Lee County I	Board O	f County	Commissi	oners
Δ.	genda It	em Sumi	narv	

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.		nar acoign and paone involven	ont services for the		
2. <u>DEPARTMENTAL CATEGORY</u> :	2 0 0	3. MEETING DATE:			
09 Transportation	C96	07-09	-2002		
COMMISSION DISTRICT #:	<u> </u>				
4. <u>AGENDA</u> :	5. REQUIREMENT/PURPOSE:	6. REQUESTOR OF INF	ORMATION:		
	(Specify)				
X CONSENT	STATUTE	A. COMMISSIONER			
ADMINISTRATIVE	ORDINANCE	B. DEPARTMENT	Transportation		
APPEALS	x ADMIN. CODE AC-4-4	C. DIVISION			
PUBLIC PUBLIC	OTHER	BY: Scott Gilbertson	, Director		
WALK ON					
TIME REQUIRED:					
7. <u>BACKGROUND</u> :					
CN-00-04 MISCELLANEOUS CIVIL EN					
·	•				
Attachments: 1. Two (2) Supplemental Ta 2. Transfer of funds	ask Authorization Forms from Ink Enginee	ering Inc.			
8. MANAGEMENT RECOMMENDAT	TONS.				
6. MANAGEMENT RECOMMENDAT	<u>.ions</u> :				
	9. RECOMMENDED APPROVA	<u>AL</u> :	· · · · · · · · · · · · · · · · · · ·		
A B C	D E	F	G		
Department Purchasing Human	Other County	Budget Services	County Manager		
Director or Contracts Resources	A C Attorney OA 19	OM Risk GC			
N/A SUDS SUDS	Jaser shor p	1 by 4 6 2600	Saunder- 6-25.02		
10. <u>COMMISSION ACTION</u> :					
APPRO DENIEI DEFER OTHER	RED Total	RECEIVED BY EW COUNTY ADMIN. EW			

REQUEST FOR TRANSFER OF FUNDS

FUND NAME:	Road Improvem	ents - Boca Gra	nde	_ DATE:	06/25/02	BATCH NO.		
FISCAL YEAR:	2002	FUND #:	18807	_DOC TYPE:	YB	LEDGER TYPE:		BA
то:	Capit	tal Projects			Transp	ortation Projects		<u> </u>
	(DIVIS	ION NAME)				GRAM NAME)		
	NOTE: PLEASI FUND #-DEPT/I (EXAMPLE: BB	DIV #-PROGRA	M #-OBJE(JMBER BELOW CT CODE #-SUB	IN THE FOLL BFUND #-PRO	OWING ORDER: JECT#-COST CENT	ER #.	
	ACCOUNT NUM	/BER		(OBJECT NAM	E		DEBIT
	20604718807.50	06540		Improvements	Construction		\$	200,000
						TOTAL TO:	\$	200,000
ROM:	Capit (DIVIS	al Projects			Transp (PRC	ortation Projects GRAM NAME)		
	۸۵۵۵۱	INT NUMBER			OBJECT NAM	E	(CREDIT
	GC5890118807.			Reserve for Fu	uture Capital		<u> </u>	\$200,000
EXPLANATION	For Boca Grande	e Drainage Stuc	ly		n. A 11	1 1		
						russon 9	c/7	5/00 (J.)
DIVISION	I DIRECTOR SIG	INATURE	DATE	DEPARTA	MENT DIRECT	OR SIGNATURE	_	DAIE
DBS:	APPROVAL	DENIAL	·	OPERAT	TONS ANALY	ST SIGNATURE	_Q-	26.02- DATE
	APPROVAL	DENIAL		BUDGET OPE	RATIONS MA	NAGER SIGNATURI	<i>Ø,</i>	DATE
CO. ADMIN.:	APPROVAL _	DENIAL	·		D. ADMIN. SIG	NATURE	.	DATE
BCC APPROVA	AL DATE				BCC CHA	RMAN SIGNATURE		
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LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

☐ Change Order ☐ Supplemental Task Authorization	NO.: <u>3</u>	
	proval by the County Manager for	roval by the Department Director for Expenditures Between \$25,000 and ures over \$50,000)
CONTRACT/PROJECT NAME: Mis	scellaneous Civil Engineering and/	or Inspection Services/Boca Grande
CONSULTANT: Ink Engineering a div	vision of LBFH, Inc. PR	OJECT NO.: <u>20604718807,506510</u>
SOLICIT NO.: CN-00-04 CONT	RACT NO.: 1462 ACCOUNT NO.:	
REQUESTED BY: Don DeBerry	DATE OF RE	EQUEST: <u>3-11-02</u>
Upon the completion and execution the Consultant/Provider is authorized		ntal Task Authorization by both parties
EXHIBIT "CO/STA-A: SCOPE OF PF	ROFESSIONAL SERVICE:	DATED: <u>3-11-02</u>
EXHIBIT "CO/STA-B: COMPENSATI	ION & METHOD OF PAYMENT:	DATED: <u>3-11-02</u>
EXHIBIT "CO/STA-C: TIME AND SC	HEDULE OF PERFORMANCE:	DATED: <u>3-11-02</u>
EXHIBIT "CO/STA-D: CONSULTANT SUB-CONSUL	T'S/PROVIDERS ASSOCIATED .TANT(S)/SUB-CONTRACTORS:	DATED: <u>3-11-02</u>
EXHIBIT "CO/STA-E: PROJECT GU	IDELINES AND CRITERIA:	DATED: <u>3-11-02</u>
It is understood and agreed that t constitutes an accord and satisfaction		n by the CONSULTANT/PROVIDER
RECOMMENDED:	ACCEPTED://YM/	COUNTY APPROVAL:
By: Market Director Date Department Director Date	By: Mallfern Consultant/Provider	By: Department Director (Under \$25,000)
By: Our On Date	Date Accepted: 5/30/02	Date Approved:
APPROVED:	Corporate Seal	By: County Manager (Between (\$25,000 and under \$50,000)
By: *County Attorney's Office Date		Date Approved:
*County Attorney signature needed for over Board level expenditures only	<i>1</i> .	By: Chairman Board of County Commissioners Date Approved:

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	CHANGE ORDER AGREEMENT No
	or
\boxtimes	SUPPLEMENTAL TASK AUTHORIZATION No.3

EXHIBIT "CO/STA-A"

Date: <u>3-12-02</u>

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 Meet with Staff (Throughout Project) 2. Topographic Survey a) roads edges b) existing culverts & inlets c) existing utilities d) existing swales e) outfalls floor elevations 3. Field visits and interviews Prepare overall Map of drainage 5. Prepare construction plans 6. Coordinate with Utilities Pursue permits ERP and DO Public Involvement A. Prepare Graphics for Workshop Public Workshops (3) B. C. Revise Master Plan per Public imput * Prepare Project Mailing List * Ε. Mail Notification * F. Prepare for and hold 3 public workshops * G. Meeting Advertisements * **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 Drair	nage

(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
2 3	Field Visits	8000.00	LS	WIPP
4	Overall Map	7000.00	LS	WIPP
5	Construction Plans	40000.00	LS	WIPP
6 7	Utilities	5000.00	LS	WIPP
7	Permits	5000.00	LS	WIPP
Α	Graphics	4000.00	LS	WIPP
В	Workships	3000.00	LS	WIPP
С	Revise Graphics	4000.00	LS	WIPP
D	Mailing List	1783.58	LS	WIPP
Ε	Mail	1830.26	LS	WIPP
E 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
	or
X	SUPPLEMENTAL TASK AUTHORIZATION No. 3

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. <u>1-2</u>	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
1.00	Gilchrist Blvd Drianage		16,000.00		16,000.00
2.00	Plan Cure Review		20,000.00		20,000.00
3.00	Boca Grande Drainage	1000		148,204.39	148,204.39
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					* * * * * * * * * * * * * * * * * * *
TOTAL			36,000.00	148,204.39	184,204.39

-	ER AGREEMENT No	
⊠ SUPPLEMEN	TAL TASK AUTHORIZATION No. <u>3</u>	EXHIBIT "CO/STA-C"
TIME AND SCHE	DULE OF PERFORMANCE	Date: <u>3-12-02</u>
for Miscellaneous	Civil Engineering and/or Inspection Services/Bo	oca Grande Drainage
	(Enter Project Name from Page 1 Change Order or Supplemental Task Author	l of the ization Agreement)
SECTION 1.00	CHANGES FOR THIS CHANGE ORDER O AUTHORIZATION AGREEMENT	R SUPPLEMENTAL TASK

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 AA@	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
	Meetings	5	5
2	Surveys	40	45
3	Field Visits	8	45
4	Construction Plans	40	85
5	Utilities	8	88
6	Permits	60	148
7	Public Involvement	10	158
		· · · · · · · · · · · · · · · · · · ·	
TOTAL CONTRACTOR CONTR			
	<u> </u>		

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-CONSUBCONTRACTOR(S)	ISULTANT(S) AND
for Miscellaneous Civil Engineering and/or Inspection Services/Boca Gra	ande Drainage
(Enter Project Name from Page 1 of Change Order or Supplemental Task Authorizati	the ion 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		
Public Involvement	Cella and Associates 2125 First Street Fort Myers, Florida 33901	Yes	No	Type WBE	Yes x	No	

CHANGE ORDER AGREEMENT No	
or SUPPLEMENTAL TASK AUTHORIZATION No. 3	EXHIBIT "CO/STA-E"
	Date: <u>3-12-02</u>
PROJECT GUIDELINES AND CRITERIA	
for Miscellaneous Civil Engineering and/or Inspection Ser	vices/Boca Grande Drainage
(Enter Project Name from Page Change Order or Supplemental Task Author	of the ization 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:

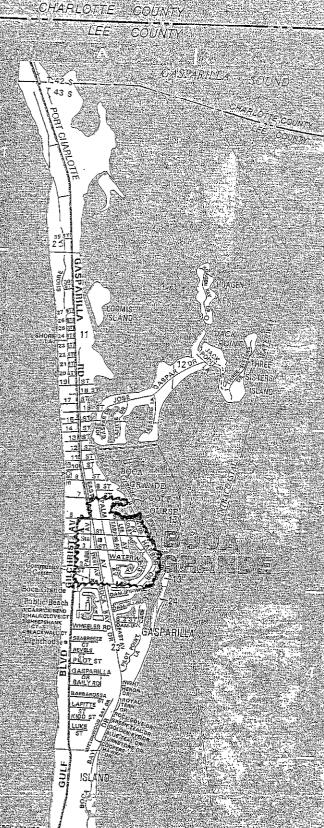
(If none, enter the word "None" in the space below.)

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

Page <u>E1</u> of <u>E1</u>



BOCA GRANDE STREET INDEX

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