

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

Blue Sheet No. 20030553

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization No. 3 to Contract #1853, to Hole Montes Inc., for CN-01-11 Miscellaneous Utility Engineering Design and/or Inspection Services – Permit Renewal Assistance/Reports for the Fort Myers Beach Wastewater Treatment Plant, for continuation of the project in the amount of \$47,600.00 (with a total amount for the project of \$57,600.00).

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 with the project known as Permit Renewal Assistance/Reports for the Fort Myers Beach Wastewater Treatment Plant.

2. DEPARTMENTAL CATEGORY:

10. Utilities

COMMISSION DISTRICT #:

C10J

3. MEETING DATE:

05-20-2003

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

7. BACKGROUND:

Supplemental Task Authorization (STA) No. 2 was Department Director approved under Contract #1853 to Hole Montes for the Permit Renewal Assistance/Reports for the Fort Myers Beach Wastewater Treatment Plant in the amount of \$10,000.00.

This supplemental Task Authorizations (STA) No. 3 provides continued services under CN-01-11 Miscellaneous Utility Engineering Design - Permit Renewal Assistance/Reports for the Fort Myers Beach Wastewater Treatment Plant. The original STA 2 was approved in the amount of \$10,000.00 and Supplemental Task Authorization No. 3 is being requested for approval in the amount of \$47,600.00, with a total contract amount of \$57,600.00.

Funds will be available from account string: OD5360548700.504970

Attachment: Supplemental Task Authorization #3 for Execution (3)

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>AM 5/8/03</i>				G County Manager
					OA	QM	Risk	GC	
<i>J. Anderson 5/5/03</i>	<i>[Signature] 5/5/03</i>	N/A		<i>[Signature] 5/6/03</i>	<i>[Signature] 5/7/03</i>	<i>[Signature] 5/7/03</i>	<i>[Signature] 5/6/03</i>	<i>[Signature] 5/7/03</i>	<i>[Signature] 5/6/03</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

RECEIVED BY
COUNTY ADMIN. *PM*
5-6-03
2:00
COUNTY ADMIN.
FORWARDED TO:
5/8 10:00

RECEIVED
by CO. ATTY.
5/6/03
1:55 PM
CO. ATTY.
FORWARDED TO:
[Signature]
5-6-03 1:30

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: Misc. Utility Eng and/or Inspection Services/ Permit Renwl Assistance/ Reports

CONSULTANT: Hole Montes, Inc.

PROJECT NO.: NA

Fm BWWTP

SOLICIT NO.: CN-01-11

CONTRACT NO.: 1853

ACCOUNT NO.: OD5360548700.504970

REQUESTED BY: Howard Wegis

DATE OF REQUEST: 4/01/03

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: 4/01/03

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 4/01/03

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 4/01/03

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 4/01/03

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 4/01/03

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

RECOMMENDED:

By: [Signature] 4/16/03
Date

Department Director

By: [Signature] 5/5/03
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]
Date

Consultant/Provider

Date Accepted: 4/4/03

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. 3

EXHIBIT "CO/STA-A"

Date: 4/01/03

SCOPE OF PROFESSIONAL SERVICES

for Misc. Utility Engineering and/or Inspection Services/ ^{FMBWWTP} ~~Fiesta Village~~ Permit Renewal Assistar Reports

(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 - Capacity Analysis Report

A review of the conditions contained in the existing permit, including specific conditions and time schedules, will be performed and a written summary prepared. The historical flows for the past ten years will be compiled using information provided by the County. Tables and exhibits will be prepared identifying the average annual daily flow, monthly average daily flows, and three-month average daily flows. Plant performance will be documented through compilation of influent and effluent CBOD and TSS data, along with effluent pH, chlorine residual, and fecal coliform levels. The amount of effluent flow that is reused versus disposed via rapid rate infiltration and deep injection well will be compiled and summarized in tabular and graphic formats.

In conjunction with Lee County Planning, population data will be compiled for the service area. Population data from the 2000 Census will be used to estimate the year 2000 population for the service area. Past population data from the last Capacity Analysis Report will be used to estimate past population served. Population projections through 2050 for these same Census Tracts will be compiled to buildout. Utilizing these data, a comparison (both tabular and graphical) will be prepared between historic population and future population for the service area. Historic plant flows will be compared to estimates of historic population in order to develop a level of service (gallons per day per capita) to use for projection of future flows based on projections of future population. The anticipated year when the capacity of the current facilities will be reached will be estimated using these data.

Based on the above analysis, conclusions will be developed with regard to operation and possible expansion needs of this facility during the next five year permitting period.

Task 2 - Operation and Maintenance Performance Report Revision

A. Revised Operation and Maintenance Performance Report will be prepared in conjunction with the superintendent and lead operator of the facility. A field evaluation of the facility will be conducted with preparation of a report summarizing the physical condition of the facility. A review of permit conditions will be performed with respect to the physical condition of the facility,

and present and upcoming rules and regulations.

