

Lee County Board Of County Commissioners

Agenda Item Summary

Blue Sheet No. 20041207

1. REQUESTED MOTION:

**ACTION REQUESTED:** Approve annual expenditure for CN-03-10 LEE COUNTY UTILITIES WATER AND SEWER ENGINEER OF RECORD, to Malcolm Pirnie Inc., contract #2602, for an annual not-to-exceed amount of \$126,500.00 for the remainder of the contract, for a period of one (1) year with an option to renew for one (1) additional year by mutual agreement between both parties. Also to authorize replacement of Exhibit B, dated September 17, 2003.

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

**WHAT ACTION ACCOMPLISHES:** To correct the original agreement and make it an annual expenditure.

2. DEPARTMENTAL CATEGORY:

10. Utilities

COMMISSION DISTRICT #: CW

C10J

3. MEETING DATE:

09-28-2004

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 Utilities
- BY: Rick Diaz, Director

*[Signature]*  
9/14/04

7. BACKGROUND:

On October 21, 2003 the Board of County Commissioners approved the Award of Professional Service Agreement for CN-03-10 LEE COUNTY UTILITIES WATER AND SEWER ENGINEER OF RECORD, to Malcolm Pirnie Inc., on Blue Sheet # 20031191. The Blue Sheet did not state that the contract award of \$126,500.00 was an annual fee. We have also corrected Exhibit B of Contract #2602 to indicate the annual expenditure.

Funds are available from account strings: OD5360648700.503190 (50%) and OD5366248700.503190 (50%)

Attachments: Blue Sheet #20031191  
Exhibit B - Replacement Dated: 9/14/04

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>with 9/16/04</i>				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 9.14.04	<i>[Signature]</i> 9/14	N/A		<i>[Signature]</i>	<i>[Signature]</i> 9/15/04	<i>[Signature]</i> 9/16/04	<i>[Signature]</i> 9/16/04	<i>[Signature]</i> 9/15/04	<i>[Signature]</i> 9.14.04

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
Date: 9/15/04  
Time: 1:00  
Forwarded To:  
9/15/04 2:00

RECEIVED BY  
COUNTY ADMIN:  
9/15/04  
3:30 pm  
COUNTY ADMIN  
FORWARDED TO:  
9/16/04  
3:30 pm

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

Blue Sheet No. 20031191

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Award Professional Services Agreement for CN-03-10 LEE COUNTY UTILITIES WATER AND SEWER ENGINEER OF RECORD, to Malcolm Pirnie Inc., for an amount not to exceed \$126, 500.00. This contract will be for a period of two (2) years with an option to renew for one (1) additional year by mutual agreement between both parties.

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

**WHAT ACTION ACCOMPLISHES:** This project involves the Consultant providing professional engineering services for physical inspection of facilities, review operations for conformance to regulations, review insurance requirements, and evaluate rate and charges with Bond Covenants as necessary to prepare an annual report with evaluation and recommendations for the Lee County Utilities Water and Sewer Engineer of Record.

**2. DEPARTMENTAL CATEGORY:**

10. Utilities

COMMISSION DISTRICT #:

**C10A**

**3. MEETING DATE:**

**10-21-2003**

**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 Utilities
- BY: Rick Diaz, Director

*[Handwritten signature and date: 10/8/03]*

**7. BACKGROUND:**

On July 8, 2003, the Board of County Commissioners approved the ranking of Consultants and authorized negotiations to commence with the number one ranked firm. The ranking was as follows: (1) Malcolm Pirnie; (2) TKW Consulting Engineers, Inc.; and (3) Hartman & Associates, Inc.

Contract Negotiations were successful with the number one ranked firm, Malcolm Pirnie, Inc. and requires Board approval of the final agreement.

Funds are available from account strings: OD5360648700. 503190 (50%) and OD5366248700.503190 (50%)

Attachment: 1. Two (2) original Professional Services Agreement for Execution.

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A	B	C	D	E	F				G
Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 10-8-03	<i>[Signature]</i> By: <i>[Signature]</i>	N/A	<i>[Signature]</i> 10/17/03	<i>[Signature]</i> 10/9/03	<i>[Signature]</i> 10/9/03	<i>[Signature]</i> 10/9/03	<i>[Signature]</i> 10/9/03	<i>[Signature]</i> 10/9/03	<i>[Signature]</i> 10-8-03

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

RECEIVED BY  
COUNTY ADMIN: *PM*  
10/9  
1:25 PM '03  
COUNTY ADMIN  
FORWARDED TO: *[Signature]*  
10/9/03  
*SOM*

Rec. by CoAtty  
Date: 10-9-03  
Time: 11:45 AM  
Forwarded To:  
EL Admin 109-03  
1122

