

**Lee County Board Of County Commissioners**  
**Agenda Item Summary**

Blue Sheet No. 20020607

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve Supplemental Task Authorization (STA) No. 32 for CN-99-23 (Contract #1642) Miscellaneous Surveying & Mapping Services and STA No. 5 for CN-00-04 (Contract #1666) Miscellaneous Civil Engineering Design and/or Inspection Services with the consulting firm of Bean, Whitaker, Lutz & Kareh Inc., for the Leeland Heights Boulevard Sidewalks. These two STA's along with two previously issued STA's under both contracts result in the combined total of \$66,000.00 for the Leeland Heights Boulevard Sidewalk project.

**WHY ACTION IS NECESSARY:** Pursuant to the Lee County Contract Manual, approved by the Board on September 25, 2001, the Board is required to approve all Supplemental Task Authorizations in excess of \$50,000.00 to Professional Services Agreements.

**WHAT ACTION ACCOMPLISHES:** Allows the consultant to continue to provide professional surveying, mapping, and civil engineering design/inspection services for the Leeland Heights Boulevard Sidewalk Project.

**2. DEPARTMENTAL CATEGORY:**

09 Transportation  
COMMISSION DISTRICT #:

C9D

**3. MEETING DATE:**

6-11-02

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT Transportation
- C. DIVISION
- BY: Scott Gilbertson, Director

**7. BACKGROUND:**

In October of 2001, the Department of Transportation issued two Supplemental Task Authorization for the Leeland Heights Boulevard Sidewalks under CN-99-23 (Contract #1642) Miscellaneous Surveying & Mapping Services and CN-00-04 (Contract #1666) Miscellaneous Civil Engineering Design and/or Inspection Services with the consulting firm of Bean, Whitaker, Lutz & Kareh Inc., for the Leeland Heights Boulevard Sidewalks.

At this time in order to continue with the project, the Department of Transportation is requesting Board approve the additional Supplemental Task Authorization to Bean, Whitaker, Lutz & Kareh, Inc. in order for completion of the design of the sidewalks., for combined total amount of \$66,000.00.

Funds are available from account string: 20600218803.506510

Attachments: Four (4) Supplemental Task Authorization Forms.

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services/ Risk				G County Manager
5/29/02 <i>[Signature]</i>	<i>[Signature]</i> 5/23/02	N/A	PAD 5/30/02	Andrea Jesse	OA ehw 5/30/02	OM 5/30/02	LP 5/30/02	GC 1/8 5/30/02	<i>[Signature]</i> 5.29.02

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

REC'D.  
by CO. ATTY.  
5/30/02  
*[Signature]*  
CO. ATTY.  
APPROVED TO:  
5/30/02 *[Signature]*

RECEIVED BY  
COUNTY ADMIN. *[Signature]*  
5/30/02  
COUNTY ADMIN.  
SENT TO:  
5/30/02 300

LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT  
CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

Change Order  
 Supplemental Task Authorization

NO.: 5  
CDNT #3

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$25,000 or Approval by the County Manager for Expenditures Between \$25,000 and \$50,000 or Approval by the Board of County Commissioners for Expenditures over \$50,000)

CONTRACT/PROJECT NAME: Miscellaneous Civil Engineering Design and/or Inspection Services  
Leeland Heights Boulevard / Lehigh Acres Sidewalk Project

CONSULTANT: Bean Whitaker, Lutz & Kareh, Inc. PROJECT NO.: 6002

SOLICIT NO.: CN-00-04 CONTRACT NO.: 1666 ACCOUNT NO.: 20600218803. 806516

REQUESTED BY: Lee Co. Department of Transportation DATE OF REQUEST: 05/16/02  
Donald DeBerry, P.E., Senior Project Manager

Upon the completion and execution of this Change Order or Supplemental Task Authorization by both parties the Consultant/Provider is authorized to and shall proceed with the following:

EXHIBIT "CO/STA-A: SCOPE OF PROFESSIONAL SERVICE: DATED: 05/16/02  
EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 05/16/02  
EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 05/16/02  
EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED  
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 05/16/02  
EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 05/16/02

It is understood and agreed that the acceptance of this modification by the CONSULTANT/PROVIDER constitutes an accord and satisfaction.

