

Board of County Commissioners Agenda Request

Date of Meeting: May 19, 2009

Date Submitted: May 6, 2009

To: Honorable Chairman and Members of the Board

From: Johnny Williams, County Administrator
Charles Chapman, Administrative Coordinator

Subject: Approval of Task Order NO. 2009-02 Authorizing Preble Rish Engineering to Administer the Drake Acres Florida Recreation Development Assistance Program Renovation Grant.

Statement of Issue:

This item seeks Gadsden County Board of County Commissioners approval of Task Order NO. 2009-02 authorizing Preble Rish Engineering as the County Engineer to administer the renovation project for Drake Acres Park funded through the Florida Recreation Development Assistant Program grant.

Background:

October 1, 2008, Gadsden County BOCC received funds in the amount of \$135,611 to renovate the county owned park property known as Drake Acres Park near Lake Talquin.

December 15, 2008 staff met to determine and finalize the land use amendment of the park from Public Use to Recreation Use to accommodate the improvements to made upon the site per the grant award.

Preble Rish and BOCC staff has met diligently over the past three months to develop conceptual site plans and are currently awaiting approval of Task Order NO. 2009-02 to file for site plan reviews and construction permits.

Analysis:

The Gadsden County Parks and Recreation staff consists of only 2 employees full time. These two employees are consistently addressing maintenance issues and resident relations concerns regarding the 13 park properties under the jurisdiction of Gadsden County. Therefore, it is advantageous to maintain a high level of service to partner with Preble Rish Engineering who serves as the County Engineer to administer this capital improvement grant. This activity falls within their scope of work and will incur any additional cost to Gadsden County.

Fiscal Impact:

None, engineering and administrative costs related to this project are funded under the grant award of \$135,611.00. No costs will be incurred by the County.

Options:

Option1: Approve Task Order NO. 2009-02 Authorizing Preble Rish Engineering to Administer the Drake Acres Florida Recreation Development Assistance Program Renovation Grant

Option 2: Disapprove Task Order NO. 2009-02 Authorizing Preble Rish Engineering to Administer the Drake Acres Florida Recreation Development Assistance Program Renovation Grant

Option 3: Board Provide Direction

Recommendations:

Option1: Approve Task Order NO. 2009-02 Authorizing Preble Rish Engineering to Administer the Drake Acres Florida Recreation Development Assistance Program Renovation Grant

Attachments:

1. Task Order NO. 2009-002 Drake Acres Park FRDAP Administration



PREBLE-RISH INC
CONSULTING ENGINEERS & SURVEYORS

April 27, 2009

Via email @ Cchapman@gadsdencountyfl.gov and U.S. Mail

Mr. Charles Chapman, Administrative Coordinator
Gadsden County
7 W. Jefferson Street
Quincy FL 32351

**Re: Gadsden County Drake Acres Park – FRDAP
Preble-Rish Project No. 228.060**

Dear Mr. Chapman:

Preble-Rish, Inc. (PRI) is pleased to provide this Task Order for professional services which is allowed under our current professional services agreement with Gadsden County dated October 17, 2008.

Based on our conversations with your office, it is our understanding that Gadsden County has received a grant in the amount of 135,611.00 from the Florida Recreation Development Assistance Program (FRDAP). These funds have been designated for improvements to Drake Acres Park. These improvements consist of the following elements:

- Playground equipment.
- Picnic pavilion.
- Basketball Court Rehabilitation.
- Fitness Trail.
- Tricycle Trail
- Parking lot improvements.
- Perimeter Fencing.
- Other additional amenities.

Attached, please find the conceptual sketch of the proposed improvements, labeled **Exhibit A**. A detailed Task Order which details our scope of services is attached and labeled as **Exhibit B**. PRI proposes to provide the services described therein for a lump sum fee of **\$20,341.65**, which is the allowed fee for engineering services from FRDAP. There will be no fiscal impact to the County, as all improvements and professional service fees will be funded through the FRDAP program.

If this proposal is acceptable to the County, please sign the attached Task Order and send to our Panama City office.

