

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

Blue Sheet No. 20070056

**1. ACTION REQUESTED/PURPOSE:** Approve Supplemental Task Authorization No. 3 (a continuation of STA #1) to Contract #2932, to Q. Grady Minor & Associates, P.A., under CN-04-14 Miscellaneous Utility Engineering Design and/or Inspection Services, for the project known as A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and Additional Evaluations, in the amount of \$38,470.00 (for a new total contract amount of \$111,200.00).

**2. WHAT ACTION ACCOMPLISHES:** Will provide the County with a consultant for continued professional services to include constructability and evaluation for A&W Bulb Rd, Bass Rd, and Gladiolus Drive.

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

<b>4. Departmental Category:</b> 10. Utilities <span style="margin-left: 100px;"><b>CIOF</b></span>		<b>5. Meeting Date:</b> January 23, 2007
<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>	
	<input type="checkbox"/> Statute	<input type="checkbox"/> Ordinance
	<input checked="" type="checkbox"/> Admin. Code <b>AC-4-4</b>	<input type="checkbox"/> Other
	<b>8. Request Initiated:</b>	
	Commissioner _____ Department <u>Public Works</u> Division <u>Utilities</u> By: <b>Douglas L Meurer, Director</b> <i>Douglas L Meurer 1-10-2007</i>	

**9. Background:**  
On August 18, 2004, the Board of County Commissioners approved the award of CN-04-14 Miscellaneous Utility Engineering Design and/or Inspection Services to a total of nineteen (19) firms.

Supplemental Task Authorization #1 was approved and processed for this project in the amount of \$72,730.00. This Supplemental Task Authorization is a continuation of services under CN-04-14 Miscellaneous Utility Engineering Design and/or Inspection Services, for the project known as A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and Additional Evaluations, in the amount of 38,470.00 which brings the total project cost to \$111,200.00.

Funds will be available from account string: 20743148712.06510

Attachment: 1. Supplemental Task Authorization #3 for Execution (3 ORIGINALS)

**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>J. Saunders</i> 1-10-07	<i>J. Saunders</i> 1-10-07	N/A		<i>S. Bonner</i> 1/11/07	<i>ebw</i> 1-11-07	<i>PR</i> 1-11-07	<i>PR</i> 1/11/07	<i>J. Saunders</i> 1-10-07	

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN: <i>1/11 9:15 MP</i>
COUNTY ADMIN FORWARDED TO: <i>1/11 4:00</i> <i>PR</i>

Rec. by CoAtty
Date: <i>1/10/07</i>
Time: <i>4:45pm</i>
Forwarded To: <i>1/10/07</i> <i>8:30am</i>

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

Change Order  
 Supplemental Task Authorization

No. 3

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$25,000 or Approval by the County Administrator 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 Eng. Design and/or Inspection Svcs  
A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and  
Additional Evaluations

CONSULTANT: Q. Grady Minor & Associates, P.A. PROJECT NO.: \_\_\_\_\_

SOLICIT NO.: CN04-14 CONTRACT NO.: 2932 ACCOUNT NO.: \_\_\_\_\_

REQUESTED BY.: Contracts DATE OF REQUEST.: November 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: November 8, 2006
- EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT DATED: November 8, 2006
- EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE DATED: November 8, 2006
- EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED  
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: November 8, 2006
- EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: November 8, 2006

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

RECOMMENDED: [Signature] 11-9-07  
By: [Signature] 11-0-07  
Department Director Date

ACCEPTED: [Signature]  
By: \_\_\_\_\_  
Consultant/Provider  
(Print Name) David W. Schmitt  
Q. Grady Minor & Associates, P.A.

COUNTY APPROVAL: [Signature]  
By: \_\_\_\_\_  
Department Director  
(Print Name) Douglas L. Meurer

By: [Signature] 1/3/07  
Contract Manager Date

Date Accepted: 11/15/06  
Corporate Seal

Date Approved: 12-18-2006  
By: \_\_\_\_\_  
County Manager

APPROVED:  
By: \_\_\_\_\_  
\*City Attorney's Office Date

Date Approved: \_\_\_\_\_  
By: \_\_\_\_\_  
Chairman  
Board of County Commissioners  
Date Approved: \_\_\_\_\_

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

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

or

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-A"

Date: November 8, 2006

SCOPE OF PROFESSIONAL SERVICES

for A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and Additional Evaluations

(Enter Project Name from Page 1 of the  
Change Order or Supplemental Task Authorization)

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 No. 1** - Fire Hydrant Analysis

The need arose to perform analysis on the adequacy of fire hydrant spacing so that unforeseen deficiencies are addressed in the design. The inclusion of this task is both for work done to-date to address this need and for anticipated end-of-project coordination with the Iona Fire Department staff on changes due to modifications in alignment that may still arise.

