

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

Blue Sheet No. 20030105

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization (STA) No. 22 to Cella & Associates Inc. for CN-00-04 MISCELLANEOUS CIVIL ENGINEERING DESIGN AND/OR INSPECTION SERVICES (Contract No. 1458) for Miscellaneous Public Involvement Services in the amount of \$25,000.00 for a total to date of \$69,500.00.

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: Will enable the Consultant to continue to provide development and implementation of public involvement campaigns for projects, including individual meetings, workshops, hearings, special events, etc., as directed by Lee County.

2. DEPARTMENTAL CATEGORY:

09 Transportation
COMMISSION DISTRICT #:

C9A

3. MEETING DATE:

02-11-2003

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:

This supplemental Task Authorizations (STA) No. 22 provides additional services under CN-00-04 Miscellaneous Civil Engineering and/or Inspection Services. This Supplemental Task Authorization under CN-00-04 provides for the Consultant to continue to provide public involvement services similar to those previously approved under Supplemental Task Authorization No 3 and 12, which have been approved in the amount of \$44,500.00, for a total amount to date of \$69,500.00.

Funds will be available from account string: 20070030700.506510

Attachments: Two (2) Supplemental Task Authorization Forms from Cella & Associates Inc.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>1/28/03</i> <i>[Signature]</i>	<i>[Signature]</i>	N/A	<i>[Signature]</i>	<i>Andrea</i> <i>[Signature]</i>	<i>ekw</i> <i>1-29-03</i>	<i>[Signature]</i> <i>1/30/03</i>	<i>[Signature]</i> <i>01/29/03</i>	<i>[Signature]</i> <i>1/29-03</i>	<i>[Signature]</i> <i>1-28-03</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *1/29/03*
Time: *11:38 am*
Forwarded To:
Budget
1/30/03 3:24pm

RECEIVED BY
COUNTY ADMIN. *EW*
1/29 4:30
COUNTY ADMIN.
FORWARDED TO:
1/30 2:00

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

Change Order
 Supplemental Task Authorization

NO.: 22

CONT 3712

(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 Public Involvement Services

CONSULTANT: Cella & Associates, Inc.

PROJECT NO.: 6713

SOLICIT NO.: CN-00-04

CONTRACT NO.: 1458

ACCOUNT NO.: 20070030700.

504510

REQUESTED BY: D. DeBerry DATE OF REQUEST: January 14, 2003

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: January 14, 2003

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: January 14, 2003

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: January 14, 2003

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: January 14, 2003

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: January 14, 2003

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

RECOMMENDED:

[Signature]
By: _____
Department Director Date

[Signature]
By: _____
Contracts Mgmt Date

ACCEPTED:

[Signature]
By: _____
Consultant/Provider

Date Accepted: _____

Corporate Seal

COUNTY APPROVAL:

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

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

[Signature]
By: _____
Chairman
Board of County Commissioners
Date Approved: _____

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. 22

EXHIBIT "CO/STA-A"

Date: January 14, 2003

SCOPE OF PROFESSIONAL SERVICES

for Miscellaneous Public Involvement Services

(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:

TASK 1.0 -

Develop and implement public involvement campaigns for projects, including individual meetings, workshops, hearings, special events, etc. as directed by Lee County. Prepare surveys, questionnaires, newsletters, handouts, mailing lists, etc. as directed by Lee County.

*Attach additional pages, if needed.

CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 22_

EXHIBIT "CO/STA-B"

Date: 1/14/2003

COMPENSATION AND METHOD OF PAYMENT

for Miscellaneous Public Involvement

(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.)
1.0	Miscellaneous Public Involvement	\$23,000	NTE	
	Non-Personnel Reimbursable Expenses	\$2,000	NTE	
TOTAL		\$25,000	NTE	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. _____

or
 SUPPLEMENTAL TASK AUTHORIZATION No. 22

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. 1-20	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
	STA 1		\$11,000.00		\$11,000.00
	STA 2		\$16,498.10		\$16,498.10
	STA 3		\$20,000.00		\$20,000.00
	STA 4		\$24,532.88		\$24,532.88
	STA 5		\$40,812.00		\$40,812.00
	STA 6		\$8,400.00		\$8,400.00
	STA 7		\$24,985.00		\$24,985.00
	STA 8		\$22,691.49		\$22,691.49
	STA 9		\$30,863.34		\$30,863.34
	STA 10		\$42,500.67		\$42,500.67
	STA 11		\$24,500.00		\$24,500.00
	STA 12		\$24,500.00		\$24,500.00
	STA 13		\$19,142.40		\$19,142.40
	STA 14		\$17,350.00		\$17,350.00
	STA 15		\$22,143.00		\$22,143.00
	STA 16		\$19,960.00		\$19,960.00
	STA 17		\$0.00		\$0.00
	STA 18		\$29,432.72		\$29,432.72
	STA 19		\$0.00		\$0.00
	STA 20		\$23,120.00		\$23,120.00
	STA 21		\$6,700.00		\$6,700.00
TOTAL				Next Page	

CHANGE ORDER AGREEMENT No. _____
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. 22

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/STAA", 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>1-21</u>	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
STA 22	Task 1			\$25,000.00	\$25,000.00
TOTAL			\$429,131.60	\$25,000.00	\$454,131.60

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 22

EXHIBIT "CO/STA-C"

Date: 1/14/2003

TIME AND SCHEDULE OF PERFORMANCE

for Miscellaneous Pubic Involvement Services

(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 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
Task 1.0	Miscellaneous Public Involvement	150	150

CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 22

EXHIBIT "CO/STA-D"

Date: 1/14/2003

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

for Miscellaneous Public Involvement Services

(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. 22

EXHIBIT "CO/STA-E"

Date: 1/14/2003

PROJECT GUIDELINES AND CRITERIA

for Miscellaneous Public Involvement Services

(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