

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

Blue Sheet No. 20060818

1. Action Requested/Purpose: Approve Supplemental Task Authorization (STA) No. 3 to Source Inc., (Contract No. 2925) under CN-04-14 Miscellaneous Utility Engineering Design in the amount of \$114,795.00 for the Fiesta Village Inflow/Infiltration Study. Authorize the Chairwoman on behalf of the Board to execute STA No. 3.

2. What Action Accomplishes: Provides the Utilities Division a Consultant to provide the Fiesta Village Inflow/Infiltration Study (project management and prepare initial findings report).

3. Management Recommendation: Staff Recommends Approval.

4. Departmental Category: 10

CIOE

5. Meeting Date:

6-27-06

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: Ivan Velez, Acting Director

[Signature] 6/14/06

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: for a contract period of two (2) years with the option of renewal for one (1) additional year.

This Supplemental Task Authorization (STA) No. 3 provides for professional services under CN-04-14 MISCELLANEOUS UTILITY ENGINEERING DESIGN AND/OR INSPECTION SERVICES for the Fiesta Village Inflow/Infiltration Study (project management and prepare initial findings report) in the amount of \$114,795.00.

Funds are available in Account No. 20724748720.506510

Attachments: Three (3) Original STAs No. 3 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>[Signature]</i> 6-14-06	<i>[Signature]</i> 6/13/06	N/A		<i>[Signature]</i> 6/14/06	<i>[Signature]</i> 6-17-06	<i>[Signature]</i> 6-14-06	<i>[Signature]</i> 6/14/06	<i>[Signature]</i> 6/14/06	<i>[Signature]</i> 6-14-06

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN:
6-14-06 <i>[Signature]</i>
11:40
COUNTY ADMIN FORWARDED TO:
<i>[Signature]</i>

Rec. by CoAtty
Date: 6/14/06
Time: 10:40 AM
Forwarded To:
<i>[Signature]</i>

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

Change Order
 Supplemental Task Authorization

NO.: A 3

(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 & for Inspection Services
FIESTA VILLAGE INFLOW/INFILTRATION STUDY

CONSULTANT: SOURCE, INC. PROJECT NO.: 7247

SOLICIT NO.: CN-04-14 CONTRACT NO.: 2925 ACCOUNT NO.: 26724748720.0000

REQUESTED BY: HOWARD WEGIS DATE OF REQUEST: MARCH, 2006

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: 05/04/06
- EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 05/04/06
- EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 05/04/066
- EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 05/04/06
- EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 05/04/06

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

RECOMMENDED:
By: [Signature] ^{9/20/06}
Department Director 5/16/06 Date
By: [Signature] 6/13/06 Date
Contracts Mgmt

ACCEPTED:
By: [Signature]
Consultant/Provider
Date Accepted: 5/9/06
Corporate Seal

COUNTY APPROVAL:
By: _____
Department Director
(Under ~~\$25,000~~) 50,000
Date Approved: _____
By: _____
County Manager (Between
(~~\$25,000~~ and under ~~\$50,000~~)
Date Approved: _____
50,000 100,000
By: _____
Chairman
Board of County Commissioners
Date Approved: _____

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

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

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CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-A"

Date: 05/04/06

SCOPE OF PROFESSIONAL SERVICES

for FIESTA VILLAGE INFLOW/INFILTRATION STUDY

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 1.00 PROJECT MANAGEMENT

Perform the project management for the inflow and infiltration study for a number of designated wastewater sub-systems within the total Fiesta Village WWTP collection area. (See attached Exhibit "A".)

- 1.10 Submit monthly billings and updates to COUNTY's project Manager on the status of all the tasks and attend up to ten (10) monthly meetings with County staff to summarize progress. Prepare a specific description for each task to be performed by CONSULTANT on the I/I STA for the study.
- 1.20 Collect the existing available data relating to wastewater flow measurements, rainfall data, videotapes, lift station logs, grouting records, repair reports, etc. of the COUNTY.
- 1.30 Meet and coordinate with COUNTY's representative(s) to incorporate their respective information and experience as to their findings as to those specific sections of the sanitary collection system which are major contributors to the system's infiltration problems.
- 1.40 Prepare throughout the tenure of the project status reports on a bimonthly basis and submit invoices for work performed monthly.

TASK 2.00 PREPARE INITIAL FINDINGS REPORT

Prepare an "Initial Findings Report" on the designated subsystems within the total Fiesta Village collection system from the review of the provided existing data from the

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COUNTY. (See attached Exhibit "A".)

