

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 20020756

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization (STA) No. 3 to Ink Engineering Inc. for CN-00-04 MISCELLANEOUS CIVIL ENGINEERING DESIGN AND/OR INSPECTION SERVICES (Contract No. 1462) for Boca Grande Drainage in the amount of \$148,204.39. Also approve budget transfer from reserves from the Boca Grande Road Impact Fees fund in the amount of \$200,000 including project management and amend FY 01/02-05/06 CIP accordingly.

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 design and public involvement services for the project known as Boca Grande Drainage.

2. DEPARTMENTAL CATEGORY:

09 Transportation

COMMISSION DISTRICT #:

C9G

3. MEETING DATE:

07-09-2002

4. AGENDA:

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

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE *AC-44*
- OTHER

6. REQUESTOR OF INFORMATION:

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

7. BACKGROUND:

The Department of Transportation is requesting Board approval of this Supplemental Task Authorization to Ink Engineering Inc. under CN-00-04 MISCELLANEOUS CIVIL ENGINEERING DESIGN AND/OR INSPECTION SERVICES, for the purpose of providing the following professional design and public involvement services for the project known as Boca Grande Drainage in the amount of \$148,204.39.

Funds will be available from account string: 20604718807.506510

- Attachments: 1. Two (2) Supplemental Task Authorization Forms from Ink Engineering Inc.
 2. Transfer of funds

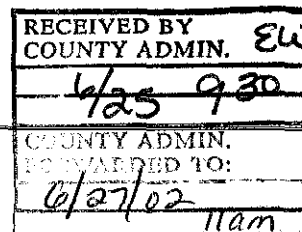
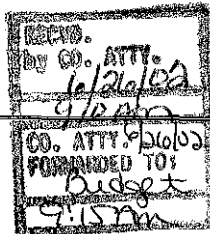
8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

| A Department Director | B Purchasing or Contracts | C Human Resources | D Other | E County Attorney | F Budget Services <i>6/27</i> | | | | G County Manager |
|--------------------------------------|--------------------------------------|-------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|
| | | | | | OA | OM | Risk | GC | |
| <i>6/25/02</i> <i>[Signature]</i> | <i>6/25/02</i> <i>[Signature]</i> | N/A | <i>6/25/02</i> <i>[Signature]</i> | <i>6/25/02</i> <i>[Signature]</i> | <i>6/26/02</i> <i>[Signature]</i> | <i>6/26/02</i> <i>[Signature]</i> | <i>6/27</i> <i>[Signature]</i> | <i>6/26/02</i> <i>[Signature]</i> | <i>6/25/02</i> <i>[Signature]</i> |

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER



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

Change Order
 Supplemental Task Authorization

NO.: 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 and/or Inspection Services/Boca Grande Drainage

CONSULTANT: Ink Engineering a division of LBFH, Inc.

PROJECT NO.: 20604718807.506510

SOLICIT NO.: CN-00-04

CONTRACT NO.: 1462 ACCOUNT NO.:

REQUESTED BY: Don DeBerry

DATE OF REQUEST: 3-11-02

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: 3-11-02

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 3-11-02

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 3-11-02

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 3-11-02

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 3-11-02

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

RECOMMENDED:

By: [Signature] 5/18/02
Date
Department Director

By: [Signature] 6-11-02
Date
Contracts Mgmt

ACCEPTED:

By: [Signature]
Date
Consultant/Provider

Date Accepted: 5/30/02

Corporate Seal

COUNTY APPROVAL:

By: _____
Date Approved: _____
Department Director
(Under \$25,000)

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

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

APPROVED:

By: _____
*County Attorney's Office Date

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

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-A"

Date: 3-12-02

SCOPE OF PROFESSIONAL SERVICES

for Miscellaneous Civil Engineering and/or Inspection Services/Boca Grande Drainage
(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:

Design

1. Meet with Staff (Throughout Project)
2. Topographic Survey
 - a) roads edges
 - b) existing culverts & inlets
 - c) existing utilities
 - d) existing swales
 - e) outfalls
 - f) floor elevations
3. Field visits and interviews
4. Prepare overall Map of drainage
5. Prepare construction plans
6. Coordinate with Utilities
7. Pursue permits ERP and DO

Public Involvement

- A. Prepare Graphics for Workshop
- B. Public Workshops (3)
- C. Revise Master Plan per Public input *
- D. Prepare Project Mailing List *
- E. Mail Notification *
- F. Prepare for and hold 3 public workshops *
- G. Meeting Advertisements *
- H. Project Newsletters *

* See Attached Exhibit A2 of A2 for detail

*Attach additional pages, if needed.

Task D Project Mailing List

A mailing list is maintained of community groups, businesses and property owners adjacent to or within a specified distance of the study area, and other interested parties.

Task E Mail Notification

Notification will be sent by mail to all parties identified on the mailing list to inform them of public meetings.

Task F Public Information Meetings

Three Public Information Meetings will be held during the project. The first Public Workshop will be held to present the project to the public and to solicit comments about specific drainage issues. The second Public Workshop will be held to present the drainage improvement alternatives and to solicit comment from the public. The third Public Workshop will be held to present the final Master Drainage Plan.

Task G Meeting Advertisements

Advertisements of all Public Meetings shall be placed in the Boca Beacon and the Boca Gazette. Each meeting shall be advertised in these newspapers one time at least one week prior to the meeting date.

Task H Project Newsletters

A total of three newsletters will be distributed periodically to inform the public within the project area of the project progress during the plan development and to announce the public workshops.

CHANGE ORDER AGREEMENT No.
 SUPPLEMENTAL TASK AUTHORIZATION No. 3_

EXHIBIT "CO/STA-B"

Date: 3-12-02

COMPENSATION AND METHOD OF PAYMENT

for Miscellaneous Civil Engineering and/or Inspection Services/Boca Grande Drainage

(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 | Meetings | 5800.00 | LS | WIPP |
| 2 | Topographic Surveys | 40000.00 | LS | WIPP |
| 3 | Field Visits | 8000.00 | LS | WIPP |
| 4 | Overall Map | 7000.00 | LS | WIPP |
| 5 | Construction Plans | 40000.00 | LS | WIPP |
| 6 | Utilities | 5000.00 | LS | WIPP |
| 7 | Permits | 5000.00 | LS | WIPP |
| A | Graphics | 4000.00 | LS | WIPP |
| B | Workshops | 3000.00 | LS | WIPP |
| C | Revise Graphics | 4000.00 | LS | WIPP |
| D | Mailing List | 1783.58 | LS | WIPP |
| E | Mail | 1830.26 | LS | WIPP |
| F | Public Workshops | 11503.52 | LS | WIPP |
| G | Advertisements | 593.87 | LS | WIPP |
| H | Newsletters | 10693.16 | LS | WIPP |
| TOTAL | | 148204.39 | LS | |

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-D"

Date: 3-12-02

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

for Miscellaneous Civil Engineering and/or Inspection Services/Boca Grande Drainage

(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 |
| Public Involvement | Cella and Associates 2125 First Street Fort Myers, Florida 33901 | x | | WBE | x | |

CHANGE ORDER AGREEMENT No. _____

OR

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-E"

Date: 3-12-02

PROJECT GUIDELINES AND CRITERIA

for Miscellaneous Civil Engineering and/or Inspection Services/Boca Grande Drainage

(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

Boca Grande - Gilchrist Avenue east to Harbor Drive between 1st Street and 7th Street.
(See Exhibit "A")

Conduct drainage study of existing system via interviews, surveys, field investigation, calculation and prepare overall map and prepare construction drawing for proposed improvements. Provide Public Involvement and information program

