# EXHIBIT A

# **SCOPE OF SERVICES**

# for ENTER SERVICES BEING PROVIDED HERE (SAME AS 1<sup>ST</sup> PAGE OF SPA)

# **BASIC SERVICES**

#### Section 1. GENERAL SCOPE STATEMENT

The CONSULTANT shall provide and perform the following services, which shall constitute the GENERAL SCOPE of the BASIC SERVICES under the covenants, terms, and provisions of this SERVICE PROVIDER AGREEMENT.

# YOU CAN SPELL OUT OR PUT SEE ATTACHED

#### Section 2. TASKS

Pursuant to the GENERAL SCOPE of the BASIC SERVICES stated herein above, the CONSULTANT shall perform all services and/or work necessary to complete the following task(s) and/or provide the following item(s) which are enumerated to correspond to the task(s) and/or items set forth in EXHIBIT "B" entitled "COMPENSATION AND METHOD OF PAYMENT".

# YOU CAN SPELL OUT OR PUT SEE ATTACHED

# EXHIBIT B

	ΓΙΟΝ AND METHOD OF PAYMENT			
For				
Section 1. BASIC SERVICES/TASK(S)  The COUNTY shall compensate the CONSULTANT for providing and performing the Task(s) set forth and enumerated in EXHIBIT "A", entitled "SCOPE OF PROFESSIONAL SERVICES", 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 "A". In accordance with 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.)

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TOTAL (Unless list is continued on next page)



#### Section 2. ADDITIONAL SERVICES

The COUNTY shall compensate the CONSULTANT for such ADDITIONAL SERVICES as are requested and authorized in writing for such amounts or on such a basis as may be mutually agreed to in writing by both parties to this Agreement. The basis and/or amount of compensation to be paid the CONSULTANT for ADDITIONAL SERVICES requested and authorized in writing by the COUNTY shall be as set forth in Article 3.8 of this Agreement.

Should it be mutually agreed to base compensation for ADDITIONAL SERVICES on an hourly rate charge basis for each involved professional and technical employee's wage rate classification, the applicable hourly rates to be charged are as set forth and contained in ATTACHMENT NO. 1 entitled "CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE".

# Section 3. REIMBURSABLE EXPENSES AND COSTS

When the CONSULTANT'S compensation and method of payment is based on an hourly rate for professional and/or technical personnel, the CONSULTANT shall, in addition to such hourly rates as are set forth in Attachment No. 1 hereto, be entitled to reimbursement of out-of-pocket, non-personnel expenses and costs as set forth in ATTACHMENT NO. 2 entitled "NON-PERSONNEL REIMBURSABLE EXPENSES AND COSTS".

# Page <u>B 2</u> of <u>B2</u> <u>ATTACHMENT NO. 1 TO EXHIBIT B</u>

# CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE \*\*\*

<u>for</u>

(Enter Project Name from Page 1 of the Agreement)

# CONSULTANT OR SUB-CONSULTANT NAME

(A separate Attachment No. 1 should be included for each Sub-Consultant)

(1) Project Position or Classification (Function to be Performed)	(2) Current Direct* Payroll Average Hourly Rate	(3) Multiplier**	(4) Hourly Rate To Be Charged (Column 2x3)
(Tunction to be remorated)	Trouty Nate	Numpre	(Column 2x3)

\*NOTE: Direct Payroll hourly rate means the actual gross hourly wage paid.

\*\*NOTE: Indicate applicable multiplier for indirect personnel costs, general administrative and overhead costs, and profit.

\*\*\*NOTE: A separate personnel hourly rate schedule should also be attached for each Sub-Consultant listed in Exhibit "D".



# ATTACHMENT NO. 2 TO EXHIBIT B

# NON-PERSONNEL REIMBURSABLE EXPENSES AND COSTS

for	
(Enter Project Name from Page 1 of the Agreement)	
CONSULTANT OR SUB-CONSULTANT NAME	
(A separate Attachment No. 2 should be included for each Sub-Consultant)	

