

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

**Blue Sheet No. 20050649**

**1. ACTION REQUESTED/PURPOSE:**

Approve Supplemental Task Authorization (STA) No. 1 to CPH Engineers, Inc., under CN-04-14 MISCELLANEOUS UTILITY ENGINEERING DESIGN AND/OR INSPECTION SERVICES: Proposed Utility Adjustments for Summerlin Road Improvements (Cypress Lake to Boy Scout), Contract No. 2929, in the amount of \$59,715.00. This project was in the CIP and funds are available within the budget.

**2. WHAT ACTION ACCOMPLISHES:** Proposed utility adjustments for Summerlin Road Improvements (Cypress Lake to Boy Scout).

**3. MANAGEMENT RECOMMENDATION:** Staff recommends approval.

**4. Departmental Category:** 10 *C10G*

**5. Meeting Date:** *5-31-2005*

**6. Agenda:**  
 Consent  
 Administrative  
 Appeals  
 Public  
 Walk-On

**7. Requirement/Purpose: (specify)**  
 Statute  
 Ordinance  
 Admin. Code *AC-4-4*  
 Other

**8. Request Initiated**  
 Commissioner \_\_\_\_\_  
 Department *Public Works*  
 Division *Utilities*  
 By: *Rick Diaz, P.E., Director*  
*5/11/05*

**9. Background:**

On August 17, 2004, the Board of County Commissioners approved the award of CN-04-14 MISCELLANEOUS UTILITY ENGINEERING DESIGN AND/OR INSPECTION SERVICES with a total of nineteen (19) firms: Barraco & Associates, Inc.; Ray Boyd; Boyle Engineering Corp.; CH2M Hill; CPH Engineers, Inc.; Carollo Engineers; Q. Grady Minor & Associates, PA; Greeley & Hansen; Hazen & Sawyer; Hole Montes, Inc.; Ink Engineering; JRI Engineering, Inc.; Johnson Engineering, Inc.; MWH Americas, Inc.; Malcolm Pirnie, Inc.; PBS & J, Inc.; Pitman-Hartenstein & Associates, Inc.; Source, Inc.; WilsonMiller, Inc. for a contract period of two (2) years with the option of renewal for one (1) additional year.

This Supplemental Task Authorization (STA) No. 1 provides for professional utility engineering services -under CN-04-14 MISCELLANEOUS UTILITY ENGINEERING DESIGN AND/OR INSPECTION SERVICES – Reg. proposed utility adjustments for Summerlin Road Improvements (Cypress Lake to Boy Scout), in the amount of \$59,715.00.

Funds are available in account string: 20742548730.506510

Attachment: Three (3) original Supplemental Task Authorizations for execution

**10. Review for Scheduling:**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr.	
<i>Diaz</i>	<i>5-11-05</i>	<i>N/A</i>	<i>DAO 5/11</i>		<i>5/11/05</i>	<i>5/11/05</i>	<i>5/11/05</i>	<i>5/11/05</i>	<i>5-10-05</i>

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

Rec. by CoAtty  
 Date: *5/12/05*  
 Time: *2:45*  
 Forwarded To:  
*5/12/05*

RECEIVED BY  
 COUNTY ADMIN: *[Signature]*  
*5-12-05*  
*4:25*  
 COUNTY ADMIN  
 FORWARDED TO:  
*[Signature]*

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

Change Order  
 Supplemental Task Authorization

NO.: 1

(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: Misc. Utility Engineering Design and/or Inspection Services;  
Proposed Utility Adjustments for Summerlin Road Improvements (Cypress Lake to Boy Scout)

CONSULTANT: CPH Engineers, Inc.

PROJECT NO.: 7425

SOLICIT NO.: CN-04-14 CONTRACT NO.: 2929 ACCOUNT NO.: 20742549730.506510

REQUESTED BY: Utilities (Kim Hoskins) DATE OF REQUEST: April 2005

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>April 2005</u> <u>March 31, 2005</u>
EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT:	DATED: <u>April 2005</u> <u>March 31, 2005</u>
EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE:	DATED: <u>April 2005</u> <u>March 31, 2005</u>
EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED SUB-CONSULTANT(S)/SUB-CONTRACTORS:	DATED: <u>April 2005</u> <u>March 31, 2005</u>
EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA:	DATED: <u>April 2005</u> <u>March 31, 2005</u>

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

RECOMMENDED:

By: [Signature] 5-12-05  
Department Director Date

By: [Signature] 5/10/05  
Contracts Mgmt Date

APPROVED:

By: \_\_\_\_\_  
\*County Attorney's Office Date

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

CMO:023:09/25/01

ACCEPTED:

By: [Signature]  
Consultant/Provider  
Jeffrey M. Satfield, P.E.  
CPH Engineers, Inc

Date Accepted: 04-22-05

Corporate Seal

COUNTY APPROVAL:

By: \_\_\_\_\_  
Department Director  
(Print Name)  
(Under \$25,000)

Date Approved: \_\_\_\_\_

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

By: \_\_\_\_\_  
Chairman  
Board of County Commissioners  
Date Approved: \_\_\_\_\_

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

EXHIBIT "CO/STA-A"  
Date: March 31, 2005

SCOPE OF PROFESSIONAL SERVICES

Proposed Utility Adjustments for Summerlin Road Improvements (Cypress Lake to Boy Scout)

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:

**Task No. 1.0** Data Collection and Coordination

**Task No. 1.1** Plan Review – This task includes obtaining roadway plans from Lee County DOT in digital format and reviewing plans for potential utility conflicts. This task also includes reviewing the 30% Utility Adjustment Plans prepared by David Douglas Associates.

**Task No. 1.2** Project Coordination – This task includes meeting with Lee County Utility staff to review known utility adjustments.