**COMPENSATION AND METHOD OF PAYMENT**

For LEE COUNTY UTILITIES WATER AND SEWER ENGINEER OF RECORD

**Section 1. BASIC SERVICES/TASK(S)**

The COUNTY shall compensate the CONSULTANT for providing and performing the Task(s) set forth and enumerated in EXHIBIT "A", entitled "SCOPE OF PROFESSIONAL SERVICES", 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 "A". In accordance with Agreement Article 5.02(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	Engineer of Record Annual Report	\$126,500 Annually	NTE	WIPP
200	Additional Services	TBD		
300	Emergency Services	TBD		
<b>TOTAL ANNUAL FEE</b>		<b>\$126,500.00</b>	<b>NTE</b>	

Section 2. ADDITIONAL SERVICES

The COUNTY shall compensate the CONSULTANT for such ADDITIONAL SERVICES as are requested and authorized in writing for such amounts or on such a basis as may be mutually agreed to in writing by both parties to this Agreement. The basis and/or amount of compensation to be paid the CONSULTANT for ADDITIONAL SERVICES requested and authorized in writing by the COUNTY shall be as set forth in Article 3.11 of this Agreement.

Should it be mutually agreed to base compensation for ADDITIONAL SERVICES on an hourly rate charge basis for each involved professional and technical employee's wage rate classification, the applicable hourly rates to be charged are as set forth and contained in ATTACHMENT NO. 1 hereto dated September 17, 2003, entitled "CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE".

Section 3. REIMBURSABLE EXPENSES AND COSTS

When the CONSULTANT'S compensation and method of payment is based on an hourly rate for professional and/or technical personnel, the CONSULTANT shall, in addition to such hourly rates as are set forth in Attachment No. 1 hereto, be entitled to reimbursement of out-of-pocket, non-personnel expenses and costs as set forth in ATTACHMENT NO. 2 hereto dated September 17, 2003, entitled "NON-PERSONNEL REIMBURSABLE EXPENSES AND COSTS".

ATTACHMENT NO. 1 TO EXHIBIT B

Date: September 17, 2003

CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE \*\*\*

for LEE COUNTY UTILITIES WATER AND SEWER ENGINEER OF RECORD

(Enter Project Name from Page 1 of the Agreement)

CONSULTANT OR SUB-CONSULTANT NAME : Malcolm Pirnie, Inc.  
(A separate Attachment No. 1 should be included for each Sub-Consultant)

(1) Project Position or Classification (Function to be Performed)	(2) Current Direct* Payroll Average Hourly Rate	(3) Multiplier**	(4) Hourly Rate To Be Charged (Column 2x3)
Project Officer			\$236
Senior Associate			\$176
Associate			\$150
Senior Project Manager/Engineer			\$135
Project Engineer/Senior Technician			\$115
Engineer/Technician			\$103
Administrative Support			\$78

\*NOTE: Direct Payroll hourly rate means the actual gross hourly wage paid.

\*\*NOTE: Indicate applicable multiplier for indirect personnel costs, general administrative and overhead costs, and profit.

\*\*\*NOTE: A separate personnel hourly rate schedule should also be attached for each Sub-Consultant listed in Exhibit "D".

ATTACHMENT NO. 2 TO EXHIBIT B

Date: September 17, 2003

NON-PERSONNEL REIMBURSABLE EXPENSES AND COSTS

for LEE COUNTY UTILITIES WATER AND SEWER ENGINEER OF RECORD

(Enter Project Name from Page 1 of the Agreement)

**CONSULTANT OR SUB-CONSULTANT NAME**

(A separate Attachment No. 2 should be included for each Sub-Consultant)

ITEM	BASIS OF CHARGE
Telephone (Long Distance)	Actual Cost
Postage and Shipping	Actual Cost
Commercial Air Travel	Actual Cost (Coach)
Vehicle Travel Allowance (or)	\$0.29/Mile
Vehicle Rental/Gas	Actual Cost
Lodging (Per Person)	Actual Cost or NTE \$85.00
Meals: (Breakfast)	NTE \$3.00
(Lunch)	NTE \$6.00
(Dinner)	NTE \$12.00
Reproduction (Photocopy) 8 1/2" x 11"	\$0.15/Page
8 1/2" x 14"	\$0.20/Page
11" x 14"	\$0.35/Page
Reproduction (Blue/White Prints)	\$0.20/Sq. Ft.
Printing/Binding	Actual Cost
Mylar Sheets	Actual Cost
Photographic Supplies & Services	Actual Cost
Tolls	Actual Cost
*List other specific project related reimbursables (i.e. film/developing):	
<b>NOTE: Receipts or in-house logs are required for all non-personnel reimbursable expenses unless exempt (such as meals).</b>	
Administrative Services Fee – Applicable only when specifically authorized by the County, for administering the procurement of special additional services, equipment, reimbursables etc. not covered under the costs and/or changes established in the Agreement.	

NOTE: N.T.E. indicates Not-To-Exceed