

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

Blue Sheet No. 20060241

**1. ACTION REQUESTED/PURPOSE:** Approve Supplemental Task Authorization No. 1, under CN-05-21 MISCELLANEOUS SURVEYING & MAPPING SERVICES, to DRMP, Inc., in the amount of \$100,000.00 for Slater Road Sidewalk Improvements. Also authorize Chairwoman to execute STA's on behalf of the Board. This STA was anticipated and funds are available.

**2. WHAT ACTION ACCOMPLISHES:** Provides Lee County with an Engineer for a roadway survey, sidewalk plans, utility relocation plans and post-design services.

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

<b>4. Departmental Category:</b> 09 <b>C9B</b>		<b>5. Meeting Date:</b> <b>03-28-2006</b>
<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>	
	Statute _____	
	Ordinance _____	
	<input checked="" type="checkbox"/> Admin. Code <u>AC-4-4</u>	
	Other _____	
		<b>8. Request Initiated:</b> Commissioner _____ Department <u>Transportation</u> Division _____ By: <u>Scott Gilbertson, Director</u>

**9. Background:**

On October 18, 2005, the Board of County Commissioners approved the award of CN-05-21, MISCELLANEOUS SURVEYING & MAPPING SERVICES to a total of seventeen (17) firms for a contract period of two (2) years with the option to renew for one (1) additional year.

This Supplemental Task Authorization (STA) No. 1 provides for the sidewalk plans, utility plans and post-design services for the Slater Road Sidewalk Improvement Project.

Funds are available in the following account string: 20600218822.506510

Attachments: Two (2) Original STA's 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	Mgn.	
<i>[Signature]</i>	<i>[Signature]</i>	N/A		<i>[Signature]</i> 3/7/06	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

RECEIVED BY
COUNTY ADMIN:
39-00
434
COUNTY ADMIN
FORWARDED TO:
3/14/06
10011

Rec. by CoAtty
Date: 3/9/06
Time: 9:05 AM
Forwarded To: Co. mg.
3/9/06

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10001

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: Miscellaneous Surveying Services – Slater Road Sidewalk Improvement

CONSULTANT: DRMP, Inc. PROJECT NO.: 10002

SOLICIT NO.: CY-05-21 CONTRACT NO.: \_\_\_\_\_ ACCOUNT NO.: 20000185022 500510

REQUESTED BY: Lee County Department of Transportation DATE OF REQUEST: 2/3/2006  
Sarah Clarke – Project Manager

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: 2/3/2006  
EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 2/3/2006  
EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 2/3/2006  
EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED  
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 2/3/2006  
EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 2/3/2006

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

RECOMMENDED:  
By: [Signature] 2/3/06  
Department Director Date

ACCEPTED:  
By: [Signature]  
Consultant/Provider  
Ken Griffith, AICP  
DRMP Ft. Myers - AIC

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

By: [Signature] 2/6/06  
Contracts Manager Date

Date Accepted: 2/3/2006  
Corporate Seal

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

APPROVED:  
By: \_\_\_\_\_  
\*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.1

EXHIBIT "CO/STA-A"

Date: 2/3/2006

SCOPE OF PROFESSIONAL SERVICES

for Miscellaneous Surveying Services  
Slater Road Sidewalk Improvements

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:

**GENERAL SCOPE STATEMENT**

The limits of this project are from the intersection of Slater Road and Bayshore Road in North Fort Myers, extending northerly along Slater Road to Mellow Drive. (Total length is approximately 2 miles)

The scope of surveying services will be limited to within the existing right-of-way and easement lines of Slater Road for the purpose of designing the 5' sidewalk. Recover sufficient right-of-way (ROW) monumentation to perform a topographical survey with the limits being from the physical centerline of Slater Road to the Easterly ROW line. All improvements and major grade changes will be located within that corridor at increments of 100 feet. An attempt will be made to locate obvious grade breaks along the roadway between the 100 stations. Elevations will be taken in NGVD 1929 Datum and Florida State Plane Coordinates will be assigned to at least two points along the corridor to allow for introduction into the County GIS system.

The scope of engineering services includes the design of an 5' sidewalk, which will be located along the east side of the highway within the existing right-of-way and easement lines of Slater Road. The assumptions that were made in the preparation of this scope/fee schedule included the specification and use of a prefabricated pedestrian bridge and maintaining the design within the thresholds and tolerances of a "no-permitting required" scenario with regard to water management/environmental permitting.

