

**BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

Date of Meeting: April 7, 2009

Date Submitted: March 25, 2009

To: Honorable Chairman and Members of the Board

From: Bud Parmer, Interim County Administrator
Robert Presnell, Director, Public Works

Subject: Approval of Attachment A - Grant Work Plan to the Florida Department of Environmental Protection to access Legislative Appropriation Funds

Statement of Issues:

This agenda item seeks Board approval to submit the Florida Department of Environmental Protection (FDEP) Attachment A - Grant Work Plan. Also, to authorize Robert Presnell as grant administrator, to submit the Work Plan to FDEP.

Background:

In 2008, Gadsden County received a \$700,000.00 Legislative Appropriation to assist in the implementation of the utility improvements within the County. On March 17th, 2009, the Board approved the Immediate Needs Report as prepared by Preble-Rish, Inc. The Immediate Needs Report provided a detailed description of the use of \$700,000.00 appropriation.

Analysis:

In order to access the funds from FDEP, the County must submit the Attachment A - Grant Work Plan. This work plan indicates the activities to be funded with the Legislative Appropriation funding. The attached Work Plan matches the allocations identified in the Immediate Needs Report, as approved by the Board.

Fiscal Impact:

None

Options:

1. Approve Attachment A - Grant Work Plan as provided and authorize Robert Presnell to submit the Work Plan to FDEP.
2. Provide other direction.

Recommendation:

Option 1

Attachments:

1. Attachment A - Grant Work Plan

**ATTACHMENT A
GRANT WORK PLAN
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
LP6721**

Project Title: *Gadsden County Water/Wastewater Infrastructure*

Project Location: *Multiple Projects Throughout Gadsden County*

Project Background:

In 2006 Gadsden County received Legislative funding to complete a water/wastewater study analyzing the immediate and future utility needs within the County. This study included all six (6) of the municipalities within Gadsden County (Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy) as well as Talquin Electric Cooperative. The study was completed and submitted to the County in April of 2008.

The Study included 11 recommendations. These recommendations ranged from the construction of waterlines to connect existing systems, to the establishment of Government Utility Authority, as well as the construction of a regional wastewater treatment facility.

After reviewing the recommendations within the study and discussing them with the local municipalities, the County is ready to begin the implementation of the proposed improvements. Gadsden County submits this work plan to identify the projects that have been determined to have the most immediate need. These projects will receive the initial funds available for construction.

Project Objectives:

- Objective 1: Evaluate the recommendations provided in the study and determine the most efficient and effective use of the funds.
- Objective 2: Begin implementation of the recommendations provided in the Utility Study.
- Objective 3: Provide sufficient water capacity to meet the current demand as well as future growth in areas of Gadsden County where this flow is currently unavailable.
- Objective 4: Provide sufficient fire flow capacity and pressures within the existing water systems.
- Objective 5: Oversee the creation of interlocal agreements between municipalities.

Project Description:

The Gadsden County Board of County Commissioners recognizes the need to begin construction as quickly as possible on the recommendations provided in the Utility Study. For that reason, a consultant was hired to assist in the implementation of the recommendations provided in the Study. The Study, as well as input received from the local municipalities, was used to establish and prioritize the projects for which the County intends to provide funding.

Based on additional information obtained through discussions with the individual municipalities, it was determined that Phase I (watermain from Quincy to Gretna) of the recommendations provided in the Study was not necessary, as a supply line from the Quincy well field to Gretna already exists. Therefore the County intends to begin the implementation of Phase II (watermain from Gretna to the I-10 / SR 12 Interchange) and Phase III (watermain from the I-10 / SR 12 Interchange to Greensboro) of the study. Additionally, the County wishes to assist the Town of Havana with the construction of a watermain that will loop their existing system on the north side of town. This improvement is designed to provide better water quality as well as increased pressures and fire flow capabilities. The County intends to assist in funding these projects through the following methods:

- Assist the Town of Havana in the completion of a 10” watermain that will loop their existing system, providing better water quality as well as increased pressure and fire flow capacity.
- Provide funding to the Town of Greensboro for CDBG Grant Leverage and Readiness to Proceed Plans.
 - The grant will be used to construct an 8” watermain from the SR 12 / I-10 interchange to Greensboro.
- Provide funding to Gretna that will be used to install a 12” watermain from Gretna to the SR 12 / I-10 interchange.

