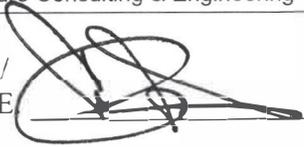


PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 01/15/2026
DEPARTMENT: Planning
VENDOR: Infrastructure Consulting & Engineering

DEPT DIRECTOR/
MGR SIGNATURE:  DATE: 01/15/2026

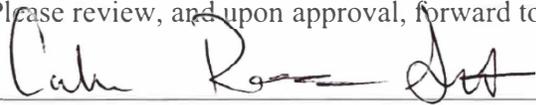
Amount of Invoice: \$8724.50 **Invoice Date:** 01/12/2026

The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

Purchase Order 25000409 has been closed due to the authorized funding limit being reached. We will need to create a new PO as we are still requiring services by the vendor. A new requisition will be created after the Tyler black out period as we are past the cut off date.

Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.

TO: CHIEF PROCUREMENT OFFICER
Please review, and upon approval, forward to County Administration.

 Date: 2/11/26

Resolution: _____

To process this disbursement, the request must be approved by the County Administrator.

TO: COUNTY ADMINISTRATOR
Please review, and upon approval, forward to the Finance Department for processing.
APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): 
DATE: 02/11/2026

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR:  Date: _____

Purchasing Policy Letter of Explanation

On December 18, 2025, the Planning Department received an email notification indicating that Infrastructure Consulting & Engineering had reached the authorized funding limit under Purchase Order #25000409 for Contract No. 23-RFQ000422/AP, Task Order 5 (Subdivision Plat Reviews). Current PO has been closed due to funding depletion. At that time, the vendor had multiple items actively under review, as well as a pending invoice from November.

Previously, Infrastructure Consulting & Engineering was tasked with reviewing Construction Drawings in addition to Plat and Site Plans due to internal staffing constraints and the high volume of Construction Drawings requiring review. This additional scope contributed significantly to the depletion of funds under the referenced purchase order.

Construction Drawings are now being reviewed through SwiftGov and are no longer dependent on Infrastructure Consulting & Engineering. As a result, future expenditures under this contract will be limited primarily to Plat and Site Plan reviews. Based on this change, we do not anticipate further issues with fund depletion for the remainder of the contract term, which extends through 2027.

Thank you for your consideration.

Sincerely,
Danielle Nigro
Manager of Administration



Infrastructure Consulting & Engineering
 110 Midlands Court
 West Columbia, SC 29169

RQ 93397
 PD 2/13/26
 VN 50500
 CK

Danielle Nigro
 Hernando County BOCC
 DPW - Administration
 1525 East Jefferson St., Building A
 Brooksville, FL 34601

January 12, 2026
 Project No: 24-277.01
 Invoice No: 242770111

Project 24-277.01 Hernando County - Plat and Site Plan Reviews
 PO 25000409

Professional Services from November 03, 2025 to December 31, 2025

Phase MO Main Office
 Task 009 1496469 - West 1/2 Lot 22 – Replat

Professional Personnel

	Hours	Rate	Amount	
Hutchinson, Luke	.50	225.00	112.50	
Totals	.50		112.50	
Total Labor				112.50
		Total this Task		\$112.50

Task 011 1473446 - Branch Replat

Professional Personnel

	Hours	Rate	Amount	
Hutchinson, Luke	1.00	225.00	225.00	
Totals	1.00		225.00	
Total Labor				225.00
		Total this Task		\$225.00

Task 014 1501153 - Kranz Replat

Consultants

Consultants				
12/11/2025 ECHO UES, Inc.	Professional Services		4,238.00	
	6/30/25 through 11/8/25			
Total Consultants			4,238.00	4,238.00
		Total this Task		\$4,238.00

Task 021 1504224 – Hammock Estates – Final Plat

Professional Personnel

	Hours	Rate	Amount	
Hutchinson, Luke	2.00	225.00	450.00	
Totals	2.00		450.00	
Total Labor				450.00

Consultants

Consultants	12/11/2025 ECHO UES, Inc.	Professional Services 8/13/25 through 11/29/25	2,574.00	
Total Consultants			2,574.00	2,574.00
			Total this Task	\$3,024.00

