

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

Blue Sheet No. 20060240

**1. ACTION REQUESTED/PURPOSE:** Approve Supplemental Task Authorization No. 8 to Contract 2485, under CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES to AIM Engineering & Surveying for the Glenwood Sidewalk -From Ortiz to Prospect project in the amount of \$66,523.97. Also, authorize Chairwoman to execute Supplemental Task Authorization on behalf of the Board. This STA was anticipated and funds are available.

**2. WHAT ACTION ACCOMPLISHES:** Provides Lee County with a Consultant for general project management, roadway plans and utilities coordination.

**3. MANAGEMENT RECOMMENDATION:** Approval recommended.

<b>4. Departmental Category:</b> 09 <span style="font-size: 2em; margin-left: 50px;">C9D</span>		<b>5. Meeting Date:</b> 03-21-2006
<b>6. Agenda:</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	<b>7. Requirement/Purpose: (specify)</b>	
	<input type="checkbox"/> Statute	<input type="checkbox"/> Ordinance
	<input checked="" type="checkbox"/> Admin. Code AC-4-4	<input type="checkbox"/> Other
	<b>8. Request Initiated:</b>	
	Commissioner _____ Department Transportation Division _____ By: <u>Scott Gilbertson, Director</u>	

**9. Background:**

On June 3, 2003, the Board of County Commissioners approved the award of CN-03-07 MISCELLANEOUS PROFESSIONAL SERVICES with a total of eighteen firms for a contract period of two (2) years with the option of renewal for one (1) additional year.

This Supplemental Task Authorization (STA) No. 8 provides for the design services for the Glenwood Sidewalk - From Ortiz to Prospect project, in the amount of \$66,523.97.

Funds are available in account string: 20600218823.506510.

Attachment: 1) Two Original STA's

**10. Review for Scheduling:**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services			County Manager/P.W. Director
					Analyst	Risk	Grants	
<i>[Signature]</i> 3.1.06	<i>[Signature]</i> 3/1/06	N/A	<i>[Signature]</i> and 3-3	<i>[Signature]</i> 3/1/06	<i>[Signature]</i> 3/1/06	<i>[Signature]</i> 3/1/06	<i>[Signature]</i> 3/1/06	<i>[Signature]</i> 3.1.06

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN:
_____
COUNTY ADMIN FORWARDED TO: <i>[Signature]</i>
_____
_____

Rec. by CoAtty
Date: 3/1/06
Time: 4:30pm
Forwarded To: <i>[Signature]</i> 3/1/06

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

Change Order  
 Supplemental Task Authorization

NO.: 8

(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 Professional Services  
Glenwood Sidewalk From Ortiz to Prospect

CONSULTANT: AIM PROJECT NO.: 6002  
Engineering & Surveying

SOLICIT NO.: CN-03-07 CONTRACT NO.: 2485 ACCOUNT NO.: 20600216823 . 506510

REQUESTED BY: Eyra Cash DATE OF REQUEST: 1/24/06

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: 1/24/06

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 1/24/06

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 1/24/06

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED  
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 1/24/06

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 1/24/06

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

RECOMMENDED:  
By: [Signature]  
Department Director Date

ACCEPTED:  
By: [Signature]  
Consultant/Provider  
(Print Name) Terran Hull

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

By: [Signature] 2/20/06  
Contracts Mgmt Date

Date Accepted: 2/8/06

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

Corporate Seal

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

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

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

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

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

or

SUPPLEMENTAL TASK AUTHORIZATION No. 8

EXHIBIT "CO/STA-A"

Date: 1/24/06

SCOPE OF PROFESSIONAL SERVICES

for Glenwood Sidewalk From Ortiz to Prospect

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.

\*Attach additional pages, if needed.

## SCOPE OF SERVICES

Glenwood Sidewalk  
From Ortiz to Prospect  
Lee County Department of Transportation  
January 12, 2006

### I. INTENT

To provide design services for a 5 foot sidewalk on the north side of Glenwood. The proposed sidewalk will begin at Ortiz with a crossing of Ortiz and end on the east side of Prospect. The approximate length of the project is 0.75 miles. The project includes closing of the roadside ditch with adequate drainage system and conveying the runoff to the existing crossdrains.

### II. ELEMENTS PROVIDED BY THE CONSULTANT

The Consultant shall perform the following tasks:

1. Prepare construction plans in Microstation format for the proposed improvements as follows:
  - a. Provide construction plans of the proposed sidewalk improvements at the 60% and final completion stages in the design for County review. It is anticipated that the drainage improvements required will include a storm sewer system to close the existing roadside ditch. This system will connect to the existing crossdrains.
  - b. Provide required corrections or additions to the plans brought about by the County's quality assurance reviews and/or regulatory agency reviews.
  - c. Provide bid items and a quantity take-off of quantities needed to bid and construct said improvements. Cost opinion, if requested, will be considered as an additional service.
2. Project management and coordination including:
  - a. Coordinate the project with County staff and attend five (5) project meetings.
  - b. Perform field reviews of the project site to complete the analysis and design of the proposed improvements.
  - c. 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 during the design process.
3. Bid Letting Services: Attend one (1) pre-bid meeting scheduled by the County. Address technical questions from Contractors as necessary.
4. Construction services will be provided as additional services if requested.
5. Permitting with the SFWMD, USACOE or DEP ( NPDES ) is not included in this scope of services.