Project Milestones/Deliverables/Outputs:

| No. | Task / Activity Description | Start | Complete | Deliverables / Outputs | Deliverable / Output Due Dates |
|-----|--|---------|----------|--|---------------------------------|
| 1 | Professional Services / Consultant | 11/2008 | 08/2010 | Progress Reports | Quarterly for project duration. |
| 2 | Assist Havana with engineering, surveying and construction costs. | 02/2009 | 12/2009 | Plans and Specifications, As-Built Drawings | 12/2009 |
| 3 | Provide \$250,000 to Greensboro to be used as Leverage Funds toward CDBG grant. | 03/2009 | 07/2009 | Copy of CDBG Application, Copy of Letter of Commitment | 04/2009 |
| 4 | Provide funding for Readiness to Proceed Plans for the Greensboro CDBG Grant Application | 03/2009 | 08/2009 | Plans, Specifications | 08/2009 |
| 5 | Assist Gretna with funding for 12" watermain design, permitting. | 03/2009 | 08/2009 | Plans, Specifications | 08/2009 |
| 6 | Assist Gretna with funding for 12" watermain construction. | 08/2009 | 08/2010 | As-Built Drawings | 08/2010 |

Project Budget:

| Project Funding Activity | DEP Grant Funding | Matching Funds and Source | |
|----------------------------|-------------------|---------------------------|-----------------|
| | | Funding | Source of Funds |
| Professional Services: | \$334,436.24 | | |
| Construction & Demolition: | \$365,563.76 | | |
| Land: | | | |
| Equipment: | | | |
| Other (list): | | | |
| Other (list): | | | |
| Total: | | | |
| Total Project Cost: | \$700,000.00 | | |
| % Match Required: | N/A | Amount of Match: | N/A |
| | | | |
| | | | |

Project Budget Narrative: Provide budget detail for each Project Funding Activity stated above for both DEP Funding and Match.

Professional Services: What services will be subcontracted?

- Engineering services will be subcontracted for the required design elements of the proposed projects.

Construction & Demolition: What is being constructed, rehabilitated, expanded, etc?

- The remaining funds not used for professional services will be used for the construction of the proposed water mains.

Land: What size is the property? What is its use?

Equipment: What equipment will be purchased? Equipment is \$1,000 or more per unit cost.

Other: List the service or category of expenditure. What are the funds for?

NOTE: IF THERE IS MATCH, THE SAME DETAIL MUST BE PROVIDED FOR THE MATCH.

Total Budget by Task: This should correspond with the tasks/activities identified and described above.

| Task | DEP Grant Funding | Matching Funds and Source | |
|--|-------------------|---------------------------|-----------------|
| | | Matching Funds | Source of Funds |
| 1 Professional Services / Consultant | \$67,170.00 | | |
| 2 Assist Havana with engineering, surveying and construction costs. | \$75,000.00 | | |
| 3 Provide \$250,000 to Greensboro to be used as Leverage Funds toward CDBG grant. | \$250,000.00 | | |
| 4 Provide funding for Readiness to Proceed Plans for the Greensboro CDBG Grant Application | \$112,351.43 | | |
| 5 Assist Gretna with funding for 12" watermain design, permitting. | \$154,914.81 | | |

| | | | | |
|---|--|--------------|--|--------------|
| 6 | Assist Gretna with funding for 12" watermain construction. | \$40,563.76 | | |
| | | | | |
| | Total: | \$700,000.00 | | |
| | Project Total: | | | \$700,000.00 |

Measures of Success: *Identify factors that can be used to evaluate project performance/ outcomes to support project success. Include appropriate timelines for conducting such reviews.*

- Quarterly Progress Reports indicating status of the referenced projects.
- Plans, Specifications, Certifications, and As-Builts of the referenced projects.
- Copy of the CDBG Application.
- Copy of Interlocal Agreements.

Note that any changes to the Grant Work Plan Project Budget (of more than 10% in any line item), scope of work, or timelines shall require Department approval and amendment to the grant agreement.

GUIDELINES AND HELPFUL INFORMATION IN COMPLETING THE ATTACHMENT A

Listed below are some useful questions to be answered in completing the Attachment A for your Legislative grant. Depending on the purpose of the project, not all of the items below may need to be addressed. If you have any questions about the completion of the Attachment A, please call 850-245-8358 and ask for grant agreement staff support.

- 1) Does the Project Description sufficiently identify the tasks/activities to be accomplished?
- 2) Do the tasks/activities listed in the Project Description identify the criteria by which they will be evaluated?
- 3) Are completion dates established for achievement of the tasks/activities in the Project Milestones/Deliverables/Outputs Section?
- 4) Is required documentation identified which is needed to substantiate the completion of the tasks/activities?
- 5) Is a deliverable/output identified for each task/activity to be accomplished?
- 6) Does each deliverable/output directly relate to a task/activity identified in the Project Description?
- 7) Are documentation requirements established for substantiating the completion of each deliverable/output?
- 8) Are criteria established for evaluating each deliverable/output?
- 9) Is a quality of task/activity established for each deliverable/output?
- 10) Does each task/activity correspond with the Project Budget?
- 11) Are due dates established for the completion of each deliverable/output?
- 12) Is a payment amount identified for each task/activity?