

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

Blue Sheet No. 20031249

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization No.1 to Contract #2482, with TKW Consulting Engineers Inc., under CN-03-07 Miscellaneous Professional Services, for Arthur Avenue and Homestead Road Sidewalk, for a total lump sum amount of \$81,600.00.

WHY ACTION IS NECESSARY: Board approval required.

WHAT ACTION ACCOMPLISHES: This project will provide a consultant for a ROW and topographic survey, preliminary study and construction documents for Arthur Avenue and Homestead Road Sidewalk.

2. DEPARTMENTAL CATEGORY:

09. Transportation
COMMISSION DISTRICT #:

C9B

3. MEETING DATE:

11-18-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON

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 Authorizations (STA) No.1 under CN-03-07 Miscellaneous Professional Services, Lee County Contract #2482 for the project known as Arthur Avenue and Homestead Road Sidewalk for a total lump sum amount of \$81,600.00 to TKW Consulting Engineers Inc.

This project will provide a consultant for a ROW and topographic survey, preliminary study and construction documents for Arthur Avenue and Homestead Road Sidewalk.

Funds will be available from account string: 20600230700.506540

Attachments: 1. STA # 1 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			G County Manager
<i>10/23/03</i> <i>Gail Davis</i> <i>10/23/03</i>	<i>N/A</i>	<i>N/A</i>	<i>10/24</i>	<i>Bradley</i> <i>10/28/03</i>	<i>OA</i> <i>10/28/03</i>	<i>OM</i> <i>10/29/03</i>	<i>Risk</i> <i>10/28/03</i>	<i>GC</i> <i>10-28-03</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: *Budget*
10/28/03 2:10 PM

RECEIVED BY
COUNTY ADMIN: *RA*
10/28/03
10:00 AM 507
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.: 1

(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 – Arthur Avenue and Homestead Road Sidewalk

CONSULTANT: TKW CONSULTING ENGINEERS, INC. PROJECT NO.: 6002

SOLICIT NO.: CN-03-07 CONTRACT NO.: 2482 ACCOUNT NO.: _____

REQUESTED BY: Donald DeBerry DATE OF REQUEST: 09-26-03

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: 09-26-03
- EXHIBIT "CO/STA-B": COMPENSATION & METHOD OF PAYMENT: DATED: 09-26-03
- EXHIBIT "CO/STA-C": TIME AND SCHEDULE OF PERFORMANCE: DATED: 09-26-03
- EXHIBIT "CO/STA-D": CONSULTANT'S/PROVIDERS ASSOCIATED SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 09-26-03
- EXHIBIT "CO/STA-E": PROJECT GUIDELINES AND CRITERIA: DATED: 09-26-03

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

RECOMMENDED:
By: [Signature] 10/03/03
Department Director Date
By: [Signature] 10/17/03
Contracts Mgmt Date

ACCEPTED:
By: [Signature]
Consultant/Provider
Date Accepted: 9-26-03

Corporate Seal

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

APPROVED:
By: _____
*County Attorney's Office Date

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

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

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

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-A"

Date: 09-26-03

SCOPE OF PROFESSIONAL SERVICES

for Miscellaneous Professional Services – Arthur Avenue and Homestead Road Sidewalk

(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:

Arthur Ave and Homestead Road Sidewalk Projects

Limits- Arthur Ave- Homestead to Alabama (1/4 mile)
Homestead Road- Existing Veterans Park entrance to Milwaukee Ave. (2 miles).
Sidewalk to be installed on the east side of Homestead Road.

Task 2 Right of way and Topographic Survey
Including x-section every 100 ft locate driveways, utilities, drainage structures, etc.

Arthur Ave- Survey entire right-of-way, locate driveways/swales on both sides of the road
Homestead Road- Survey from west edge of pavement to east right-of-way.

Task 6 Preliminary Study
Prepare base plan and schedule field visit with Lee DOT to confirm the location of the sidewalk along Arthur Ave and Homestead Road.

Task 12 Prepare Sidewalk Construction Documents Including:
Design Plans
Utility Relocation Plans, Meetings and Coordination
SFWMD permit application/review
Submittal for Internal Development Order Review
Marking/signing plans
Final Bidding and Contract documents
Engineers opinion of probable cost
Advisory Services for bidding
Shop Drawing review if required

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

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. _____	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
2	Right of Way and Topographic Survey	0.00		37,800.00	37,800.00
6	Preliminary Study	0.00		5,500.00	43,300.00
12	Construction Documents	0.00		38,300.00	81,600.00
TOTAL		0.00		81,600.00	81,600.00

- CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-C"

Date: 09-26-03

TIME AND SCHEDULE OF PERFORMANCE

for Miscellaneous Professional Services – Arthur Avenue and Homestead Road Sidewalk

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) 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 "A"	Name of 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 2	Right of Way and Topographic Survey	60 days	60 days
Task 6	Preliminary Study	15 days	75 days
Task 12	Construction Documents	180 days	255 days

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-C"

Date: 09-26-03

TIME AND SCHEDULE OF PERFORMANCE

for Miscellaneous Professional Services – Arthur Avenue and Homestead Road Sidewalk

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

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 change(s) in the Scope of Professional Services set forth 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 of 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
	NONE		

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-D"

Date: 09-26-03

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

for Miscellaneous Professional Services – Arthur Avenue and Homestead Road Sidewalk

(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
	N/A					

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-E"

Date: 09-26-03

PROJECT GUIDELINES AND CRITERIA

for Miscellaneous Professional Services – Arthur Avenue and Homestead Road Sidewalk

(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