### III. ELEMENTS TO BE PROVIDED BY THE COUNTY

The following items are not included in this scope of services and will be provided by Lee County Department of Transportation.

1. In-house review of the construction plans at the 60% and Final Plans stages.
2. Payment of all permits application fees if required.
3. Aerial photographs, legal documents, etc. as necessary.
4. Hazardous materials screening and site investigation and/or remediation, if required.
5. Environmental services, including wetland determination, protected species survey, wetland mitigation and permitting, if required.
6. The services of an archaeologist, including historical resource investigation and permitting, if required.
7. Geotechnical Engineering services, if required.
8. Design of roadway, street lighting, or other facilities not specified in Section II.
9. Contract front-end documents, preparation of bid documents and bid letting.

### IV. 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 two (2) complete sets of approved final plans (11"x17"), electronic set of plans in .pdf format and a bid item list for bidding purposes. Project and design documentation will be provided in written and electronic format as appropriate throughout the project.

### V. PLAN ASSEMBLY

The plan assembly consists of, and includes the following to be provided by the Consultant in the contract plans preparation:

*Plan set:*

- Key Sheet
- Typical Section(s)
- Notes, Details and Survey Points
- Plan sheets (1" = 40');
- Drainage Structure sheets
- Cross Sections

Drainage Structure information will be shown on the plan sheets. Profiles will consist of the existing ground (at location of sidewalk), sidewalk profile and drainage swales if necessary.

VI. PHASE SUBMITTALS

The phase review submittal shall contain the items required as noted above. From the date of authorization, the phase submittals will be submitted within the following time limits:

<u>Task</u>	<u>Schedule</u>
60% Phase	Twelve weeks after receipt of survey
Final Plans	Eight weeks after 60% phase (includes two weeks for County Review)

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

VII. COMPENSATION

See attached work sheet for fee estimation.

All tasks with related fees are eligible for work in progress payments.

CHANGE ORDER AGREEMENT No.  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 8\_

EXHIBIT "CO/STA-B"

Date: 1/24/06

COMPENSATION AND METHOD OF PAYMENT

for Glenwood Sidewalk From Ortiz to Prospect

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.)
3.0	General Project Management	6605.40	NTE	
5.0	Roadway Plans	54644.67	NTE	
7.0	Utility	5273.90	NTE	
TOTAL		66523.97		

(Unless list is continued on next page)

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

or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 8

**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. <u>1-7</u>	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
STA 1	Lovers Key Bayside Park		\$4,500.00		\$4,500.00
STA 2	Improvements on Alabama and Arizona Street		\$42,252.80		\$42,252.80
STA 3	Lovers Key Bayside Park		\$3,500.00		\$3,500.00
STA 4	Debris Removal Monitoring		\$3,371.00		\$3,371.00
STA 5	CEI Services for Treeline Extension		\$143,530.20		\$143,530.20
STA 6	Designing Lanes for Island Park and US 41		\$28,029.15		\$28,029.15
STA 7	Church Rd. Expert Witness		\$5,458.50		\$5,458.50
STA 8	Glenwood Sidewalk from Ortiz to Prospect			\$66,523.97	\$66,523.97
TOTAL			\$230,641.65	\$66,523.97	\$297,165.62



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

SUPPLEMENTAL TASK AUTHORIZATION No. 8

EXHIBIT "CO/STA-C"

Date: 1/24/06

TIME AND SCHEDULE OF PERFORMANCE

for \_\_\_\_\_

Glenwood Sidewalk From Ortiz to Prospect

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 AA@	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
3.0	General Project Management	20	
5.0	Roadway Plans	200	
7.0	Utility	30	
	TOTAL		250

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

SUPPLEMENTAL TASK AUTHORIZATION No. 8

EXHIBIT "CO/STA-C"

Date: 1/24/06

TIME AND SCHEDULE OF PERFORMANCE

for \_\_\_\_\_

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
3.0	Project Management		
5.0	Roadway Plans		
7.0	Utilities		
	TOTAL DURATION		250

CHANGE ORDER AGREEMENT No. \_\_\_\_\_  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 8

EXHIBIT "CO/STA-D"

Date: 1/24/06

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

for \_\_\_\_\_ Glenwood Sidewalk from Ortiz to Prospect

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. 8

EXHIBIT "CO/STA-E"

Date: 1/24/06

PROJECT GUIDELINES AND CRITERIA

for \_\_\_\_\_

Glenwood Sidewalk from Ortiz to Prospect

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.