

Lee County Board Of County Commissioners  
Agenda Item Summary

Blue Sheet No. 20070403

**1. ACTION REQUESTED/PURPOSE:**

Approve Change Order No. 1, under Contract #3369 CN-05-11 BOKEELIA BOAT RAMP to AIM Engineering & Surveying, Inc., for a Lump Sum amount of \$50,000.00. Also, authorize Chairman to execute Change Order on behalf of the Board.

**2. FUNDING SOURCE:** Funding Source – Fund – General Fund; Program – Major Maintenance Project; Project – Bokeelia Harbor Hideaway Boat Ramp.

**3. WHAT ACTION ACCOMPLISHES:** Provides professional services for preparing bid documents, attending pre-bid conference, assisting in bidding process, analyzing bids, and making recommendations for awarding of contracts for the Bokeelia Boat Ramp.

**4. MANAGEMENT RECOMMENDATION:** Approve

<b>5. Departmental Category:</b> 02 <span style="margin-left: 100px;"><b>C2B</b></span>		<b>6. Meeting Date:</b> APR 10 2007
<b>7. 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>8. Requirement/Purpose: (specify)</b>	
	<input type="checkbox"/> Statute	
	<input type="checkbox"/> Ordinance	
	<input checked="" type="checkbox"/> Admin. Code	<u>AC-4-4</u>
<input type="checkbox"/> Other		<b>9. Request Initiated:</b> Commissioner _____ Department Construction & Design Division Public Works By: <u>Jim Lavender, Director</u>

**10. Background:**

On March 14, 2006 the Public Works Director approved phase 1 for CN-05-11 Bokeelia Boat Ramp in the amount of \$31,300.00.

We are requesting approval of Change Order No. 1 to allow Professional Services to be provided for preparing bid documents, attending pre-bid conference, assisting in bidding process, analyzing bids, and making recommendations for awarding of contracts AIM Engineering & Surveying, Inc., in the amount of \$50,000.00, for the total contract amount of \$81,300.00

Funds are available in account #40314800100.503140

- Attachments: 1. Three (3) original CO #1 for execution.  
2. Memo of contract being awarded by Public Works Director dated March 14, 2006

**11. 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>J. Lavender</i> 3-22-07	<i>J. Spaxo</i> 3-22-07	N/A		<i>J. Spaxo</i>	<i>ebw</i> 3-27-07	<i>M. Spaxo</i> 3/27/07	<i>M. Spaxo</i> 3/27/07	<i>J. Spaxo</i> 3-22-07	<i>J. Spaxo</i> 3-22-07

**12. Commission Action:**

- Approved  
 Deferred  
 Denied  
 Other

Rec. by CoAtty
Date: <u>3/23/07</u>
Time: <u>2:10 pm</u>
Forwarded To: <u>2:52 pm</u>

3<sup>rd</sup> CA

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 \$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: Bokeelia Boat Ramp

CONSULTANT: AIM Engineering & Surveying, Inc. PROJECT NO.: 403148

SOLICIT NO.: CN-05-11 CONTRACT NO.: 3369 ACCOUNT NO. 40314800100.50340

REQUESTED BY: Bob Taylor DATE OF REQUEST: 3/2/07

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: 3/2/07
- EXHIBIT "CO/STA-B" COMPENSATION & METHOD OF PAYMENT: DATED: 3/2/07
- EXHIBIT "CO/STA-C" TIME AND SCHEDULE OF PERFORMANCE: DATED: 3/2/07
- EXHIBIT "CO/STA-D" CONSULTANT'S/PROVIDERS ASSOCIATED  
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 3/2/07
- EXHIBIT "CO/STA-E" PROJECT GUIDELINES AND CRITERIA DATED: 3/2/07

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

RECOMMENDED:

ACCEPTED

COUNTY APPROVAL:

By: \_\_\_\_\_  
Department Director Date

By: Nancy Deery  
Consultant/Provider

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

By: [Signature] 3/13/07  
Contracts Management Date

Date Accepted: \_\_\_\_\_

Date Approved: 3-2-07

(CORPORATE SEAL)

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

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

APPROVED:  
[Signature] 3/23/07  
County Attorney's Office Date

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

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

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

CHANGE ORDER AGREEMENT No. 1

or  
 SUPPLEMENTAL TASK AUTHORIZATION No. ~~10~~

EXHIBIT "CO/STA-A"

Date: 3/2/07

SCOPE OF PROFESSIONAL SERVICES

for Bokeelia Boat Ramp

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 – Prepare construction plans, specifications and cost opinions
- Task 2 – Prepare Lee County Development Order
- Task 3 – Prepare South Florida Water Management District Permit and Army Corps of Engineers Permit
- Task 4 – Prepare Florida Department of Environmental Protection Permit
- Task 5 – Prepare Lee County Health Department Permit(s)
- Task 6 – Prepare Lee County Building Permit(s)
- Task 7 – Prepare miscellaneous utility permits
- Task 8 – Contingency
- Task 9 – Prepare bidding documents, attend pre-bid conference, assist in bidding process, analyze bids and make recommendations for award of contracts

\*Attach additional pages, if needed.

~~CHANGE ORDER AGREEMENT No. 1~~  
 or  
~~SUPPLEMENTAL TASK AUTHORIZATION No. 1~~

EXHIBIT "CO/STA-B"

Date: 3/2/07

COMPENSATION AND METHOD OF PAYMENT

for Bokeelia Boat Ramp

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	Plans, specifications, cost	\$20,000	LS	WIPP
2	Lee County D.O.	\$4,000	LS	WIPP
3	SFWMD / USCAE Permit	\$11,000	LS	WIPP
4	FDEP Permits	\$1,000	LS	WIPP
5	Lee County Health Department Permits	\$2,000	LS	WIPP
6	Lee County Building Permits	\$2,000	LS	WIPP
7	Miscellaneous Utility Permit	\$2,000	LS	WIPP
8	Contingency	\$5,000	LS	WIPP
9	Bidding Services	\$3,000	LS	WIPP
<b>TOTAL</b>		<b>\$50,000</b>		

(Unless list is continued on next page)

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

**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
Original		\$31,300.00			\$31,300.00
CO#1				\$50,000.00	\$81,300.00
TOTAL		\$31,300.00		\$50,000.00	\$81,300.00

CHANGE ORDER AGREEMENT No. 1

OR  
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-C"

Date: 3/2/07

TIME AND SCHEDULE OF PERFORMANCE

for Bokeelia Boat Ramp

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
1	Plans, specs, costs	90	90
2	Lee County D.O.	60	150
3	SFWMD / USCAE Permit	90	180
4	FDEP Permit	30	180
5	Lee County Health Department Permits	30	180
6	Lee County Building Permits	30	180
7	Miscellaneous Utility Permits	30	180
8	Costing	60	180
9	Bidding	30	180

CHANGE ORDER AGREEMENT No. 1

OR  
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-C"

Date: 3/2/07

TIME AND SCHEDULE OF PERFORMANCE

for Bokeelia Boat Ramp

**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. 1  
 or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-D"

Date: 3/2/07

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

for Bokeelia Boat Ramp

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
	Not anticipated at this time					



CHANGE ORDER AGREEMENT No. 1

OR

SUPPLEMENTAL TASK AUTHORIZATION No. 16

EXHIBIT "CO/STA-E"

Date: 3/2/07

PROJECT GUIDELINES AND CRITERIA

for Bokeelia Boat Ramp

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

CMO:029  
09/25/01