

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

Blue Sheet No. 20041349

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization No. 5 to Pitman-Hartenstein & Assoc., Contract No. 2493, under CN-03-07 Miscellaneous Professional Services – San Carlos Entry Arch - Replacement Design in the amount of \$57,626.00.

WHY ACTION IS NECESSARY: Board approval required.

WHAT ACTION ACCOMPLISHES: Provides Lee County with the concept development, structural design analysis, plans development, geotechnical services, architectural services electrical services, utility coordination, permit coordination and bidding services for the San Carlos Entry Arch – Replacement Design.

2. DEPARTMENTAL CATEGORY:
01 COUNTY ADMINISTRATION
COMMISSION DISTRICT #:

CLA

3. MEETING DATE:

11-16-2004

4. AGENDA:

5. REQUIREMENT/PURPOSE:
(Specify)

6. REQUESTOR OF INFORMATION:

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

- STATUTE
- ORDINANCE
- ADMIN. CODE **AC-4-4**
- OTHER

- A. COMMISSIONER
- B. DEPARTMENT Public Resources
- C. DIVISION MSTBU Services
- BY: Elizabeth Walker, Director

7. BACKGROUND:

On June 3, 2003, the Board entered into continuing contracts 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.

This Supplemental Task Agreement (STA) No. 6 provides services under CN-03-07 Miscellaneous Professional Services – San Carlos Entry Arch – Replacement Design, to Pitman-Hartenstein, in the amount of \$57,626.00.

Funds will be available in account string: GD5411710234.503190.1201.

Attachment: (2) Supplemental Task Authorizations 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 Risk			G County Manager	
<i>[Signature]</i>	<i>[Signature]</i>	N/A		<i>[Signature]</i> 10/18/04	OA CA 10/18/04	OM 10/18/04	Risk 10/18/04	GC 10/18/04	<i>[Signature]</i> 10/20/04

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED *for two weeks to 11-16-04*
- OTHER

on 11-02-04

Rec. by CoAtty

Date: *10/18/04*

Time: *8:00*

Forwarded To:
Co. Admin
10/18/04

RECEIVED BY
COUNTY ADMIN:

10/18/04

10/18/04

COUNTY ADMIN
FORWARDED TO: *[Signature]*

10/18/04

[Signature]

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

Change Order
 Supplemental Task Authorization

NO: 05

(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 - San Carlos Entry Arch - Replacement Design**

CONSULTANT: Pitman-Hartenstein & Assoc., Inc.

PROJECT NO. 4044

SOLICIT NO.: CN-0307 CN NO. 2493

ACCOUNT NO. GD 541710234.603190.
20404418808-506540-1201

REQUESTED BY: MSTBU Coordinator

DATE OF REQUEST: 09/13/04

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:	<u>09/13/04</u>
EXHIBIT "CO/STA - B":	COMPENSATION & METHOD OF PAYMENT	DATED:	<u>09/13/04</u>
EXHIBIT "CO/STA - C":	TIME AND SCHEDULE OF PERFORMANCE	DATED:	<u>09/13/04</u>
EXHIBIT "CO/STA - D":	CONSULTANT'S/PROVIDERS ASSOCIATED	DATED:	<u>09/13/04</u>
EXHIBIT "CO/STA - D":	SUB-CONSULTANT(S)/SUB-CONTRACTORS:	DATED:	<u>09/13/04</u>
EXHIBIT "CO/STA - E":	PROJECT GUIDELINES AND CRITERIA:	DATED:	<u>09/13/04</u>

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

RECOMMEND:
By: [Signature] 9-15
Department Director Date

ACCEPTED:
By: [Signature]
Consultant/Provider
Alan Hartenstein
Executive Vice President

APPROVED:
By: [Signature]
Department Director
(Print Name)
(Under \$25,000)

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

Date Accepted: 9-13-04
Corporate Seal

Date Approved: _____

APPROVED:
By: _____
*County Attorney's Office Date

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

*County Attorney signature needed
for over Board level expenditures only

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

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. **05**

EXHIBIT "CO/STA-A"

Date: 09/13/04

SCOPE OF PROFESSIONAL SERVICES

for **Miscellaneous Professional Services - San Carlos Entry Arch - Replacement Design**

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 Services.

