

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

Blue Sheet No. 20031243

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve Supplemental Task Authorization No. 2 to Contract No. 2493, with Pitman-Hartenstein & Associates, Inc. in the amount of \$61,397.00 for the surveying and design services for a sidewalk on the south side of Bonita Beach Road beginning at Bonita Grande and proceeding approximately 6,000 feet east to match into the existing sidewalk at the Palmeria subdivision.

**WHY ACTION IS NECESSARY:** Board approval required.

**WHAT ACTION ACCOMPLISHES:** Provides surveying and design services for a sidewalk on the south side of Bonita Beach Road. The proposed sidewalk will begin at Bonita Grande Drive and proceed approximately 6,000 feet east to match into the existing sidewalk at the Palmeria subdivision.

**2. DEPARTMENTAL CATEGORY:**

2. Transportation  
**COMMISSION DISTRICT #:**

*C9A*

**3. MEETING DATE:**

*11-18-2003*

**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:**

Approval is required for this Supplemental Task Authorization (STA) No. 2 under CN-03-07, Miscellaneous Professional Services, for \$61,397.00 to Pitman-Hartenstein & Associates, Inc.

This STA will provide a Consultant to provide surveying and design services for a sidewalk on the south side of Bonita Beach Road. The proposed sidewalk will begin at Bonita Grande Drive and proceed approximately 6,000 feet east to match into the existing sidewalk at the Palmeria subdivision. This project will provide intersection improvements to Bonita Grande/Bonita Beach Road. The existing sidewalk at Palmeria is approximately 400 feet each of Faygin Lane.

Funds will be available from account string: 20600218808.506540

Attachments: 1. STA No. 4 for execution.

**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>CA 10/29/03</i>				G County Manager
					OA	OM	Risk	GC	
<i>10/23/03</i> <i>[Signature]</i>	<i>[Signature]</i>	<i>ON/A</i>	<i>10/24</i>	<i>[Signature]</i>	<i>[Signature]</i> <i>10-28-03</i>	<i>[Signature]</i> <i>10/29/03</i>	<i>10/28/03</i> <i>LS</i>	<i>[Signature]</i> <i>10-28-03</i>	<i>[Signature]</i> <i>10-24-03</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
 Date: *10/27/03*  
 Time: *1:30 PM*  
 Forwarded To:  
*10/28/03 9:10 AM*

RECEIVED BY  
 COUNTY ADMIN: *[Signature]*  
*10/28/03*  
*10:00 AM 567*  
 COUNTY ADMIN  
 FORWARDED TO:  
*10/29/03*

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

Change Order  
 Supplemental Task Authorization

NO: 2

(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 Professional Services - Bonita Beach Road Sidewalk from Bonita Grande Dr. to Palmeria

**CONSULTANT:** Pitman-Hartenstein & Assoc., Inc.

**PROJECT NO.** 6002

**SOLICIT NO.:** CN-03-07 **CN NO.** 2493

**ACCOUNT NO.** \_\_\_\_\_

**REQUESTED BY:** Department of Transportation

**DATE OF REQUEST:** 09/10/03

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:	<u>09/10/03</u>
EXHIBIT "CO/STA - B":	COMPENSATION & METHOD OF PAYMENT	DATED:	<u>09/10/03</u>
EXHIBIT "CO/STA - C":	TIME AND SCHEDULE OF PERFORMANCE CONSULTANT'S/PROVIDERS ASSOCIATED	DATED:	<u>09/10/03</u>
EXHIBIT "CO/STA - D":	SUB-CONSULTANT(S)/SUB-CONTRACTORS:	DATED:	<u>09/10/03</u>
EXHIBIT "CO/STA - E":	PROJECT GUIDELINES AND CRITERIA:	DATED:	<u>09/10/03</u>

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

RECOMMEND:

By: [Signature] 10/23/03  
Date  
Department Director

ACCEPTED:

By: [Signature]  
Date Accepted: 9-8-03  
Consultant/Provider  
Alan Hartenstein  
Executive Vice President

APPROVED:

By: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Department Director  
(Print Name)  
(Under \$25,000)

By: [Signature] 10/17  
Date  
Contracts Mgmt

Date Accepted: 9-8-03  
Corporate Seal

Date Approved: \_\_\_\_\_

APPROVED:

By: \_\_\_\_\_  
Date  
\*County Attorney's Office

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

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

By: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Chairman  
Board of County Commissioners

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-B"

Date: 09/10/03

COMPENSATION AND METHOD OF PAYMENT

for **Miscellaneous Professional Services - Bonita Beach Road Sidewalk from Bonita Grande Dr. to Palmeria**

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.	Sidewalk Plans	\$ 25,282.00	LS	W.I.P.P.
2.	Pay Item/Quantities	\$ 1,490.00	LS	W.I.P.P.
3.	Utility Coordination	\$ 7,578.00	LS	W.I.P.P.
4.	Design Survey	\$ 20,547.00	LS	W.I.P.P.
5.	Construction Services	\$ 5,000.00	NTE	W.I.P.P.
6.	Expenses	\$1,500.00	LS	W.I.P.P.
<b>TOTAL</b>		<b>\$ 61,397.00</b>	<b>LS/NTE</b>	

(Unless list is continued on next page)







CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-D"

Date: 09/10/03

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

for **Miscellaneous Professional Services - Bonita Beach Road Sidewalk from Bonita Grande Dr. to Palmeria**