Port St. Joe

324 Marina Drive
Port St. Joe, FL 32456

PHONE: 850.227.7200 • FAX: 850.227.7215

Panama City

203 Aberdeen Parkway
Panama City, FL 32405

PHONE: 850.522.0644 • FAX: 850.522.1011

Santa Rosa

877 C. R. 393 North
Santa Rosa Beach, FL 32459

PHONE: 850.267.0759 • FAX: 866.557.0076

Bristol

10490 NW Main Street
Bristol, FL 32321

PHONE: 850.643-2771 • FAX: 850.643.2910

If you have any questions or comments, please give me a call at 850.522.0644.

As always, we look forward to working with you and thank you for the opportunity to be of service to Gadsden County.

Sincerely,

PREBLE-RISH, INC.

A handwritten signature in black ink, appearing to be "CF", with a long horizontal line extending to the right.

Chris Forehand, P.E.
Vice President, COO

CF/smr

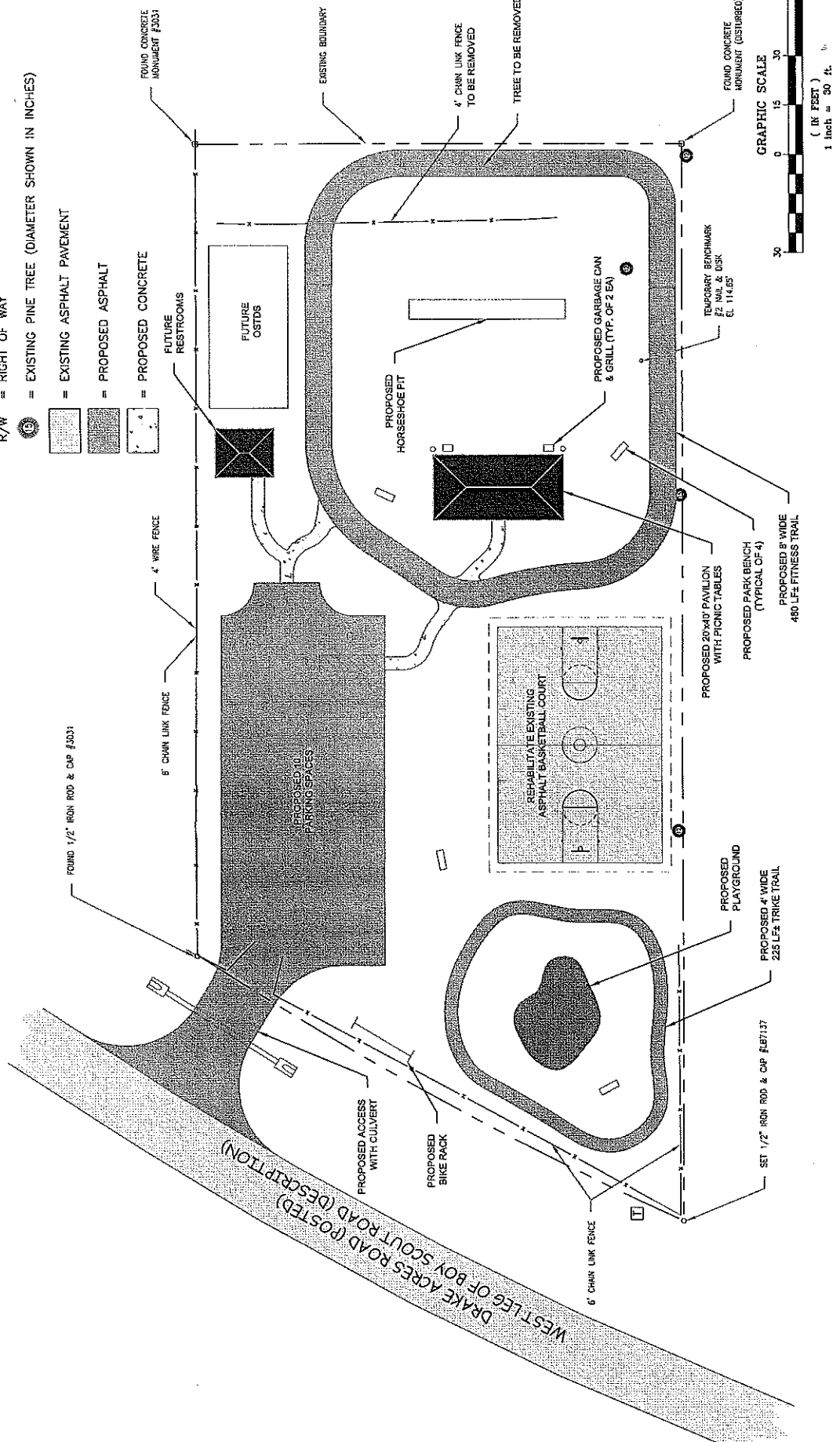
Attachments: Exhibits A-B

cc: Mr. Ralph Rish, President, PRI (via rishr@preble-rish.com with attachments)
Mr. Warren Yeager, Business Development, PRI (via yeagerw@preble-rish.com with attachments)
Mr. Justin Ford, E.I., Project Engineer, PRI (via fordj@preble-rish.com with attachments)
Mrs. Missy Ramsey, Controller, PRI (via ramseym@preble-rish.com with attachments)

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SYMBOLS & ABBREVIATIONS:

- ☐ = TELEPHONE BOX
- R/W = RIGHT OF WAY
- ⊙ = EXISTING PINE TREE (DIAMETER SHOWN IN INCHES)
- ▨ = EXISTING ASPHALT PAVEMENT
- ▩ = PROPOSED ASPHALT
- ▧ = PROPOSED CONCRETE
- ⊠ = FUTURE RESTROOMS
- ⊞ = FUTURE COSTDS
- ⊚ = FOUND CONCRETE MONUMENT #3031



NO.	DATE	BY	REVISION
1			
2			
3			
4			
5			

DATE: NOV 2008		PROJECT NO. 228.060
SCALE: AS SHOWN		SHEET C1
DRAWN: CAK		CHECKER: WJK
EXHIBIT "A" DRAKE ACRES PARK GADSDEN COUNTY, FLORIDA		
PREBLE-RISH INC. CONSULTING ENGINEERS AND SURVEYORS CIVIL SURVEYING SITE PLANNING <small>200 W. UNIVERSITY BLVD., SUITE 100 GADSDEN, FLORIDA 32040 904.251.0208</small>		

EXHIBIT "B"
TASK ORDER NO. 2009-02

**PROFESSIONAL ENGINEERING SERVICES
FOR THE GADSDEN COUNTY BOCC
DRAKE ACRES PARK
