



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/11/2019 Meeting Date: 4/18/2019

Name: David Kraus Department: BCC Administration

Division Manager's Signature:

A handwritten signature in blue ink, appearing to read "DK", is written over the signature line.

1. Nature and purpose of agenda item:

To begin the HUD Environmental Assessment for the Bell Road Utilities project

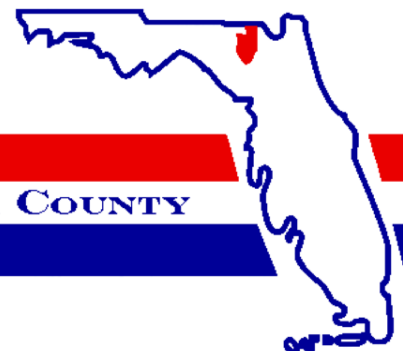
2. Recommended Motion/Action:

To approve task order with Guardian Community Resource Management, Inc. for \$5,000

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is 304-2000-552.30-31

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Bucky Nash
District No. 4 - Toby Witt
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Ben Scott County Manager

FR: David Kraus, Assistant County Manager

DATE: April 11, 2019

RE: Environmental Assessment for Bell Road Utilities

The City of Lake City, with the assistance of Columbia County, has been preparing a Community Development Block Grant – Economic Development to construct utilities for the trucking facility to be located on Bell Road. As part of every CDBG grant, work cannot commence until the HUD Environmental Assessment is complete and accepted by the Florida Department of Economic Opportunity. This assessment is different from the environmental reviews that have been completed for the construction of the road. The Environmental Assessment process can take up to 6 months.

This will delay the beginning of any County/State road construction work until after the assessment is completed. Because of the time sensitive nature of the project, the Economic Development Department is requesting the Columbia County Board of County Commissioners approve the \$5,000 work order with Guardian Community Resource Management, Inc. to conduct the HUD Environmental Assessment for the Bell Road Infrastructure Grant. The work will be funded from the Economic Development Department budget.

Guardian Community Resource Management, Inc provides CDBG administrative services for the Plantation Park CDBG project and is conducting an Environmental Assessment for the CDBG Economic Development grant in Ellisville. Guardian has prepared the CDBG-ED applications for both the County's Ellisville project and the City's Bell Road Utilities project at no cost.

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.



Proposal

Columbia County HUD Environmental Assessment

XXXXXX XXXXXXXXXXXX Bell Road Infrastructure

CDBG Grant

Guardian Community Resource Management, Inc. (Guardian)

Date: April 9, 2019

This proposal is for professional consulting services for work known as:

A HUD environmental assessment for the XXXXXX XXXXXXXXXXXX Trucking Facility and Bell Road Infrastructure Project located at the Bell Road in Columbia County, Florida. This includes review for the activities included but not limited to the project located at the Bell Road project site and along Bell Road. The project consists of the construction of water, sewer and gas mains to serve XXXXXX XXXXXXXXXXXX. The need for the utility improvements is required for planning and permitting of the project due to the need for water, sewer and gas service extension to the job creation site. Guardian shall collect necessary data, review and develop a HUD environmental assessment (EA) and release of funds package. This EA will include a site visit and review of the preliminary design. All required backup for completeness of the EA such as writing and sending the notices to agencies for comments, SHPO/THPO, Statutory and NEPA checklist responses, maps and other sources for all answers to the checklist, writing and providing public advertisements for the comment periods, writing flood plain notices, and writing a FONSI and a HUD RROF. This will include 8-step process certification where applicable. Technical assistance to the County on any report questions is included. Guardian will compile all ERR documents in a tabbed binder for signature and easy reference during audits and for easy submittal to HUD for County use.

Guardian will advise the County if the project requires any additional levels of review after completing the HUD EA. Guardian will incorporate any agency or public comments received into the ERR for the County. This review does not entail any more than a HUD EA review and report. If triggered, further review will be recommended but not completed under this work order except by written amendment agreed to by both parties. All maps and research from prior review shall be reused and is considered in the price.

The task specified work-hour estimates are as follows:

Tasks:

- I. Gather and review plan, designs, permits, data, maps and source documentation project information to provide sufficient support for HUD EA (10 hours @ \$90/hour = \$900)
- II. Provide input and technical assistance to the County on the requirements through the process (10 hours @ \$115/hour = \$1115)

- III. Complete a field inspection, develop the EA report for County signature and records (13 hours @ \$115/hour = \$1495)
- IV. Grants Assistant time in preparing tracked mail packages and completing agency comment requirements and tracking comments for the EA (11 hours @ \$70/hour = \$770)
- V. Provide any notices and guidance on notice steps and timeline (4 hours @ \$80/hour = \$320)

Maps, data and other materials not readily available from the world-wide-web or email request from an appropriate agency, will be provided by County.

Schedule: Guardian shall have a minimum of (90) working days (holidays and weekends not included) after submittal to Guardian of this work order by The County.

Compensation: Payment for said services based on the Agreement and deliverables outlined above shall be \$5,000.00.

Travel to the project site for visual inspection and photos is anticipated to complete the review and report. Travel expenses shall be governed by the agreement between the County and Guardian. Guardian shall make all efforts to coordinate with subrecipients to reduce travel and related expenses wherever feasible.

Changes will not be made to the work without agreement between the parties.

Approved by:

Guardian Community Resource Management, Inc.

Signature

Date

Print Name and Title

Approved by Columbia County

Signature

Date

Print Name and Title