Task	022	1491190 – Somerset Bay Phase 1B – Final Plat		
Professional Personnel				
		Hours	Rate	Amount
Hutchinson, Luke		.50	225.00	112.50
Totals		.50		112.50
Total Labor				112.50
			Total this Task	\$112.50

Task	024	1496469 – West ½ Lot 22 – Replat		
Professional Personnel				
		Hours	Rate	Amount
Hutchinson, Luke		.50	225.00	112.50
Totals		.50		112.50
Total Labor				112.50
			Total this Task	\$112.50

Task	025	1507514 - Benton Hills Phase 3B - Final Plat		
Professional Personnel				
		Hours	Rate	Amount
Hutchinson, Luke		.50	225.00	112.50
Totals		.50		112.50
Total Labor				112.50
			Total this Task	\$112.50

Task	026	1504010 – Spring Hill Towne Center (Maxx Development) - Final Plat		
Professional Personnel				
		Hours	Rate	Amount
Hutchinson, Luke		3.50	225.00	787.50
Totals		3.50		787.50
Total Labor				787.50
			Total this Task	\$787.50
			Total this Phase	\$8,724.50
			Total this Invoice	\$8,724.50

Billings to Date

	Current	Prior	Total
Labor	1,912.50	24,866.46	26,778.96
Consultant	6,812.00	37,181.51	43,993.51
Expense	0.00	52.03	52.03
Totals	8,724.50	62,100.00	70,824.50

Mike Fowke

Mike Fowke, CFO

Billing Backup

Monday, January 12, 2026

Infrastructure Consulting & Engineering Invoice 242770111 Dated 01/12/2026 3:52:03 PM

Project	24-277.01	Hernando County - Plat and Site Plan Reviews
Phase	MO	Main Office
Task	009	1496469 - West 1/2 Lot 22 – Replat

Professional Personnel

		Hours	Rate	Amount
Hutchinson, Luke	11/21/2025	.50	225.00	112.50
Project coordination with Carrie Cline				
Totals		.50		112.50
Total Labor				112.50

Total this Task \$112.50

Task	011	1473446 - Branch Replat
------	-----	-------------------------

Professional Personnel

		Hours	Rate	Amount
Hutchinson, Luke	11/06/2025	1.00	225.00	225.00
Coordination with Carrie: MYLARs sent to Thomas				
Totals		1.00		225.00
Total Labor				225.00

Total this Task \$225.00

Task	014	1501153 - Kranz Replat
------	-----	------------------------

Consultants

Consultants				
AP 49732	12/11/2025	ECHO UES, Inc. / Professional Services 6/30/25 through 11/8/25		4,238.00
Total Consultants				4,238.00

Total this Task \$4,238.00

Task	021	1504224 – Hammock Estates – Final Plat
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Professional Personnel

		Hours	Rate	Amount
Hutchinson, Luke	11/13/2025	1.00	225.00	225.00
Shipping labels for MYLARs per Carrie Cline's request				
Hutchinson, Luke	11/17/2025	.50	225.00	112.50
MYLARs shipping label coordination				
Hutchinson, Luke	11/18/2025	.50	225.00	112.50
Project coordination with Carrie Cline				
Totals		2.00		450.00
Total Labor				450.00

Consultants

Consultants				
AP 49730	12/11/2025	ECHO UES, Inc. / Professional Services 8/13/25 through 11/29/25	2,574.00	
Total Consultants			2,574.00	2,574.00
			Total this Task	\$3,024.00

Task 022 1491190 – Somerset Bay Phase 1B – Final Plat

Professional Personnel

			Hours	Rate	Amount
Hutchinson, Luke	12/01/2025		.50	225.00	112.50
		MYLARs shipping labels			
		Totals	.50		112.50
Total Labor					112.50
			Total this Task		\$112.50

Task 024 1496469 – West ½ Lot 22 – Replat

Professional Personnel

			Hours	Rate	Amount
Hutchinson, Luke	11/10/2025		.50	225.00	112.50
		Project coordination with Carrie Cline			
		Totals	.50		112.50
Total Labor					112.50
			Total this Task		\$112.50