April 27, 2009**

This Task Order is for the purpose of Preble-Rish, Inc. (PRI) as the ENGINEER to provide professional services for Drake Acres Park Improvements project for Gadsden County (County) acting by and through the Board of County Commissioners.

DESCRIPTION OF ENGINEERING SERVICES

SCOPE OF SERVICES

1. Prepare boundary and topographic survey of the existing parcel.
2. Design and prepare construction plans and specifications (with contract documents) that meet the requirements of the grant application which include the following components:
 - Playground Equipment
 - Picnic Pavilion
 - Basketball Court Rehabilitation
 - Fitness Trail
 - Tricycle Trail
 - Parking Lot Improvements
 - Perimeter Fencing
 - Other additional amenities
3. Apply for ERP Stormwater Permit from NFWMD (\$300 Permit Fee)
4. Publicly advertise the project.
5. Receive, review, and make recommendations on bid award.
6. Provide periodic inspection for duration of project.
7. Review all materials test results and accept or deny results.
8. Review and process pay requests and change orders (if necessary).
9. Prepare all contract documents.
10. Project closeout.
11. Certification of Project to FRDAP.
12. Certification of Project to NFWMD.
13. Geotechnical Services for Stormwater Permitting – Subconsultant (\$1,500).

Lump Sum Total \$20,341.65

Note: The following services are not included in this Task Order:

1. Title searches.
2. Construction Stakeout and As-builts.
3. Permitting Fees

TASK ORDER NO. 2009-02

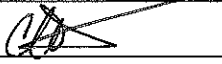
IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

PREBLE-RISH, INC.

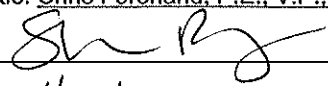
Address for Correspondence

203 Aberdeen Parkway

Panama City, FL 32405

By: 

Name and Title: Chris Forehand, P.E., V.P., C.O.O.

Witnessed: 

Date: 4/27/09

GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS

Attn: Mr. Eugene Lamb Jr., Chairman

Quincy, FL 32351

By: _____

Name and Title: _____

Witnessed: _____

Date: _____

