

Carroll County Board of Commissioners

Grant Administration and Execution for USDOT 2022 Safe Streets for All Grant

Task Order No.1 with AECOM

Scope of AECOM Services

AECOM (Consultant) will assist the Carroll County Board of Commissioners in the preparation of an application for submission to the U.S. Department of Transportation's (USDOT) 2022 Safe Streets for All grant program on behalf of Carroll County in compliance with the guidelines published in the National Register Notice of Funding Opportunity for the Department of Transportation (hereafter referred to as "the NOFO").

Task 1: Project Coordination and Development of Deliverables

1. AECOM and the Carroll County Board of Commissioners will hold a kickoff meeting no more than five business days following the execution of a contract and task order to perform the services herein to discuss the goals of the grant, identify stakeholders, and confirm the schedule for the grant application and deliverables under this scope of services.
2. AECOM will schedule/attend up to five (5) biweekly conference calls with the Carroll County Board of Commissioners and other stakeholders identified by the Carroll County Board of Commissioners such as County Department staff, Board of Education, GDOT, and representatives from municipalities in Carroll County. These calls will discuss strategy and progress toward grant development and submission.

Task 2: Preparation of Safe Streets for All Grant Application

AECOM will prepare a complete **Safe Streets for All Action Plan Grant** application. All components of the grant application will follow USDOT grant guidance and adhere to AECOM's quality standards. In compliance with the **2022 Safe Streets for All Grant NOFO**, AECOM will work with Carroll County staff to complete the following tasks associated with the grant application:

1. Development of a narrative that conforms to the NOFO requirements and explains how Carroll County meets the Action Plan Grant criteria.
2. Calculation of data points relevant to the NOFO criteria, including jurisdiction population, average motor vehicle roadway fatalities, crash fatality rate, and population in the U.S. Census designated underserved communities.

3. Estimation of budget to complete an Action Plan, including federal and local funding share.
4. Assisting with the entering of project information into Application for Federal Assistance (SF-424), Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and Disclosure of Lobbying Activities (SF-LLL), as required by the NOFO
5. Formatting and packaging the project application.

This scope assumes that AECOM will be responsible for the following activities:

- Project kickoff meeting to be held no more than five (5) days following the execution of contract and task order for the scope of services herein.
- Up to five (5) biweekly conference calls.
- Grant narrative, including how Carroll County meets the Safe Streets for All grant program criteria.
- Supplemental materials for uploading with the application, including required forms and maps
- Draft Action Plan Application, including all required key Information and project narrative satisfying the NOFO criteria
- Completed Action Plan Application

This scope assumes that Carroll County will be responsible for the following activities:

- Secure all required signatures
- Comment and review of all drafts
- Entering the information and submitting to Grants.gov

Deliverables:

Draft application to Carroll County by September 1, 2022

Final application by September 8, 2022.

Period of Performance:

July 25 to September 8, 2022 (unless there are post-award tasks)

Cost/Contract

AECOM anticipates a time and materials fee, not to exceed \$15,000. Estimated labor costs are provided below.

Task 1:

Staff Planner: \$99.13 per hour

Estimated 24 hours of service.

Senior Planner 1: \$138.73 per hour

Estimated 12 hours of service.

Senior Planner 2: \$151.02 per hour

Estimated 8 hours of service.

Program Manager: \$ 177.17 per hour

Estimated 2 hours of service.

Task 2

Staff Planner: \$99.13 per hour

Estimated 40 hours of service.

Senior Planner: \$138.73 per hour

Estimated 12 hours of service.

Senior Planner: \$151.02 per hour

Estimated 12 hours of service.

Program Manager: \$177.17 per hour

Estimated 5 hours of service.

Project Controls Manager: \$132.67 per hour

Estimated 8 hours of service.

Total Estimated Fee: \$14,995, not to exceed \$15,000.