Task 025 1507514 - Benton Hills Phase 3B - Final Plat

Professional Personnel

			Hours	Rate	Amount
Hutchinson, Luke	11/07/2025		.50	225.00	112.50
		Project coordination with William Hunt			
		Totals	.50		112.50
Total Labor					112.50
			Total this Task		\$112.50

Task 026 1504010 – Spring Hill Towne Center (Maxx Development) - Final Plat

Professional Personnel

			Hours	Rate	Amount
Hutchinson, Luke	11/18/2025		1.00	225.00	225.00
		Project coordination with William Hunt			
		Clearing up MYLARs shipping labels coordination (Cat sick)			
Hutchinson, Luke	12/01/2025		.50	225.00	112.50
		Project coordination with Thomas Young			
Hutchinson, Luke	12/18/2025		.50	225.00	112.50
		Project coordination, responses to 3rd review			
		*Chris sent email to County alerting them that budget has been hit			

Project	24-277.01	Hernando Co Plat and Site Plan Reviews		Invoice	242770111
Hutchinson, Luke		12/19/2025	.50	225.00	112.50
		Project coordination w Carrie Cline			
Hutchinson, Luke		12/23/2025	.50	225.00	112.50
		Project coordination Carrie Cline			
Hutchinson, Luke		12/30/2025	.50	225.00	112.50
		4th review sent forward;			
		Reviews on pause until FY26 funds released from County.			
		Totals	3.50		787.50
		Total Labor			787.50
				Total this Task	\$787.50
				Total this Phase	\$8,724.50
				Total this Project	\$8,724.50
				Total this Report	\$8,724.50

RECEIVED
By Holly Fogle at 8:42 am, Dec 03, 2025



Subconsultant Invoice Transmittal Form

Approved:
986 - Scott, Alicia
12/3/2025

Approved:
574 - Dabkowski, Jerry
12/11/2025

SEND ALL INVOICES & TRANSMITTAL FORM TO:

Infrastructure Consulting & Engineering, PLLC
ATTN: Accounts Payable
110 Midlands Court
West Columbia, SC 29169

Or E-MAIL TO:

ap@ice-eng.com

TO BE COMPLETED BY SUBCONSULTANT:

INVOICE TRANSMITTAL NO. 17

Subconsultant Invoice # 25-011-17 Invoice Date: 11/29/25

Check **one** of the following: Partial Billing Final Billing

Period Covered by This Invoice for Work Performed: From: 08/13/25 To: 11/29/25

Cumulative Billing from Prior Period: \$ 0.00

Out-of-Scope Work Performed: \$ 0.00

(must be approved before work commences)

Total Billing for This Invoice Period: \$ 2,574.00

Total Billed by Subconsultant To-Date: \$ 2,574.00

TO BE COMPLETED BY Infrastructure Consulting & Engineering, LLC

Subconsultant Name and Address: ECHO UES

Project Description:

ICE Project #: _____ Date of this Subconsultant Contract: _____

ICE Phase Code: _____

Subconsultant services (to be performed per contract)

Subconsultant's Not-To-Exceed Limit per Contract: _____

Billing Method: Lump Sum Rate Schedule Cost Plus
 Milestone Other (Describe) _____

ICE OFFICE USE ONLY

Reviewed: (Project Acct)	_____	Approved: (Project Mgr)	_____	Vendor ID :	<u>2551</u>
Date:	_____	Date:	_____	GL# :	<u>5010</u>

1/7/16

Project Amounts:

24-277.01 Hernando Co Plat and Site Plan Reviews MO 021 1504224 – Hammock Estates – Final Plat 5010.00 \$2,574.00



ECHO UES, Inc.
 4803 George Road Suite 350
 Tampa, FL 33634
 Tel: 888-778-3246 Fax: 888-778-3246
 www.echoues.com