CMO:029
09/25/01

Page E 1 of E 1

NO CONTINUING MAP NUMBER

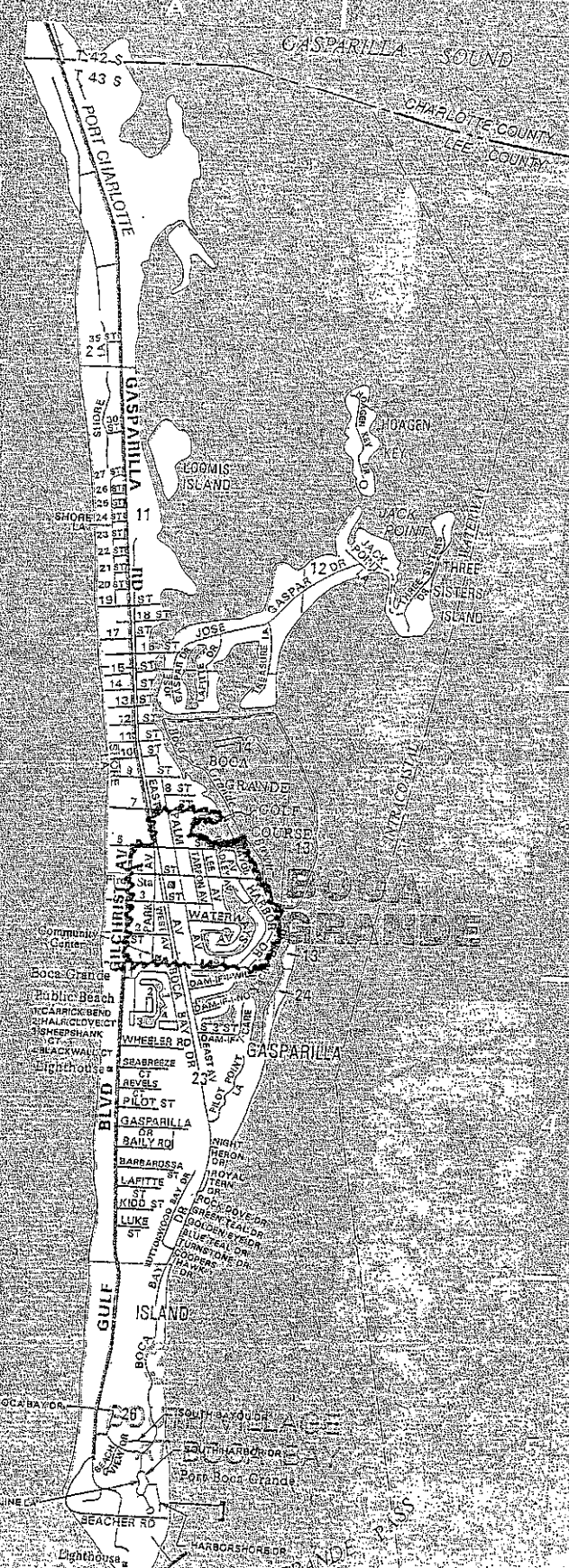
CHARLOTTE COUNTY
LEE COUNTY

BOCA GRANDE STREET INDEX

| | |
|-------------------------------------|------------------------------------|
| B | T |
| BAILY DR.....LC.....PT A-4 | TARPON AV.....LC.....P1 A-3 |
| BARBAROSSA ST LC.....PT A-4 | THREE SISTERS DR.....LC.....P1 B-2 |
| BAYOU DR.....LC.....P1 A-3 | TREASURE LA.....LC.....PT A-3 |
| BAYOU DR S.....LC.....P1 A-5 | TURNSTONE DR.....LC.....PT A-4 |
| BEACH VIEW DR.....LC.....P1 A-3 | |
| BEACHER RD.....LC.....P1 A-5 | W |
| BLACKWALL CT.....LC.....P1 A-4 | WATERWAYS AV.....LC.....P1 A-3 |
| BLUE TEAL DR.....LC.....P1 A-4 | WEST AV.....LC.....PT A-3 |
| BOCA BAY DR.....LC.....P1 A-4 | WHEELER RD.....LC.....P1 A-4 |
| BRADLEY AV.....LC.....P1 A-3 | |
| BUTTONWOOD BAY DR.....LC.....PT A-4 | |