EXHIBIT A
SCOPE OF SERVICES
FOR THE SAN CARLOS ENTRY ARCH REPLACEMENT
LEE COUNTY, FLORIDA

PROJECT INTENT

The existing entry arch has been repeatedly damaged over time due to inadequate vertical clearance over Constitution Blvd. The purpose of this project is to provide a set of construction plans, specifications and permit approvals for the reconstruction of the San Carlos Entry Arch providing a minimum vertical clearance of 19'-0" above the existing roadway. The plans are to address the demolition of the existing structure and the adjacent walls and their replacement. The plans shall be based on the previously developed conceptual drawings provided by the County with a center bell tower utilizing the existing bell. The existing guard house is to be demolished and not replaced. The consultant is to utilize the existing survey data and existing plans supplied by the County for informational purposes. Additional survey data is not anticipated to be needed for the project. No additional Right of Way is being obtained for the project however construction easements may need to be obtained by the County. The arch structure is to have lights arranged to shine on the structure. Lights will not be placed under the arches. Landscaping and irrigation services are not a part of this scope.

1. DESIGN PHASE

The intent of the design phase is for the Consultant to provide services for the final plans and bid package preparation for the proposed construction of the San Carlos Entry Way.

The Consultant's services will result in providing drawings, specifications, permit submissions, and other documents needed for the County to seek bids, and contract for construction of the project

The Consultant shall provide conceptual, 90%, and final plans preparation and assembly as required by the County including the following:

- a. Perform the plans preparation and assembly to provide final plans and technical specifications for bidding purposes. Plans to be in general conformance with Lee County criteria and plans preparation procedures, except as limited herein.
- b. Separate technical specifications will be provided only as needed, as industry standards, engineer's notes, and specifics will be referenced in the plans, as applicable and practicable.
- c. Provide required corrections or additions to the plans brought about by the County quality assurance reviews. Update plans as required based on comments by utility owners.
- d. Provide bid items and a quantity take-off of quantities needed to bid said project.
- e. Traffic control design to be provided in the form notes referencing the FDOT Standard Indexes. Detailed TCP plans will be considered as additional services.
- f. Consultant shall coordinate the project with County staff and attend monthly progress meetings. It is anticipated additional issue meetings will be needed and are estimated at four (4) for attendance by local consultant staff. If staff from other offices from out of the County is required, travel expenses shall be reimbursed subject to contractual limits.

2. GEOTECHNICAL

The objective of geotechnical exploration is to provide sufficient site and subsurface information to evaluate the subsurface conditions at the site to enable informed design decisions to be made for the proposed construction.

1. A geotechnical engineer, registered in the State of Florida, will direct the geotechnical exploration and provide engineering analysis and evaluation of the site and subsurface conditions with respect to the planned construction and imposed loading conditions. The results of the exploration and engineering study will be presented in a report containing the following:
 - a. A brief discussion of the planned construction and imposed loading conditions.
 - b. A presentation of the field and laboratory test procedures used and the data obtained.
 - c. Presentation of the existing on-site soil characteristics.
2. A presentation of subsurface conditions, including subsurface profiles, seasonal high water levels and estimated geotechnical engineering properties (as necessary).
 - a. A geotechnical engineering evaluation of the site and subsurface conditions with respect to the planned construction will be determined by performing three (3) Standard Penetration (SPT) borings to 25 feet.
 - b. Recommendations will be provided for foundation design parameters, including estimate of the performance of the foundation system for the arch structure and wall structures.

3. ARCHITECTURAL / STRUCTURES PLANS PACKAGE

a. General

This work effort includes the design analysis and plans preparation needed to prepare a set of plans and other necessary bid documents for the Arch and the adjacent walls pursuant to the requirements of the Florida Building Code and the requirements of Lee County.

b. Arch Preliminary Architectural / Concept Plans

The CONSULTANT shall prepare preliminary plans of the Arch and the adjacent walls including plan and elevation. Plans shall be developed based on the conceptual drawings provided by Lee County for conformation by Lee County. Consultant shall provide concept on 24" x 36" board for review with the public by the County.

c. 90% Plans Package

The 90% Plans Package shall be prepared by the CONSULTANT. The conceptual plans review comments and written responses shall be documented at the time of the 90% submittal.

