

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

**Blue Sheet No. 20060820**

**1. ACTION REQUESTED/PURPOSE:**

Approve Supplemental Task Authorization (STA) No. 6 to Malcolm Pirnie, Inc., under CN-04-14 MISCELLANEOUS UTILITY ENGINEERING DESIGN AND/OR INSPECTION SERVICES: I & I Evaluation – South Fort Myers Sewer District, Contract No. 2922, in the amount of \$240,000.00. This project was in the CIP (7247) and funds are available within the budget. Also, authorize Chairwoman to execute Change Order on behalf of the Board.

**2. WHAT ACTION ACCOMPLISHES:** Lee County with a Consultant to: project management; technical review; lift station testing and subsystem testing for the South Fort Myers Sewer District.

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

<b>4. Departmental Category:</b> 10 <b>C106</b>		<b>5. Meeting Date:</b> 6-27-06
<b>6. Agenda:</b>  <input checked="" type="checkbox"/> <b>Consent Administrative Appeals</b>  <input type="checkbox"/> <b>Public Walk-On</b>	<b>7. Requirement/Purpose:</b> (specify)  <input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> <b>Admin. Code</b> <b>AC-4-4</b> <input type="checkbox"/> Other	
	<b>8. Request Initiated:</b>  <b>Commissioner</b> <b>Department</b> Public Works <b>Division</b> Utilities	
	<b>By:</b> Ivan Velez, Acting Director <i>[Signature]</i> 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.

It is being requested that the Board approve STA #6 to provide project management; technical review; lift station testing and subsystem testing for the South Fort Myers Sewer District in the NTE amount of \$240,000.00.

Funds are available in account string 20724748720.506510

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
<i>[Signature]</i> 6-14-06	<i>[Signature]</i> 6/13/06	N/A		<i>[Signature]</i> 6/14/06	Analyst <i>[Signature]</i> 6/14	Risk <i>[Signature]</i> 6-14-06	Grants <i>[Signature]</i> 6/14/06	Mgr. <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 MP**  
**11:40**  
COUNTY ADMIN  
FORWARDED TO: *[Signature]*  
**10 AM**

Rev. by CoAtty  
Date: **6/14/06**  
Time: **10:40 AM**  
Forwarded To: **116**  
**Admin 6/14/06**

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

Change Order  
 Supplemental Task Authorization

NO.: 6

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$50,000 or Approval by the County Manager for Expenditures Between \$50,000.01 and \$100,000 or Approval by the Board of County Commissioners for Expenditures over \$100,000)

CONTRACT/PROJECT NAME: Misc. Utility Engineering Design and/or Inspection Services -  
IFI EVALUATION - S. PT. MYERS SEWER DISTRICT

CONSULTANT: Malcolm Pirnie, Inc. PROJECT NO.: 20724748720.506570

SOLICIT NO.: CN-04-14 CONTRACT NO.: 2922 ACCOUNT NO. \_\_\_\_\_

REQUESTED BY: Ivan Velez, P.E. DATE OF REQUEST: May 16, 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: May 16, 2006

EXHIBIT "CO/STA-B" COMPENSATION & METHOD OF PAYMENT: DATED: May 16, 2006

EXHIBIT "CO/STA-C" TIME AND SCHEDULE OF PERFORMANCE: DATED: May 16, 2006

EXHIBIT "CO/STA-D" CONSULTANT'S/PROVIDERS ASSOCIATED  
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: May 16 2006

EXHIBIT "CO/STA-E" PROJECT GUIDELINES AND CRITERIA DATED: May 16, 2006

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

RECOMMENDED:  
By: [Signature] 6/5/06  
Date  
Department Director

By: [Signature] 6/13/06  
Date  
Contracts Management

ACCEPTED  
By: [Signature]  
Consultant/Provider

Date Accepted: 5-16-06

(CORPORATE SEAL)

COUNTY APPROVAL:  
By: [Signature]  
Department Director (Under \$50,000)

Date Approved: 6/5/06

By: \_\_\_\_\_  
County Manager  
(Between \$50,000.01 and \$100,000)