Approved:
 986 - Scott, Alicia
 12/3/2025

Approved:
 574 - Dabkowski, Jerry
 12/11/2025

Jerry Dabkowski, P.E.
 Infrastructure Consulting & Engineering,
 PLLC 110 Midlands Court
 Columbia, SC 29169

INVOICE

INVOICE DATE: 11/29/2025
 INVOICE NO: 25-011-17
 BILLING THROUGH: 11/29/2025
 County Project No: 1504224

(ECHO Project NO:25-011) - Task21 - Hernando County - Hammock Estates - Subdivision Plat Reviews

Contract Amount: \$2,574.00 Amount Billed: \$2,574.00 Amount Remaining: \$0.00

PROFESSIONAL SERVICES

DESCRIPTION	HOURS	RATE	AMOUNT
Professional Surveyor and Mapper	12.00	\$152.00	\$1,824.00
Senior Professional Surveyor / Project Manager	3.00	\$250.00	\$750.00
TOTAL PROFESSIONAL SERVICES			\$2,574.00

AMOUNT DUE THIS INVOICE \$2,574.00

This invoice is due on 1/1/2026

We Accept Electronic ACH Payments
 ABA Routing: 021201383 Account: 500269303
 Make all checks payable to: ECHO UES, Inc.
 Remit to: 4803 George Road, Suite 350, Tampa, FL 33634

THANK YOU FOR YOUR BUSINESS!

Project Amounts:

24-277.01 Hernando Co Plat and Site Plan Reviews MO 021 1504224 – Hammock Estates – Final Plat 5010.00 \$2,574.00



ECHO UES, Inc.
4803 George Road Suite 350
Tampa, FL 33634
Tel: 888-778-3246 Fax: 888-778-3246
www.echoues.com

Approved:
986 - Scott, Alicia
12/3/2025

Approved:
574 - Dabkowski, Jerry
12/11/2025

Jerry Dabkowski, P.E.
Infrastructure Consulting & Engineering,
PLLC 110 Midlands Court
Columbia, SC 29169

INVOICE

INVOICE DATE: 11/29/2025
INVOICE NO: 25-011-17
BILLING THROUGH: 11/29/2025
County Project No: 1504224

(ECHO Project NO:25-011) - Task21 - Hernando County - Hammock Estates - Subdivision Plat Reviews

PROFESSIONAL SERVICES

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
Michael Patterson				
8/27/2025	Senior Professional Surveyor / Project Manager	2.00	\$250.00	\$500.00
10/24/2025	Senior Professional Surveyor / Project Manager	1.00	\$250.00	\$250.00
Michael Patterson TOTAL		3.00		\$750.00
Thomas Young				
8/13/2025	Professional Surveyor and Mapper	6.00	\$152.00	\$912.00
8/27/2025	Professional Surveyor and Mapper	4.00	\$152.00	\$608.00
9/15/2025	Professional Surveyor and Mapper	1.00	\$152.00	\$152.00
11/20/2025	Professional Surveyor and Mapper	1.00	\$152.00	\$152.00
Thomas Young TOTAL		12.00		\$1,824.00
TOTAL PROFESSIONAL SERVICES				\$2,574.00

AMOUNT DUE THIS INVOICE \$2,574.00

Project Amounts:

24-277.01 Hernando Co Plat and Site Plan Reviews MO 021 1504224 – Hammock Estates – Final Plat 5010.00 \$2,574.00

RECEIVED
By Holly Fogle at 12:24 pm, Nov 19, 2025



Subconsultant Invoice Transmittal Form

Approved:
986 - Scott, Alicia
11/21/2025

Approved:
574 - Dabkowski, Jerry
12/11/2025

SEND ALL INVOICES & TRANSMITTAL FORM TO:

Infrastructure Consulting & Engineering, PLLC
ATTN: Accounts Payable
110 Midlands Court
West Columbia, SC 29169

Or E-MAIL TO:

ap@ice-eng.com

TO BE COMPLETED BY SUBCONSULTANT:

INVOICE TRANSMITTAL NO. 16

Subconsultant Invoice # 25-011-16 Invoice Date: 11/17/25

Check **one** of the following: Partial Billing Final Billing

Period Covered by This Invoice for Work Performed: From: 06/30/25 To: 11/08/25

Cumulative Billing from Prior Period: \$ 0.00

Out-of-Scope Work Performed: \$ 0.00
(must be approved before work commences)