**Task No. 2.0** 60% Plan Preparation

**Task No. 2.1** General Project Coordination – This item includes general correspondence, meetings, and quality control reviews of the project.

**Task No. 2.2** 60% Design – This task includes engineering design and drafting of the 60% plan set. The base plan will be taken from the County roadway plans. Plan and profile sheets will be set up for all relocation sheets and will correspond with the stationing provided on the roadway plans. Coordination of existing survey data, including verified depths and locations will be included to determine the alignment of the utility relocations. Plans will include coordination of Lee County Utilities standards. The 60% submittal will include two sets of plans for review and comment by the Lee County Utility.

**Task No. 2.3** 60% Review Meeting – This task includes meeting with Lee County Utility to review the comments on the 60% design and address any necessary changes to keep the project on track. For the purposes of this scope and schedule, it is assumed that a review meeting will be scheduled no more than two weeks after submittal of the 60% design plans.

**Task No. 3.0** 90% Plan Preparation

**Task No. 3.1** General Project Coordination – This item includes general correspondence, meetings, and quality control reviews of the project.

**Task No. 3.2** 90% Design – This task includes incorporating the 60% comments and progressing the plans to the 90% complete level. At this stage nearly all engineering design issues will be completed. The drafting will be completed regarding major engineering design and will only require minor revisions. The design will include sequencing of construction operation, evaluation of design to avoid system outages, and abandonment or removal of existing piping. The 90% submittal will include two sets of plans and specifications for review and comment by the Lee County Utility.

**Task No. 3.3** 90% Review Meeting – This task includes meeting with Lee County Utility to review the County's comments on the 90% design and address any necessary changes to keep the project on track. For the purposes of this scope and schedule, it is assumed that a review meeting will be scheduled no more than two weeks after submittal of the 90% design plans.

**Task No. 4.0** Final Plans and Specifications

**Task No. 4.1** General Project Coordination – This item includes general correspondence, meetings, and quality control reviews of the project.

**Task No. 4.2** 100% Design – The final plans will be completed based on the comments provided at the 90% review meeting. The final specifications will also be completed based on the 90% comments. Quantities calculations will be completed on the 100% plans to complete the specifications and to produce an Engineer's opinion of probable construction cost. Since Lee County typically makes copies for bidding purposes, one set of hard copy plans and digital plans and specifications shall be submitted.

**Task No. 5.0** Permitting – This task includes permitting the wastewater pipelines through the Florida Department of Environmental Protection and permitting the water lines through the Lee County Department of Health. Both permits will be submitted as General Permits with all fees paid by the County. This task does not include any Environmental Permitting, Development Permitting, or Right of Way Utilization Permitting.

**Task No. 6.0** Bidding Assistance – This task includes work related to attending a pre-bid meeting, issuing addenda, answering bidders questions, bid review, and an engineer's recommendation for award.

**Task No. 7.0** LCDOT Meeting Attendance – This task includes monthly meeting with the LCDOT Staff regarding the proposed Summerlin Road Improvements and is limited to a maximum of eight (8) meetings.

CHANGE ORDER AGREEMENT No.  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No.

EXHIBIT "CO/STA-B"

Date: March 31, 2005

COMPENSATION AND METHOD OF PAYMENT

Proposed Utility Adjustments for Summerlin Road Improvements (Cypress Lake to Boy Scout)

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	Data Collection and Coordination			WIPP
1.1	Plan Review	\$3,620.00	NTE	WIPP
1.2	Project Coordination	\$1,120.00	NTE	WIPP
2.0	60% Plan Preparation			WIPP
2.1	General Project Coordination	\$1,970.00	NTE	WIPP
2.2	60% Design	\$13,650.00	NTE	WIPP
2.3	60% Review Meeting	\$1,560.00	NTE	WIPP
3.0	90% Plan Preparation			WIPP
3.1	General Project Coordination	\$2,190.00	NTE	WIPP
3.2	90% Design	\$12,085.00	NTE	WIPP
3.3	90% Review Meeting	\$1,560.00	NTE	WIPP
4.0	Final Plans and Specifications			WIPP
4.1	General Project Coordination	\$2,190.00	NTE	WIPP
4.2	100% Design	\$10,270.00	NTE	WIPP
5.0	Permitting	\$4,470.00	NTE	WIPP
6.0	Bidding Assistance	\$4,370.00	NTE	WIPP
7.0	Meetings	\$660.00	NTE	WIPP
<b>TOTAL</b>		<b>\$59,715.00</b>	<b>NTE</b>	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT NO. \_\_\_\_\_  
 or  
 SUPPLEMENTAL TASK AUTHORIZATION No. \_\_\_\_\_

**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. _____	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
1	Proposed Utility Adjustment Summerlin Road North	0	0	\$59,715.00	\$59,715.00
<b>TOTAL</b>	-	0	0	\$59,715.00	\$59,715.00



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

EXHIBIT "CO/STA-C"

Date: March 31, 2005

TIME AND SCHEDULE OF PERFORMANCE

Proposed Utility Adjustments for Summerlin Road Improvements (Cypress Lake to Boy Scout)

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
	NONE		



CHANGE ORDER AGREEMENT No. \_\_\_\_\_

SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-D"

Date: March 31, 2005

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

for PROPOSED UTILITY ADJUSTMENTS FOR SUMMERLIN ROAD IMPROVEMENTS (CYPRESS LAKE TO BOY SCOUT)

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
	NONE					

CHANGE ORDER AGREEMENT No. \_\_\_\_\_

or

SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-E"

Date: March 31, 2005

PROJECT GUIDELINES AND CRITERIA

for PROPOSED UTILITY ADJUSTMENTS FOR SUMMERLIN ROAD IMPROVEMENTS  
(CYPRESS LAKE TO BOY SCOUT)

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