

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

Blue Sheet No. 20031519

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization No. 6, Contract No. 1697, under CN-00-08 MSBU Master Contract – MSBU Harbor Drive, to Ink Engineering a division of LBFH Inc., in the amount of \$77,500.00,

WHY ACTION IS NECESSARY: Board approval is required.

WHAT ACTION ACCOMPLISHES: Will provide a consultant already on contract for design of Harbor Drive.

2. DEPARTMENTAL CATEGORY:

6. INDEPENDENT
COMMISSION DISTRICT #:

CLA

3. MEETING DATE:

01-13-2004

4. AGENDA:

CONSENT
 ADMINISTRATIVE
 APPEALS
 PUBLIC
 WALK ON
TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

STATUTE
 ORDINANCE
 ADMIN. CODE **AC-44**
 OTHER

6. REQUESTOR OF INFORMATION:

A. COMMISSIONER
 B. DEPARTMENT Public Resources
 C. DIVISION MSTBU Services
 BY: Libby Walker, Director

7. BACKGROUND:

On December 19, 2000, the Board of County Commissioners approved the award of CN-00-08 MSBU Master Contract to the number one ranked firm Ink Engineering a division of LBFH Inc.

Approval is required for STA No. 6, Contract No. 1697 under CN-00-08 MSBU Master Contract for the design of Harbor Drive to Ink Engineering a division of LBFH Inc., in the amount of \$77,500.00.

Funds are available in account #80502810400.506510.

Attachment: 1. STA #6 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
		N/A			OA	OM	Risk	GC	
<i>[Signature]</i>	<i>[Signature]</i>			<i>[Signature]</i>	<i>[Signature]</i> 12/30/03	<i>[Signature]</i> 12/30/03	<i>[Signature]</i> 12/30/03	<i>[Signature]</i> 12/30/03	<i>[Signature]</i>

10. COMMISSION ACTION:

APPROVED
 DENIED
 DEFERRED
 OTHER

Rec. by CoAtty
 Date: 12-29-03
 Time: 4:20
 Forwarded To:
 Civ. Adm. 1
 12-29-03

RECEIVED BY
 COUNTY ADMIN: *CA*
 12/29/03
 COUNTY ADMIN
 FORWARDED TO: *[Signature]*
 12/30/03

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

Change Order
 Supplemental Task Authorization

NO.: 6

(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: MSBU Master Contract
MSBU/Harbor Drive

CONSULTANT: Ink Engineering a division of LBFH, Inc. PROJECT NO.: _____

SOLICIT NO.: CN-00-08 CONTRACT NO.: 1697 ACCOUNT NO.: 80502810400 . 506510

REQUESTED BY: Denise Sabatini DATE OF REQUEST: 12/11/03

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: 12/15/03
- EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 12/15/03
- EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 12/15/03
- EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 12/15/03
- EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 12/15/03

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

RECOMMENDED:
 By: [Signature] 12/29
 Department Director Date
 By: [Signature] 12/29/03
 Contracts Mgmt Date

ACCEPTED:
 By: [Signature]
 Consultant/Provider
 Date Accepted: 12/16/03
 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: _____

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. 6

EXHIBIT "CO/STA-A"

Date: 12/15/03

SCOPE OF PROFESSIONAL SERVICES

for MSBU/Harbor Drive

(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:

Survey

1. Obtain copies of Deeds for various parcels from Lee County Clerk's Office
2. Prepare Description and Sketch of Parcels to be obtained for Lee County R/W
3. Field locate parcel's road frontage property corners to establish centerline for road
4. Obtain topographic information for road design
 - a. Existing road cross sections on 100 foot centers.
 - b. Locate existing entrances
 - c. Locate existing drainage structures
 - d. Locate existing items that may interfere with road. (Trees, vegetation, structures)
 - e. Locate location of Utilities

Design

5. Identify method of providing storm drainage outfall.
6. Establish elevations for road construction.
7. Determine means of roadside drainage. (Entrances)
8. Design geometrics for connection to Stringfellow Road intersection.
9. Prepare construction drawings for permitting and bid process.

Permits

10. Prepare applications for South Florida Water Management permit.
11. Prepare application for Lee County Development Order.
12. Assist County in submitting and pursuing the above permits.

Construction

13. Provide County with Bid quantities
14. Prepare Contract Specifications.
15. Assist County in Bid Process.
16. Attend Pre-Bid conference (if required)
17. Review Bids and recommend approval.
18. Attend Preconstruction conference.
19. Review Shop drawings.
20. Provide periodic observation for general compliance.
21. Review monthly pay requests.
22. Provide Final Certification.

*Attach additional pages, if needed.

CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 6_

EXHIBIT "CO/STA-B"

Date: 12/15/03

COMPENSATION AND METHOD OF PAYMENT

for MSBU/Harbor Drive

(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	Deeds	900.00	LS	WIPP
2	Descriptions	3000.00	LS	WIPP
3	Property Corners	3500.00	LS	WIPP
4	Topographic	9500.00	LS	WIPP
5	Draiage Outfall	3500.00	LS	WIPP
6	Elevations	4000.00	LS	WIPP
7	Roadside Drainage	3200.00	LS	WIPP
8	Intersection	4500.00	LS	WIPP
9	Construction Drawing	26500.00	LS	WIPP
10	SFWMD Application	2200.00	LS	WIPP
11	Lee County Development Order	1500.00	LS	WIPP
12	Permits Assistance	1800.00	LS	WIPP
13	Bid Quantities	1200.00	LS	WIPP
14	Specifications	1000.00	LS	WIPP
15	Bid Process	500.00	LS	WIPP
16	Bid Conference	300.00	LS	WIPP
17	Bid Review	400.00	LS	WIPP
18	Preconstruction Conference	400.00	LS	WIPP
19	Shop Drawings	500.00	LS	WIPP
20	Periodic Observation	6800.00	LS	WIPP
21	Pay Request	800.00	LS	WIPP
22	Certification	1500.00	LS	WIPP
TOTAL		77,500.00	LS	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. _____
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. 6

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>1-5</u>	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
1	Charlee Road		23,500.00		23,500.00
2	Various Cost Opinions		30,000.00		30,000.00
3	Cottage Point Waterlint		23,000.00		23,000.00
4	Triple Crown Court		54,000.00		54,000.00
5	Bal Isle Sanitary Sewer		27,500.00		27,500.00
6	Harbor Drive			77,500.00	77,500.00
TOTAL			158,000.00	77,500.00	235,500.00

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 6

EXHIBIT "CO/STA-C"

Date: 12/15/03

TIME AND SCHEDULE OF PERFORMANCE

for MSBU/Harbor Drive

(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
1	Deeds	2	0
2	Descriptions	4	4
3	Property Corners	2	6
4	Topographic	6	12
5	Drainage Outfall	3	12
6	Elevations	4	16
7	Roadside Drianage	3	16
8	Intersections	5	20
9	Construction Drawings	60	80
10	SFWM D	2	80
11	Lee County Development Order	2	80
12	Permits Assistance	60	140
13	Bid Quantities	2	140
14	Specifications	2	140
15	Bid Process	*	*
16	Bid Conference	*	*
17	Bid Review	*	*
18	Preconstruction Conference	*	*
19	Shop Drawings	*	*
20	Periodic Observation	*	*
21	Pay Request	*	*
22	Certification	*	*
	* Time dependent upon County Time Frame		

CMO:027
09/25/01

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 6

EXHIBIT "CO/STA-C"

Date: 12/15/03

TIME AND SCHEDULE OF PERFORMANCE

for MSBU/Harbor Drive

(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
1	Charlee Road	Ongoing	Ongoing
2	Various Cost Opinions	Ongoing	Ongoing
3	Cottage Point Waterline	Ongoing	Ongoing
4	Triple Crown Court	Ongoing	Ongoing
5	Bal Isle Drive Sanitary Sewer	90	Ongoing
6	Harbor Drive	140*	140*

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 6

EXHIBIT "CO/STA-D"

Date: 12/15/03

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

for MSBU/Harbor Drive

(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. 6

EXHIBIT "CO/STA-E"

Date: 12/15/03

PROJECT GUIDELINES AND CRITERIA

for MSBU/Harbor Drive

(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

Prepare Harbor Drive Surveys and prepare construction drawing, pursue permits and provide construction assistance.