two (2) SCOP applications, two (2) B-SCOP applications and two (2) CIGP applications.

- Aspalaga Road, Goodson Road – SCOP
- Poston Road, Rowan Road – SCRAP
- Mt. Pleasant Road, W.L. Martin Road - CIGP
- Richlander Creek Bridge, Cane Creek - B-SCOP

Fiscal Impact:

The full cost of the Task Work Order for the grant application process will be funded by the Public Works Professional Services Budget.

Options:

1. Approve the Task Order for AE Engineering, Inc., in the amount of \$15,020.00 and authorize the Chairman to execute the necessary contract and sign all related documents.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

1. Task Work Order - AE Engineering, Inc.



February 19, 2024

Mr. Curtis Young
Public Works
Edward J. Butler Government
Complex 9 E Jefferson Street
Quincy Florida 32353

RE: Gadsden County – Grant applications
Dear Mr. Young:

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 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:

AE will be preparing and submitting (8) applications for the upcoming Grant Cycle for SCRAP, SCOP, CIGP, and B-SCOP projects by the grant deadline (3/15/2024). We will also monitor for and respond to any modification requests (if needed) on behalf of the County, monitor for the award of the Grant projects through GAP, and provide feedback to the County periodically throughout this timeframe.

SCRAP:

Poston Road
Rowan Road

SCOP

Aspalaga Road
Goodson Road

CIGP

Mt. Pleasant Road
W.L. Martin Road

BSCOP

Cane Creek Bridge
Richlander Creek Bridge

2. DELIVERABLES:

Grant Proposal Documents:

Develop comprehensive proposals that clearly articulate the objectives, methodologies, and expected outcomes of SCRAP, SCOP, BSCOP, and CIGP initiatives.

3. COUNTY’S RESPONSIBILITY

The County shall recommend roads and bridges for applications, 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: Curtis Young

Title: Public Works Director

Physical Address: 9B E Jefferson St, Quincy Florida

Email: CYoung@gadscounttyfl.gov

Phone Number: 850-875-8672

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.

4. METHOD OF COMPENSATION

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

position	rate	hours	cost
Project Manager	\$100/hr	SCRAP (20)	2,000
Project Manager	\$100/hr	SCOP (20)	2,000
Project Manager	\$100/hr	BSCOP (20)	2,000
Project Manager	\$100/hr	CIGP (20)	2,000
Project Engineer	\$135/hr	Cost estimates/review (52)	7,020

The above-referenced task order will be performed for a lump sum fee of \$15,020.00

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
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Signature: <i>Shandra Larious</i> Date: <i>2/19/24</i>	Signature: _____ Date: _____
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