

**LEE COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

BLUE SHEET NO: 20040450-UTL

**1. REQUESTED MOTION:
ACTION REQUESTED:**

Approve for acceptance and filing with the Clerks Office, Minutes Department, and an after-the-fact emergency under E-03-08, GES Resolution No. 03-07-08 for Supplemental Task Authorization (STA) No. 2 to Malcolm Pirnie, Inc., for CN-01-11 Miscellaneous Utility Engineering Design and/or Inspection Services (Contract No. 1865) to complete final design, permitting, bidding assistance and construction phase engineering services for: OLGA WATER TREATMENT PLANT IMPROVEMENTS, in the total not-to-exceed amount of \$260,166.00.

WHY ACTION IS NECESSARY: Board approval is required.

WHAT ACTION ACCOMPLISHES: Provides after-the-fact approval under the emergency GES Resolution for STA No. 2 to furnish a Consultant to prepare final design, permitting, etc. to complete the Olga Water Treatment Plant Improvements.

**2. DEPARTMENTAL CATEGORY: 10
COMMISSION DISTRICT #: 5**

C10A

3. MEETING DATE:

08-03-2004

4. AGENDA:

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

5. REQUIREMENT/PURPOSE:

- (Specify)
- STATUTE
 - ORDINANCE
 - ADMIN. CODE AC-44
 - 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: *7/20/04*

7. BACKGROUND: On April 16, 2002, the Board of County Commissioners awarded the Professional Services Agreement CN-02-05 (Contract No. 2062), Olga Water Treatment Plant Reservoir & Plant Improvements, to Parsons Engineering Science, Inc. Under that Agreement, Parsons completed a Basis of Design Report, where estimated capital costs to improve and expand the facility were between \$11 million and \$20 million. However, the capital improvement budget for this project was approximately \$9.3 million. Lee County Utilities then reconsidered action on the project, and on December 10, 2002, the Board of County Commissioners authorized staff to "terminate for convenience" the Agreement with Parsons to improve and increase plant capacity.

(Cont'd)

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> J. Lavender Date: <i>7-20-04</i>	<i>C. Logan</i> C. Logan Date:	N/A	<i>BAO</i> B. Dearborn Date: <i>7-20-04</i>		<i>ekw</i> 7-20-04	<i>9/10</i> 7/21/04	<i>or</i> 7/21/04	<i>JK</i> 7/21/04	<i>J. Lavender</i> J. Lavender Date: <i>7-20-04</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *7/20/04*
Time: *3:30 pm*
Forwarded To:
Admin. 7/20/04
4:15 pm

RECEIVED BY
COUNTY ADMIN: *BAO*
7/20/04
4:15 pm
COUNTY ADMIN
FORWARDED TO: *JK*
7-20-04
11 am

BLUESHEET NO. 20040450-UTL

PAGE 2

On July 1, 2003, the Lee County Board of Commissioners approved Resolution No. 03-07-08, Blue Sheet No. 20030669, declaring a limited, temporary, emergency due to the acquisition of the Gulf Utilities System (GES) in South Fort Myers for the purposes of allowing the County to expedite the procurement of vendors and materials required for certain immediate improvements needed to the water and wastewater system in the public's interest and the customer's convenience.

On May 11, 2004, the Lee County Board of Commissioners approved BS No. 20040441, amending the Lee County Board of Commissioners Resolution No. 03-07-08, adding certain additional Lee County Utilities projects and extending the term of the Resolution an additional six (6) months to December 31, 2004.

Lee County Utilities has since reduced the scope of work contemplated at the Olga Water Treatment Plant to bring this project within budget, providing only the most necessary improvements to keep the facility functional. Lee County Utilities has negotiated an STA with another consultant, Malcolm Pirnie, to complete the final design, permitting, bidding assistance and construction phase engineering services for the dramatically reduced scope of improvements.

Funds are available in account string: 207265.48730.506510

Attachments: BS No. 20040441

STA No. 2



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

Line Sheet No. 200-40441

1. REQUESTED MOTION:

ACTION REQUESTED: Amend Lee County Resolution No. 03-07-08, adopted on July 1, 2003, declaring a limited, temporary, emergency for the GES System acquisition which required certain, immediate and necessary improvements for the protection and convenience of the GES assets and customers; adding certain additional Lee County Utilities projects and extending the term of the Resolution.

WHY ACTION IS NECESSARY: Board of County Commissioners' approval is required for amendments to Resolutions.