This submittal shall include plan sheets, notes and details and all other appropriate items including but not limited to the following: general index, general plan and elevation, Architectural, Structural, and Lighting Details and demolition notes for the existing arch structure and walls.

The 90% structure plans review comments and written responses shall be documented at the time of the Final submittal.

An opinion of probable costs will be provided with the 90 % Plans.

d. Lighting Plans

The Consultant shall prepare contract plan sheets, notes, and details to include the following: Lighting Plan sheet(s), Service Point Detail sheet(s), and Special Detail sheet(s). Service points will be coordinated with the power company.

4. UTILITY COORDINATION

The consultant shall coordinate improvements with the existing utilities and utility companies. If utility relocations are required, they will be designed by the individual utility companies. Plans will be provided to the utility companies at the approximate concept and 90% plans stage for review and comment and mark up of the individual utilities locations. Marked up information will be transferred to the consultant's plans however confirmation of the utility locations in the field by the consultant is not included in this scope of services.

5. PERMIT COORDINATION

The consultant shall coordinate improvements with the County to pursue the necessary permits for construction. The anticipated approvals needed are as follows; Lee County Limited D.O. Review and approval from the Lee County Building Department. The consultant shall provide signed and sealed plans for the County to submit and pursue the Limited D.O. and for the Contractor to submit for the building department approvals. Consultant will provide up to two (2) responses to comments and/or plan adjustments if needed based permit reviews by the County departments. Additional responses or plan adjustments will be made as additional services. Consultant will be allowed to expense the printing expense for permit submittals. Approvals are not anticipated to be needed from the SFWMD, USACOE, EPA, FDEP, or the FDOT. If approvals from these agencies are determined to be necessary they will be pursued as additional services.

6. CONSTRUCTION ADMINISTRATION SERVICES

Bidding letting services to be provided are attendance and participation at the prebid meeting and preparation of addendums for County issuance. Bid tabulations and recommendation of award will be provided as additional services if requested.

Construction Phase services are not included in this contract. Construction services such as site observations, RFI responses, pay application reviews, change order reviews, record drawing preparation and final certifications to be provided as additional services if requested.

7. ELEMENTS TO BE PROVIDED BY THE COUNTY

The following items are not include in the Consultants scope of services and will be performed by Lee County:

- a. Provide survey information. Pursue construction easements if needed.
- b. In-house review of the plan submittals.

- c. Provide available plats, existing drainage maps, existing plans, reports, record drawings, etc. that are available to the County.
- d. Payments of all permit application fees.
- e. Environmental services, including jurisdictional determinations and protected species, if required.
- f. Hazardous materials screening, site investigation, or remediation work if required.
- g. Bidding Services and evaluation of bids and bidders.
- h. Coordination with the public, public information meetings, etc.

8. PROVISIONS OF WORK

The Consultant shall furnish two (2) sets of 11"x17" size plans for all County reviews, to coordinate the design approvals. Two (2) sets of plans shall be provided to each utility company / agency for coordination purposes. The consultant shall furnish five (5) complete sets of approved final plans (11" x 17") and bid item list for bidding purposes. General specifications and specific/detailed specifications will be on the plans. Separate Technical Specifications to be provided only as needed. The final submittal will also include plans on CD. Project and design documentation will be provided in written and/or electronic format as appropriate throughout the project.

9. FINAL PLAN ASSEMBLY

The Final Plan Assembly consists of, and includes the following to be provided by the Consultant in the contract plans preparation:

Final Plan set to include but not limited to:

- Key Sheet
- Typical Sections/General Notes/Bid Notes/Utility Listings
- Site Plan
- Foundation Plan and details
- Structure Plan and details
- Architectural Plan and details
- Lighting Plan and details
- Special Details, if needed.

