

**Board of County Commissioners  
Agenda Request**

**Date of Meeting:** March 15, 2016

**Date Submitted:** March 1, 2016

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

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

**Subject:** Approval of Task Order 2016-003 with DPB & Associates, Consulting Engineers, for Construction Administration and Inspection Services for the Howell Road Paving Project

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**Statement of Issue:**

This agenda item seeks Board authorization for the Chairperson to execute a Task Order with DPB & Associates for construction administration and inspection services for the County's FDOT-funded Howell Road Paving Project.

**Background:**

At the October 20, 2015 BOCC meeting, the Board accepted funding in the amount of \$678,954.00 from the Florida Department of Transportation (FDOT) for paving of Howell Road. As a condition of FDOT funding, project engineering design services and subsequent construction administration and inspection services must be provided by separate entities. Accordingly, these services have been separated for this project and will be provided by the County's two separate continuing services engineering consultants. Preble-Rish, Inc. is currently providing engineering design services and DPB & Associates will provide subsequent construction administration and inspection services for the project. At the February 2, 2016 BOCC meeting, the Board approved task orders with Preble-Rish, Inc. for survey, engineering design and contractor procurement services. The attached task order will authorize DPB & Associates to provide construction administration and inspection services for the Howell Road Paving Project.

**Analysis:**

DPB & Associates has prepared Task Order 2016-003 for \$3,954.00 to provide construction administration and inspection services for the FDOT funded Howell Road Project. The Task Order and respective fees are consistent with those allowed by FDOT for construction administration and inspection services for the Howell Road Project. Approval of the Task Order will authorize DPB & Associates to provide project construction administration and inspection services in conjunction with the project engineering design services provided by Preble-Rish Inc.

**Fiscal Impact:**

There will be no fiscal impact to Gadsden County; all task order costs will be grant funded through the FDOT Small County Road Assistance Program (SCRAP).

**Options:**

1. Approve Task Order 2016-003 authorizing DPB & Associates to provide construction administration and inspection services for 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. DPB & Associates Task Order 2016-003

**Task Order 2016-003**

**Construction Administration and Inspection Services  
Howell Road Improvements Project  
2016 Roadway Improvements Program  
Gadsden County, Florida**

**Gadsden County, Florida**

**PROJECT: Howell Road Improvements Project**

**SERVICES: Construction Administration and Inspection Services**

In accordance with the terms and conditions set forth in the Civil Engineering Consulting Services Contract, dated October 7, 2014, between Gadsden County Florida (COUNTY) and DPB & ASSOCIATES, LLC (ENGINEER), the ENGINEER hereby agrees to provide to the COUNTY the services specified in the attached Exhibit A - Scope of Services for the above referenced project. The method of compensation for such services is set forth in this Task Order and shall not exceed \$3,954.00 without authorization from the COUNTY.

**OBJECTIVE**

The purpose of this professional services assignment is to provide construction administration and inspection services for the COUNTY's Howell Road Improvements Project.

**PROJECT DESCRIPTION**

The COUNTY proposes to construct the Howell Road Improvements Project as part of the COUNTY's 2016 Roadway Improvements Program. Project funding is to be provided in part by the Florida Department of Transportation (FDOT) Small County Road Assistance Program (SCRAP). As a condition of the FDOT funding, project engineering design and project construction administration and inspection services are to be provided by separate entities. Accordingly, engineering design services are to be provided by County engineering consultant, Preble-Rish, Inc. with project construction administration and inspection services to be provided by County engineering consultant, DPB and Associates, the ENGINEER.

**SCOPE OF SERVICES**

The COUNTY requires professional engineering and technical services to provide construction administration and inspection services for the Howell Road Improvements Project as described in attached Exhibit A – Scope of Services.

**COMPENSATION AND METHOD OF PAYMENT**

The ENGINEER will provide construction administration and inspection services for the Howell Road Improvements Project in accordance with the following lump sum fee, which is consistent with percentage fees outlined by FDOT. The compensation to be paid to the ENGINEER for providing the services described in the attached Exhibit A - Scope of Services shall be a Lump Sum Fee of \$3,954.00 for labor and associated project costs. The ENGINEER will submit invoices to the COUNTY for work performed during each calendar month. Invoicing will be in an approved COUNTY format accompanied by a brief description of the work effort completed during the billing period.

Should the COUNTY terminate a task or tasks for any reason other than the ENGINEER'S unsatisfactory performance, the ENGINEER will be compensated for the work performed up to the date of termination. Should the COUNTY terminate a task or tasks or the entire contract due to the ENGINEER'S unsatisfactory performance, then the COUNTY will only compensate the ENGINEER for work that is acceptable to the COUNTY.

**DPB & ASSOCIATES, LLC**

**GADSDEN COUNTY, FLORIDA**

by: \_\_\_\_\_  
Thomas H. Lewis, President      Date

by: \_\_\_\_\_  
Commissioner Brenda A. Holt, Chairperson,      Date

**Exhibit A**  
**Scope of Services**  
**Construction Administration and Inspection Services**  
**2016 Roadway Improvements Program**  
**Gadsden County, Florida**

The COUNTY has requested and the ENGINEER will provide the following professional engineering and technical services as construction administration and inspection services for various roadway improvement projects constructed as part of the COUNTY's 2016 Roadway Improvements Program.

**CONSTRUCTION ADMINISTRATION AND INSPECTION**

The ENGINEER will provide construction administration and inspection services utilizing Florida Department of Transportation (FDOT) specifications as general guidelines and adapt such specifications to various projects constructed as part of the County's 2016 Roadway Improvements Program. The ENGINEER will provide the following general services:

1. Coordination with the COUNTY's project design engineers, Preble-Rish and Associates (PRA),
2. Participation in Pre-Paving Operations Meeting with Gadsden County Public Works Department, PRA and the Contractor,
3. Asphalt pavement depth monitoring,
4. Asphalt spread-rate calculations and verification,
5. Asphalt pavement cross-slope monitoring and measurement,
6. Asphalt pavement rolling-straightedge testing,
7. Asphalt pavement density testing, if determined to be necessary,
8. Miscellaneous drainage assessment regarding roadway stormwater drainage,
9. Daily Paving Operations Reports, and
10. Coordination with PRA in review of Contractor Payment Requests.

**PERSONNEL**

The ENGINEER's construction administration and inspection services may, by discipline, include but are not limited to professional engineering, construction engineering, construction inspection, asphalt pavement inspection and asphalt materials testing. Engineering services shall be provided by or under the direct supervision of a Professional Engineer licensed in the State of Florida. Construction administration and inspection services shall be provided by or under the supervision of a Construction Inspector with the following FDOT training and certifications:

1. FDOT Asphalt Paving, Levels I & II,
2. FDOT Asphalt Plant, Levels I & II,
3. Asphalt Quality Control Manager, and
4. Advanced Field Maintenance of Traffic (MoT).

**FINAL DELIVERABLES**

The ENGINEER will prepare, maintain and deliver Daily Paving Operations Reports to the COUNTY, including:

1. Asphalt paving material truck delivery tickets package,
2. Pavement cross-slope testing reports,
3. Asphalt spread rate verification and calculations, and

4. Other test reports as may be performed during the work.

#### **PROFESSIONAL SERVICE FEES**

The ENGINEER will provide the described construction administration and inspection services for the lump sum total fee specified in the Compensation and Method of Payment paragraph of the respective Project Task Order.