

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

Blue Sheet No. 20020544

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Change Order No. 3 to Contract #1584 for RFP-00-10 Tourism Advertising, Program Planning, Creation & Implementation with BVK/McDonald in the amount of \$343,866.00.

WHY ACTION IS NECESSARY: Pursuant to the Lee County Contract Manual, approved by the Board on September 25, 2001, Change Orders in excess of \$50,000.00 require Board approval.

WHAT ACTION ACCOMPLISHES: To Increase the annual yearly contract amount by \$300,000.00 (for a total annual contract amount of \$3,170,000.00). Also add as a one time increase to Attractions in the amount of \$11,866.00 and one time increase from CIP for Great Calusa Blue Way (Beach & Shoreline) in the amount of \$32,000.00.

2. DEPARTMENTAL CATEGORY:

Visitor & Convention Bureau
COMMISSION DISTRICT #:

CIA

3. MEETING DATE:

8-6-02

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE **AC-4-4**
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER *[Signature]*
- B. DEPARTMENT *[Signature]*
- C. DIVISION Visitor & Convention
- BY: D.T. Minich, VCB Director

7. BACKGROUND:

On August 29, 2000, the Board entered into a contract with BVK/McDonald under RFP-00-10 Tourism Advertising, Program Planning, Creation & Implementation in the amount of \$2,700,000.00 with a contract period of three (3) years with two (2) one (1) year renewals.

On September 4, 2001, the Board approved Change Order No. 1 in the amount of \$170,000.00 (added to the annual contract amount) to add additional tasks for Attractions: to develop and implement VCB's attractions marketing program.

On October 9, 2001, the Board approved Change Order No. 2, in the amount of \$500,000.00 (one time increase) to cover emergency advertising in the wake of 911 events.

It is now being requested that the Board approve Change Order No. 3, to increase the annual yearly contract amount by \$300,000.00 (for a total annual contract amount of \$3,170,000.00). Also add as a one time increase to Attractions in the amount of \$11,866.00 and one time increase from CIP for Great Calusa Blue Way (Beach & Shoreline) in the amount of \$32,000.00.

Funds will be available in the following accounts: HB5520217400.504811.88 - \$11,866.00 and HB5520117400504810 - \$32,000.00
HB5520317400.504810 - \$300,000

Attachments: Two (2) original Change Orders

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			G County Manager
					OA	OM	Risk	GC
<i>[Signature]</i> July 12 - 02	<i>[Signature]</i> 7/22/02	N/A		<i>[Signature]</i> 7/22/02	<i>[Signature]</i> 7/22/02	<i>[Signature]</i> 7/25	<i>[Signature]</i> 7/25	<i>[Signature]</i> 7/25/02

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

REC'D.
by CO. ATTY.
7/12/02
3:50pm
CO. ATTY. 7/15/02
FORWARDED TO:
Budget
10:48 Am

RECEIVED BY
COUNTY ADMIN. *DD*
7/15/02 11:45am
057/0
7/25 *yo*

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 Manager for Expenditures Between \$25,000 and \$50,000 or Approval by the Board of County Commissioners for Expenditures over \$50,000)

CONTRACT/PROJECT NAME: Tourism Advertising, Program Planning, Creation & Implementation

CONSULTANT: BVK/McDonald

PROJECT NO.: _____

SOLICIT NO.: RFP-00-10 CONTRACT NO.: 1584 ACCOUNT NO.: _____

REQUESTED BY: DT Minich DATE OF REQUEST: 5/13/02

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: 5/13/02

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 5/13/02

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 5/13/02

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 5/13/02

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 5/13/02

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

RECOMMENDED:
By: [Signature] 7/11/02
Department Director Date

By: [Signature] 7/12/02
Contracts Mgmt Date

ACCEPTED:
By: [Signature]
Consultant/Provider

Date Accepted: 7/11/02

Corporate Seal

COUNTY APPROVAL:
By: _____
Department Director
(Under \$25,000)
Date Approved: _____

By: _____
County Manager (Between
(\$25,000 and under \$50,000)
Date Approved: _____

By: _____
Chairman
Board of County Commissioners
Date Approved: _____

APPROVED:
By: _____
*County Attorney's Office Date

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

- CHANGE ORDER AGREEMENT No. 3
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-A"

Date: 5/13/02

SCOPE OF PROFESSIONAL SERVICES

for Tourism Advertising, Program Planning, Creation & Implementation
(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:

Increase the annual yearly contract amount by \$300,000.00 (for a total annual contract amount of \$3,170,000.00). Also add as a one time increase to Attractions in the amount of \$11,866.00 and one time increase from CIP for Great Calusa Blue Way (Beach & Shoreline) in the amount of \$32,000.00.

*Attach additional pages, if needed.

- CHANGE ORDER AGREEMENT No. 3
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-B"

Date: 5/13/02

COMPENSATION AND METHOD OF PAYMENT

for Tourism Advertising, Program Planning, Creation & Implementation

(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.)
1.05	Add to Advertising - Add to CIP for Great Calusa Blue Way Total annual contract amount increase	\$11,866.00 \$ 32,000.00 \$300,000.00		
TOTAL		\$343,866		

(Unless list is continued on next page)

- CHANGE ORDER AGREEMENT No. 3
 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. 1-2	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
	Original SPA	\$2,700,000.00			
CO #1	Increase to annual		\$170,000.00		
CO #2	Emergency Ad	(1 TIME ONLY)	\$500,000.00		
CO #3	Budget increase annual contract			\$300,000.00	
CO #3	Attractions	(1 TIME ONLY)		\$11,866.00	
CO #3	Great Calusa	(1 TIME ONLY)		\$32,000.00	
INCREASE TO ANNUAL		\$2,700,000.00	\$170,000.00	\$300,000.00	\$3,170,000.00
TOTAL (1 TIME FEES)			\$500,000.00	\$43,866.00	\$543,866.00
TOTAL					

CHANGE ORDER AGREEMENT No. 3
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-C"

Date: 5/13/02

TIME AND SCHEDULE OF PERFORMANCE

for Tourism Advertising, Program Planning, Creation and Implementation

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

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
	No Change		

CMO:027
09/25/01

CHANGE ORDER AGREEMENT No. _____
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

CHANGE ORDER AGREEMENT No. 3
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-D"

Date: 5/13/02

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

for Tourism Advertising, Program Planning, Creation & Implementation

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

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. 3

or

SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-E"

Date: 5/13/02

PROJECT GUIDELINES AND CRITERIA

for Tourism Advertising, Program Planning, Creation & Implementation

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

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