

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

Blue Sheet No. 20041353

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization (STA) No. 7 to Contract No. 2474, to Cella & Associates, Inc. under CN-03-07, for continuation of the project in the amount of \$49,000.00 (with a total amount for the project of \$212,779.70).

WHY ACTION IS NECESSARY: Board approval required.

WHAT ACTION ACCOMPLISHES: Provides community awareness for Bonita Beach Road Widening/Resurfacing.

2. DEPARTMENTAL CATEGORY:

09 Transportation
COMMISSION DISTRICT #:

C9B

3. MEETING DATE:

11-02-2004

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 *Transportation*
- C. DIVISION
- BY: *Scott Gilbertson, Director*

7. BACKGROUND:

On June 3, 2003, the Board entered into continuing Contractors for CN-03-07 Miscellaneous Professional Services with 18 Consultants to provide professional services on an as-needed basis through the issuance of a Supplemental Task Authorization, for a contract period of two (2) years with the option of renewal for one (1) additional year. The consultants are as follows: Agnoli, Barber & Brundage, Inc.; AIM Engineering & Surveying, Inc.; Avalon Engineering, Inc.; Barraco & Associates, Inc.; Bean, Whitaker, Lutz & Kareh, Inc.; Boyle Engineering; Cella & Assoc., Inc.; Consul-Tech Development Services, Inc.; David Douglas Associates, Inc.; Hardcsty & Hanover, LLP; Hole Montes, Inc.; Ink Engineering; Johnson Engineering, Inc.; Kisinger Campo & Associates, Inc.; Pitman-Hartenstein & Associates, Inc.; Post, Buckley, Schuh & Jernigan, Inc.; TKW Consulting Engineers and WilsonMiller, Inc.

- STA #1 in the amount of \$49,000.00 was approved on 07/31/03 to develop and implement public involvement campaigns.
- STA #2 in the amount of \$46,671.70 was approved on 07/31/03 for Tice Circulation Study.
- STA #3 in the amount of \$18,203.00 was approved on 07/28/03 for Toll Restructure Public Involvement.
- STA #4 in the amount of \$ 7,850.00 was approved on 09/16/03 for Lee DOT Broadcast Videos.
- STA #5 in the amount of \$ 9,100.00 was approved on 11/17/03 for Harlem Heights Traffic Calming Study.
- STA #6 in the amount of \$32,955.00 was approved on 04/09/04 for Comm. Awareness for Bonita Beach Road Widening/Resurfacing.

Funds will be available in the following Account String: 20404430700.506540

Attachment: Supplemental Task Authorization No. 7 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> 10-18-04	<i>[Signature]</i> 10/15	N/A	<i>[Signature]</i> 10/18/04	<i>[Signature]</i>	<i>[Signature]</i> 10/20/04	<i>[Signature]</i> 10/21/04	<i>[Signature]</i> 10/21/04	<i>[Signature]</i> 10/21/04	<i>[Signature]</i> 10-18-04

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *10/20/04*
Time: *3:35*
Forwarded To:
Admin
10/20/04

RECEIVED BY
COUNTY ADMIN:
[Signature]
COUNTY ADMIN
FORWARDED TO: *[Signature]*
10/22/04
[Signature]

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

Change Order
 Supplemental Task Authorization

NO.: 7

(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 Professional Services - Community Awareness for Bonita Beach Road Widening/Resurfacing

CONSULTANT: Cella & Associates, Inc.

PROJECT NO.: 4044

SOLICIT NO.: CN-03-07 CONTRACT NO.: 2474 ACCOUNT NO.: 20404430700.506510

REQUESTED BY: D.DeBerry/R.Cerchie

DATE OF REQUEST: October 4, 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: October 4, 2004
EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: October 4, 2004
EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: October 4, 2004
EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: October 4, 2004
EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: October 4, 2004

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

RECOMMENDED:

By: [Signature] 10/20/04
Date
Department Director

By: [Signature] 10/13/04
Date
Contracts Mgmt

APPROVED:

By: _____
*County Attorney's Office Date

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

ACCEPTED:

By: [Signature]
Consultant/Provider

Date Accepted: 10/5/04

Corporate Seal

COUNTY APPROVAL:

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

By: [Signature]
County Manager (Between
(\$25,000 and under \$50,000)
Date Approved: 10-18-04

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

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 7

EXHIBIT "CO/STA-A"

Date: October 4, 2004

SCOPE OF PROFESSIONAL SERVICES

for Miscellaneous Professional Services - Community Awareness for Bonita Beach R Widening/Resurfacing

(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:

Consultant will provide all professional services required to facilitate the flow of communication from the project team to the general public. Services include, but are not limited to:

1. Attendance at all weekly progress meetings for the duration of the project, including preparation and distribution of all meeting minutes.
2. Preparing advertising as required for upcoming construction activities, such as but not limited to, road closures and utility interruptions. Variable message board coordination
3. Preparing one (1) newsletter and press releases as necessary for notification to the public of relevant construction activity.
4. Contacting businesses individually, either personally or by phone, as necessary to inform those businesses closely affected by the construction activities. Maintaining records of conversations and attempts for notification will be included under this service.
5. Establishing and maintaining a public complaint "Hotline." Coordination with the City of Bonita Springs will be included should this interface be required.
6. Preparing and distributing "door-to-door" informational notices (i.e. water-shut offs, driveway closures, etc.) to the different property owners and businesses along the construction corridor.

*Attach additional pages, if needed.

CHANGE ORDER AGREEMENT No.
 SUPPLEMENTAL TASK AUTHORIZATION No. 7_

EXHIBIT "CO/STA-B"

Date: 10/4/2004

COMPENSATION AND METHOD OF PAYMENT

for Miscellaneous Professional Services - Community Awareness for Bonita Beach Road Widening/Resurfacing

(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.)
1.0	Community Awareness for Bonita Beach Road Widening/Resurfacing	49,750.00	NTE	
2.0	Non-Personnel Reimbursable Expenses	150.00	LS	
TOTAL		\$49,900.00		

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. _____

^{OR} SUPPLEMENTAL TASK AUTHORIZATION No. 7

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. 1-6	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
	STA 1		\$49,000.00		\$49,000.00
	STA 2		\$46,671.70		\$46,671.70
	STA 3		\$18,203.00		\$18,203.00
	STA 4		\$7,850.00		\$7,850.00
	STA 5		\$9,100.00		\$9,100.00
	STA 6		\$32,955.00		\$32,955.00
STA 7	Community Outreach			\$49,900.00	\$49,900.00
TOTAL			\$163,779.70	\$49,900.00	213,679.70

CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 7

EXHIBIT "CO/STA-C"

Date: 10/4/04

TIME AND SCHEDULE OF PERFORMANCE

for Miscellaneous Professional Services - Community Awareness for Bonita Beach Road Widening/Resurfacing

(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 AA6	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
	Community Awareness for Bonita Beach Road Widening/Resurfacing	330	330

CMO:027
09/25/01

CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 7

EXHIBIT "CO/STA-D"

Date: 10/4/04

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

for Miscellaneous Professional Services -Community Awareness for Bonita Beach Road Widening/Resurfacing

(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
	N/A					

CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 7

EXHIBIT "CO/STA-E"

Date: 10/4/04

PROJECT GUIDELINES AND CRITERIA

for Community Awareness for Bonita Beach Road Widening/Resurfacing

(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