

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

Blue Sheet No. 20040451

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve Supplemental Task Authorization No. 8 , Contract 1697 to Ink Engineering a division of LBFH, Inc. under CN-00-08 MSBU MASTER CONTRACT/WESTERN ACRES in the amount of \$100,000.00.

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

**WHAT ACTION ACCOMPLISHES:** Will provide a consultant already on contract for the design of Western Acres.

**2. DEPARTMENTAL CATEGORY:**

06. Independent  
 COMMISSION DISTRICT #: **C6I**

**3. MEETING DATE:**

**04-27-2004**

**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 \_\_\_\_\_
- C. DIVISION **Public Resources**
- BY: **Elizabeth 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. 8, 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 \$100,000.00.

Funds will be available in account #80503110400.506510  
 Attachment: 1. STA No. 8 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
					OA	OM	Risk	GC	
<i>[Signature]</i>	<i>[Signature]</i>	<i>N/A</i>		<i>[Signature]</i> 4/15/04	<i>[Signature]</i> 4-15-04	<i>[Signature]</i> 4/15/04	<i>[Signature]</i> 4/15/04	<i>[Signature]</i> 4/15/04	<i>[Signature]</i> 4/15/04

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
 Date: 4/14/04  
 Time: 4:00  
 Forwarded To:  
 Adm 70  
 4/14/04 4:30

RECEIVED BY  
 COUNTY ADMIN: *[Signature]*  
 4/14/04  
 COUNTY ADMIN  
 FORWARDED TO: *[Signature]*  
 4-16-04

*[Handwritten initials]*

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

Change Order  
 Supplemental Task Authorization

NO.: 8

(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/Western Acres

CONSULTANT: Ink Engineering a division of LBFH, Inc.

PROJECT NO.: \_\_\_\_\_

SOLICIT NO.: 01-00-08 CONTRACT NO.: 1697 ACCOUNT NO.: \_\_\_\_\_

REQUESTED BY: Denise Sabatini

DATE OF REQUEST: 03-26-04

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: 03-29-04  
EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 03-29-04  
EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 03-29-04  
EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED  
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 03-29-04  
EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 03-29-04

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

RECOMMENDED:

By: [Signature] 3-30  
Department Director Date

By: [Signature] 1/14/04  
Contracts Mgmt Date

APPROVED:

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

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

CMO:023  
09/25/01

ACCEPTED:

By: [Signature]  
Consultant/Provider

Date Accepted: 3/29/04

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: \_\_\_\_\_

CHANGE ORDER AGREEMENT No. \_\_\_\_\_

or

SUPPLEMENTAL TASK AUTHORIZATION No.8

EXHIBIT "CO/STA-A"

Date: 03-29-04

SCOPE OF PROFESSIONAL SERVICES

for MSBU/Western Acres

(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. Field locate parcel's road frontage property corners to establish centerline for road
3. Obtain topographic information for road design
  - a. Existing road cross sections on 100 foot centers.
  - b. Locate existing entrances
  - c. Locate existing drainage structures and facilities
  - d. Locate existing items that may interfere with road. (Trees, vegetation, structures)
  - e. Locate location of Utilities

Design

4. Identify method of providing storm drainage outfall.
5. Establish elevations for road construction.
6. Determine means of roadside drainage. (Entrances)
7. Design geometrics for connection to US 41 intersection.
8. Prepare construction drawings for permitting and bid process.

Permits

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

Construction

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

\*Attach additional pages, if needed.

CHANGE ORDER AGREEMENT No.  
 SUPPLEMENTAL TASK AUTHORIZATION No. 8\_

EXHIBIT "CO/STA-B"

Date: 03-29-04

COMPENSATION AND METHOD OF PAYMENT

for MSBU/Western Acres

(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	Property Corners	2800.00	LS	WIPP
3	Topographic	5000.00	LS	WIPP
4	Drainage Outfall	6000.00	LS	WIPP
5	Elevations	4000.00	LS	WIPP
6	Roadside Drainage	4200.00	LS	WIPP
7	Intersection	5000.00	LS	WIPP
8	Construction Drawing	53900.00	LS	WIPP
9	SFWMD Application	3200.00	LS	WIPP
10	Lee County Development Order	1500.00	LS	WIPP
11	Permits Assistance	2000.00	LS	WIPP
12	Bid Quantities	1200.00	LS	WIPP
13	Specifications	1000.00	LS	WIPP
14	Bid Process	400.00	LS	WIPP
15	Bid Conference	300.00	LS	WIPP
16	Bid Review	300.00	LS	WIPP
17	Preconstruction Conference	300.00	LS	WIPP
18	Shop Drawings	500.00	LS	WIPP
19	Periodic Observation	6000.00	LS	WIPP
20	Pay Request	500.00	LS	WIPP
21	Certification	1000.00	LS	WIPP
TOTAL		100,000.00	LS	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. \_\_\_\_\_

or

SUPPLEMENTAL TASK AUTHORIZATION No. 8

**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. 1-5	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	Charlee Road Condemnation		6500.00		6500.00
7	Harbor Drive		77,500.00		77,500.00
	Western Acres			100,000.00	100,000.00
TOTAL			242,000.00	100,000.00	342,000.00

CHANGE ORDER AGREEMENT No. \_\_\_\_\_  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 8

EXHIBIT "CO/STA-C"

Date: 03-29-04

TIME AND SCHEDULE OF PERFORMANCE

for MSBU/Western Acres

(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	Property Corners	4	4
3	Topographic	10	14
4	Drainage Outfill	5	19
5	Elevations	6	24
6	Roadside Drianage	8	28
7	Intersections	5	33
8	Construction Drawings	80	93
9	SFWMD	2	95
10	Lee County Development Order	2	95
11	Permits Assistance	60	150
12	Bid Quantities	2	150
13	Specifications	2	150
14	Bid Process	*	*
15	Bid Conference	*	*
16	Bid Review	*	*
17	Preconstruction Conference	*	*
18	Shop Drawings	*	*
19	Periodic Observation	*	*
20	Pay Request	*	*
21	Certification	*	*
		*	*
	* Time dependent upon County Time Frame		

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CHANGE ORDER AGREEMENT No. \_\_\_\_\_

or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 8

EXHIBIT "CO/STA-C"

Date: 03-29-04

TIME AND SCHEDULE OF PERFORMANCE

for MSBU/Western Acres

(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	Charlee Road Condemnation	Ongoing	Ongoing
7	Harbor Drive	140	Ongoing
	Western Acres	150	150

CHANGE ORDER AGREEMENT No. \_\_\_\_\_  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 8

EXHIBIT "CO/STA-D"

Date: 03-29-04

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

for MSBU/Western Acres

(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. 8

EXHIBIT "CO/STA-E"

Date: 03-29-04

PROJECT GUIDELINES AND CRITERIA

for MSBU/Western Acres

(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 Surveys and prepare construction drawing, pursue permits and provide construction assistance.