**TASKS**

Pursuant to the General Scope of the Basic Services stated hereinabove, the Consultant shall perform all services and/or work necessary to complete the following tasks and/or items set forth in Exhibit "B" entitled "Compensation and Method of Payment".

\*Attach additional pages, if needed.

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

or

SUPPLEMENTAL TASK AUTHORIZATION No.1

EXHIBIT "CO/STA-A"

Date: 2/3/2006

#### TASK 2.01 – ROADWAY SURVEY

The Consultant shall:

1. Establish and monument a survey baseline.
2. Review the subdivision plats, available right-of-way maps, and recently obtained easements only as provided by the client.
3. Locate existing easterly right-of-way line.
4. Obtain topographical information including elevations and locations of above ground improvements, limited to the east side of the physical centerline of Slater Road. Underground utility locations are excluded.
5. Prepare a base map in AutoCAD V 2005 format to be utilized for the sidewalk design.

#### TASK 6.00 – ROADWAY/SIDEWALK PLANS

The Consultant shall:

1. Prepare geometric plans for the proposed sidewalk improvement (horizontal layout).
2. Prepare grading plans, including all drainage facilities.
3. Prepare all required cross-sections and construction details.
4. Prepare quantity sheets for cost estimation and bidding purposes.
5. Plans shall be prepared in Microstation V8 and will be submitted for review at 60% and 100% levels of completion. Five (5) copies will be provided for review at each milestone.
6. Coordinate with Lee County staff.
7. Environmental permitting is excluded.

#### TASK 7.00 – UTILITY RELOCATION PLANS

The Consultant shall:

1. Contact all utility companies within the project limits.
2. Reflect location of existing utilities within the project limits.
3. Design relocation plans where conflicts exist.
4. Coordinate with utility companies regarding relocation plans.

#### TASK 14.00 – POST-DESIGN SERVICES

The Consultant shall:

1. Attend a pre-bid meeting.
2. Review shop drawings.
3. Attend a pre-construction meeting.
4. Coordinate with L.C.D.O.T. staff and contractor.
5. Conduct four (4) inspections during construction.
6. Prepare a punchlist at the end of construction.

CHANGE ORDER AGREEMENT No.  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 1\_

EXHIBIT "CO/STA-B"

Date: 2/3/2006

COMPENSATION AND METHOD OF PAYMENT

for Miscellaneous Surveying Services  
Slater Road Sidewalk Improvements

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.)
2.01	Roadway Survey (Items 1 thru 5)	\$52,000.00	L.S.	W.I.P.P.
6.00	Roadway/Sidewalk Plans (Items 1 thru 7)	\$35,000.00	L.S.	W.I.P.P.
7.00	Utility Relocation Plans (Items 1 thru 4)	\$7,000.00	L.S.	W.I.P.P.
14.00	Post-Design Services (Items 1 thru 6)	\$6,000.00	L.S.	W.I.P.P.
<b>TOTAL</b>		<b>\$100,000.00</b>	<b>L.S.</b>	

(Unless list is continued on next page)

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

SUPPLEMENTAL TASK AUTHORIZATION No. 1

**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
STA1				\$100,000.00	\$100,000.00
TOTAL				\$100,000.00	\$100,000.00

CHANGE ORDER AGREEMENT No. \_\_\_\_\_  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-C"

Date: 2/3/2006

TIME AND SCHEDULE OF PERFORMANCE

for Miscellaneous Surveying Services  
Slater Road Sidewalk Improvements

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
Task 2.01	Roadway Survey	90	90
Task 6.00	Roadway/Sidewalk Plans	90	180
Task 7.00	Utility Relocation Plans	90	180
Task 14.00	Post-Design Services	-	-

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

or

SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-C"

Date: 2/3/2006

**TIME AND SCHEDULE OF PERFORMANCE**

for Miscellaneous Surveying Services  
Slater Road Sidewalk Improvements

**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. \_\_\_\_\_  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-D"

Date: 2/3/2006

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

for Miscellaneous Surveying Services  
Slater Road Sidewalk Improvements

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: 2/3/2006

PROJECT GUIDELINES AND CRITERIA

for Miscellaneous Surveying Services  
Slater Road Sidewalk Improvements

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