

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

Blue Sheet No. 20041434

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Supplemental Task Authorization No. 7, Contract No. 2484, under CN-03-07, Miscellaneous Professional Services for Assistance with Commercial Driveway Permits, to Hole Montes in the amount of \$66,000.00.

WHY ACTION IS NECESSARY: Board approval required.

WHAT ACTION ACCOMPLISHES: Provides continued Miscellaneous Professional Services to the Department of Transportation with assistance with commercial driveway permits.

2. DEPARTMENTAL CATEGORY:

09 Transportation
COMMISSION DISTRICT #:

C9A

3. MEETING DATE:

11-16-2004

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 2, 2003, the Board of County Commissioners approved the selection of eighteen (18) firms to provide Miscellaneous Professional Services.

STA #1 was approved on December 29, 2003 in the amount of \$49,000.00 for assistance with Commercial driveway permits.

STA #4 was approved on June 25, 2004 in the amount of \$49,000.00 for assistance with Commercial driveway permits.

Requesting approval of STA #7 in the amount of \$66,000.00, CN-03-07, Miscellaneous Professional Services for assistance with Commercial driveway permits.

Funds will be available in the following Account String: 20070030700.506510

Attachment: Supplemental Task Authorization 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> 12/29/04	<i>[Signature]</i> 10/23	N/A		<i>[Signature]</i> 11-2-04	OA <i>[Signature]</i> 11-2-04	OM <i>[Signature]</i> 11/4/04	GC <i>[Signature]</i> 11/2/04	<i>[Signature]</i> 10-29-04

10. COMMISSION ACTION:

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER

Rec. by CoAtty
 Date: 11/1/04
 Time: 3:15
 Forwarded To:
 Admin 11/16/04
 4:00 AM

RECEIVED BY
 COUNTY ADMIN: *[Signature]*
 11/01/04
 COUNTY ADMIN
 FORWARDED TO: *[Signature]*
 11/1/04
 3:00 PM

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

Change Order
 Supplemental Task Authorization

NO.: 07

(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: CN-03-07 Miscellaneous Professional Services/Assistance with Commercial Driveway Permits

CONSULTANT: Hole Montes, Inc. PROJECT NO.: 0708

SOLICIT NO.: CN-03-07 CONTRACT NO.: 2484 ACCOUNT NO.: _____

REQUESTED BY: Dept. Transportation of DATE OF REQUEST: 10/11/04

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>10/11/04</u> |
| EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: | DATED <u>10/11/04</u> |
| EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: | DATED <u>10/11/04</u> |
| EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: | DATED <u>10/11/04</u> |
| EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: | DATED <u>10/11/04</u> |

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

RECOMMENDED:
By: [Signature] 10/23/04
Department Director Date

ACCEPTED
By: [Signature]

COUNTY APPROVAL
By: _____

By: [Signature] 10/19/04
Contracts Mgmt Date

Consultant/Provider
Robert L. Murray, P.E.
Date Accepted: 10/11/04

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

APPROVED:
By: _____

Corporate Seal

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

*County Attorney's Office Date
*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. 07

EXHIBIT "CO/STA-A"

Date: 10/11/04

SCOPE OF PROFESSIONAL SERVICES

for CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES
Assistance With Review of Commercial Driveway Permits

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, change 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.

Act as adjuvant to Lee County Public Works Department, commercial driveway permit and review process. Interact with County Project Manager to maintain reporting and documentation standards. Develop and maintain a monthly progress report for tracking permits. Provide a site inspection to establish concurrence with Permit Application and Development Order.

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 07

EXHIBIT "CO/STA-B"

Date: 10/11/04

COMPENSATION AND METHOD OF PAYMENT

for CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES
Assistance With Review of Commercial Driveway Permits

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 (W.I.P.P.).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable indicate (W.I.P.P.)
1.0	Review of commercial driveway permits	64,600.00	NTE	W.I.P.P.
	Out Of Pocket Expenses	1,400.00	LS	W.I.P.P.
TOTAL		66,000.00		

(Unless list is continued on next page)

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 07

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 1.0	Assistance with Commercial Driveway Permits	-0-	\$ 49,000.00		\$49,000.00
STA 2.0	Boundary Sruvey, Legal Description & Sketch	-0-	\$ 2,000.00		\$ 2,000.00
STA 3.0	Corkscrew Road – Level 1 Contamination Screening	-0-	\$ 8,327.00		\$ 8,327.00
STA 4.0	Assistance with Commercial Driveway Permits	-0-	\$ 49,000.00		\$ 49,000.00
STA 5.0	Corkscrew Road – Additional Design Services	-0-	\$ 135,600.00		\$135,600.00
STA 6.0 (pending)	Monitors for Debris Removal	-0-	\$45,000.00		\$ 45,000.00
STA 7.0	Assistance with Commercial Driveway Permits	-0-		\$66,000.00	\$ 66,000.00
TOTAL		-0-	\$288,927.00	\$66,000.00	\$354,927.00

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 07

EXHIBIT "CO/STA-C"

Date: 10/1104

TIME AND SCHEDULE OF PERFORMANCE

for CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES
Assistance With Review of Commercial Driveway Permits

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 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
1.0	Review of commercial driveway permits	180	180

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 07

EXHIBIT "CO/STA-C"

Date: 10/11/04

TIME AND SCHEDULE OF PERFORMANCE

for CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES
Assistance With Review of Commercial Driveway Permits

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
1.0	Review Commercial Driveway Permits	N/A	N/A

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 07

EXHIBIT "CO/STA-D"

Date: 10/11/04

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

for CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES
Assistance With Review of Commercial Driveway Permits

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 Preformed	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. 07

EXHIBIT "CO/STA-E"

Date: 10/11/04

PROJECT GUIDELINES AND CRITERIA

for CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES
Assistance With Review of Commercial Driveway Permits

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 herein before in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto;

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

NONE