**Task No. 2** - Additional Embarq/FPL/Comcast Utilities Coordination

A prior coordination meeting had been held between LCDOT, LCU, the Q. Grady Minor engineer, Embarq/FPL/Comcast representatives. This coordination resulted in distribution of electronic and hard copy of the 60% A&W Bulb Road, Bass Road and Gladiolus Drive utilities designs, and follow up coordination to ensure the designs were understood. This prior coordination was outside of the limited original scope for this work, and has resulted in more alternatives to evaluate as the project progresses. The current understanding is that Embarq has identified a duct bank spanning the project length of Gladiolus Drive to be left in-place, the depth of which specifically affects many water and wastewater utility crossings and service connections, and likely will cause changes to LCDOT's stormwater design. The future coordination, resubmittal of plans to these utilities, and actions to resolve this and other upcoming utilities' conflicts is included in this task.

**Task No. 3** - 95% Design

The 90 percent design of this project has been issued. It is identified that additional decisions and events affecting Gladiolus Drive are still to occur. Some of these changes result from coordination with LCDOT and their design changes, recently-decided modifications to roads, and are listed as follows:

- Periodic updates of storm design changes from LCDOT result in effort to a) change the design (post 90 percent) to address storm utility conflicts and b) to verify design that stays the same in all other areas.
- Identify utilities areas to pothole to coordinate with LCDOT's upcoming use of a potholing contractor.

- Utilities evaluation/relocation for the widening of Alexandria Court to four lanes.
- Evaluation of utilities alignment and spacing to provide justification for acquisition of additional easement and corner clips.
- Revising the existing conditions plans for recently relocated utilities, namely at the intersection of Winkler Road and Gladiolus Drive, but also others as they may arise.
- Preparation of alternate material analyses for constructing utility crossings and also analyses for constructability of water and wastewater service connections. These materials are for the separate constructability coordination meetings cited in Task No. 8.

This task incorporates future changes resulting from coordination with LCDOT, for which it is reasonable to expect that their storm design will change as their 90% and 100% drawing plans are prepared. One such out of scope change is to revise once more in 95% design the as-constructed relocation of utilities from other LCU capital projects that affect this one. In this case, the as-built locations differed from the originally-provided plans, a condition that may arise again due to the above-cited, future design changes. No contracted services (i.e. utilities potholing, surveying) are included in the fees for this work order amendment. This design is intended to reflect the changes due to the potholing information, the Task No. 2 utilities coordination, and any realizations that affect their design resulting from constructability coordination up to the time of this submittal.

**Task No. 4** – Additional Utilities Permit Assistance

This task will involve preparation of the permit applications and supporting documents for an FDEP Wastewater Construction Permit and Lee County Department of Health (LCDH) Water Main Construction Permit. The 95% design submittal drawings will be submitted for permitting approval. This task will likely involve meetings with LCDH staff with regard to water main separation and alternatives from conventional pipe encasement procedures. The meeting time for these meetings is included in this task. This task excludes any Environmental Permitting or Development Order Permitting, both of which are assumed to be within the scope of the LCDOT road widening project. All permit fees shall be paid directly by Lee County.

**Task No. 5** – Final Design

A period of review will follow the 95% submittal. The review comments from the 95% to 100% will be incorporated to advance the complete plan, profiles, and details. Both the changes requested by permitting reviewers and input from County review will be incorporated in these plans for the final design. The 100% submittal will be two hard copy set of plans. The quantities of materials table will be updated. Draft technical specifications, based on Lee County Utilities Manual Specifications, an Engineer's Estimate of Cost, and a draft bid schedule will be prepared for County review. Any requested revision to these materials will be conducted in Task No. 7, Final Bid Documents.