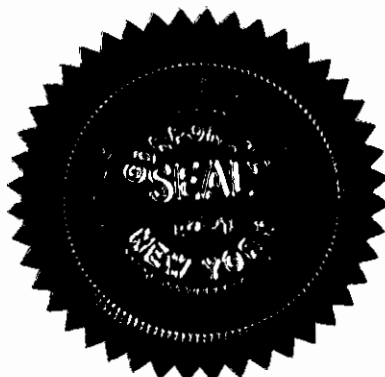
Date Approved: \_\_\_\_\_

By: \_\_\_\_\_  
Chairwoman  
Board of County Commissioners  
(Over \$100,000)

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

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

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



CHANGE ORDER AGREEMENT No. \_\_\_\_\_  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 6

EXHIBIT "CO/STA-A"

Date: May 16, 2006

SCOPE OF PROFESSIONAL SERVICES

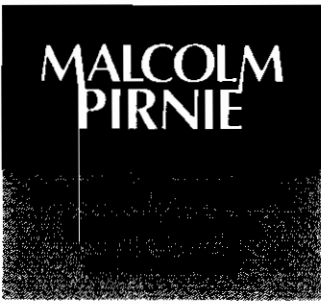
for Misc. Utility Engineering Design and/or Inspection Services

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 Attachment "A"

\*Attach additional pages, if needed.



**Malcolm Pirnie, Inc.**  
4315 Metro Parkway  
Suite 520  
Fort Myers, FL 33916  
T: 239.332.1300  
F: 239.332.1789  
[www.pirn.ie.com](http://www.pirn.ie.com)

## **Attachment "A"**

Malcolm Pirnie is pleased to provide Lee County Utilities (LCU) this requested scope of work for an infiltration and inflow (I&I) assessment of the South Fort Myers Sewer District. LCU indicated that the primary goal of this project is to locate and estimate I&I flow and recommend the most cost effective remediation.

### **PROJECT APPROACH**

Malcolm Pirnie's approach to this project will consist of the following three phases:

- Phase 1 - Technical Review of the South Fort Myers Sewer District (SFMSD)
- Phase 2 - Lift Station Testing and Measurements
- Phase 3 - Subsystem Testing and Measurements

The sections that follow detail the specific activities associated with each phase of the project.

### **SCOPE OF SERVICES**

#### **TASK 100 - Project Management**

Malcolm Pirnie shall perform the following project management tasks during this project:

- Manage and coordinate project activities and field personnel to control costs and maintain the project schedule. Coordinate the project as necessary with other proposed and on-going activities within LCU and the collection system. Maintain project records.
- Submit monthly invoices to LCU.
- Provide internal quality control for deliverables prior to submission to LCU.
- Participate in up to six (6) scheduled meetings with LCU staff. Prepare and provide LCU with a meeting agenda prior to the meeting. Provide materials required for the meeting. Prepare meeting summaries for each meeting and provide them to LCU.

#### TASK 200 - Technical Review of the South Fort Myers Sewer District (Phase 1)

The purpose of Phase 1 is to review the layout and operation of the collection system components and subsystems in the SFMSD and develop a testing strategy to locate I&I problem areas. Specific tasks related to this phase include, but are not limited to, the following:

- Review the existing/current mapping information that is available from LCU, including GIS geodatabases, electronic CAD files, scanned maps, scanned plans, and hard copy maps.
- Prepare a CAD/GIS map of each lift station subsystem. I&I location data will be added to these maps during subsequent tasks to produce an overall "I&I map" of the District.
- Estimate the expected wastewater flows for each subsystem based on water usage data provided by LCU.
- Review available LCU lift station run time and rainfall data to identify "suspect" lift stations (stations where I&I may be occurring).