WHAT ACTION ACCOMPLISHES: Allows the County to proceed with certain, immediate improvements to the GES Utility, and other necessary projects for an additional six months to December 31, 2004.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

A10A

3. MEETING DATE:

05-11-2004

4. AGENDA:

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

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT
- C. DIVISION Lee County Utilities
- BY: Rick Diaz, P.E.
Director 4/22/04

7. BACKGROUND:

On July 1, 2003, the Board of County Commissioners adopted Lee County Resolution No. 03-07-08, declaring a limited, temporary emergency for the GES transition.

The adoption of an amendment to the Temporary, Limited Emergency Resolution for the Utilities Division's procurement purposes will assist in the expeditious implementation of the needed improvements at GES and other identified Lee County Utilities projects.

The proposed Resolution amending Resolution No. 03-07-08 is for the purposes of extending the time for the emergency by six (6) months to December 31, 2004, and adding additional projects in order to expedite the procurement of vendors and materials in order to fully transition the GES System and perform some emergency work on additional, identified portions of the Lee County Utilities System.

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>[Signature]</i> 4/22/04	N/A	N/A	N/A	<i>[Signature]</i> 4/19/04	<i>[Signature]</i> 4/22/04 OA OM RISK GC	<i>[Signature]</i> 4-22-04

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

RECEIVED BY
COUNTY ADMIN
04/27/04
9:20 a.m. SGT
COUNTY ADMIN
FORWARDED TO
4-26-04
7pm

CO. A. 4/27/04
FORWARDED
TO CO. ADMIN.
S. J. P. M.

 **LEE COUNTY**
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: (239) 335-2183

Bob Janes
District One

Douglas R. St. Cerny
District Two

Ray Judah
District Three

Andrew W. Coy
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

James G. Yaeger
County Attorney

Diana M. Parker
County Hearing
Examiner

June 7, 2004

Mr. Bob French
Malcolm Pirnie
1533 Hendry Street, Suite 201
Ft Myers FL 33901

SUBJECT: CN-01-11 MISC. UTILITY ENGINEERING DESIGN AND/OR
INSPECTION SERVICES

ENCLOSURE: SUPPLEMENTAL TASK AUTHORIZATION

Dear Mr. French:

Enclosed is your executed copy of Supplemental Task Authorization #2 for the project known as "Olga WTP Improvements."

If you should have any questions, please give me a call.

Sincerely,

CONTRACTS MANAGEMENT


Cindy Logan
Contracts Manager

cc: Rick Diaz, Utilities
Kris Miller, Fiscal Officer/Utilities
Contracts File

Margaret
Please add line -
Contract 1865
Acct 20726548730.506510
\$ 260,166.00
"Olga WTP Imp"
Thanks!
Kris
JUN 08 2004

Done... 6/17/04
ML

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 Utilities Engineering Design and Consulting Services - Olga WTP Improvements

CONSULTANT: Malcolm Pirnie, Inc.

PROJECT NO.: 7265

SOLICIT NO.: CN-01-11 CONTRACT NO.: 1865 ACCOUNT NO.: _____

REQUESTED BY: Rick Diaz, P.E.

DATE OF REQUEST: March 18, 2004

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: March 18, 2004

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: March 18, 2004

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: March 18, 2004

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: March 18, 2004

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: March 18, 2004

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

RECOMMENDED:

By: [Signature] 3/29/04
Department Director Date

By: [Signature] 6/7/04
Contracts Mgmt Date

APPROVED:

By: _____
*County Attorney's Office Date

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

ACCEPTED:

By: [Signature]
Consultant/Provider

Date Accepted: 3-22-04

Corporate Seal



COUNTY APPROVAL:

By: [Signature]
Department Director
(Under \$25,000) 3/29/04
Date Approved: _____

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

By: [Signature]
Chairman
Board of County Commissioners
Date Approved: 6/7/04

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

EXHIBIT "CO/STA-A"

Date: March 18, 2004

SCOPE OF PROFESSIONAL SERVICES

for Miscellaneous Utilities Engineering Design and Consulting Services - Olga WTP Improvements

(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:

See "Exhibit A".

*Attach additional pages, if needed.

EXHIBIT A

SCOPE OF PROFESSIONAL SERVICES

This project will consist of preliminary and final design, permitting, bidding assistance, and construction phase engineering services for improvements to the Olga Water Treatment Plant (OWTP), located at 1450 Werner Drive north of State Road 80 on the Caloosahatchee River in Lee County.

