

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** February 2, 2016

**Date Submitted:** January 19, 2016

**To:** Honorable Chairperson and Members of the Board

**From:** Robert M. Presnell, County Administrator  
Curtis Young, Public Works Director

**Subject:** Approval of a Task Order with Preble-Rish, Inc. for the Survey, Design, and Contractor Procurement of the Howell Road Paving Project

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### **Statement of Issue:**

This agenda item seeks Board approval of a Task Order with Preble-Rish, Inc. (PRI) for the survey, design, and contractor procurement of the Howell Road Paving Project and authorization for the Chairperson to sign.

### **Background:**

At the October 20, 2015 BOCC meeting the Board accepted funds in the amount of \$98,864.00 from the Florida Department of Transportation (FDOT) for the paving of Howell Road. On December 5, 2015, the County received authorization from FDOT to enter into an agreement with PRI for the necessary professional services associated with the project. These services include the survey, design, and contractor procurement of the project.

### **Analysis:**

PRI has prepared a task order consistent with tasks and fees allowed by FDOT for projects of this nature. Approving the Task Order will allow PRI to begin the design process of the necessary improvements to Howell Road.

### **Fiscal Impact:**

There will be no fiscal impact to Gadsden County. All costs will be grant funded.

**Options:**

1. Approve Task Order # 2016-154 authorizing PRI to begin the design process of the Howell Road Paving Project and authorize the Chairperson to sign.
2. Do not approve.
3. Board direction.

**County Administrator's Recommendation:**

Option 1

**Attachment:**

1. PRI Task Order #2016-154



**PREBLE-RISH INC**  
CONSULTING ENGINEERS & SURVEYORS

January 12, 2016

VIA Email at [cyoung@gadsdencountyfl.gov](mailto:cyoung@gadsdencountyfl.gov) and US Mail

Mr. Curtis Young  
Public Works Director  
Gadsden County  
P.O. Box 1799  
Quincy, FL 32353-1799

**RE: Howell Road – Gadsden County, FL  
Preble-Rish Project No. 228.154**

Dear Mr. Young:

It is our understanding that the County has received funding from the FDOT Small County Road Assistance Program (SCRAP) for the paving of Howell Road. Preble-Rish, Inc. (PRI) is pleased to provide this Task Order to provide the design and surveying to complete the proposed project. **Exhibit A** contains a detailed Task Order with a description of the scope of services. PRI proposes to provide these services for a fee of **\$7,909**. The associated fees are consistent with the allowable percentages outlined by FDOT.

If you have any questions, please give me a call at 850.674.3300.

Sincerely,

**PREBLE-RISH, INC.**



Justin Ford, P.E.  
Project Manager

cc: Mr. Cliff Wilson, President, PRI (via email at [wilsonc@preble-rish.com](mailto:wilsonc@preble-rish.com))  
Mrs. Missy Ramsey, Controller, PRI (via email at [ramseym@preble-rish.com](mailto:ramseym@preble-rish.com))

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**20684 Central Avenue East, Suite 1, Blountstown, FL 32424, P (850) 674-3300**

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Freeport | Monticello | Quincy | Crawfordville | Tallahassee  
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**EXHIBIT A  
HOWELL ROAD – SCRAP  
TASK ORDER 2016-154  
PROFESSIONAL ENGINEERING SERVICES  
FOR GADSDEN COUNTY  
JANUARY 2016**

This Task Order is for the purpose of Preble-Rish, Inc. (PRI) as the ENGINEER to provide professional services for the Howell Road paving project for Gadsden County (County) acting by and through its Commission.

**DESCRIPTION OF ENGINEERING SERVICES**

**SCOPE OF SERVICES**

**A. SURVEYING**

1. PRI shall locate the right-of-way, existing improvements (i.e fences, drainage structures, etc...), and horizontal and vertical alignments.
2. PRI shall cross-section the roadway every 100' in order to evaluate the existing roadway and shoulder cross-slopes.

**SURVEYING: \$1,500.00**

**B. DESIGN**

1. PRI shall evaluate existing roadway widths and drainage patterns to determine necessary improvements.
2. PRI shall evaluate existing drainage structures to determine if they should be replaced in association with the project.
3. PRI shall design the new roadway and pedestrian facilities in accordance with approved standards.
4. PRI shall evaluate roadside obstructions to ensure new roadway meets all clear zone requirements.
5. PRI shall submit exemption notice to NWFWMMD.
6. PRI shall prepare construction plans and specifications necessary to bid the proposed project.

**DESIGN: \$6,009.00**

**C. CONSTRUCTION ADMINISTRATION**

1. PRI shall prepare all bid documents.
2. PRI shall review bids and make recommendation for bid award.
3. PRI shall also review contractor pay requests and submittals.
4. PRI shall prepare contract close out documents.

**CONSTRUCTION ADMINISTRATION: \$400.00**

**D. DELIVERABLES**

1. PRI shall provide 3 sets of 90% plans, bid documents, and construction estimate.
2. PRI shall provide 3 sets of 100% plans and bid documents.

The following services will not be provided as a part of this contract and will be billed at our contracted hourly rates if deemed necessary:

1. Wetland Delineation or Wetlands Surveying
2. Title searches
3. Stormwater Permitting with FDEP or NWFWMMD

**E. PROFESSIONAL SERVICE FEES**

*PRI proposes to provide these services for a lump sum fee of:*

**TOTAL \$7,909.00**

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**PREBLE-RISH, INC.**

20684 Central Ave. East, Suite 1

Blountstown, FL 32424

By: 

Name and Title: Justin Ford, P.E., Project Manager

Witnessed: 

Date: 1-18-16

**GADSDEN COUNTY, FLORIDA**

PO Box 1799

Quincy, FL 32353

By: \_\_\_\_\_

Name and Title: Brenda Holt, Chairman, BOCC

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_

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