#### TASK 300 - Lift Station Testing and Measurements (Phase 2)

The goal of Phase 2 is to test each suspect lift station in the SFMSD to identify the subsystems where excessive (above expected volume) I&I flow is occurring. Specific tasks related to this phase include, but are not limited to, the following:

- Plan and coordinate field activities with LCU as appropriate
- Visually inspect each suspect lift station within the SFMSD (estimated 50 stations in this scope).
- Schedule temporary shutdowns of each suspect lift station and record the low level water elevation. Measure and record the wastewater flows at each suspect lift station and compare those flows to the expected flows identified in Phase 1. These flow measurements will be conducted at varying times and environmental conditions to ensure that the data is indicative of actual conditions.
- Prepare a summary report for LCU of the lift station testing that identifies each lift station subsystem where excessive I&I flows are occurring.

#### TASK 400 - Subsystem Testing and Measurements (Phase 3)

The goal of Phase 3 is to carefully evaluate the manholes and pipelines in the lift station subsystems identified in Phase 2 to pinpoint the locations where excessive I&I flow is occurring. Specific tasks related to this phase include, but are not limited to, the following:

- Plan and coordinate field activities with LCU as appropriate

- Visually inspect manholes within the identified subsystems as necessary to locate the pipe segments where I&I flow is occurring (estimated 125 manholes under this scope). Prepare a brief inspection report for each manhole inspected.
- Mark identified pipe segments on the I&I map for smoke testing (or other investigations) by LCU to more precisely locate the source(s) of the I&I flow. Review LCU field reports on each test conducted and add field data (i.e. lateral drawings, etc.) to the I&I map.
- Prepare a summary report for LCU of the subsystem testing identifying each pipe segment where excessive I&I flows are occurring.
- Prepare a Draft project report, including the updated I&I map, indicating the locations of excessive I&I flows. Incorporate LCU and MP comments into the Final report and I&I map.

## DELIVERABLES

Malcolm Pirnie will provide the following reports and documents.

- Project Meetings - Agendas & Minutes
- I&I map of the South Fort Myers Sewer District
- Final project report

## SCHEDULE

If no unforeseen difficulties are encountered, Malcolm Pirnie will complete the Scope of Services outlined above within 365 calendar days after Notice to Proceed. Participation in the execution of the assignment by LCU staff will be critical to the completion of the study. It is expected that LCU personnel will be onsite to operate pump stations during testing. Also, if it is determined by LCU and Malcolm Pirnie that additional testing (e.g. smoke testing, CCTV, etc.) is necessary, LCU will provide such services.

## COMPENSATION

Malcolm Pirnie will provide this scope of services under the terms and conditions of Contract CN-04-14 Misc. Utility Engineering Design and/or Inspection Services for a not-to-exceed fee of \$240,000. The hourly rate schedule for this scope is included as Attachment No. 1.

ATTACHMENT NO. 1

RATE SCHEDULE<sup>(1)</sup>

Position	Hourly Rate
Project Officer	\$270
Senior Associate	\$225
Associate	\$206
Senior Project Manager/Engineer/Scientist	\$180
Project Manager/Engineer/Senior Technician/Account Manager	\$150
Project Engineer/Scientist/Technician/Account Specialist	\$128
Engineer/Scientist/Technician	\$109
Admin Support	\$84

<sup>(1)</sup> Rates shown are contract rates discounted for FY 05-06.

CHANGE ORDER AGREEMENT No.  
 SUPPLEMENTAL TASK AUTHORIZATION No. 6\_

EXHIBIT "CO/STA-B"

Date: May 16, 2006

COMPENSATION AND METHOD OF PAYMENT

for Misc. Utility Engineering and/or Inspection Services

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.)
100	Project Management	\$26,500	ES	WIPP
200	Technical Review	\$37,400	ES	WIPP
300	Lift Station Testing	\$81,900	ES	WIPP
400	Subsystem Testing	\$94,200	ES	WIPP
<b>TOTAL</b>		<b>\$240,000</b>	<b>NTE</b>	

(Unless list is continued on next page)









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

SUPPLEMENTAL TASK AUTHORIZATION No. 6

EXHIBIT "CO/STA-D"

Date: May 16, 2006

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

for Misc. Utility Engineering and/or Inspection Services

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. 6

EXHIBIT "CO/STA-E"

Date: May 16, 2006

PROJECT GUIDELINES AND CRITERIA

for Misc. Utility Engineering and/or Inspection Services

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