The improvements to the Olga WTP may include the following tasks:

1. **Filtration System**

The existing Greenleaf filters are functioning, although some components of the filters may need to be repaired or replaced. The preliminary design will focus on refurbishing the existing filters. Refurbishing the filters may include:

- Replacing the filter media
- Installing an air or water scour system to improve backwash performance
- Rehabilitating or replacing the existing circular steel influent flume
- Relocating the vacuum tank
- Relocating the vacuum solenoid control valves
- Replacing non-functioning filter control valves
- Installing an automated control valve and flow meter at the transfer basin to provide better control and monitoring during backwash cycles
- Enclosing the filter area to prevent corrosion in adjacent spaces
- Installing an automated weir at the sludge basin outfall to provide better control over the backwash process

The preliminary design will include an evaluation of the cost of refurbishing the existing dual media filters. Refurbishing cost will be compared to the cost of constructing new filters.

2. **Disinfection System**

The existing disinfectant feed room will be modified to improve ventilation and safety. Relocation and modification of sodium hypochlorite storage tanks, chlorine cylinder storage and feed pumps will also be addressed. New sodium hypochlorite tanks will be equipped with secondary containment structures.

3. **PAC System**

Replacement of the existing powder activated carbon (PAC) injection system, including a silo and automatic feed equipment. Methods to improve mixing and detention time at the raw water intake channel will also be addressed.

4. **Alum System**

Design will include replacement and relocation of existing alum storage facilities, feed pumps, piping, and controls. New alum storage tank will be equipped with a secondary containment structure.

5. **GAC System**
Upgrade the granular activated carbon (GAC) system bypass including flow meter and new actuator valve.
6. **Electrical, Instrumentation and Controls**
New electrical service, instrumentation and motor control upgrades corresponding to plant modifications. Additional PLC controllers for water pumps, chemical pumps and remote operations. Other control systems such as pH sensors, automatic valves and tank level indicators will be addressed.
7. **Storage Tanks**
Modifications include a 1.5 to 2.5 MGD prestressed concrete ground storage tank with appropriate pumps, piping, and controls to enhance onsite storage capacity.
8. **Site Improvements**
The stormwater management at the site will be evaluated to determine what improvements can be made. Site security will be improved with additional lighting and monitoring equipment. Access to areas requiring bulk delivery will be improved.
9. **Intake System**
The existing intake channel is showing signs of erosion and some components are in need of repair or rehabilitation. Malcolm Pirnie will address the necessary repairs to stabilize the channel and will investigate long-range improvements that may reduce maintenance costs and improve influent quality.

SCOPE OF WORK

Task 100 - Project Management

Following receipt of a notice to proceed, a design kickoff meeting will be held to review the conditions for the Olga WTP improvements. At this meeting, proposed improvements will be discussed and project team members from Lee County Utilities (The County) and Malcolm Pirnie will be established. Schedules for progress plan review will be determined and lines of communication set. A follow up meeting will be held to finalize the project parameters and clarify the schedule. Malcolm Pirnie will provide overall management of the project including coordination of the design improvements and system modifications. Malcolm Pirnie will be responsible for budget monitoring, providing a procedures manual and providing monthly summary progress reports to the County.

Task 200 - Design

The preliminary design will be completed as follows:

1. Malcolm Pirnie will conduct meetings with the design team and County staff to determine the most practical and cost-effective design solutions for the facility.

2. A Technical Memorandum outlining the proposed improvements will be prepared along with cost estimates.
3. The design will include engineering calculations, design drawings, process diagrams, instrumentation layouts, and control schemes appropriate to each design element.
4. Malcolm Pirnie will provide an allowance for all geotechnical investigations and surveying related to the project.
5. Project team members from the County and Malcolm Pirnie will utilize project stops at 30, 60, and 90 percent completion stages of plan review. Malcolm Pirnie will incorporate changes and additions into the drawings and specifications as appropriate.

Task 300 - Preconstruction Services

Following the final plan review meeting, the plans and specifications will be modified to incorporate the final comments from the County. Upon approval of the final design, Malcolm Pirnie will be responsible for obtaining all required permits on behalf of Lee County from regulatory agencies. The County will be responsible for paying all permit fees for this project. Electronic files of the final plans and technical specifications will be provided to the County in AutoCAD and Word formats, respectively, for bidding. During the bidding process Malcolm Pirnie will answer contractor questions about the construction plans and technical specifications and issue up to one addendum to clarify the intent of the construction documents. Malcolm Pirnie will assist the County during the bid review process and make recommendations as appropriate.

Task 400 - Construction Phase Engineering Services

Malcolm Pirnie will review shop drawings and change orders issued during construction and make recommendations for revision or approval to the County's Project Manager as appropriate. Malcolm Pirnie will also provide responses to written Requests for Information (RFI) received from the Project Manager. The process mechanical engineer, site civil engineer, electrical engineer, and structural engineer will perform visits to the OWTP to review the progress of construction as necessary.