A review of operational monitoring reports and files will be performed. Historical flows for the past ten years will be presented in tabular and graphical formats. A review of the significance of seasonal flow fluctuations on the facility operation will be performed and summarized. Performance trends, in terms of flow and its strength, (CBOD, TSS, pH, chlorine residual, fecal coliform) for the past ten years will be reviewed, presented both in tabular and graphical format, and conclusions reported. Disposition of effluent flow between reuse, rapid rate infiltration, and deep injection will be presented in tabular and graphical formats. Disposition of biosolids produced by the facility will be investigated using plant reports and data summarized.

A review of plant records will be performed and availability of necessary documents identified (such as discharge monitoring reports, ground water monitoring reports, underground injection control reports, reclaimed water or effluent analysis reports, and annual reuse reports). An evaluation of current O&M program (review of O&M logs and records), operating protocols, and other regulatory requirements will be performed.

A review of historic plant flow data will be performed, in particular comparing seasonal fluctuations in flow to population estimates in order to form an opinion regarding to potential infiltration and inflow.

A report will be prepared summarizing the above as well as identifying any problem areas or deficiencies that are recommended to be addressed. Any items that are currently being addressed by the County for which either an implementation schedule or Capital Improvement Plan may exist will be noted. Conclusions will be developed as to compliance with current permit conditions.

Task 3 - Update to Reuse Feasibility Study

An update will be prepared to the existing reuse feasibility study. The service area map will be updated to show current system boundary, interconnects, and location of existing and future reuse customers. This will consist of a review of historic records of disposition of treated effluent (reuse, rapid rate infiltration, or deep injection). Records as to historic flows to each reuse site will be reviewed, analyzed, and compiled. Current information for existing reuse customers will be compiled as follows (irrigated acres, application rate, annual average consumption, present and recommended allocation per user agreement). Impact of interconnection with the Fiesta Village AWWTF will also be investigated and summarized.

Reuse water flow projections from the Capacity Analysis Report will be compared to current reuse customers, anticipated future customers, and alternative disposal methods such as a/c chillers, rapid infiltration and deep injection. Conclusions and recommendations regarding expansion of the reuse program will be developed.

Task 4 - Assistance with Permit Renewal

As requested, provide assistance with other permit renewal issues.

Task 5 - Remimbursible Expenses

Provide reimbursement for expenses incurred in preparation of reports, reproduction of reports, and other expenses incurred.

*Attach additional pages, if needed.

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

EXHIBIT "CO/STA-B"

Date: 4/01/03

COMPENSATION AND METHOD OF PAYMENT

FMB WWTP

for Misc. Utility Engineering and/or Inspection Services/ ~~Fiesta Village~~ Permit Renewal Assistance/ Reports

(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	Capacity Analysis Report	\$14,900.00	NTE	WIPP
2	Operation and Maintenance Performance Report	\$15,400.00	NTE	WIPP
3	Update to Reuse Feasibility Study	\$11,000.00	NTE	WIPP
4	Assistance with Permit Renewal	\$4,300.00	NTE	WIPP
5	Reimbursible Expenses	\$2,000.00	NTE	WIPP
TOTAL		\$47,600.00	NTE	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. _____
or
 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>1,2,3</u>	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
STA #1		0	\$38,720.00		\$38,720.00
STA #2		0	\$10,000.00		\$10,000.00
STA #3				\$47,600.00	\$47,600.00
TOTAL			\$48,720.00	\$47,600.00	\$96,320.00

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-C"

Date: 4/01/03

TIME AND SCHEDULE OF PERFORMANCE

for Misc. Utility Engineering and/or Inspection Services/ ^{FMB WWTP} ~~Fiesta Village~~ Permit Renewal Assistance/ Reports

(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

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-C"

Date: 4/01/03

TIME AND SCHEDULE OF PERFORMANCE

FMBWWTP

for Misc. Utility Engineering and/or Inspection Services/ ~~Fiesta Village~~ Permit Renewal Assistance/ Reports

(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
Task 1	Capacity Analysis Report	60	60
Task 2	Operation and Maintenance Performance Report	60	60
Task 3	Update to Reuse Feasibility Study	60	60
Task 4	Assistance with Permit Renewal	60	90
Task 5	Reimbursible Expenses	60	90

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

EXHIBIT "CO/STA-D"

Date: 4/01/03

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

FMBWWTP

for Misc. Utility Engineering and/or Inspection Services/ ~~Fiesta Village~~ Permit Renewal Assistance/ Reports

(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. 3

EXHIBIT "CO/STA-E"

Date: 4/01/03

PROJECT GUIDELINES AND CRITERIA

FMB WWTP

for Misc. Utility Engineering and/or Inspection Services/ ~~Fiesta Village~~ Permit Renewal Assistance/ Reports

(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

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-E"

Date: 4/01/03

PROJECT GUIDELINES AND CRITERIA

for Misc. Utility Engineering and/or Inspection Services/ ~~Fiesta Village~~ Permit Renewal Assistance/ Reports **FMB WWTP**

(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