

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

Blue Sheet No. **20040434**

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve Supplemental Task Authorization No. 2 to Contract #1859, to Pitman-Hartenstein & Associates, Inc. for CN-01-11 Miscellaneous Utility Engineering Design and/or Inspection Services – GIS Development Project Phase I, in the amount of \$89,471.00.

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

**WHAT ACTION ACCOMPLISHES:** Will enable Lee County Utilities to convert its Water and Wastewater Utility drawings into an ESRI Geodatabase (GIS).

**2. DEPARTMENTAL CATEGORY:**  
10. Utilities  
COMMISSION DISTRICT #: CW

*CIOF*

**3. MEETING DATE:**

*04-27-2004*

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

*[Signature]*  
*4/9/04*

**7. BACKGROUND:**

On October 2, 2001, the Board of County Commissioners approved the award of CN-01-11, Miscellaneous Utility Engineering Design and/or Inspection Services to the following firms: Barraco & Associates, Inc.; David Douglas Associates Inc.; Hole Montes, Inc.; Johnson Engineering Inc.; Malcolm Pirnie, Inc.; Mathews Consulting Inc.; MHW Americas, Inc.; Parson Engineering Science; Pitman-Hartenstein & Associates, Inc.; Q. Grady Minor & Associates, P.A; Source Inc.; TKW Consulting Engineers Inc.; and Water Resource Solutions, for an initial two-year period with an option to renew for one additional year. On September, 2003 the options to renew were exercised.

This Supplemental Task Authorization (STA) No. 2 enables Lee County Utilities to convert its Water and Wastewater Utility drawings into an ESRI Geodatabase (GIS) under CN-01-11, Miscellaneous Utility Engineering Design and/or Inspection Services - Pitman-Hartenstein & Associates, Inc., in the amount of \$89,471.00.

Funds will be available from account string: 20404030100.506510

Attachment: Supplemental Task Authorization #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 <i>4/14/04</i>				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 4/9/04	<i>[Signature]</i> 4/17/04	N/A	<i>[Signature]</i> 4/8/04	<i>[Signature]</i> 4-15-04	<i>[Signature]</i> 4-13-04	<i>[Signature]</i> 4/13/04	<i>[Signature]</i> 4/13/04	<i>[Signature]</i> 4/9/04	

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
Date: *4/9/04*  
Time: *2:25 PM*  
Forwarded to: *Admin 4/15/04*

RECEIVED BY  
COUNTY ADMIN: *[Signature]*  
*4/9/04*  
*3:50pm 507*  
COUNTY ADMIN  
FORWARDED TO: *[Signature]*  
*4-14-04*  
*11am*

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 Utility Engineering Design and/or Inspection Services - GIS Development Project - Phase I

CONSULTANT: Pitman-Hartenstein & Assoc., Inc.

PROJECT NO. 204040

SOLICIT NO.: 1859 CN NO.: CN-01-11

ACCOUNT NO. 20404030100 . 506510

REQUESTED BY: UTILITIES

DATE OF REQUEST: 3/17/04

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: 3/17/04

EXHIBIT "CO/STA -B": COMPENSATION & METHOD OF PAYMENT: DATED: 3/17/04

EXHIBIT "CO/STA -C": TIME AND SCHEDULE OF PERFORMANCE: DATED: 3/17/04

EXHIBIT "CO/STA -D": CONSULTANT'S/PROVIDERS ASSOCIATED SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 3/17/04

EXHIBIT "CO/STA -E": PROJECT GUIDELINES AND CRITERIA: DATED: 3/17/04

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

RECOMMEND: [Signature] 3/25/04

ACCEPTED:

APPROVED:

By: [Signature] 3/24/04  
Department Director Date

By: [Signature]  
Consultant/Provider

By: [Signature]  
Department Director

By: [Signature] 4/7/04  
Contracts Mgmt Date

Alan Hartenstein  
Executive Vice President  
Date Accepted: 3-25-04

(Under \$25,000)  
Date Approved: 3/24/04

APPROVED:

Corporate Seal

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

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

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. 2

EXHIBIT "CO/STA-A"

Date: 3/17/04

SCOPE OF PROFESSIONAL SERVICES

for **Miscellaneous Utility Engineering Design and/or Inspection Services – GIS Development Project - Phase I**

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 Service.**

\* Attach additional pages, if needed

## SCOPE OF SERVICES

Georeference Images  
March 17, 2004

### I. SCOPE

Lee County Utilities is interested in converting its Water and Wastewater Utility drawings into an ESRI Geodatabase (GIS). County shall provide construction as-built plans scanned by LCU to consultant for use on this project. Only a certain percentage of these images will contain useful utility information and will be used in the conversion efforts. For those scans that do contain useful utility information (features and attributes) the consultant will georeference these images to control features available (from the County's Parcel Base Map). This scope of services is limited to no more than 10,000 images being georeferenced. The process of georeferencing involves locating identifiable features on the image and control and relocating the image to match. This is a "Translate (move to a single coordinate pair), Scale & Rotate (zoom and twist) to match a second coordinate pair function. When this is done for each image, a "world-file" will be created saving the georeferenced location of the image. The consultant will implement a separate quality control procedure that will check approximately 10% of the converted images based on a random sampling of the completed images.

### II. DELIVERABLES

The "world-files" for those images that were successfully georeferenced along with a detailed production log.











CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-D"

Date: 3/17/04

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

for **Miscellaneous Utility Engineering Design and/or Inspection Services – GIS Development Project - Phase I**

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
Georeferencing Images	Berryman & Henigar, Inc. 5925 NW. 95 <sup>th</sup> Way Gainesville, Florida 32653		X			X

CHANGE ORDER AGREEMENT No.  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-E"

Date: 3/17/04

PROJECT GUIDELINES AND CRITERIA

for **Miscellaneous Utility Engineering Design and/or Inspection Services – GIS Development  
Project - Phase I**

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**