

WALK-ON

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 2006 1665

1. ACTION REQUESTED/PURPOSE: Authorize approval of a contract with McLane Environmental, of Princeton, N.J., for \$119,000 to conduct a compilation review of the Density Reduction/Groundwater Resource (DR/GR) studies to date.

2. WHAT ACTION ACCOMPLISHES: Provides an out-of-state, objective expert to perform a compilation/review of the DR/GR studies, using Best Available Science, and give the county an opinion of where we are to date.

3. MANAGEMENT RECOMMENDATION: Approve.

4. Departmental Category: WO #7		5. Meeting Date: December 12, 2006
6. Agenda: <input type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input checked="" type="checkbox"/> Walk-On	7. Requirement/Purpose: (specify) <input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input type="checkbox"/> Admin. Code <input checked="" type="checkbox"/> Other	8. Request Initiated: Commissioner _____ Department _____ Division <u>County Administration</u> By: <u>Donald D. Stilwell</u> County Manager

9. Background:

(See attached background of scope of services and specific deliverables)

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.	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<i>DRS-11-06</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

LaGuardia, Joan

From: Charles McLane [cmclane@mclaneenv.com]
Sent: Friday, December 01, 2006 11:13 AM
To: LaGuardia, Joan
Cc: amygreene@amygreene.com; aertman@amygreene.com; Andy Miller; Charles McLane
Subject: McLane Project Team SOW
Follow Up Flag: Follow up
Flag Status: Red
Attachments: McLane Project Team - Revised Tasks & Costs_120106.doc

Dear Joan,

Attached please find a copy of the McLane project team Statement of Work (SOW) for the Lee County DR/GR environmental study review project. This scope of services, and description of tasks and costs, which is based on discussions with Lee County staff subsequent to the November 21, 2006 Board of County Commissioners, and the tentative list of environmental studies received November 27, 2006, is meant to replace Sections 4, 5, and 6 of the McLane team's October 26, 2006 proposal. Please note (as indicated in Section 4 Item 2 of the attached) that this SOW, once agreed to, will form the SOW that is incorporated in the Lee County – McLane Environmental contract. There will not be a refined SOW prepared and transmitted to the County following the initial kickoff meeting.

This SOW covers tasks for which the McLane team has received firm requests from the County. In addition, the County has requested cost estimates for certain add-on tasks. The McLane team is pleased to provide the following cost estimates:

1. Additional study report reviews - \$4,000 per report;
2. Additional Stakeholder presentations after the BOCC presentation has been prepared and delivered - \$12,000 per presentation (2 days for 4 staff, including travel expenses);
3. GIS map preparation - \$12,000 (1 base map and 12 overlays; assumes all maps/overlays are readily available in digital format; no manual digitizing; 2 revision cycles for all maps/overlays).

At this point, the anticipated schedule is as follows:

- Contract and subcontracts in place by Fri 12/8/06;
- Initial review of study reports 12/11/06 to 12/31/06;
- Kickoff meeting early Jan 2007;
- Draft summary report to County on or around 04/20/07;
- 3 week review by Lee County staff (NOTE: decreased by 1 week from original October 26, 2006 proposal);
- Final report to County and presentation to BOCC on or around 05/31/07.

If you have any questions, please call me at 609-919-2701. In the meantime, I will continue work on preparing the contract and subcontract materials.

Regards,
 Charlie McLane

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12/11/2006

REVISED

STATEMENT OF WORK
~~PROPOSAL~~ TO PROVIDE TECHNICAL SERVICES
TO LEE COUNTY, FLORIDA
FOR
DENSITY REDUCTION/GROUNDWATER RESOURCE
AREA (DR/GR)
STUDY REVIEW AND COMPILATION PROJECT

DECEMBER 1, 2006

Update to McLane Project Team Proposal

Please consider the following revised sections to replace the corresponding sections in the proposal submitted to Lee County by the McLane Environmental project team on October 26, 2006. This Statement of Work will be incorporated into the Lee County – McLane Environmental contract for this project.

- 5) **Draft Report Preparation:** Following the preliminary report of findings, the project team will finalize its review based on comments and questions received from the County, and then the project team will prepare a draft environmental study review report for submittal to the County. The report will utilize existing graphics (i.e., no additional or new maps or report graphics will be prepared, with the possible exception of simple spreadsheet charts to summarize and compare certain data if necessary). A portfolio of existing maps and overlays that would be useful in depicting key DRGR environmental features will also be prepared and delivered to the County. The map/overlay portfolio will take the form of a binder containing selected maps with a brief summary of each map documenting its source and stating the reason(s) for its selection.
- 6) **Draft Report Review [Lee County]:** The County will have approximately three weeks to review the draft report and transmit comments and requests to the Project Manager. The review team will then finalize the report within approximately two weeks of receipt of the County's comments
- 7) **Final Report:** The project team will deliver a final, written report with text and graphics to the County, and will also deliver a binder of key maps and graphics. The report will utilize existing graphics and possibly some simple charts to summarize and compare study data as appropriate. The project team will participate in a teleconference call with Lee County staff to discuss the review project findings and preparations (scope, topics, format, etc.) for a presentation to the Lee County Board of County Commissioners.
- 8) **Presentation:** The project team will prepare and deliver a formal presentation summarizing key points of the various environmental studies to the Board of County Commissioners. It is anticipated that a PowerPoint presentation of approximately 30 to 60 minutes in length will be prepared that provides an overview of the review project findings, while not presenting an in-depth discussion of each study. Graphics used in the presentation will be taken from existing studies.
- 9) **Environmental Features Map:** The project team will work with Lee County to develop a base map and overlays in electronic Geographic Information System (GIS) format. The project team will select maps and overlays of significance from study reports reviewed during the project, transmit them to Lee County, consult with the Lee County GIS specialist charged with producing the map, and perform up to two review cycles on the map and overlays. It is expected that no more than twelve (12) maps and overlays will be selected for incorporation into the DRGR environmental features GIS map.

	Project Duration Through Draft Report Submittal	14.5	
	Submit draft deliverables to Lee County for Review		
	Lee County reviews deliverables and prepares comments	3.0	
3B	Preparation of Final Report		
3B.1	Conference calls with Lee County to discuss comments [LOE = 4 staff x 3 hours = 12 hours = \$2K]	0.2	
3B.2	Review final environmental feature map and overlays [LOE = 12 maps x 2 hours per map review = 24 hours plus calls = \$3K]	0.3	
3B.3	Finalize project report [LOE = 40 hours = \$5K]	2.0	
	Task 3B Subtotal	2.5	\$10,000
	Task 3 Total	11.0	\$33,000
4.0	Presentation of Project Summary to Board of County Commissioners		
4.1	Prepare 30 to 60 minute PowerPoint presentation and up to two large format maps for presentation. No handout materials will be prepared. [LOE = 120 hours = \$12K]	1.3	
4.2	Deliver presentation to Board (including travel costs for four (4) project team members) [4 staff x 1 day = \$4K plus travel costs of \$2K = \$6K]	0.2	
	Task 4 Total	1.5	\$18,000
	Project Total	21.5	\$119,000

6.0 Schedule and Costs

As presented in Table 1, preparation of the draft summary report and the maps portfolio can be completed in a little less than four months. Allowing three weeks for Lee County to review and comment on the draft deliverables, the entire project can be completed in less than six months.

Table 1 also lists the estimated costs for each task. These costs represent the total costs by task for the combined project team members. Based on the scope of work described in Sections 4 and 5 above, and the specific tasks outlined in Table 1, it is estimated that the Lee County environmental study review project can be completed for approximately \$119,000.