AE ENGINEERING, INC.
Civil Engineering • CEI • Construction Management

February 8, 2021

Jonathan Batista, Utility Special District, Acting Director
City of Riviera Beach
600 West Blue Heron Blvd.

RE: GRANT MANAGEMENT ASSISTANCE SERVICES FOR GRANT FUNDED PROJECTS WITH CITY OF RIVIERA BEACH

Dear Mr. Batista:

As requested, please see the attached scope of services to provide Grant Management Assistance to the City of Riviera Beach for the Department of Economic Opportunity Federally Funded Community Development Block Grant Agreement Number:IR009.

Our firm services include Civil Engineering, Construction Engineering Inspection (CEI), Material Testing, Planning services with specialized work in Grant Writing, Management, and Reimbursement/Funding Assistance, Asset and Infrastructure Maintenance, Permit Inspections, Building Code Inspections, Bridge Coatings, and Intelligent Transportation System (ITS) inspections.

For this assignment our specific Grant Management/Assistance services consist of:

- Contract Response and Development Assistance
- Implementation and Reporting
- Ensuring Grant Requirements are met throughout the life of the project

AE Engineering is excited to provide support services to the City of Riviera Beach on this contract and future opportunities. Please feel free to contact me to discuss the details of the proposal at your convenience. Thanks again for this important opportunity.

Sincerely,

Roderick Myrick, P.E., President

Scope of Services

The scope of services for this contract includes providing a Grant Management Specialist to assist the City of Riviera Beach on various grant management tasks (outlined below), on an hourly basis, per grant. Our specialist will not only complete all tasks but will educate staff in grant management focused on improving management of current and subsequent grants. Please see below an outline of our management services and associated hours and fees for consideration and approval. The following is based on a 24 month project. Should the project require extension, both the City and AE agree to discuss change orders as needed.

Task ID	Elements	Task Detail	Estimated Time in hours	Total Time in Hours
1	Project elements review and needs assessment	a. Facilitate specific grant discussions, document review, follow up discussion and formalized memo	3	3
2	Initial compliance set up – This will be based on Attachment A, Section 2	a. Identify who will perform and who will support(City Liaison) b. Procurement Document Development c. Project Detail Budget update and submittal d. Policy and procedure submittal	24	24
3	Project management tool template build	a. Excel file or update client management software	1	1
4	Initial DEO communication	a. Confirm communication	.5	.5
5	Miscellaneous coordination elements (As Needed)	a. Procurement document for DEO review b. Subcontract/procurement upload prior to execution	2hrs per occurrence, 10 based on initial review.	20
6	Monthly	a. Actual vs. Projected cost b. Updated Attachment C c. Revised timeline	Approximately 10 hrs per month	200
7	Quarterly	a. Staffing changes outline b. Updated task and organizational chart c. Progress Report	Approximately 4 H	14
8	Semiannual	a. DEO Fiscal close requirements	Approximately 4 H	11
9	Annual	a. Close out report	Approximately 6 H	6
		Hourly Estimate Total:		279.5
		Contract Rate: $125/hr	Estimated Fee:	$ 34,937.50

Professional Services Agreement: Task Order

Client: Town of Riviera Beach	Project: DEO Project Grant Support	Agreement Date: 02/08/2021
Continuing Services Contract	Project number #IR1009	
Attention: Jonathan Batista	Email: JBastista@rivierabeach.org	Contract Title: Grant Administration Assistance

This task order is made between AE Engineering Inc. (Consultant) and the City of Riviera Beach (City) for services in connection with the project above. In consideration of the existing agreements with the City, the City and Consultant agree to the task order as follows:

TOTAL AMOUNT ……. $34,937.50

A. SCHEDULE

Job	Description	Amount
DEO Grant Administration and other services as identified	Project elements review and needs assessment	$34,937.50
	Initial compliance set up	
	Project management tool template build	
	Initial DEO communication	
	Miscellaneous coordination elements	
	Monthly, Quarterly, Semiannual, Annual Submittals	

B. CORRESPONDENCE To ensure prompt response, email all correspondence to the appropriate contact listed below.

Signed contracts, Notices, Correspondence:
Attn: Heather Neville, AICP
Email: HNeville@AEEngineeringInc.com

Attn: Rod Myrick, P.E.
Email: rod@AEEngineeringInc.com

C. All terms and conditions of the existing continuing services contract not modified here in shall remain in force and effect

Consultant AE Engineering Inc	Client City of Riviera Beach, Utility Special District
Signed by: Heather Neville Title: Director of Planning Email: hneville@aeengineeringinc.com Signature:	Signed by: Jonathan Batista Title: Acting Director Email: jbatista@rivierabeach.org Signature: