

LEE COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY **BLUE SHEET NO: 20040036-UTL**

1. REQUESTED MOTION:

ACTION REQUESTED:

Authorize the chairman on behalf of the BOCC to approve Supplemental Task Authorization No. 3 to CN-01-11, Contract 1852 (David Douglas Associates, Inc.), Miscellaneous Utility Engineering Design and/or Inspection Services, in the amount of \$59,512.00. Also approve Budget Transfer from LCU Capital Improvement Reserves in the amount of \$59,512 and amend FY 03/04-07/08 CIP for the Three Oaks Parkway Widening Sewer Project. BAD

WHY ACTION IS NECESSARY:

Approval by the BOCC is required for Supplemental Task Authorization expenditures over \$50,000.

WHAT ACTION ACCOMPLISHES:

Proposed roadway and drainage improvements involved in the LCDOT's Three Oaks Boulevard widening project (Alico Road to Corkscrew Road) will conflict with certain existing LCU water and wastewater facilities, which will need to be relocated. Approval will allow LCU to instruct David L. Douglas Associates, Inc. to proceed with the development of utility relocation plans and specifications, obtain permits, and provide bidding assistance.

2. DEPARTMENTAL CATEGORY: 10 - UTILITIES
COMMISSION DISTRICT #: 5

CIOB

3. MEETING DATE:

02-10-2004

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED: _____

5. REQUIREMENT/PURPOSE:

- (Specify)
- STATUTE _____
 - ORDINANCE _____
 - ADMIN. CODE _____
 - OTHER STA _____

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER: _____
- B. DEPARTMENT: Lee County Public Works
- C. DIVISION/SECTION: Utilities Division
- BY: Rick Diaz, P.E., Utilities Director
- DATE: 1/16/04

7. BACKGROUND:

LCDOT proposes to improve Three Oaks Boulevard from Alico Road to Corkscrew Road. The proposed improvements, including pavement widening, drainage pipes and structures, and other related structures, will conflict with certain existing LCU water and wastewater facilities. LCU will be required to relocate and adjust these facilities.

LCU will be responsible for utility relocation plans and specifications preparation, providing cost estimates, obtaining permits, and related construction and inspection activities. LCU selected David L. Douglas Associates, Inc. from the CN 01-011 list of utility engineering consultants to prepare all necessary plans, specifications, cost estimates, obtain permits, and provide bidding assistance. Construction and inspection functions will be assigned at a later date by a separate STA.

Funding Source: Account No. 20727948730

Attachments: 2 original Supplemental Task Authorization Forms for the Chairman's signature, Budget Transfer (Minutes Dept. to retain one set and the remaining set to be forwarded to Contracts Management, attn: Irma Diaz)

MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL

(A) DEPARTMENT DIRECTOR	(B) PURCH. OR CONTRACTS	(C) HUMAN RESOURCES	(D) OTHER	(E) COUNTY ATTORNEY	(F) BUDGET SERVICES				(G) COUNTY MANAGER
					OA	OM	Risk	GC	
<i>J. Lavender</i> Date: <i>1-20-04</i>	<i>C. Logan</i> Date: _____	N/A Date: _____	<i>B. Dearborn</i> Date: _____	<i>[Signature]</i> Date: <i>1/27/04</i>	<i>elw</i> <i>1/27/04</i>	<i>[Signature]</i> <i>1/27/04</i>	<i>[Signature]</i> <i>1/27/04</i>	<i>[Signature]</i> <i>1/27/04</i>	<i>J. Lavender</i> Date: <i>1/20/04</i>

10. COMMISSION ACTION:

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER

Rec. by CoAtty
 Date: *1/27/04*
 Time: *11:25*
 Forwarded To: *[Signature]*
1-27-04

RECEIVED BY
 COUNTY ADMIN: *[Signature]*
1/27/04
 2:05 PM SLT
 COUNTY ADMIN
 FORWARDED TO: *[Signature]*
1-28-04
[Signature]

**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: Miscellaneous Ut1 Engineering Design and/or Inspection
Three Oaks Parkway – Utility Design**

CONSULTANT: David Douglas Associates, Inc. PROJECT NO.: _____

SOLICIT NO.: CN 01-011 CN NO.: 1852 ACCOUNT NO.: _____

REQUESTED BY: Lee County Utilities DATE OF REQUEST: November 12, 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: <u>11-12-03</u>
EXHIBIT "CO/STA - B":	COMPENSATION & METHOD OF PAYMENT	DATED: <u>11-12-03</u>
EXHIBIT "CO/STA - C":	TIME AND SCHEDULE OF PERFORMANCE	DATED: <u>11-12-03</u>
EXHIBIT "CO/STA - D":	CONSULTANT'S/PROVIDERS ASSOCIATED SUB-CONSULTANT(S)/SUB-CONTRACTORS:	DATED: <u>11-12-03</u>
EXHIBIT "CO/STA - E":	PROJECT GUIDELINES AND CRITERIA:	DATED: <u>11-12-03</u>

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

MC
TAM

RECOMMEND: [Signature] 1/16/04
By: _____ Date
Department Director R. Diaz
J. Lavender

ACCEPTED: [Signature]
By: _____ Date
Consultant/Provider L. Steven Hurley
Project Manager
Date Accepted: 1-15-04

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

By: [Signature] 1/20/04
Contracts Mgmt Date

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

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

Corporate Seal

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

*County Attorney signature needed
for over Board level expenditures only

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK SUTHORIZATION No. 3

EXHIBIT "CO/STA-A"

Date: 11-12-03

SCOPE OF PROFESSIONAL SERVICES

for **Miscellaneous U₁ Engineering Design and/or Inspection Services – Three Oaks Parkway from Corkscrew Road to Alico Road – Utility Design**

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:

See Attached Scope of Services.

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

EXHIBIT "CO/STA-C"

Date: 11-12-03

TIME AND SCHEDULE OF PERFORMANCE

for **Miscellaneous Util Engineering Design and/or Inspection Services – Three Oaks Parkway from Corkscrew Road to Alico Road – Utility Design**

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 as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT "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 For This S.T.A.
1.	Public Involvement	1	30
2.	Engineering and Land Survey	0	0
3.	Geotechnical Services	0	0
4.	Roadway	0	0
5.	Utility Relocation Plans	60	90
6.	Permits	30	120
7.	Final Bidding and Contract Documents	14	134
8.	Advisory Services during Bidding	14	148
9.	Post-Design Services - Additional Services	0	0

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

EXHIBIT "CO/STA-D"

Date: 11-12-03

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

for **Miscellaneous Util Engineering Design and/or Inspection Services - Three Oaks Parkway from Corkscrew Road to Alico Road – Utility Design**

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
Bidding/Contract Documents, Utilities, Permits, Public Involvement	None					

CHANGE ORDER AGREEMENT No.

Or

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-E"

Date: 11-12-03

PROJECT GUIDELINES AND CRITERIA

for **Miscellaneous Util. Engineering Design and/or Inspection Services – Three Oaks Parkway from Corkscrew Road to Alico Road – Utility Design**

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

Three Oaks Parkway
From Corkscrew Road to Alico Road
Utility Design Plans (Water and Waste Water)

November 12, 2003

1. GENERAL SCOPE STATEMENT

The Consultant shall provide and perform the following professional services, which shall constitute the GENERAL SCOPE of the BASIC SERVICES under the covenants, terms and provisions of the PROFESSIONAL SERVICES AGREEMENT – CONTINUING CONTRACT.

The CONSULTANT shall conduct field surveys, final plans, specifications, coordinate utility system adjustments, prepare cost estimates, bid documents, contract documents and government permit applications which may be required from Lee County, Florida Department of Environmental Protection (FDEP) and the Florida Department of Health (DOH).

The scope of this project will encompass relocation of the Lee County Water and Waste Water Utilities on Three Oaks Parkway from Corkscrew Road to Alico Road.

2. TASKS

Pursuant to the General Scope of the Basic Services stated hereinabove, the CONSULTANT shall perform all services and/or work necessary to complete the following task(s) and/or provide the following item(s) which are enumerated to correspond to the task(s) and/or item(s) set forth in SUMMARY FEE SHEET – DESIGN.

TASKS

- 1.00 Public Involvement
- 2.00 Engineering & Land Surveys
- 3.00 Geotechnical Services
- 4.00 Roadway Plans
- 5.00 Utility Relocation Plans
- 6.00 Permits
- 7.00 Final Bidding and Contract Documents
- 8.00 Advisory Services During Bidding
- 9.00 Post – Design Services

TASK 1.00 PUBLIC INVOLVEMENT

The CONSULTANT shall coordinate with the County Utilities and other government agencies for permitting and design services.

TASK 2.00 ENGINEERING AND LAND SURVEYS

The CONSULTANT shall perform engineering and land surveys necessary for the subject project as outlined; reference all centerline survey control points; establish the benchline on North American Vertical Datum (1929) throughout the project.

Survey work shall be performed under the responsible charge of a Professional Land Surveyor registered in the State of Florida. Work must comply with the minimum technical standards for Land Surveyors Rule 2IHH-6, Florida Statute 472.027.

Task 2.01 Roadway Survey

Existing roadway and land surveying performed for the Three Oaks Parkway Widening Project (CN4281) will be utilized for the base data.

No potholing or "soft dig" locations will be included in this contract for underground utilities.

Task 2.02 Underground Utilities

Field locate existing county water and waste water utilities, based upon information provided by as-built plans from the Lee County Utilities, only as deemed necessary to identify conflicts or potential conflicts with existing utilities during roadway and drainage design. Horizontal location of underground utilities will be obtained prior to completion of final design. This task includes coordination with various utility companies and assumes that the respective utility company shall be responsible for "pot holing" said underground systems. The horizontal and vertical location of each utility company will be documented, based on the "pot-holing" performed by the respective utility company.

TASK 3.00 GEOTECHNICAL SERVICES

The CONSULTANT shall utilize Lee County's existing soils investigation and analysis from the design of Three Oaks Parkway widening (CN4281).

TASK 4.00 ROADWAY PLANS

The proposed roadway design and geometrics for the Three Oaks Parkway Widening Project (CN4281) will be utilized for the base plans.

TASK 5.00 UTILITY RELOCATION PLANS

The requirements of the various utility services shall be recognized and properly coordinated by the CONSULTANT during the project design. The CONSULTANT shall provide to the COUNTY such representation and technical assistance as may be necessary for coordination and/or negotiation with each utility company affected by the project. Utility adjustment plans shall be prepared based on the roadway plans to show the proposed utility locations when adjustment is required. The required utility adjustments will be designed by each utility company and provided by the affected utilities (ie..power, gas, electrical, telephone, cablevision, etc.) on prints of the plans provided to each utility company by the CONSULTANT after the basic plan review. Plans will utilize 11" x 17 format.

Task 5.01 Utilities Notification

During the design stage, each utility company shall be notified of the project and their facilities identified for potential impact to the design.

The Consultant will transmit a copy to each utility company requesting their submittal of a marked-up plan of their existing facilities, either by as-builts or field location, along with their comments and proposed relocations relative to the proposed project within 14 days.

The Final plan will show the existing and proposed location of all facilities provided to the Consultant by each utility company.

TASK 6.00 PERMITS

The CONSULTANT shall prepare permit applications, data and drawings required for submittal by the COUNTY to local, state and federal agencies having permit jurisdiction including the Florida Department of Environmental Protection and the Lee County D.O.H..

The COUNTY shall review the permit applications and shall have a representative at all conferences between the CONSULTANT and the permitting agency and shall be copied on all correspondence between the CONSULTANT and the permitting agencies. The CONSULTANT shall attend meetings for the submittal and pursuit of approval of permits.

The Coordination and Permitting process shall be as follows:

Task 6.01 Permit Applications

Permit application form including required design information and data shall be completed by the CONSULTANT and submitted to the COUNTY for its approval and appropriate signature. The CONSULTANT shall then submit the Permit Application to the appropriate agencies after COUNTY approval.

Task 6.02 Permit Revisions

The CONSULTANT shall respond to the agency requests for additional information. This may require the revision of applications, Basic Plans and submission of additional material required to support the proposed design if required and coordination with the COUNTY and permitting agencies to pursue approval of the permits. Such response shall be made within thirty (30) calendar days subsequent to the agency requests. Requirements of permitting agencies shall be incorporated into final contract documents.

TASK 7.00 FINAL BIDDING AND CONTRACT DOCUMENTS

Once the final utility plans or other plans have been approved by the COUNTY, a final set of bidding and contract documents will be prepared for the construction of the improvement. This task will include the following:

Task 7.01 Final Utility Summary of Quantities.

Task 7.02 Provide special provisions, general conditions and other appropriate contract documents for incorporating Florida Department of Environmental Protection and Lee County H.R.S permit requirements in the bid documents.

Task 7.03 Complete contract documents including general conditions, approved permits and other material required by Lee County Utilities Division and Division of Transportation.

Task 7.04 Provide the County with electronic file disks compatible to the County system, and one (1) bound set of (11" X 17") plans and technical specifications, and one unbound set.

TASK 8.00 ADVISORY SERVICES DURING BIDDING

After approval of construction plans and bidding documents by the COUNTY, the CONSULTANT shall perform the following services:

Task 8.01 Respond to Bidders' inquiries and prepare addenda for issuance by the COUNTY.

Task 8.02 The CONSULTANT shall attend a pre-construction conference and produce the follow up minutes of the meeting.

TASK 9.00 POST-DESIGN SERVICES – ADDITIONAL SERVICES

The CONSULTANT shall provide post design services to review shop drawings. Services for inspections and certifications will be addressed at time of construction.

Three Oaks Parkway From Corkscrew Road to Alico Road
 Utility Design Plans (Water and Sanitary Sewer)
 November 12, 2003
 03-0129/STA #3

EXHIBIT "B"																				
SUMMARY FEE SHEET-DESIGN																				
ACTIVITY	PRINCIPAL ENGINEER		PROJECT MANAGER		SENIOR ENGINEER		DESIGN ENGINEER		INSPECTOR		SENIOR ENG. TECH		CADD TECH		ADMINISTRATION		Total Activity Fee	Prime Hours	Avg. Hourly Rate	
	Staff: hours	Hourly Rate	Staff: hours	Hourly Rate	Staff: hours	Hourly Rate	Staff: hours	Hourly Rate	Staff: hours	Hourly Rate	Staff: hours	Hourly Rate	Staff: hours	Hourly Rate	Staff: hours	Hourly Rate				
Task 1 - Public Involvement	0	\$165.00	8	\$119.00	0	\$105.00	0	\$95.00	0	\$80.00	0	\$65.00	0	\$60.00	0	\$50.00	8	\$932.00	\$119.00	
Task 2 - Engineering and Land Surveys	0	\$165.00	0	\$119.00	0	\$105.00	0	\$95.00	0	\$80.00	8	\$65.00	0	\$60.00	0	\$50.00	0	\$0.00	\$0.00	\$0.00
Task 3 - Geotechnical Services	0	\$165.00	0	\$119.00	0	\$105.00	0	\$95.00	0	\$80.00	0	\$65.00	0	\$60.00	0	\$50.00	0	\$0.00	\$0.00	\$0.00
Task 4 - Roadway Plans	0	\$165.00	0	\$119.00	0	\$105.00	0	\$95.00	0	\$80.00	0	\$65.00	0	\$60.00	0	\$50.00	0	\$0.00	\$0.00	\$0.00
Task 5 - Utility Relocation Plans	24	\$165.00	102	\$119.00	0	\$105.00	153	\$95.00	0	\$80.00	306	\$65.00	0	\$60.00	0	\$50.00	0	\$0.00	\$0.00	\$0.00
Task 6 - Permits	3	\$165.00	4	\$119.00	0	\$105.00	10	\$95.00	0	\$80.00	12	\$65.00	0	\$60.00	0	\$50.00	585	\$50,323.00	\$86.36	\$86.36
Task 7 - Final Bidding and Contract Documents	2	\$165.00	8	\$119.00	0	\$105.00	4	\$95.00	0	\$80.00	0	\$65.00	6	\$60.00	20	\$50.00	41	\$3,301.00	\$80.51	\$80.51
Task 8 - Advisory Services During Bidding	0	\$165.00	6	\$119.00	0	\$105.00	0	\$95.00	0	\$80.00	0	\$65.00	0	\$60.00	0	\$50.00	6	\$714.00	\$119.00	\$119.00
Task 9 - Post - Design Services	0	\$165.00	0	\$119.00	0	\$105.00	0	\$95.00	0	\$80.00	0	\$65.00	0	\$60.00	0	\$50.00	0	\$0.00	\$0.00	\$0.00
TOTALS	29	\$165.00	128	\$119.00	0	\$105.00	167	\$95.00	0	\$80.00	326	\$65.00	6	\$60.00	32	\$50.00	680	\$58,512.00	\$86.05	\$86.05

Design Subtotal \$88,512.00
 Expenses \$1,000.00
 GRAND TOTAL \$89,512.00