- 2.10 Perform approximately 650 field inspections and prepare detail reports (not to exceed 374 hours of Source, Inc. field time *) on the manholes within the Project area as shown on Exhibit "B."
- 2.20 Obtain pump runtimes from each of the sub-systems' 30 +/- lift stations and prepare graph for each lift station to determine if excessive I/I is occurring within the individual sub-systems' collection system. From the graphs developed, a ranking will be developed for further I/I investigation.
- 2.30 Provide a listing of the immediate manhole repairs needed to reduce inflow.
- 2.40 Provide a listing of the immediate point repair which will provide a reduction in the sewage collection of direct infiltration.
- 2.50 From the review of lift station run times, prepare a ranking to the designated sub-systems of the wastewater collection system.
- 2.60 Provide the necessary construction contract management professional assistance in the review of the County-prepared construction specifications for the recommended corrective repairs to both manholes and point repairs and/or provide field construction guidance to the County's selected Contractor(s). (Not to exceed 100 hours of Source, Inc. office time.)
- 2.70 Inspection will be provided on the completed repairs to the manholes in the designated systems.
- 2.80 From the initial findings, develop an estimated cost to perform additional videotapes, smoke testing, manhole grouting, etc. to obtain supportive data for the total I/I on those designated sub-systems.
- 2.90 From the existing raw data review, prepare a "Initial Findings Report." Report will described project approach along with suggestions of priorities for the initial focus of the study. The report will also cite specific repair work deemed necessary from existing data review and also indicate where and what additional data will need to be obtained. Methods to collect the additional data (e.g., smoke testing, videotaping, etc.) will also be proposed.
- 2.95 Submit six (6) copies of the Initial Findings Report to COUNTY for review comments and acceptance.

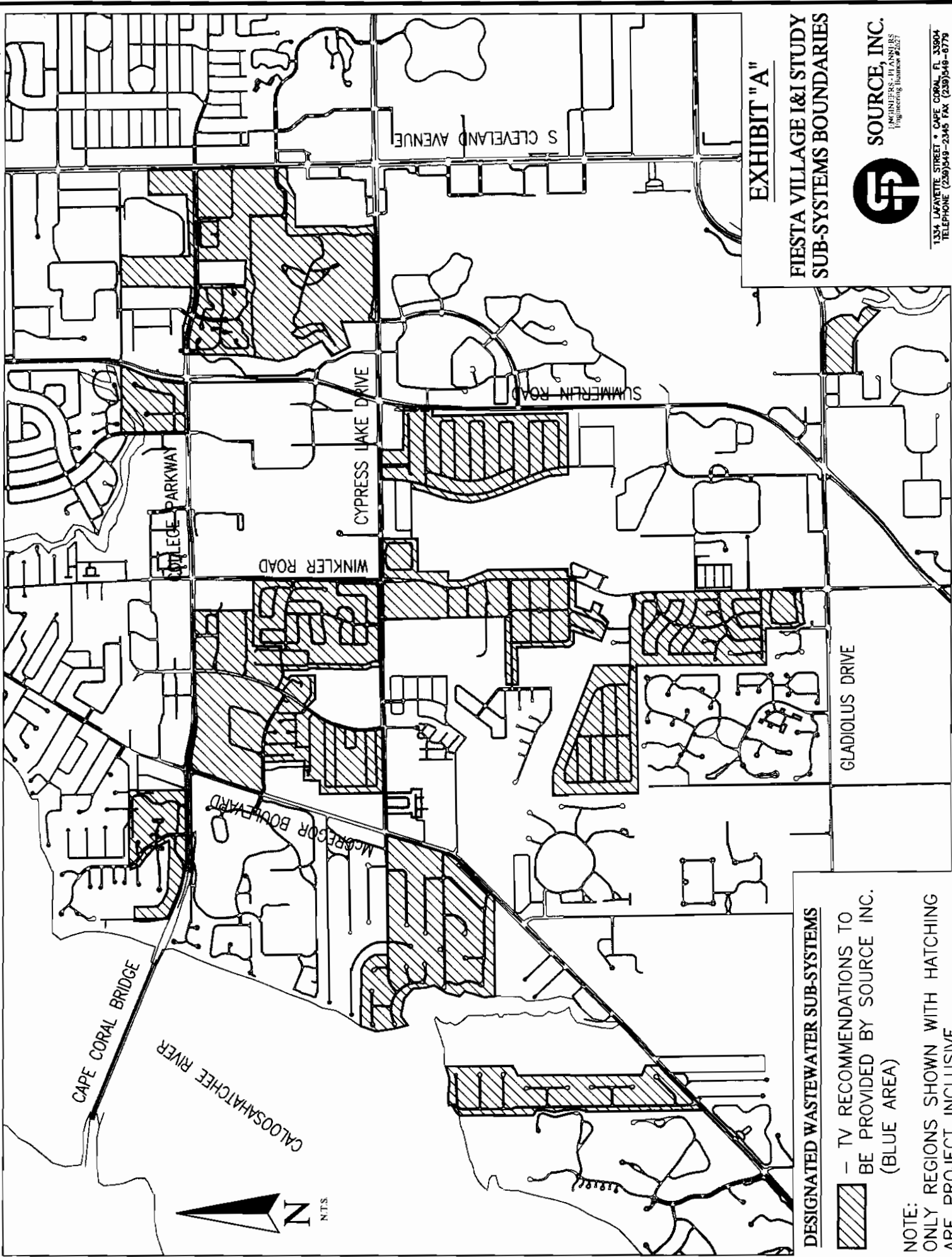


EXHIBIT "A"

