



INDIVIDUAL PROJECT ORDER NUMBER 51

Describing a Scope of Services between Kimley-Horn and Associates, Inc. (Kimley-Horn), and Board of Sumter County Commissioners (the County) in accordance with the terms of the Master Agreement for Continuing Professional Services dated September 22, 2020, last amended October 2022, which is incorporated herein by reference.

Identification of Project:

Project: Department of Economic Opportunity (DEO) Community Planning Technical Assistance Grant (CPTAG) for an American with Disabilities Act (ADA) Transportation Transition Plan

Client: Board of Sumter County Commissioners

Project Manager: Amber L. Gartner, PE

Project Understanding:

The proposed work effort requested by the County includes the preparation of a Technical Assistance Grant Application to the Florida Department of Economic Opportunity ("DEO") for the FY 2023-2024 Grant Funding Period.

The DEO has allocated funding for the Community Planning Technical Assistance Grants annual by the Florida Legislature to assist local governments with planning and zoning activities. The County has requested that Kimley-Horn prepare an application for a Community Planning Technical Assistance Grant to request funding from DEO for the FY 2023-2024 grant cycle.

The grant funds would be used to pay for consulting services to prepare a Transportation ADA Transition Plan for Sumter County.

Specific Scope of Basic Services:

Task 1 - Grant Application Preparation

- A. Kimley-Horn will prepare the Grant Application Request which will include the following components:
- 1) Letter Request, signed by the County Administrator, that includes:
 - a. The specific project and its importance to the community.
 - b. The product that would be produced as a result of receiving the funding.
 - c. The total amount of funding requested.
 - d. Any additional information about the proposed project the County chooses to include for DEO's consideration.
 - 2) Scope of Work that describes:
 - a. The deliverables.
 - b. The due date for each deliverable.
 - c. The minimum level of service for each deliverable.
 - d. The anticipated cost or payment amount for each deliverable.

- 3) Budget that outlines:
 - a. The anticipated expenditures by category and whether reimbursement for indirect costs will be sought.
- B. Kimley-Horn will rely upon the appropriate County representative as the responsible party for signing documents in an expeditious manner in order to meet application deadlines.
- C. Kimley-Horn will upload the application to the DEO website, as required under the grant. The County will be responsible for electronically signing and submitting the grant application.
- D. Kimley-Horn will monitor the evaluation process of the agency or organization and apprise the County of the status of award notifications.

Schedule:

The scope of services will be completed within a mutually agreeable schedule.

Additional Services if Required:

Services requested that are not specifically included in this Scope will be provided under a new and separate task order or can be performed on an hourly basis upon written authorization.

Method of Compensation:

Services under this IPO will be provided on a lump sum basis in accordance with the attached TABLE A. The total cost to complete this project is \$4,710.00.

Services provided under this will be invoiced monthly. All invoices will include a description of services provided.


Attachments: TABLE A

ACCEPTED:

BOARD OF SUMTER COUNTY COMMISSIONERS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: 

BY: 
Amber L. Gartner, PE

TITLE: County Administrator

TITLE: Vice President

DATE: 4/3/23

DATE: March 20, 2023



TABLE A
FEE ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT: IPO 51 DEO CPTAG FOR ADA TRANSPORTATION TRANSITION PLAN
 CLIENT: BOARD OF SUMTER COUNTY COMMISSIONERS
 KHA PM: AMBER L GARTNER, P.E.
 BASIS FOR ESTIMATE: 2022 APPROVED RATES PER RFQ 030-0-2020/RS

FILE NO.
DATE: MARCH 15, 2023

TASK NO.	DESCRIPTION	DIRECT LABOR (MAN-HOURS)										LABOR HOURS	SUB (\$)	LABOR TOTAL
		Principal Engineer	Sr. Engineer Project Manager	Project Engineer	Engineering Intern	Senior Designer	CAD Draftsperson	Senior Planner	Planner	Support Staff				
		\$252	\$218	\$151	\$118	\$146	\$95	\$179	\$106	\$78				
1.0	GRANT APPLICATION PREPARATION		2		4			8	15	10	39	--	\$ 4,710	
TOTALS		0	2	0	4	0	0	8	15	10	39	\$ -	\$ 4,710.00	