NUMBERED STREETS

| | |
|--------------------------------------|---------------------------|
| C | 1 ST N.....LC.....P1 A-3 |
| CARRICK BEND.....LC.....P1 A-4 | 2 ST N.....LC.....PT A-3 |
| COOPERS HAWK DR.....LC.....PT A-4 | 3 ST N.....LC.....PT A-3 |
| D | 4 ST N.....LC.....P1 A-4 |
| DAMIFICARE.....LC.....P1 A-2 | 5 ST N.....LC.....P1 A-3 |
| DAMIFINON.....LC.....P1 A-2 | 6 ST N.....LC.....P1 A-3 |
| DAMIFJ WIDE.....LC.....P1 A-4 | 7 ST N.....LC.....P1 A-3 |
| E | 8 ST N.....LC.....P1 A-3 |
| EAST AV.....LC.....P1 A-3 | 9 ST N.....LC.....P1 A-3 |
| G | 10 ST N.....LC.....PT A-3 |
| GASPARILLA DR.....LC.....P1 A-4 | 11 ST N.....LC.....PT A-3 |
| GILCREST AV.....LC.....P1 A-3 | 12 ST N.....LC.....PT A-3 |
| GOLDEN EYE DR.....LC.....P1 A-4 | 13 ST N.....LC.....P1 A-3 |
| GREEN TEAL DR.....LC.....P1 A-3 | 14 ST N.....LC.....PT A-3 |
| H | 15 ST N.....LC.....PT A-3 |
| HALF GLOVE CT.....LC.....P1 A-4 | 16 ST N.....LC.....PT A-3 |
| HARBOR DR.....LC.....P1 A-3 | 17 ST N.....LC.....P1 A-2 |
| HARBOR DR S.....LC.....P1 A-5 | 18 ST N.....LC.....P1 A-2 |
| HARBORSHORE DR.....LC.....P1 A-2 | 19 ST N.....LC.....P1 A-2 |
| HOBGEN KEY DR.....LC.....P1 B-2 | 20 ST N.....LC.....P1 A-2 |
| J | 21 ST N.....LC.....P1 A-2 |
| JACK POINT LA.....LC.....P1 B-2 | 22 ST N.....LC.....P1 A-2 |
| JOSE GASPARILLA DR.....LC.....P1 A-2 | 23 ST N.....LC.....P1 A-2 |
| K | 24 ST N.....LC.....P1 A-2 |
| KIDD ST.....LC.....P1 A-4 | 25 ST N.....LC.....P1 A-2 |
| L | 26 ST N.....LC.....P1 A-2 |
| LAFITTE DR.....LC.....P1 A-3 | 27 ST N.....LC.....P1 A-2 |
| LAFITTE ST.....LC.....P1 A-4 | 30 ST N.....LC.....P1 A-2 |
| LUKE ST.....LC.....P1 A-4 | 35 ST N.....LC.....P1 A-1 |
| N | |
| NIGHT HERON DR.....LC.....PT A-4 | |
| P | |
| PALM AV.....LC.....PT A-4 | |
| PARK AV.....LC.....P1 A-3 | |
| PILOT POINT LA.....LC.....P1 A-4 | |
| PILOT ST.....LC.....P1 A-4 | |
| R | |
| REVELS CT.....LC.....PT A-4 | |
| ROCK DOVE DR.....LC.....PT A-4 | |
| ROYAL TERN DR.....LC.....PT A-4 | |
| S | |
| SEABOARD LINE.....LC.....P1 A-5 | |
| SEABREEZE CT.....LC.....P1 A-3 | |
| SHEEPSHANK CT.....LC.....P1 A-4 | |
| SHORE LA.....LC.....P1 A-4 | |



CHARLOTTE HARBOR