Total Billing for This Invoice Period: \$ 4,238.00

Total Billed by Subconsultant To-Date: \$ 4,238.00

TO BE COMPLETED BY Infrastructure Consulting & Engineering, LLC

Subconsultant Name and Address: ECHO UES, Inc 4803 George Road Suite 350 Tampa, FL 33634

Project Description: Hernando County FL: 1501153 - Kranz Replat

ICE Project #: 24-277.14 Date of this Subconsultant Contract: _____

ICE Phase Code: _____

Subconsultant services (to be performed per contract) Subdivision plat reviews

Subconsultant's Not-To-Exceed Limit per Contract: _____

Billing Method: Lump Sum Rate Schedule Cost Plus
 Milestone Other (Describe) _____

ICE OFFICE USE ONLY

Reviewed: (Project Acct)	_____	Approved: (Project Mgr)	_____	Vendor ID :	<u>2551</u>
Date:	_____	Date:	_____	GL# :	<u>5010</u>

Project Amounts:

24-277.01 Hernando Co Plat and Site Plan Reviews MO 014 1501153 - Kranz Replat 5010.00 \$4,238.00

Approved:
986 - Scott, Alicia
11/21/2025



ECHO UES, Inc.
4803 George Road Suite 350
Tampa, FL 33634
Tel: 888-778-3246 Fax: 888-778-3246
www.echoues.com

Approved:
574 - Dabkowski, Jerry
12/11/2025

Jerry Dabkowski, P.E.
Infrastructure Consulting & Engineering, PLLC
110 Midlands Court
Columbia, SC 29169

INVOICE

INVOICE DATE: 11/17/2025
INVOICE NO: 25-011-16
BILLING THROUGH: 11/8/2025
COUNTY PROJECT NO: 1501153

(ECHO Project No: 25-011) - Task 14 - Hernando County - Kranz Replat - Subdivision Plat Reviews

Contract Amount: \$4,238.00	Amount Billed: \$4,238.00	Amount Remaining: \$0.00
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PROFESSIONAL SERVICES

DESCRIPTION	HOURS	RATE	AMOUNT
Professional Surveyor and Mapper	6.50	\$152.00	\$988.00
Senior Professional Surveyor / Project Manager	13.00	\$250.00	\$3,250.00
TOTAL PROFESSIONAL SERVICES			\$4,238.00

AMOUNT DUE THIS INVOICE \$4,238.00

This invoice is due on 12/17/2025

We Accept Electronic ACH Payments
ABA Routing: 021201383 Account: 500269303
Make all checks payable to: ECHO UES, Inc.
Remit to: 4803 George Road, Suite 350, Tampa, FL 33634

THANK YOU FOR YOUR BUSINESS!

Project Amounts:

24-277.01 Hernando Co Plat and Site Plan Reviews MO 014 1501153 - Kranz Replat 5010.00 \$4,238.00



ECHO UES, Inc.
 4803 George Road Suite 350
 Tampa, FL 33634
 Tel: 888-778-3246 Fax: 888-778-3246
 www.echoues.com

Approved:
 986 - Scott, Alicia
 11/21/2025

Approved:
 574 - Dabkowski, Jerry
 12/11/2025

Jerry Dabkowski, P.E.
 Infrastructure Consulting & Engineering, PLLC
 110 Midlands Court
 Columbia, SC 29169

INVOICE

INVOICE DATE: 11/17/2025
 INVOICE NO: 25-011-16
 BILLING THROUGH: 11/8/2025
 COUNTY PROJECT NO: 1501153

(ECHO Project No: 25-011) - Task 14 - Hernando County - Kranz Replat - Subdivision Plat Reviews