10. PHASE SUBMITTALS

The phase review submittal shall contain the items required as noted above. From the date of authorization, the phase submittals are due on:

<u>TASK</u>	<u>SCHEDULE</u>
Concept Phase	Week four from Notice to proceed
90% Phase	Four (4) Weeks after the Concept approval
Final Phase	Four (4) weeks after the 90% review comments are resolved.

The Consultant shall prepare written responses to each phase review comment acknowledging design revisions or providing appropriate justification for design.

11. COMPENSATION

Tasks with related fees are eligible for work in progress payments. See attached for additional details on fees.

CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 5

EXHIBIT "CO/STA-B"

Date: 09/13/04

COMPENSATION AND METHOD OF PAYMENT

for **Miscellaneous Professional Services - San Carlos Entry Arch - Replacement Design**

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.	Project Management	\$ 5,776.00	LS	W.I.P.P.
2.	Concept Development	\$ 3,776.00	LS	W.I.P.P.
3.	Structural Design Analysis	\$ 8,180.00	LS	W.I.P.P.
4.	Plans Development	\$ 9,608.00	LS	W.I.P.P.
5.	Geotechnical Services	\$ 4,134.00	LS	W.I.P.P.
6.	Architectural Services	\$ 8,796.00	LS	W.I.P.P.
7.	Electrical Services	\$ 4,422.00	LS	W.I.P.P.
8.	Utility Coordination	\$ 3,066.00	LS	W.I.P.P.
9.	Permit Coordination	\$ 6,424.00	LS	W.I.P.P.
10.	Bidding Services	\$ 2,544.00	LS	W.I.P.P.
11.	Expenses	\$ 900.00	LS	W.I.P.P.
TOTAL		\$57,626.00	LS	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. **65**

EXHIBIT "CO/STA-C"

Date: 09/13/04

TIME AND SCHEDULE OF PERFORMANCE

for **Miscellaneous Professional Services - San Carlos Entry Arch - Replacement Design**

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 as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT "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 For this CO or STA
1.	Project Management	165	165
2.	Concept Development	30	30
3.	Structural Design Analysis	75	105
4.	Plans Development	120	120
5.	Geotechnical Services	75	105
6.	Architectural Services	75	105
7.	Electrical Services	75	105
8.	Utility Coordination	75	105
9.	Permit Coordination	30	120
10.	Bidding Services	45	165

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. **05**

EXHIBIT "CO/STA-C"

Date: 09/13/04

TIME AND SCHEDULE OF PERFORMANCE

for **Miscellaneous Professional Services - San Carlos Entry Arch - Replacement Design**

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.	Project Management	165	165
2.	Concept Development	30	30
3.	Structural Design Analysis	75	105
4.	Plans Development	120	120
5.	Geotechnical Services	75	105
6.	Architectural Services	75	105
7.	Electrical Services	75	105
8.	Utility Coordination	75	105
9.	Permit Coordination	30	120
10.	Bidding Services	45	165

CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. **15**

EXHIBIT "CO/STA-D"

Date: 09/13/04

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

for **Miscellaneous Professional Services - San Carlos Entry Arch - Replacement Design n**

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
Geotechnical	Ardaman & Associates, Inc. 9970 Bavaria Road Fort Myers, Florida 33913		X			X
Architectural & Concept Development	ADA Inc. 4110 Southpoint Blvd., Suite. 222 Jacksonville, Florida 32216		X			X
Electrical	OSSI Engineering, Inc. 6015 Chester circle, Suite 210 Jacksonville, Florida 32217		X			X

CHANGE ORDER AGREEMENT No.

or

SUPPLEMENTAL TASK AUTHORIZATION No. **15**

EXHIBIT "CO/STA-E"

Date: 09/13/04

PROJECT GUIDELINES AND CRITERIA

for **Miscellaneous Professional Services - San Carlos Entry Arch - Replacement Design**

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 tasks or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION, Exhibit "CO/STA-A" attached hereto:

(If none, enter the work "None" in the space below.)

ITEM No. 1

None.