**Task No. 6** - Post 100% Design Verification/Modifications

Just prior to bid, the 100% design package will need to be reviewed to determine any necessary required changes due to the passage of time. If conditions in the project vicinity have been changed due to developments along these roads now requiring a relocated connection, or circumstances unforeseeable at this point result in a change, this task is intended to be responsive to these circumstances. If the County Utilities staff have conducted utilities locations prior to this task, this task may be used to coordinate areas that reveal discrepancies from how utilities were shown on the provided as-builts. The post-100% review will be coordinated with the client, with LCDOT, and other entities as necessary. If revised designs are required from this task, two sets of design plans will be

provided. This task allows for plan sheets to be revised prior to inclusion in the bid package.

**Task No. 7** --Final Bid Documents

It is recognized that the high number of uses within the Rights-of-Way will result in the need for bid alternates to constructing utility crossings at key areas. In this task, we will prepare the materials quantities, prepare bid tabulations with alternates, hold review with the County staff on proposed bid alternates, and provide technical specifications. The Engineer will attend the bid opening to answer bidder questions. Two original plan sets and specifications will be provided for bid, which the County staff will reproduce for bidding purposes. Electronic copies of the same will be submitted. This task includes response to contractor requests for clarification, review of the bids received, and preparation of written addendum.

**Task No. 8** --Constructability Coordination Meetings

Under the original scope of work, a small budget was included for design coordination at LCDOT/LCU CIP meetings. In the upcoming work, this project will require ongoing meetings through the 95% to final design on constructability to decide:

- Alternate methods to avoid construction conflicts for utilities crossings.
- Resolutions to conflicts with electrical and telecommunication utilities using, moving lines within, or abandoning lines within the Right-of-Way.
- Sequencing of constructing the utilities and their service connections concurrently with the construction of stormwater infrastructure, gravity walls, roadways, electrical and other utilities.

CHANGE ORDER AGREEMENT No. \_\_\_\_  
or  
 SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-B"

Date: November 8, 2006

COMPENSATION AND METHOD OF PAYMENT

for A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and Additional Evaluations  
(Enter Project Name from Page 1 of the  
Change Order or Supplemental Task Authorization)

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	Fire Hydrant Relocation	\$1,350	NTE	WIPP
2	Addn Embarq/FPL/Comcast Utilities Coordination	\$5,140	NTE	WIPP
3	95% Design	\$14,200	NTE	WIPP
4	Utilities Permitting Assistance	\$1,350	NTE	WIPP
5	Final Design	\$6,410	NTE	WIPP
6	Post-100% Verification of Design	\$4,000	NTE	WIPP
7	Bid Documents	\$2,500	NTE	WIPP
8	Constructability Coordination Meetings	\$3,310	NTE	WIPP
REIMB	Reimbursable Expenses	\$210	NTE	WIPP
TOTAL		\$38,470	NTE	

(Unless list is continued on next page)



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

or

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-C"

Date: November 11, 2006

TIME AND SCHEDULE OF PERFORMANCE

for A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and Additional Evaluations

(Enter Project Name from Page 1 of the  
Change Order or Supplemental Task Authorization)

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
1	Fire Hydrant Relocation	15	15
2	Addn Embarq/FPL/Comcast Utilities Coordination	30	45
3	95% Design	55	100
4	Utilities Permitting Assistance	30	130
5	Final Design	25	155
6	Post-100% Verification of Design	15	170
7	Bid Documents	15	185
8	Constructability Coordination Meetings	15	200



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

or

SUPPLEMENTAL TASK AUTHORIZATION No. 3

EXHIBIT "CO/STA-D"

Date: November 11, 2006

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

for A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and Additional Evaluations

(Enter Project Name from Page 1 of the  
Change Order or Supplemental Task Authorization)

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. 3

EXHIBIT "STA-E"

Date: November 11, 2006

PROJECT GUIDELINES AND CRITERIA

for A&W Bulb Rd, Bass Rd, and Gladiolus Drive Constructability and Additional Evaluations

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services 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, in performing the professional tasks or work to be provided pursuant to the professional services set forth hereinabove in SUPPLEMENTAL TASK AUTHORIZATION, Exhibit "STA-A", attached hereto:

(If none, enter the word "None" in the space below.)

ITEM No. 1

None