PROFESSIONAL SERVICES

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
Michael Patterson				
10/21/2025	Senior Professional Surveyor / Project Manager	1.00	\$250.00	\$250.00
Michael Patterson TOTAL		1.00		\$250.00
Thomas Young				
7/2/2025	Professional Surveyor and Mapper	1.00	\$152.00	\$152.00
7/28/2025	Professional Surveyor and Mapper	1.00	\$152.00	\$152.00
7/30/2025	Professional Surveyor and Mapper	1.00	\$152.00	\$152.00
8/18/2025	Professional Surveyor and Mapper	1.50	\$152.00	\$228.00
8/27/2025	Professional Surveyor and Mapper	1.00	\$152.00	\$152.00
10/22/2025	Professional Surveyor and Mapper	1.00	\$152.00	\$152.00
Thomas Young TOTAL		6.50		\$988.00
William Byrd				
6/30/2025	Senior Professional Surveyor / Project Manager	1.00	\$250.00	\$250.00
7/1/2025	Senior Professional Surveyor / Project Manager	4.50	\$250.00	\$1,125.00
7/2/2025	Senior Professional Surveyor / Project Manager	2.00	\$250.00	\$500.00
7/24/2025	Senior Professional Surveyor / Project Manager	1.00	\$250.00	\$250.00
7/25/2025	Senior Professional Surveyor / Project Manager	0.50	\$250.00	\$125.00
7/28/2025	Senior Professional Surveyor / Project Manager	3.00	\$250.00	\$750.00
William Byrd TOTAL		12.00		\$3,000.00
TOTAL PROFESSIONAL SERVICES				\$4,238.00

AMOUNT DUE THIS INVOICE \$4,238.00

Project Amounts:

24-277.01 Hernando Co Plat and Site Plan Reviews MO 014 1501153 - Kranz Replat 5010.00 \$4,238.00

Danielle Nigro

From: Chris Brimo <chris.brimo@ice-eng.com>
Sent: Thursday, December 18, 2025 2:13 PM
To: Danielle Nigro
Cc: Jerry Dabkowski
Subject: FW: Task Order 5 - Purchase Order No. 25000409

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Danielle,

I sent the email below to Ron Russo and Kay Griffith and received a reply that Ron is no longer with the County. Please review the information below and let me know how you would like to proceed. Thank you.

Happy Holidays.

Regards
Chris

Christopher Brimo, AICP | *Principal Planner*
chris.brimo@ice-eng.com | 813-798-0646 (direct)
813-810-2211 (cell)



5550 W. Idlewild Avenue, Suite 115 | Tampa, FL, 33634
www.ice-eng.com

From: Chris Brimo
Sent: Thursday, December 18, 2025 1:17 PM
To: KayMarie Griffith <kgriffith@co.hernando.fl.us>; Ronald Russo <rrusso@co.hernando.fl.us>
Cc: Jerry Dabkowski <jerry.dabkowski@ice-eng.com>; Luke Hutchinson <luke.hutchinson@ice-eng.com>
Subject: Task Order 5 - Purchase Order No. 25000409

Good afternoon Kay and Ron,

I hope you're both doing well and enjoying the holiday season.

I'm writing to let you know that we have reached the authorized funding limit under Purchase Order **#25000409** for **Contract No. 23-RFQ000422/AP, Task Order 5 (Subdivision Plat Reviews)**. We currently have several items under review and a pending November invoice. We will hold the invoice until we receive confirmation of a new purchase order (or an updated PO) with additional funds.

Please let me know how you would like us to proceed, whether you would prefer we continue reviews while we wait for a new PO authorization, or pause work until the additional authorization is in place.

I will be out of the office next week for the Christmas break. In my absence, please feel free to contact **Jerry Dabkowski** at **727-424-7427** or via email (copied above).

Thank you again for the opportunity to support Hernando County with these reviews. We appreciate the partnership and look forward to continuing our work together in the coming year.

Wishing you a Merry Christmas and Happy Holidays.

Regards,
Chris

Christopher Brimo, AICP | *Principal Planner*
chris.brimo@ice-eng.com | 813-798-0646 (direct)
813-810-2211 (cell)

ICE INFRASTRUCTURE
CONSULTING & ENGINEERING
5550 W. Idlewild Avenue, Suite 115 | Tampa, FL, 33634
www.ice-eng.com