RECOMMENDED:  
By: [Signature] 5/16/02  
Date  
Department Director

By: \_\_\_\_\_  
Date  
Contracts Mgmt

APPROVED:

By: \_\_\_\_\_  
\*County Attorney's Office Date

\*County Attorney signature needed  
for over Board level expenditures only.

CMO:023  
09/25/01

ACCEPTED:  
By: [Signature]  
Consultant/Provider  
Ahmad R. Kareh, P.E., Vice-President  
Date Accepted: 05/16/02

Corporate Seal

COUNTY APPROVAL:  
By: \_\_\_\_\_  
Department Director  
(Under \$25,000)  
Date Approved: \_\_\_\_\_

By: \_\_\_\_\_  
County Manager (Between  
(\$25,000 and under \$50,000)  
Date Approved: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman  
Board of County Commissioners  
Date Approved: \_\_\_\_\_

CHANGE ORDER AGREEMENT No. \_\_\_\_\_

or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-A"

Date: 05/16/02

SCOPE OF PROFESSIONAL SERVICES

For Miscellaneous Civil Engineering Design and/or Inspection Services

Leeland Heights Boulevard / Lehigh Acres Sidewalk Project

(Enter Project Name from Page 1 of the  
Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT or SERVICE PROVIDER, shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized:

**GENERAL SCOPE STATEMENT:**

- The outfalls will be located in roadside swales of streets between Leeland Heights Boulevard and Arthur Avenue and between Leeland Heights Boulevard and canal east of Arthur Avenue.
- The outfalls will be located in existing right-of-ways and utilize existing and new culverts and swales.

**Engineering:**

- Design of the drainage outfalls from the new Leeland Heights Boulevard drainage system.

\*Use Additional Sheets for Scope of Services, if needed

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CMO:025  
09/25/01

CHANGE ORDER AGREEMENT No. \_\_\_\_\_  
 or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-B"

Date: 05/16/02

COMPENSATION AND METHOD OF PAYMENT

For Miscellaneous Civil Engineering Design and/or Inspection Services

Leeland Heights Boulevard / Lehigh Acres Sidewalk Project

(Enter Project Name from Page 1 of the  
 Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "S/COA-A". In accordance with Professional Services Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
1	Preparation of Construction Plans	\$9,500.00	L.S.	W.I.P.P.
TOTAL (Unless list is continued on next page)		\$9,500.00	L.S.	

CMO:029  
 09/25/01

CHANGE ORDER AGREEMENT No. \_\_\_\_\_  
 or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 5









CHANGE ORDER AGREEMENT No. \_\_\_\_\_

SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-D"

Date: 05/16/02

**CONSULTANT'S, OR SERVICE PROVIDER'S, ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)**

for Miscellaneous Civil Engineering Design and/or Inspection Services

Leeland Heights Boulevard / Lehigh Acres Sidewalk Project

(Enter Project Name from Page 1 of the  
Change Order or Supplemental Task Authorization Agreement)

CONSULTANT, or SERVICE PROVIDER, intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT, or SERVICE PROVIDER, in providing and performing the services, tasks, or work required under this CHANGE ORDER, or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT.

(If none, enter the word "none" in the space below.)

Service and/or Work to be Provided or Performed	Name and Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise, (If Yes, Indicate Type)			Sub-Consultant Services are Exempted from Prime Consultant's Insurance Coverage	
		Yes	No	Type	Yes	No
	NONE					

CHANGE ORDER AGREEMENT No. \_\_\_\_\_

or

SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-E"

Date: 05/16/02

PROJECT GUIDELINES AND CRITERIA

for Miscellaneous Civil Engineering Design and/or Inspection Services

Leeland Heights Boulevard / Lehigh Acres Sidewalk Project

(Enter Project Name from Page 1 of the  
Change Order or Supplemental Task Authorization Agreement)

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services Agreement, or Service Provider Agreement, Exhibit "E", the COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the CONSULTANT, or SERVICE PROVIDER, in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto:

(If none, enter the word "None" in the space below.)

ITEM No. 1

NONE