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 work "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
<b>Surveying</b>	<b>AIM Engineering &amp; Surveying 5300 Lee Boulevard Lehigh Acres, FL 33970-1235</b>		<b>X</b>			<b>X</b>

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-E"

Date: 09/10/03

PROJECT GUIDELINES AND CRITERIA

for **Miscellaneous Professional Services - Bonita Beach Road Sidewalk from Bonita Grande Dr. to Palmeria**

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 tasks or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION, Exhibit "CO/STA-A" attached hereto:

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

ITEM No. 1

**None.**



## SCOPE OF SERVICES

Bonita Beach Road Sidewalk  
From Bonita Grande Dr. to Palmeria Subdivision  
Lee County Department of Transportation  
September 10, 2003

### I. INTENT

To provide surveying and design services for a sidewalk on the south side of Bonita Beach Road. The proposed sidewalk will begin at Bonita Grande Drive and proceed approximately 6,000 feet east to match into the existing sidewalk at the Palmeria subdivision. The existing sidewalk at Palmeria is approximately 400 feet east of Faygin Lane.

### II. ELEMENTS PROVIDED BY THE CONSULTANT

The Consultant shall perform the following tasks:

1. Provide design survey (Microstation Format) of the project area as necessary to prepare construction plans for the proposed sidewalk. The limits of the survey area will be from the centerline of the roadway to the southern right-of-way line. Elevations shall be obtained every 100 feet and survey reference points and benchmarks shall also be provided. Horizontal alignment and vertical control will be established to be given in State Plane Coordinate System (FL east) referenced to NAD 83, and elevations are to be referenced to NGVD 1929. Right of Way will be shown according to recorded subdivision plats and will be based on found subdivision monumentation.
2. Prepare construction plans in Microstation format for the proposed improvements as follows:
  - a. Provide construction plans of the proposed sidewalk improvements at the 60% and final completion stages in the design for County review. It is anticipated that the only drainage improvements required will be minor improvements necessary to provide positive drainage (inlets, equalizer pipes, swale re-grading, etc.).
  - b. Provide required corrections or additions to the plans brought about by the County's quality assurance reviews and/or regulatory agency reviews.
  - c. Provide bid items and a quantity take-off of quantities needed to bid and construct said improvements.
3. Project management and coordination including:
  - a. Coordinate the project with County staff and attend four (4) project meetings.
  - b. Perform field reviews of the project site to complete the analysis and design of the proposed improvements.
  - c. Coordinate improvements with the existing utilities and utility companies. If utility relocations are required, they will be designed by the individual utility companies. Plans will be provided to the utility companies at the completion of the survey and at the final plans stages.

4. Bid Letting Services: Attend one (1) pre-bid meeting scheduled by the County. Address technical questions from Contractors as necessary.
5. Construction services will be provided as a Not to Exceed item.

### III. ELEMENTS TO BE PROVIDED BY THE COUNTY

The following items are not included in this scope of services and will be provided by Lee County Department of Transportation.

1. In-house review of the construction plans at the 60% and Final Plans stages.
2. Payment of all permit application fees.
3. Aerial photographs, legal documents, etc. as necessary.
4. Hazardous materials screening and site investigation and/or remediation, if required.
5. Environmental services, including wetland determination, protected species survey, wetland mitigation and permitting, if required.
6. The services of an archaeologist, including historical resource investigation and permitting, if required.
7. Geotechnical Engineering services, if required.
8. Design of roadway, street lighting, or other facilities not specified in Section II.
9. Contract front-end documents, preparation of bid documents and bid letting.

### IV. PROVISIONS OF WORK

The Consultant shall furnish two (2) sets of 11"x17" size plans for all County reviews, to coordinate the design approvals. Two (2) sets of plans shall be provided to each utility company / agency for coordination purposes. The Consultant shall furnish two (2) complete sets of approved final plans (11"x17") and bid item list for bidding purposes. Project and design documentation will be provided in written and electronic format as appropriate throughout the project.

### V. PLAN ASSEMBLY

The plan assembly consists of, and includes the following to be provided by the Consultant in the contract plans preparation:

*Plan set:*

- Key Sheet
- Typical Section(s)
- Notes, Details and Survey Points
- Plan/Profile sheets (1" = 50');
- Cross Sections

Drainage Structure information will be shown on the plan/profile sheets. No separate drainage structure

sheets will be prepared. Profiles will consist of the existing ground (at location of sidewalk), sidewalk profile and drainage swales if necessary.

VI. PHASE SUBMITTALS

The phase review submittal shall contain the items required as noted above. From the date of authorization, the phase submittals will be submitted within the following time limits:

<u>Task</u>	<u>Schedule</u>
Survey	Four weeks
60% Phase	Four weeks after receipt of survey
Final Plans	Four weeks after 60% phase (includes two weeks for County Review)

The Consultant shall prepare written responses to each phase review comment acknowledging design revisions or providing appropriate justification for design.

VII. COMPENSATION

<u>Task</u>	<u>Fee</u>	<u>LS or NTE</u>
1. Sidewalk Plans	\$ 25,282.00	LS
2. Pay Items/Quantities	\$ 1,490.00	LS
3. Utility Coordination	\$ 7,578.00	LS
4. Design Survey	\$ 20,547.00	LS
5. Construction Services	\$ 5,000.00	NTE
6. Expenses	\$ 1,500.00	LS
<b>TOTAL</b>	<b>\$ 61,397.00</b>	<b>LS / NTE</b>

All tasks with related fees are eligible for work in progress payments.