Malcolm Pirnie will provide onsite construction inspection during critical phases of the project to assure quality control and to assure strict adherence to the construction plans and specifications by the contractors. Malcolm Pirnie will monitor the contractor's schedule, review pay estimates and attend monthly progress meetings with the County Project Manager.

Malcolm Pirnie will perform a final inspection and create a punchlist at the end of the project. Malcolm Pirnie will oversee the startup and commissioning of the project and review the as-built drawings and operations manuals as provided by the contractor. Malcolm Pirnie will monitor the improvements during the one-year warranty period and follow-up with the contractor as necessary.

INFORMATION TO BE PROVIDED BY THE COUNTY

1. Design water demands, design operating pressures, and production information as required for the OWTP.
2. Chemical dosages as required for the OWTP improvements.
3. Topographic and site boundary survey for the OWTP (including wetlands limits).
4. Any digital topographic mapping that might be available.
5. Any digital aerial photography that might be available.
6. As-built drawings of the existing plant.
7. O&M Manuals.
8. Bid documents.
9. Any applicable permit fees.

Olga WTP Improvements Cost Summary

Contract No.: CN-01-11 STA NO. 2

Date: March 18, 2004

Malcolm Pirnie, Inc.

Employee		Project Officer	Senior Associate	Associate (FTM)	Engineer (E4)	Associate (TAM)	Senior Technician	Admin Support
Project Billable Rates		\$236.00	\$176.00	\$150.00	\$115.00	\$150.00	\$115.00	\$78.00
Task	Description							
100	Project Management	8	6	40	10	4	40	
200	Design			260	200	35	228	12
300	Preconstruction Services			120	50	20	100	5
400	Construction Phase Eng Svcs			280	160	20	340	17
Labor Hours		8	6	700	420	79	708	34
Labor Cost		\$1,888.00	\$1,056.00	\$105,000.00	\$48,300.00	\$11,850.00	\$81,420.00	\$2,652.00

Total Labor Cost \$252,166.00

Subconsultants

Task	Description	Geotechnical	Surveying	Electrical
400	Construction Phase Eng Svcs	\$4,000.00	\$2,000.00	\$2,000.00

Total Subs Cost \$8,000.00

Total Project Cost \$260,166.00

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

EXHIBIT "CO/STA-B"

Date: March 18, 2004

COMPENSATION AND METHOD OF PAYMENT

for Miscellaneous Utilities Engineering Design and Consulting Services - Olga WTP Improvements

(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.)
100	Project Management	\$15,294	ES	WIPP
200	Design	\$94,406	ES	WIPP
300	Preconstruction Services	\$38,640	ES	WIPP
400	Construction Phase Eng Svcs	\$111,826	ES	WIPP
TOTAL		\$260,166	NTE	

(Unless list is continued on next page)

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

EXHIBIT "CO/STA-D"

Date: March 18, 2004

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

for MMiscellaneous Utilities Engineering Design and Consulting Services - Olga WTP Improvements

(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
TBD						

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 2

EXHIBIT "CO/STA-E"

Date: March 18, 2004

PROJECT GUIDELINES AND CRITERIA

for Miscellaneous Utilities Engineering Design and Consulting Services - Olga WTP Improvements

(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

Memorandum

To: Commissioner John Albion, Chairman of the Board
From: Cindy Logan, Contracts Manager
Date: 6/7/2004
Re: GES SYSTEM ACQUISITION

On July 1, 2003, under Blue Sheet No. 20030669, Administrative Agenda A12a, the Board approved to declare a limited, temporary, emergency by Resolution No. 03-07-08 for the GES System acquisition, which requires certain, immediate and necessary improvements, for the protection and convenience of the GES assets and customers. Then on May 11, 2004, under Blue Sheet No. 20040441, Administrative Agenda A10a, the Board approved an extension to the emergency Resolution through December 31, 2004.

Attached for your signature is Supplemental Task Authorization No. 2, Contract No. 1865, under CN-01-11 Miscellaneous Utility Engineering Design, for the project known as Olga Water Treatment Plant Improvements to Malcolm Pimie Inc., in the amount of \$260,166.00.

In accordance with the provisions of Resolution No. 03-07-08, we are requesting the Chairman's execution of the attached documents. We will be processing an "after the fact" Blue Sheet for Board acceptance and filing for audit trail purposes.

If you should require additional information, please advise.