**FIESTA VILLAGE I&I STUDY
SUB-SYSTEMS BOUNDARIES**



SOURCE, INC.
ENGINEERS-PLANNERS
Hydrology & Water Quality

1334 LAFAYETTE STREET • CAPE CORAL, FL 33904
TELEPHONE (239)549-2345 FAX (239)548-8779

(08-17)

DESIGNATED WASTEWATER SUB-SYSTEMS

-  - TV RECOMMENDATIONS TO BE PROVIDED BY SOURCE INC. (BLUE AREA)

NOTE:
ONLY REGIONS SHOWN WITH HATCHING
ARE PROJECT INCLUSIVE





SOURCE, INC.
 Engineers - Planners
 Eng. Business #2627

James P. Elliott, P.E., President
 Timothy E. Pugh, P.E., Vice President

EXHIBIT "B"

1334 Lafayette Street
 Cape Coral, FL 33904-9770
 (239) 549-2345
 Fax (239) 549-6779
 e-mail: sourceinc@att.net

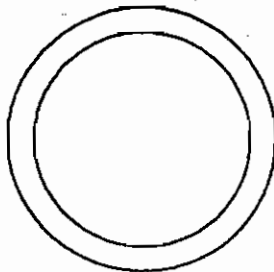
Visit our web site: <http://sourceinc.tripod.com>

MANHOLE INSPECTION

Project Name: _____
 S. I. Project No.: _____
 Prepared by: _____
 System & Location: _____

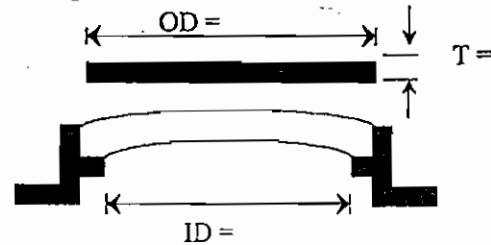
County Project No.: _____
 Date: _____
 Time: _____
 Manhole ID: _____

1. List Pipe Alignment/Flow Direction
 (give pipe material & sizes)



List Ring & Cover Dimensions

COVER
 RING



Manhole Make & Model # _____

- 2. Depth of Manhole: _____ ft. _____ in. (measured from rim)
- 3. Is manhole located in a drainage way or appear to be subject to flooding? Yes No
 Comment: _____
- 4. Manhole Location: Traffic Road Drainage Swale Other
- 5. Does manhole cover have open holes? Yes No
- 6. Is manhole cover gasketed or is there an existing inflow protector? Yes No
- 7. Is ring sealed to manhole? Yes No
- 8. Is interior of the manhole coated? Yes No Coating Material: _____
- 9. Type of manhole construction: Brick Concrete Other
- 10. Do the walls of the manhole exhibit signs of leaked or infiltration? Yes No
 Comment: _____
- 11. Is manhole clogged or is large debris present? Yes No
 Comment: _____
- 12. Are repairs necessary? Yes No

Comments (attach photograph(s) if leaking, corroded or in need of repair)

CHANGE ORDER AGREEMENT No.

or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-B"

Date: 05/04/06

COMPENSATION AND METHOD OF PAYMENT

for FIESTA VILLAGE INFLOW/INFILTRATION STUDY

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	\$ 13,060.00	NTE	
2	Initial Findings Report	101,735.00	NTE	
TOTAL (Unless list is continued on next page)		\$ 114,795.00	NTE	

CHANGE ORDER AGREEMENT No. _____
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4 _____

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
STA 1	GES Facilities	0.00	4,000.00	0.00	4,000.00
STA 2	Three Oaks Town Center Access Rd.	0.00	24,990.00	0.00	28,990.00
STA 3	Waterway Estates Reuse Pumping	0.00	7,330.00	0.00	36,320.00
STA 3	Fiesta Village I/I Study	0.00		114,795.00	143,185.00 151,115.00
TOTAL		0.00	28,999.00 36,320.00	114,795.00	143,185.00 151,115.00

CHANGE ORDER AGREEMENT No. _____

SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-C"

Date: 05/04/06

TIME AND SCHEDULE OF PERFORMANCE

for FIESTA VILLAGE INFLOW/INFILTRATION STUDY

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
TASK 1.0	Project Management	To Completion	
TASK 2.0	Initial Findings Report	270	270

CHANGE ORDER AGREEMENT No. _____
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-D"

Date: 05/04/06

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

for FIESTA VILLAGE INFLOW/INFILTRATION STUDY

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					

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CHANGE ORDER AGREEMENT No. _____

or

SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-E"

Date: 05/04/06

PROJECT GUIDELINES AND CRITERIA

for FIESTA VILLAGE INFLOW/INFILTRATION STUDY

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

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