ITEM	BASIS OF CHARGE
Telephone (Long Distance)	Actual Cost
Postage and Shipping	Actual Cost
Commercial Air Travel	Actual Cost (Coach)
Vehicle Travel Allowance (or)	\$0.54/Mile
Vehicle Rental/Gas	Actual Cost
Lodging (Per Person)	Actual Cost or NTE
	\$100.00
Meals:  Breakfast Lunch Dinner	\$13.00 \$15.00 \$26.00
In accordance with the GSA M&IE schedule for Travel utilizing the "Fort Myers, Florida" rates	
Reproduction (Photocopy) 8 ½" x 11"	\$0.15/Page
8 ½" x 14"	\$0.20/Page
11" x 14"	\$0.35/Page
Reproduction (Blue/White Prints)	\$0.20/Sq. Ft.
Printing/Binding	Actual Cost
Mylar Sheets	Actual Cost
Photographic Supplies & Services	Actual Cost
Tolls	Actual Cost
*List other specific project related reimbursables (i.e. film/developing):	
NOTE: Receipts or in-house logs are required for all non-personnel reimbursable expenses unless exempt (such as meals).	
Administrative Services Fee – Applicable only when specifically authorized by the County, for administering the procurement of special additional services, equipment, reimbursables etc. not covered under the costs and/or changes established in the Agreement.  NOTE: N.T.E. indicates Not-To-Exceed	

NOTE: N.T.E. indicates Not-To-Exceed CMO:033 01/01/2010

# TIME AND SCHEDULE OF PERFORMANCE

<u>for</u>

(Enter Project Name from Page 1 of the Agreement)

This EXHIBIT C establishes times of completion for the various phases and tasks required to provide and perform the services and work set forth in EXHIBIT "A" of this Agreement. The times and schedule of performance set forth hereinafter is established pursuant to Article 5.00 of this Agreement.

Phase and/or Task Reference As Enumerated in EXHIBIT "A"	NAME OR TITLE Of Phase and/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
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EXHIBIT D
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# CONSULTANT'S ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)

<u>for</u>

(Enter Project Name From Page 1 of This Agreement)

 $CONSULTANT\ has\ identified\ the\ following\ Sub-Consultant(s)\ and/or\ SubContractor(s)\ which\ may\ be\ engaged\ to\ assist\ the\ CONSULTANT\ in\ providing\ and\ performing\ services\ and\ work\ on\ this\ Project:$ 

(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) Yes No Type		Sub-Consultant Services are Exempted from Prime Consultant's Insurance	
1 CHOITHEU	Ivanic and Address of Individual of Pitti	Yes No	Type)	Yes	No
Performed	Name and Address of Individual or Firm	(If Yes, Indica Yes No	ter Type) Type	Yes	e No

# EXHIBIT E

# PROJECT GUIDELINES AND CRITERIA

<u>for</u>

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 services and work to be provided pursuant to this Agreement:

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

Item No. 1

# **EXHIBIT F**

#### TRUTH IN NEGOTIATION CERTIFICATE

Notary Commission Number/Expiration

This Certificate is executed and given by the undersigned as a condition precedent to entering into a Professional Services Agreement with the Lee County Board of County Commissioners for the project known as:

Before me, the undersigned authority personally appeared, who having personal knowledge as to the facts and statements contained herein after being duly sworn, deposes and states under oath that:

- 1. This Certificate shall be attached to and constitute an integral part of the above said Professional Services Agreement as provided in Article 3.12.
- 2. The undersigned hereby certifies that the wage rates and other factual unit costs supporting the compensation on which this Professional Services Agreement is established are accurate, complete, and current on the date set forth here-in-above.
- 3. The truth of statements made herein may be relied upon by the County and the undersigned is fully advised of the legal effect and obligations imposed upon him by the execution of this instrument under oath.

Executed on behalf of the Party to the Professional Services Agreement referred to as the CONSULTANT, doing business as: BY: TITLE: The foregoing instrument was signed and acknowledged before me this day of by produced who has (Print or Type Name) (Type of Identification and Number) identification. Notary Public Signature Printed Name of Notary Public

# Page F1 of F1

# EXHIBIT G

# <u>INSURANCE</u>

<u>for</u>

[Copy and insert insurance requirements from the solicitation.]



# **AMENDMENT TO ARTICLES**

for

For amending (i.e., changing, deleting from or adding to) the articles.

(NOTE: <u>Each Article</u> to be amended should be set forth and described in such a manner as to clearly indicate what the proposed changes, deletions or additions are with respect to the present Article provisions, and should set forth the wording of the Article resulting from the Amendment. The following identification system should be followed: Indicate additional (new) words or phrases by inserting the words in the text and then underline, (i.e., <u>Months</u>) and indicated words or phrases in the text to be deleted by striking over (i.e. <del>Weeks</del>).

THE PROVISIONS HEREBY SUPERCEDE ANY PROVISIONS TO THE CONTRARY CONTAINED ELSEWHERE IN THE ARTICLES OR EXHIBITS.

# **AMENDMENT NO.**

ARTICLE No. \_\_\_ is hereby amended as follows:

None.

CMO: 09/25/01