

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

Blue Sheet No. 20020620

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization (STA) No. 5 to Harper Partners Inc. for CN-98-05 MISCELLANEOUS ARCHITECTURAL SERVICES (Contract No. 692) to the Lee County Utilities Customer Service Facility for improvements to the College Parkway WTP Facilities in the amount of \$24,500.00. This STA along with two (2) previously issued STA's results in a combined total of \$64,000.00 for these facilities.

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: Furnishes a consultant to provide professional architectural services for the Lee County Utilities Customer Services Facility.

2. DEPARTMENTAL CATEGORY: 10 - UTILITIES

02 Construction & Design

COMMISSION DISTRICT #: 3

C10C

3. MEETING DATE:

06-18-2002

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 Public Works
- C. DIVISION Utilities
- BY: Rick Diaz, Div. Director

[Handwritten signature and date 6/5/02]

7. BACKGROUND:

On February 23, 2001, Supplemental Task Authorization No. 3 for the Lee County Utilities Customer Services Facility was issued under CN-98-05 (Contract #692) Miscellaneous Architectural Services to Harper Partners Inc., in the amount of \$38,000.00 and on September 12, 2001 another Supplemental Task Authorization No. 4 was issued under this contract to Harper Partners Inc. in the amount of \$1,500.00.

At this time it is being requested that the Board approve Supplemental Task Authorization No. 5 to Harper Partners Inc., in the amount of \$24,500.00 for Architectural, Civil and Electrical revisions to the Contract Documents due to the increase in scope, complexity and additional requirements from the SFWMD. The total amount of architectural services for this project is \$64,000.00.

Funds are available from account string: 20726848730.506540

Attachments: Five (5) 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 <i>Admin 6/6</i>				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 6-5-02	<i>[Signature]</i> 6-5-02	N/A	<i>[Signature]</i> 6/3/02	<i>[Signature]</i> 6/6/02	<i>[Signature]</i> 6-6-02	<i>[Signature]</i> 6/6/02	<i>[Signature]</i> 6/6/02	<i>[Signature]</i> 6-6-02	<i>[Signature]</i> 6-5-02

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 6/6/02
Time: 11:30 AM
Forwarded To: Budget
6/6/02 3:45 PM

RECEIVED BY
COUNTY ADMIN.
COUNTY ADMIN.
FORWARDED TO:

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

Change Order
 Supplemental Task Authorization

NO.: 5

(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: LEE COUNTY UTILITIES CUSTOMER SERVICE FACILITY

CONSULTANT: HARPER PARTNERS, INC.

PROJECT NO.: 1201022.00

SOLICIT NO.: CN98-05 CONTRACT NO.: 692 ACCOUNT NO.:

REQUESTED BY: BETTY SCHUETZMAN, PM

DATE OF REQUEST: APRIL 22, 2002

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: APRIL 22, 2002
- EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: APRIL 22, 2002
- EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: APRIL 22, 2002
- EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: APRIL 22, 2002
- EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: APRIL 22, 2002

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

RECOMMENDED:

By: [Signature] 5/22/02
Department Director Date

By: [Signature] 5/28/02
Contracts Mgmt Date

ACCEPTED:

By: [Signature]
Consultant/Provider

Date Accepted: 4-22-02

Corporate Seal

COUNTY APPROVAL:

By: [Signature]
Department Director
(Under \$25,000)
Date Approved: 5.20.02

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

APPROVED:

By: _____
*County Attorney's Office Date

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

By: _____
Chairman
Board of County Commissioners
Date Approved: _____

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-A"

Date: April 22, 2002

SCOPE OF PROFESSIONAL SERVICES

for LEE COUNTY UTILITIES CUSTOMER SERVICE FACILITY

Additional A/E services required to implement revisions to Contract Documents

(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:

SCOPE OF WORK

Architectural, Civil and Electrical revisions to Contract Documents.
The original scope of work was based on basic A/E Services.
Due to increase in scope, complexity and additional requirements from SFWMD an adjustment in A/E Fees is required.

*Attach additional pages, if needed.

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

EXHIBIT "CO/STA-B"

Date: April 22, 2002

COMPENSATION AND METHOD OF PAYMENT

for LEE COUNTY UTILITIES CUSTOMER SERVICE FACILITY

ADDITIONAL A/E/ SERVICES REQUIRED TO IMPLEMENT REVISIONS TO CONTRACT DOCUMENTS

(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.)
5	ADDITIONAL A/E SERVICES REQUIRED TO IMPLEMENT REVISIONS TO CONTRCAT DOCUMENTS	\$ 24,500.00	LS	
TOTAL		\$ 24,500.00	LS	

(Unless list is continued on next page)

- CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 5

SECTION 2.00 SUMMARY OF CHANGE(S) IN COMPENSATION

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in the CHANGE ORDER or AGREEMENT, Exhibit "CO/STA-A", the compensation the COUNTY has previously agreed to pay to the CONSULTANT, or SERVICE PROVIDER, as set forth in Exhibit "B" of the Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Section/Task Number	Section/Task Name	Compensation In the Basic Agreement	Adjustment(s) by Previous CO or STA Nos.	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
1	STA 1		\$ 1,500.00		
2	STA 2		\$ 1,200.00		
3	STA 3		\$38,000.00		
4	STA 4		\$ 1,500.00		
5	STA 5			\$24,500.00	
TOTAL			\$42,200.00	\$24,500.00	66,700.00

CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-C"

Date: April 22, 2002

TIME AND SCHEDULE OF PERFORMANCE
for LEE COUNTY UTILITIES CUSTOMER SERVICE FACILITY

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

SECTION 1.00 CHANGES FOR THIS CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT

The time and schedule of completion for the various phases or tasks required to provide and perform the services, tasks, or work set forth in this CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", entitled "Scope of Professional Services" attached hereto is as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT "A"	Name or Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion from Date of Notice to Proceed For this CO or STA
5	ADDITIONAL A/E SERVICES REQUIRED TO IMPLEMENT REVISIONS TO CONTRACT DOCUMENTS	14	14

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-C"

Date: April 22, 2002

TIME AND SCHEDULE OF PERFORMANCE

for _____

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

SECTION 2.00 SUMMARY OF THE IMPACT OF CHANGE(S) IN PROFESSIONAL SERVICES ON THE OVERALL PROJECT TIME AND SCHEDULE OF PERFORMANCE

Pursuant to and in consideration of the changes in the Scope of Professional Services in this CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", the time and schedule the COUNTY and the CONSULTANT, or SERVICE PROVIDER, has previously agreed to for all of the work to be done under this Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT 'A' and EXHIBIT 'CO/STA-A'	Name or Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion From Date of Notice to Proceed

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-D"

Date: April 22, 2002

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

for LEE COUNTY UTILITIES CUSTOMER SERVICE FACILITY

(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
CIVIL	TKW CONSULTING ENG., INC.	X		MBE	X	
M/E/P	JE GONZALEZ & ASSOC., INC.	X		MBE	X	

CHANGE ORDER AGREEMENT No. _____

or
 SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-E"

Date: April 22, 2002

PROJECT GUIDELINES AND CRITERIA

for LEE COUNTY UTILITIES CUSTOMER SERVICE FACILITY

(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

CMO:029
09/25/01